

**SOUTH WOODHAM FERRERS TOWN COUNCIL
PLANNING & ENVIRONMENT COMMITTEE**

MINUTES of a Meeting held on Tuesday 25th February 2025
at 7.30p.m.
at Champions Manor Hall

Present:

D Thompson Chair
Councillor S Wilson Vice Chair

Councillor G Piesse
Councillor I Roberts
Councillor M O'Brien
Councillor P Price

Councillor A Shearring
Councillor M Sismey
Councillor J Birch

In attendance: Environment and Leisure Officer.

PE-25-171 Apologies for Absence

Apologies of absence were **RECEIVED** and **ACCEPTED** from
Councillor P Ferry & Councillor A John.

PE-25-172 Dispensation Considerations

None received.

PE-25-173 Declarations of Interest

Councillor Roberts declared a non-disclosable interest on the Outside
Maintenance Contract. PE-25-187

PE-25-174 Confirmation of Minutes

The minutes of the Planning and Environment Extra Ordinary meeting
held on 18th February 2025 were agreed as a true record.

Proposed: Councillor O'Brien

Seconded: Councillor Shearring

Vote: **Carried**

PE-25-175 Public Questions

No public questions raised.

PE-25-176 Budgetary Position

The budgetary position as of 19th February 2025 was **NOTED**.

PE-25-177 Previous Planning Decisions and Appeals

Committee **NOTED** the planning decision differences from
Chelmsford City Council.

PE-25-178 Chelmsford City Council Local Plan Consultation

The Committee considered submitting comments from the Town
Council following the Parish and Town Council Forum on 25/2/2025
at 7pm. Deadline 18/3/25.

Proposal: To respond to the consultation with the previous questions agreed at the meeting on the 18th February 2025 for the Parish and Town Council Forum meeting on 25th February 2025 minute reference **PE-25-167** but with more substantive comments to be submitted.

Proposed: Councillor Roberts

Seconded: Councillor O'Brien

Vote: All in Favour

PE-25-179 Planning Guide

Committee considered using the planning guide attached to the minutes made from the Chelmsford Local Plan. Note this will be updated when the 2025 plan is agreed.

Proposal: To issue the summary document for codes and policies and the local plan to all councillors for use as a guide when considering applications along with copy of the South Woodham Ferrers Neighbourhood Plan.

Proposed: Councillor Thompson

Seconded: Councillor Wilson

Vote: Carried

PE-25-180 Planning Applications

25/00062/FUL 15 Holkham Avenue

2 Storey rear extension

The Planning and Environment Committee has **NO OBJECTIONS** to this application.

25/00119/FUL 4 Cornwallis Drive

Proposed single storey rear extension

The Planning and Environment Committee has **NO OBJECTIONS** to this application.

25/01110/FUL 20 East Bridge Road

Change of use of a residential garage (C3) to be used as Dog Grooming Parlour (Sui-generis).

The Planning and Environment Committee **OBJECTS** to this application on the grounds they have concerns about the transmission of noise and possible increased traffic, as per policy DM29 "The development shall also not result in excessive noise, activity or vehicle movements" and has concerns over parking for staff and visitors as laid out in the Essex Parking Standards Design Practice Guide 2009.

25/05021/TPO 24 Harvest Close

T6 Oak in rear garden - Reduce crown height by 2-3m. Remove weak and thinning branches and clean out deadwood. Reason: To reduce overhang for patio area and washing line area for number 24. Reduce overhang into number 26 and grass verge area on roadside. T7 Oak in rear garden - Reduce crown height by 2-3m. Remove weak and thinning branches and clean out deadwood. Reason: To reduce overhang onto grass area in number 24 and reduce overhang into the garden of number 22.

The Planning and Environment Committee has **NO OBJECTIONS** to this application.

25/05025/TPO 108 Celeborn Street

T3 Cherry - 5-year maintenance plan to immediately reduce the height and canopy coverage of the tree- approximately 3.2 metres. Followed by an annual pruning of new growth to maintain the tree at the size established by the initial reduction. The Planning and Environment Committee has **NO OBJECTIONS** to this application.

25/05026/TPO 108 Celeborn Street

T5 False Acacia- 5 Year Maintenance plan to immediately reduce the height and canopy coverage of the tree- approximately 5.3 metres. Followed by an annual pruning of new growth to maintain the tree at the size established by the initial reduction. Part of the initial reduction would be to remove the branches overhanging the public footpath of Celeborn Street and the property's drive.

The Planning and Environment Committee has **NO OBJECTIONS** to this application

25/01178/FUL 81 Gandalfs Ride

Demolish existing conservatory. Proposed part two storey, part single storey rear extension, garage conversion by enclosing car port and internal alterations.

The Planning and Environment Committee has **NO OBJECTIONS** to this application

PE-25-181 Items to Note

Committee **NOTED** the following –

- SWF Health Clinic Merchant Street CM3 5BF proposed rename Octavia House Schools. Information attached to agenda.
- Update from the Forestry Commission regarding oak processionary moth (OPM) on the Fen. Forestry Commission to inspect by 31/7/25 and will remove and dispose of live/newly formed moth nests from all oak trees affected.
- Committee to note the questions agreed at the extra Planning & Environment meeting on the 18/2/25 for the Parish & Town Forum Meeting at 7pm on 25/2/25. Attached to agenda.
- The application for the Love Your Bus Grant has been submitted online as agreed PE-25-15. Deadline for applications 21/2/25.

PE-25-182 England Coast Path Works

The Essex County Council Public Rights of Way Officer has contacted the Town Council to confirm they are starting work in April/May 2025 depending on weather and ground conditions. The clearing of scrub and other vegetation on some sites and along the A132 has been completed over the winter months. A section of scrub on Woodham Fenn will need to be cut back to undertake planned footpath 23 improvement works. This has been scheduled for Friday 28th February 2025.

Volunteers completing work are experienced with own tools and supervised.

Committee considered volunteers for the day and had a request to advise where to stack the cut material. The Environment Officer has informed the Essex Wildlife Trust and asked to consider a location.

Proposal: To promote the request for local volunteers on the South Woodham Ferrers Town Council Facebook page. Volunteers to meet at 9:45 am in Fennfields Road (Station Approach end) on the 28th February 2025.

Proposed: Councillor O'Brien

Seconded: Councillor Shearring

Vote: All in Favour

PE-25-183 Floral Displays

Committee considered continuing the Floral Displays in town for 2025. Current locations are Warwick Parade, Asda, Heralds Way and Trinity Square. Floral displays total £1,494.00 plus delivery £185.00 excl VAT.

Proposal: To accept continuing the Floral Displays for 2025.

Proposed: Councillor O'Brien

Seconded: Councillor Birch

Vote: All in Favour

PE-25-184 Great British Spring Clean 21 March - 6 April 2025

The next date for the litter pick will be on Tuesday 18th March 2025. The Town Council have invited local schools to attend.

Committee to consider a poster design competition during the Great British Spring Clean Campaign with the local schools to design a poster to show they love where they live and encourage people not to litter.

The winner to be selected by the Town Mayor and Chair of Planning & Environment Committee. The office to laminate the winning design to place on Town Council litter bins at selected areas in town.

Proposal: To run the poster design competition and to invite local schools to take part.

Proposed: Councillor O'Brien

Seconded: Councillor Shearring

Vote: All in Favour

PE-25-185 Trees in Tanners Way

The Environment Officer updated on information from Chelmsford City Council Natural Environment Team - Development Management.

Proposal: To contact to the Chief Executive of Chelmsford City Council about the cutting down of the trees by Greater Anglia, and the responses we have had so far, and to copy in the Rt Hon Sir John Whittingdale OBE MP and to request that Greater Anglia look at reinstating the lost trees in that area.

Proposed: Councillor Wilson

Seconded: Councillor Shearring

Vote: All in Favour

PE-25-186 Policies

Committee reviewed the policies attached to the agenda for recommendation to Council on 18th March 2025. Committee to **NOTE** the Biodiversity Policy is a requirement for the Town Council to achieve Silver Quality Award.

- Biodiversity Policy
- Environmental Waste and Recycling Policy

Proposal: Recommend the Biodiversity Policy to Council on 18/3/25.

Proposed: Councillor O'Brien

Seconded: Councillor Shearring

Vote: All in Favour

Proposal: To defer the recommendation of the Environmental Waste and Recycling Policy to be reviewed at a future meeting.

Proposed: Councillor Roberts

Seconded: Councillor Sismey

Vote: All in Favour

PE-25-187 Outside Maintenance Contract

In accordance with Financial Regulations 5.12 iii the committee considered the current maintenance contract for the Town Council and a recommendation to Council on the 18th of March 2025 that we continue a rolling two-year contract with our current contractor on the grounds of quality and price.

Proposal: To recommend to Council on the 18th March 2025 that we continue the rolling two-year contract with our current contractor.

Proposed: Councillor Shearring

Seconded: Councillor Birch

Vote: Carried 2 Abstained

PE-25-188 Essex Air Quality Strategy

Committee considered information around the launch of the public consultation for the new draft Essex Air Quality Strategy by Essex County Council. The strategy sets out a shared vision, aims and a series of actions the consortium plans to take to improve air quality in Essex and help reduce the impact of air pollution on people's health.

A request was received to promote the consultation and to consider a response from the Town Council providing feedback on the strategy. The consultation is from Monday 20th January 2025 for six weeks closing on Sunday 2nd March 2025.

<https://www.essex.gov.uk/news/2025/have-your-say-improving-air-quality-essex>.

The Committee **AGREED** not to make a comment on the consultation.

PE-25-189 Report to Council

- Biodiversity Policy
- Outside Maintenance Contract
- Response to Chelmsford City Council Local Plan
- Love Your Bus Grant submission
- Great British Spring Clean
- The planning guide with the SWF local plan

PE-25-190 Media Coverage

- English Coast Path Works

PE-25-191 Next Meeting

The next meeting is to be held on 25th of March 2025 at 7.30pm.

There being no further business to discuss the Chair closed the meeting at 9.27pm

Signed

Date: 25th March 2025