

# Planning & Environment COMMITTEE A G E N D A

**For a Meeting to be held on Tuesday 30 June 2026  
at 7.30pm  
at Champions Manor Hall, Hullbridge Road,  
South Woodham Ferrers**

**Membership:  
Councillor S Wilson Chairman  
Councillor M O'Brien Vice-Chairman**

Councillor J Birch  
Councillor P Price  
Councillor M Sismey  
Councillor K Bentley

Councillor P Ferry  
Councillor I Roberts  
Councillor D Thompson

Councillor A Cash  
Councillor A Shearring  
Councillor D Eley

***Local residents are welcome to attend this meeting. At the meeting, your elected Councillors will take decisions affecting YOU, the Community, and the Town. At the beginning of the meeting there is an opportunity for you to make representations, answer questions and give evidence in respect of any item of business on the agenda. The public may participate for up to 15 minutes for this purpose. If you have any queries, please telephone the Town Clerk on 01245 321 817. Please join us.***

**Karen Atkins  
Town Clerk  
24 June 2026**



- 1. Apologies if Absence**  
To RECEIVE apologies for absence.
- 2. Dispensation considerations**  
To consider any dispensations, as required. Standing Order 12. Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 3. Declarations of Interest**  
Any Member declaring an interest is asked to state whether this is a pecuniary registerable or non-registerable interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.
- 4. Confirmation of Minutes**  
To **APPROVE** the minutes of the meeting held on 26 May 2026 as a true record.

**5. Public Questions**

In accordance with Standing Order 3.e to allow up to 15 minutes for members of the public to make representations, answer questions and give evidence in respect of any item of business covered by the Committees terms of reference. At the close of this item members of the public will no longer be permitted to address the Committee; Members with pecuniary interests will also not be permitted to speak, address the Committee on those interests and must leave the meeting when the item in relation to their interest is being discussed.

**6. Budgetary Position**

The budgetary position on 24/6/2026 is attached to the agenda.

**7. Previous Planning Decisions and Appeals**

To note the City Council planning decisions which differ from the Town Council recommendations will be circulated prior to the meeting.

**8. Planning Applications**

To consider and agree comments on the planning applications as detailed on the list circulated and displayed on the Town Council noticeboards and website.

**9. Financial Regulations and Procedure Clarification**

In accordance with Standing Order 7(a), the Committee is requested to consider the rescission of the proposal approved at the meeting held on 26 May 2026 (Minute Reference PE-26-449). The Council has been advised by the Town Clerk that the proposal does not comply with the Council's current Financial Regulations, as adopted at the Annual Council Meeting held on 12 May 2026.

**10. Bus 336 Sunday Service**

Committee to receive an update on the meeting on 24<sup>th</sup> June 2026.

**11. Building for a Healthy Life**

Committee to receive a summary report on a design toolkit for neighbourhoods, streets, homes and public spaces.

**12. Sponsored Roundabout in South Woodham Ferrers**

Committee to review the current presentation of the SWF-sponsored roundabout, including an assessment of existing displays and consideration of potential enhancements.

**13. Items to Note**

- The footpath on the Fen with the damaged walkway bridge has been fenced off for health & safety reasons, quotations for the necessary repair work are currently being obtained.
- The Committee received a report regarding the recent barbecue fire at the Garden of Remembrance. The Town Clerk advised that a social media message will be issued to residents reminding them to be mindful of fire risks, particularly in open spaces and during periods of dry weather.
- Chelmsford City Council has advised that the dog waste bin on Burnham Road is in a dangerous condition and poses a potential risk of injury to both users and staff responsible for emptying it. The Town Clerk has approved the supply and installation of a replacement bin, together with the removal and disposal of the existing bin, at a cost of £300.00 plus VAT.

**14. Garden of Remembrance**

Committee to receive a verbal report on the Garden of Remembrance pet scattering project.

**15. Fen Report**

Committee to receive an update report on the Fen.

**16. Open Spaces S106 Monies**

The Committee is to note that the Town Clerk has agreed a transfer of £3,277.95 from Chelmsford City Council to South Woodham Ferrers Town Council. The funding is to be used for open space improvements and must be spent within the next 12 months. The agreement is attached to the agenda.

**17. Report to Council**

To agree items to report at the next Annual Council meeting on 23rd June 2026.

**18. Media Coverage**

To consider whether any items on this Agenda warrant a Media release.

**19. Next Meeting**

The next meeting of the Planning and Environment Committee will be on 30 June 2026 at 7.30pm.

**Any member who is unable to attend the meeting should send their apologies and reason.  
to the Town Clerk prior to the meeting.**