

Town Hall  
Market Street  
Saffron Walden  
CB10 1HZ



## Agenda

### Planning & Transport Committee

**To Committee Members:** de Vries, Freeman, Gadd, Gregory, Hawke-Smith, McLellan, Porch, and Roberts

You are summoned to attend a MEETING of the PLANNING AND TRANSPORT COMMITTEE of SAFFRON WALDEN to be held in the Town Hall, Saffron Walden on **THURSDAY, 28<sup>th</sup> April 2022** commencing at **7.30pm** to transact the business as set out in the agenda below.

All other Councillors are welcome to attend this meeting but will not be formal members of the committee and will not receive any voting rights. Non-Committee members will not be able to participate in or remain present for any discussions held under Part 2, Confidential Matters.

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### **Meetings and the Public**

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk) or phone 01799 516501

The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

Members of the public are permitted to ask questions at any of these meetings, with each meeting including an agenda item for questions from the public. Members of the public are not required to register in advance of the meeting but it may be useful if you notify your intention to speak either in advance of or at the meeting by emailing: [townclerk@saffronwalden.gov.uk](mailto:townclerk@saffronwalden.gov.uk). If you wish to register at the meeting, please indicate your desire to speak at the allocated Public Speaking Time.

### **Facilities for people with disabilities**

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### **For information about this meeting please contact the Town Council:**

Telephone: 01799 516501 / Email: [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk)

General Enquiries – Saffron Walden Town Council Offices, Town Hall, Market Street, Saffron Walden, CB10 1HZ

Website: [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk)

### **Recording of meetings**

Meetings will be recorded where possible and practicable to do so.

### **General Data Protection Regulations (GDPR) 2018:**

For details of the Town Council's Privacy Notice, please visit our website: <http://saffronwalden.gov.uk/policies/>



**Lisa Courtney, Town Clerk**

22<sup>nd</sup> April 2022

1	<b>Apologies for absence</b> To receive apologies and consider requests for approved absence
2	<b>To receive any Declarations of Interest</b> Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.
3	<b>Public Speaking Time</b> For the public or press to ask questions of the Council on matters relating to the agenda.
4	<b>Minutes of last meeting</b> Committee to approve the minutes of the Planning and Transport Committee meeting held on 24.03.22.
<b>HIGHWAYS</b>	
5	Standing item: Committee to receive an update on any highways matters as arising.

6	<p><b>High Street and George Street Short Stay Parking</b></p> <p>A resident has approached SWTC asking for Committee to consider whether a short stay space can be installed on the High Street for easier quick access into the town centre for pick up/drop offs. Additionally, or alternatively, the loading spaces on George Street end at 5.30pm and asked whether this can be shortened to 5pm allowing short stay parking for pick up/drop offs.</p> <p>Should either of these proposals be supported then a request will need to be made to NEPP and residents will need to provide evidence of need.</p>
<b>PLANNING</b>	
7	<p><b>To Consider and Comment Upon the Following Planning Applications:</b></p>
A	<p><a href="#">UTT/22/1043/DOC</a>   Application to discharge condition 3 (details of repairs) attached to UTT/21/0510/LB.   18 - 20 High Street Saffron Walden Essex CB10 1AX</p>
B	<p><a href="#">UTT/22/1025/DOC</a>   Application to discharge condition 2 (Biodiversity enhancement strategy) attached to UTT/20/1772/HHF   84 Little Walden Road Saffron Walden Essex CB10 2DW</p>
C	<p><a href="#">UTT/22/1044/DOC</a>   Application to discharge condition 12 (travel pack) attached to UTT/21/2465/DFO.   Land South Of Radwinter Road Radwinter Road Saffron Walden Essex</p>
D	<p><a href="#">UTT/22/1072/NMA</a>   Non Material Amendment to UTT/21/0562/FUL - Amendments to internal layout and fenestration   Land Rear Of 53 High Street Saffron Walden Essex</p>
E	<p><a href="#">UTT/22/0978/HHF</a>   Proposed garden room and revised hardstanding to create second parking space   26 Whiteshot Way Saffron Walden Essex CB10 2AW</p>
F	<p><a href="#">UTT/22/1027/HHF</a>   Insertion of a dormer to side elevation and conversion of attic space for additional accommodation.   1 West Road Saffron Walden Essex CB11 3DS</p>
G	<p><a href="#">UTT/22/1037/HHF</a>   Proposed loft conversion   24 The Avenue Saffron Walden Essex CB11 4GE</p>
H	<p><a href="#">UTT/22/1056/HHF</a>   New front entrance porch and single storey extension to provide utility room   New House Birdbush Avenue Saffron Walden Essex CB11 4DJ</p>
I	<p><a href="#">UTT/22/0873/HHF</a>   Proposed replacement of existing flat roof to garage and porch with a pitched and tiled roof to include canopy over front door.   17 Mannings Close Saffron Walden Essex CB11 4BD</p>
J	<p><a href="#">UTT/22/1113/LB</a>   Installation of new internal walls and replacement fascia sign and projecting sign   19 High Street Saffron Walden Essex CB10 1AT</p>
K	<p><a href="#">UTT/22/1109/AV</a>   Proposed replacement fascia sign and projecting sign   19 High Street Saffron Walden Essex CB10 1AT</p>
L	<p><a href="#">UTT/22/1099/DOC</a>   Application to discharge condition 3 (materials), 4 (additional drawings) and 6 (rooflight details) attached to UTT/22/0364/LB.   Larkrise 54A Castle Street Saffron Walden Essex CB10 1BJ</p>
8	<p><b>Local Plan revised timetable</b></p> <p>For information UDC have issued the revised dates regarding the upcoming Local Plan for information:</p> <p>Local Plan Leadership Group</p> <ul style="list-style-type: none"> <li>• Thursday 12 May – to consider the policy chapters</li> <li>• Wednesday 18 May – to consider the strategy chapters</li> </ul>

	<p>All Members</p> <ul style="list-style-type: none"> <li>Thursday 12 May – all-member briefing, to consider the draft Local Plan (this meeting will be held ahead of Local Plan Leadership Group)</li> </ul> <p>Cabinet</p> <ul style="list-style-type: none"> <li>Tuesday 7 June – to recommend the Regulation 18 Local Plan for consultation</li> </ul> <p>Full Council</p> <ul style="list-style-type: none"> <li>Wednesday 15 June – to approve the draft local plan for consultation</li> </ul> <p>Consultation (subject to Full Council approval)</p> <ul style="list-style-type: none"> <li>Monday 20 June to Friday 29 July</li> </ul>
9	<p><b>Uttlesford District Council Shop Front Design Policy Consultation</b></p> <p>UDC are running a public consultation regarding the shop front design policy which was endorsed by the Local Plan Leadership Group in February 2022. They are now proposing to adopt the guide as a supplementary planning document which will be used by planning officers when considering applications relating to the refurbishment, alteration, introduction or even removal of existing shopfronts.</p> <p>Further details can be found <a href="https://www.uttlesford.gov.uk/shopfront-design-guide-consultation">https://www.uttlesford.gov.uk/shopfront-design-guide-consultation</a> and the proposed policy is attached to the agenda for information.</p> <p>Committee are recommended to respond to the consultation in support of the proposed policy which is in line with the SWNP.</p>
10	<p><b>Regulation 16 Neighbourhood Plans</b></p> <p>SWTC have been invited to make comment on the following Neighbourhood Plans which have reached the Regulation 16 Consultation. Committee is therefore asked to consider making any comments on these plans:</p> <p><b>a) Ashdon Neighbourhood Plan</b></p> <p>During the pre-submission consultation carried out in October 2021 Committee had no concerns with the plan and were impressed with the work carried out (per minute reference P&amp;T187-21). Committee is now asked if they would like to make any comments on any sections of the plan.</p> <p>Notable pages include:</p> <p>16, which states “a cycle path to Saffron Walden was suggested as a possible means of reducing the carbon footprint, although a suitable route would need to be found and this may be problematic.”</p> <p>62, details the limited public transport links and improved service is required to include Saffron Walden and Audley End and during the second public consultation 87.1% of respondents were supportive of an off-road cycle route from Ashdon to Saffron Walden.</p>

	<p>These improvements are supported by the upcoming SWNP policy SW20, which details promotion of walking and cycling.</p> <p><b>b) Great and Little Chesterford Neighbourhood Plan</b></p> <p>During the pre-submission consultation carried out in April 2021 Committee had no comments (per minute reference P&amp;T 068-21). Committee is now asked if they would like to make any comments on any sections of the plan. Notably section 5.3 details the need for direct links from the villages into Saffron Walden by foot or bike and the limited use of the existing number 7 bus route by residents due to its limited timings.</p> <p>These improvements are supported by the upcoming SWNP policy SW20, which details promotion of walking and cycling.</p>
11	<p><b>Update on ongoing significant applications</b></p> <p>Standing item – Where updates are available, Committee to receive an update on ongoing matters relating to significant planning applications. A written update report is attached.</p>
12	<p><b>Planning Policies</b></p> <p>The attached policies are proposed to be re-adopted.</p> <p><b>a) Planning Engagement Policy</b> Recommended for re-adoption, with limited changes in red. These changes refer to revised documentation dates from Uttlesford District Council.</p> <p><b>b) Developer Contributions and SWTC S106 Contributions Wish List</b> Recommended for re-adoption with revised wording in red and a new supplementary document produced by officers detailing a SWTC S106 wish list for any future major developments. Should it be adopted it should then be sent to Uttlesford District Council and the Planning Inspector as appropriate when major planning applications are submitted.</p>
13	<p><b>Urgent Information Items</b></p> <p>Any items to report for information only. This item is included for information sharing only, Committee is not permitted to determine matters until this agenda item.</p>
14	<p><b>Date and time of Next Meeting</b></p> <p>Thursday 12<sup>th</sup> May 2022, 7.30PM, The Town Hall, Saffron Walden</p> <p>The Annual General Meeting will take place on Monday 9<sup>th</sup> May and committee membership may change, however any changes will take place from Friday 13<sup>th</sup> May. Therefore, current members will be summoned to attend the Thursday 12<sup>th</sup> May meeting, this is because the agenda will be issued on Friday 6<sup>th</sup> May.</p>