

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

MINUTES of a Meeting held on Tuesday 28th October 2025
at 7.30p.m.
at Champions Manor Hall

Present:

Councillor M O Brien (Chair)
Councillor S Wilson (Vice Chair)

Councillor J Birch
Councillor P Ferry
Councillor P Price

Councillor M Sismey
Councillor D Thompson

In attendance: Town Clerk, Councillors Massey and Sherlock and four members of the public.

PE-25-308 Apologies for Absence

Apologies for absence were **RECEIVED** and **ACCEPTED** from Councillors A Shearring and I Roberts.

Absent Councillor John

PE-25-309 Dispensation Considerations

None received.

PE-25-310 Declarations of Interest

None received.

PE-25-311 Confirmation of Minutes

The minutes of the Planning and Environment meeting held on 30th September 2025 were agreed as a true record.

Proposed: Councillor Sismey

Seconded: Councillor Ferry

Vote: All in Favour

PE-25-312 Public Questions

No public questions raised.

PE-25-313 Budgetary Position

The budgetary position as of 22nd October 2025 was **NOTED**.

PE-25-314 Previous Planning Decisions and Appeals

Committee **NOTED** no planning decision differences from Chelmsford City Council.

PE-25-315 Planning Applications

25/01298/FUL Champions Manor Hall Hullbridge Road

Proposed Clubhouse

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

25/01305/FUL 7 Chase Drive

Demolition of existing conservatory. Proposed single storey rear extension.

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

25/01333/FUL 35 Pintolls

Single storey rear and side extension, and first floor rear extension.

The Planning and Environment Committee has **NO OBJECTIONS** to this application, however they note that there is a lack of clarity on the overlook from the first-floor extension.

25/01196/FUL 62 The Chase

Extend front dormer.

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

25/05219/TPO Block 18 To 59 Bucklebury Heath

G1 & G2 - x6 Sliver Birch - Reduce all larger Birch by 3m (previous cuts) to lessen sail area on low decaying forks and prune back encroachment from buildings by max 1.5m. G3 x1 (Marked red dot on map) Cherry - Fell to near ground level and remove all arisings. G3 x2 Cherry trees - Reduce prunus by 1.5m (previous cuts) and shape back from building and car park. T1 x1 Sliver Birch - Reduce and prune by 2m. Reason: Overall tree management.

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

25/10426/FUL 10 Willow Grove

Single storey rear extension (amendment to approved application 25/00781/FUL)

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

25/01429/FUL 145 Inchbonnie Road

Demolition of conservatory. Single storey side and rear extension.

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

25/01440/FUL 3 Becket Way

Single storey side extension. Two storey side extension on top of existing garage with associated internal alterations.

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

PE-25-316 Items to Note

Committee **NOTED** the following –

- The two Nordmann Fir Pot Grown Christmas Trees are due to be delivered 8-14 November. JW Davis will put in place. Total costs £233.99.

- A litter pick was completed on Sunday 19/10/2025 by the SWF Litter Pickers community group. Report attached to agenda.
- The Environment Officer and Town Clerk attended the Love your Bus Engagement and Q&A Session on the 16/10/25. The next round of grant funding applications will be available in the Autumn.
- Letter received from Councillor Jannetta Sosin Mayor of Chelmsford regarding the 30-year anniversary event at the Town Council's Garden of Remembrance.

PE-25-317 Woodlan Trust Trees

Committee received a report from the Town Clerk and Chelmsford City Council regrading the tree planting project on John Cox and considerations on how the project will be delivered and completed.

Proposal: The Town Council will consult a qualified expert to develop a detailed planting plan, including the identification of suitable tree species and appropriate planting locations. It was agreed that no tree planting will take place on the Fen, given its designation as a Site of Special Scientific Interest (SSSI) and RAMSAR site.

Costings will be obtained for ground covers and mulching, and advice will be sought from J.D. Davis regarding the management and use of grass cuttings.

A media release will be prepared to inform the community about the proposed project and to invite public feedback and engagement.

Proposed: Councillor O'Brien

Seconded: Councillor Birch

Vote: All in favour

PE-25-318 Community Biodiversity Project

Committee considered a project for hedgehog hotel installation on Town Council land.

Proposal: No decision on the project.

Proposed: Councillor O'Brien

Seconded: Councillor Wilson

Vote: All in favour

9.08pm Councillor Massey left the meeting

PE-25-319 Community Projects 2026/27

Proposal: Phase two accessibility project on John Cox

Proposed: Councillor O'Brien

Seconded: Councillor Wilson

Vote: All in favour

PE-25-320 Budgets 2026-27

Proposal: To agree the draft budget as presented for the Planning & Environment committee for the next stage of evaluation.

Proposed: Councillor O'Brien
Seconded: Councillor Shearring
Vote: All in favour

PE-25-321 Report to Council

- Woodland Trust Tree Project

PE-25-322 Media Coverage

- Woodland Trust Tree Project

PE-25-323 Next Meeting

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

There being no further business to discuss the Chair closed the meeting at 9.28pm

Signed

Date: 25th November 2025