SOUTH WOODHAM FERRERS TOWN COUNCIL
PLANNING & ENVIRONMENT COMMITTEE

MINUTES of a Meeting held on Tuesday 29th September 2026
at 7.30p.m.
at Champions Manor Hall

Present:
Councillor S Wilson (Chair)

Councillor A Shearring	Councillor M Sismey
Councillor A Cash	Councillor J Birch
Councillor C Benn	Councillor P Price
Councillor K Bentley	Councillor D Thompson
Councillor P Ferry	Councillor D Eley
Councillor I Roberts	

In attendance: Environment Officer

PE-26-508 Apologies for absence
Apologies for absence were **RECEIVED** and **ACCEPTED** from Councillor M O' Brien

PE-26-509 Dispensation Considerations
None received.

PE-26-510 Declarations of Interest
Councillor D Thompson declared a non-registerable interest in 5 Longfield Road Planning Application PE26-515
Councillor P Ferry declared a non-registerable interest in 15 Green Lane Planning Application PE26-515

PE-26-511 Confirmation of Minutes
The minutes of the Planning and Environment meeting held on 25th August 2026 were agreed as a true record.
Proposed: Councillor Eley
Seconded: Councillor Birch
Vote: All in favour

PE-26-512 Public Questions
No public questions raised.

PE-26-513 Budgetary Position
The current budgetary position as of 23 of September 2026 attached to the agenda was **AGREED** and **NOTED**.

PE-26-514 Previous Planning Decisions and Appeals
Committee **NOTED** planning decision differences from Chelmsford City Council**.**

PE-26-515 Planning Applications

26/05162/TPO 3 Connaught Drive

T1 - Silver Birch - Height reduction of up to 3m, remove up to 2m from the East side of the tree with up to 1m being removed to West and South sides of the tree to rebalance tree shape alleviate lean. Remove dead material throughout the tree. - Reason: Danger of limbs dropping

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

26/05182/TPO Champions Lodge Burnham Road

G1 (T1) Oak - Re- pollard by 3-4m to previous points and deadwood. Reason: To help improve ground flora and management.

G1 (T2) Oak - Crown lift epicormic growth by 3-4m.

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

26/01119/FUL 8 Arwen Grove

Part single, part two storey extensions & garage conversion with alterations.

The Planning and Environment Committee **OBJECTS** to this application with comments as noted in Appendix A

21/01759/S73 5 Longfield Road

Variation of Condition 2 to approved planning application 21/01759/FUL (Proposed first floor front extension over garage and new porch. Single storey rear extension, side extension and partial garage conversion. First floor window to side elevation) to Amendment to front extension. First floor extension omitted and replace with single storey porch extension. This is due to construction and user economics

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

26/01205/FUL 15 Elronds Rest

Proposed outbuilding. Proposed single storey rear/side extension and rear timber pergola connected to extension.

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

However, the Committee considers it important that the structure remains open as intended. A roofed pergola can, in some cases, create the basis for later enclosure with walls or glazing, which would materially alter the nature of the development and introduce additional built form on the plot. Any such enclosure would amount to further development and could raise issues of scale, massing and impact on neighbouring amenity. For this reason, we request that any permission makes clear that the pergola must remain an open structure with no further construction to avoid over development.

26/01211/FUL 44 Leighlands Road

Proposed outbuilding. Proposed two-storey side extension and associated external works.

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

26/01065/FUL 18 Saltcoats
Proposed two-storey side and a single-storey rear extension, garage conversion with new roof to create porch.
The Planning and Environment Committee has **NO OBJECTIONS** to this application

76/1015/S73 15 Green Lane
Variation of condition 4 to approved planning permission CHL/1015/76 (Erection of 6 semi-detached houses and 2 detached houses and access road) Erection of a timber fence.
The Planning and Environment Committee has **NO OBJECTIONS** to this application

26/01242/FUL 96 Longfield Road
Single storey rear extension
The Planning and Environment Committee has **NO OBJECTIONS** to this application

26/01245/FUL 60 Clements Green Lane
Proposed outbuilding. Conversion of roof space to habitable accommodation with front and rear dormer, first floor juliet balcony, first floor side window and rear and front facing rooflights. Single storey rear extension with rooflights and flue and single storey side extension to create bay window. Installation of front AC unit. Construction of a detached outbuilding, part demolition and erection of boundary walls.
The Planning and Environment Committee has **NO OBJECTIONS** to this application, however it has concerns that the proposed outbuilding has the design of a garage and therefore it is unclear what the intended use is, and there is a loss of a bedroom converted into a workshop, which could mean that there are plans for this property to be used for business use, against our neighbourhood plan.

PE-26-516 Lease with Essex Wildlife Trust

Committee considered the proposed lease information from Essex Wildlife Trust following the meeting on 18th August 2026.
Proposal: To accept Essex Wildlife Trust's proposals and to proceed with the lease to be recommend to Council.
Proposed: Councillor A Shearring
Seconded: Councillor Birch
Vote: All in favour

PE-26-517 Items to Note

Committee **NOTED** the following –

- Both First Bus and Essex County Council have failed to reply to emails regarding signing of contracts and issuing payments for the Sunday 336 bus service. All attempts at emails have gone unanswered.

- DEFRA inspected the Pet Area and checked our processes and confirmed we are 100% compliant.
- The Platinum Jubilee plaque has been re-installed at the bandstand after being refurbished.
- The application was 25/00158/OUT – Land West of Barbrook Way, Priory Road, Bicknacre, Chelmsford, Essex. Permission granted by Chelmsford City Council for outline application for up to 250 homes with access from Barbrook Way, plus land for a nursery, community facility, open space and associated infrastructure.
- The Garden of Remembrance Pet Scattering Copse opened on the 31st of July 2026. Two applications will be completed w/c 24/8/2026.
- Rams Habitats Regulations Assessment Strategy document 2018-2038 attached to agenda

PE-26-518 Westway – Victoria Fields

Committee considered the quotations for work to remove the tree at the rear of Victoria Fields following a resident concern

Proposal: To Accept quote C From Fen Contracts for £938.25 +VAT from the tree works budget, for removal of one overhanging tree and install eco plugs into the stump.

Proposed: Councillor A Shearring
Seconded: Councillor D Eley
Vote: All in favour

PE-26-519 Millenium Bench Ferrers Road

Committee considered options for a replacement Millenium Bench on

Proposal To request the men's shed carry out the refurbishment of the bench up to a budget of £500.00 including replacing all the numbers, wooden slats and painting the metalwork in town blue.

Proposed: Councillor D Thompson
Seconded: Councillor I Roberts
Vote: All in favour

PE-26-520 John Cox

Committee considered the possible opening times and locking arrangements for the vehicle gate at the John Cox car park, ahead of signage production.

Proposal To permit 24-hour public access to the car park on a trial basis following installation of the height barrier and to monitor and evaluate usage once the signs and height barrier are installed.

Proposed: Councillor D Thompson
Seconded: Councillor A Cash
Vote: All in favour

Proposal Proceed with the purchase of car park signage, with a budget of up to £200.00, including height restriction warnings and "Keep Clear" entrance signage.

Proposed: Councillor S Wilson
Seconded: Councillor C Benn
Vote: All in favour

PE-26-521 Sluice Mural

Committee considered the design and quotation attached to the agenda by a local artist to have a mural painted on the Sluice Gate Wall to combat graffiti. The Environment Agency needs to grant permission for artwork.

Proposal: Not to proceed with the mural painting due to the required permissions and the uncertainty surrounding their approval.

Proposed: Councillor A Shearring
Seconded: Councillor M Sismey
Vote: All in favour

PE-26-522 Public Space Protection Order Extension - Dog Fouling

Committee considered submitting a comment to Chelmsford City Council regarding the dog fouling PSPO currently in operation across the whole Chelmsford District. Deadline for a response is 9th October 2026.

Proposal: To submit the comment Appendix B to Chelmsford City Council in relation to the consultation

Proposed: Councillor D Thompson
Seconded: Councillor M Sismey
Vote: All in favour

PE-26-523 Report to Council

- Comments submitted for the Public Space Protection Order Extension - Dog Fouling.
- Essex Wildlife Trust lease

PE-26-524 Media Coverage

- The trial opening times for the John Cox Car Park
- The installation of the plaque at the bandstand

PE-26-525 Next Meeting

The next meeting is to be held on 27th October 2026 at 7.30pm.

There being no further business to discuss the Chair closed the meeting at 8.54pm

Signed …… Date: 27th October 2026