

Town Hall  
Market Place  
Saffron Walden  
CB10 1HZ



## Agenda

### Planning & Transport Committee

**To Committee Members:** Cllrs Asker, Curtis, Eke, Freeman, Gadd, Hawke-Smith (Chair), McLellan (Deputy Chair) and Meloy.

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> March 2024** commencing at **10AM** 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.

### 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.

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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**

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**Lisa Courtney, Town Clerk**

20<sup>th</sup> March 2024

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 14.03.2024.
<b>HIGHWAYS</b>	
5	Standing item: Committee to receive an update from the County Councillor
6	<b>Uttlesford Car Parking Consultation Conclusions</b> UDC has concluded its car parking consultation; Committee to note attached written update from Uttlesford District Council regarding this consultation and proposed changes.

	<p>Following a meeting with UDC Officers, the following draft timetable is noted:</p> <ul style="list-style-type: none"> <li>(a) New charges for Uttlesford car parks to be effective from 8.4.24 (excluding London Road and Catons Lane in SW)</li> <li>(b) New payment meters will be installed at London Road and Catons Lane; anticipated installation in early June 2024</li> <li>(c) A service level agreement is being drafted between UDC and SWTC for the future management, maintenance and partnership working at Catons Lane car park; this will come forward to a future committee meeting for review and approval</li> </ul>
7	<p><b>Common Hill Residents Car Parking</b></p> <p>In response to queries raised by local residents and an acknowledgement that the signage in Common Hill West / Ashdon Road could be improved, Officers have sought information from NEPP on line marking the road with “Residents Parking Only” markings.</p> <p>Historically NEPP has been reluctant to install “Residents’ Parking Only” on the roadside, although this has been installed more recently in other areas in town. NEPP advise they do not have funds to provide this service in the foreseeable future and advise that SWTC could commission contractors separately to line-mark the road. The cost of this would be approximately £400 to pay for 2 x line markings (Ashdon Road and Common Hill West) and the marking would last for approximately 18-24 months.</p> <p>Committee is requested to consider contracting line marking to address the parking issues in this area. The current parking problems result in residents not being able to park in allocated residents’ only bays and further extends to non-residents receiving parking fines.</p> <p>The £400 cost can be met from existing monies, using budget code 4270.</p> <p>It is anticipated local resident(s) will be in attendance in support of the request for road markings.</p>
8	<p><b>Double Yellow Line Request George Street</b></p> <p>Committee to consider requesting installation of double yellow lines at George Street to ensure emergency vehicle access. An application will require 75% support from the business/residents of George Street which will be presented to NEPP (this item c/fwd from the meeting held on 14.03.24)</p> <p>Images are awaited and will be provided at the meeting for review.</p>
9	<p><b>UDC Local Plan</b></p> <p>Committee to note that UDC has now published the comments following the recent consultation on the draft Local Plan. The consultation ran for more than six weeks to ask for views on the proposals and policies that it is proposed will guide development and infrastructure provision in the district over the next two decades.</p>

	<p>More than 5,000 comments were received from about 1,700 respondents including residents, businesses, county, town and parish councils, government agencies, utilities, developers and landowners.</p> <p>The comments can be viewed on the consultation portal via the council's website: <a href="http://www.uttlesford.gov.uk/new-local-plan">www.uttlesford.gov.uk/new-local-plan</a></p>
<b>PLANNING</b>	
<b>10</b>	<b>To Consider and Comment Upon the Following Planning Applications:</b>
A	<p><a href="#">UTT/24/0026/AV</a>   <a href="#">UTT/24/0026/AV</a>   <a href="#">Two illuminated fascia signs and one projecting sign.   3 And 5 Market Place Saffron Walden Essex CB10 1HR (uttlesford.gov.uk)</a>    Two illuminated fascia signs and one projecting sign.   3 And 5 Market Place Saffron Walden Essex CB10 1HR</p>
B	<p><a href="#">UTT/24/0528/LB</a>   <a href="#">UTT/24/0528/LB</a>   <a href="#">Installation of two illuminated fascia signs and one projecting sign, replacement of two windows on the left hand elevation and installation of two air conditioning condenser units and two extract grilles, with internal fitout works.   3 And 5 Market Place Saffron Walden Essex CB10 1HR (uttlesford.gov.uk)</a>  Installation of two illuminated fascia signs and one projecting sign, replacement of two windows on the left hand elevation and installation of two air conditioning condenser units and two extract grilles, with internal fitout works.   3 And 5 Market Place Saffron Walden Essex CB10 1HR</p>
C	<p><a href="#">UTT/24/0025/FUL</a>   <a href="#">UTT/24/0025/FUL</a>   <a href="#">New signage, alterations to the shopfront and internal alterations   3 And 5 Market Place Saffron Walden Essex CB10 1HR (uttlesford.gov.uk)</a>  New signage, alterations to the shopfront and internal alterations   3 And 5 Market Place Saffron Walden Essex CB10 1HR</p>
D	<p><a href="#">UTT/24/0607/HHF</a>   <a href="#">UTT/24/0607/HHF</a>   <a href="#">Proposed single storey rear extension to replace existing, new side window and internal alterations   13 Station Road Saffron Walden Essex CB11 3HL (uttlesford.gov.uk)</a>  Proposed single storey rear extension to replace existing, new side window and internal alterations   13 Station Road Saffron Walden Essex CB11 3HL</p>
E	<p><a href="#">UTT/24/0545/HHF</a>   <a href="#">UTT/24/0545/HHF</a>   <a href="#">Proposed raising the existing roof on the side of the property to match existing roof height and conversion of integral garage to habitable accommodation.   14 Landscape View Saffron Walden Essex CB11 4AU (uttlesford.gov.uk)</a>  Proposed raising the existing roof on the side of the property to match existing roof height.   14 Landscape View Saffron Walden Essex CB11 4AU</p>
F	<p><a href="#">UTT/24/0575/LB</a>   <a href="#">UTT/24/0575/LB</a>   <a href="#">Retention of works to listed building to include repairs to external main post, render repairs and brickwork repairs to inglenook fireplace   5 Bridge Street Saffron Walden CB10 1BS (uttlesford.gov.uk)</a>  Retention of works to listed building to include repairs to external main post, render repairs and brickwork repairs to inglenook fireplace   5 Bridge Street Saffron Walden CB10 1BS</p>
G	<p><a href="#">UTT/24/0607/HHF</a>   Proposed single storey rear extension to replace existing, new side window and internal alterations   13 Station Road Saffron Walden Essex CB11 3HL</p>
H	<p><a href="#">UTT/24/0617/HHF</a>   Erection of conservatory with hipped glazed roof light and double doors to garden. Replacement of existing breakfast room double doors with double-glazed double doors and side lights   22 Summerhill Road Saffron Walden Essex CB11 4AJ</p>
I	<p><a href="#">UTT/24/0672/HHF</a>   Remove the existing extension and replace with a new extension   4 Freshwell Gardens Saffron Walden Essex CB10 1BZ</p>

J	<a href="#">UTT/24/0664/CLP</a>   Conversion of the existing loft into a habitable room and the erection of a rear dormer, front rooflights and associated minor internal and external alterations.   94 Thaxted Road Saffron Walden Essex CB11 3AG
K	<a href="#">UTT/24/0654/FUL</a>   Erection of 1 no. single bedroom dwelling (renewal of previous planning permission ref. UTT/21/0562/FUL amended by non-material amendment application UTT/22/1072/NMA)   Land Rear Of 53 High Street Saffron Walden Essex
L	UTT/24/0655/DOC <a href="#">UTT/24/0655/DOC</a>   <a href="#">Application to discharge condition 3 (construction method statement) of UTT/23/2237/FUL.</a>   <a href="#">Hunters Cottage Debden Road Saffron Walden Essex CB11 4AA (uttlesford.gov.uk)</a> Application to discharge condition 3 (construction method statement) of UTT/23/2237/FUL. Hunters Cottage Debden Road Saffron Walden Essex CB11 4AA
M	UTT/24/0643/DOC <a href="#">UTT/24/0643/DOC</a>   <a href="#">Application to discharge condition 3 (rooflight details) of UTT/22/2419/LB</a>   <a href="#">Lime Tree House Lime Tree Court Saffron Walden Essex CB10 1HG (uttlesford.gov.uk)</a> Application to discharge condition 3 (rooflight details) of UTT/22/2419/LB Lime Tree House Lime Tree Court Saffron Walden Essex CB10 1HG Hunters Cottage Debden Road Saffron Walden Essex CB11 4AA
N	UTT/24/0685/NMA <a href="#">UTT/24/0685/NMA</a>   <a href="#">Non material amendment to UTT/20/2007/FUL- reduction in quantity of cedreal cladding. Removal of glazed curtain wall section on western elevation. Reduction of kitchen window size.</a>   <a href="#">Printpak Europe Ltd Radwinter Road Saffron Walden Essex CB11 3JB (uttlesford.gov.uk)</a> Non-material amendment to UTT/20/2007/FUL- reduction in quantity of cedreal cladding. Removal of glazed curtain wall section on western elevation. Reduction of kitchen window size. Printpak Europe Ltd Radwinter Road Saffron Walden Essex CB11 3JB
O	UTT/24/0693/TCA <a href="#">UTT/24/0693/TCA</a>   <a href="#">1no. Walnut- pollard   27 Audley Road Saffron Walden CB11 3HW (uttlesford.gov.uk)</a> 1no. Walnut – pollard. 27 Audley Road Saffron Walden CB11 3HW
P	UTT/24/0694/DOC <a href="#">UTT/24/0694/DOC</a>   <a href="#">Application to discharge conditions 3 (slate), 4 (rooflights), 5 (materials), 6 (window repairs) and 7 (new windows and doors) of UTT/22/0158/LB</a>   <a href="#">Lime Tree House Lime Tree Court Saffron Walden Essex CB10 1HG (uttlesford.gov.uk)</a> Application to discharge conditions 3 (slate), 4 (rooflights), 5 (materials), 6 (window repairs) and 7 (new windows and doors) of UTT/22/0158/LB. Lime Tree House Lime Tree Court Saffron Walden Essex CB10 1HG
Q	UTT/24/0720/TCA <a href="#">UTT/24/0720/TCA</a>   <a href="#">Remove height and width by a third of 2no. Yew trees, reduce height of trees in a cluster of unidentified species, reduce height of 1no. tree of unidentified species, remove 1no. tree of unidentified species.</a>   <a href="#">17 Mount Pleasant Road Saffron Walden Essex CB11 3EA (uttlesford.gov.uk)</a> Remove height and width by a third of 2 no. Yew trees, reduce height of trees in a cluster of unidentified species, reduce hight of 1 no. tree of unidentified species, remove 1no. tree of unidentified species. 17 Mount Pleasant Road Saffron Walden Essex CB11 3EA
R	UTT/24/0654/FUL <a href="#">UTT/24/0654/FUL</a>   <a href="#">Erection of 1 no. single bedroom dwelling (renewal of previous planning permission ref. UTT/21/0562/FUL amended by non-material amendment application UTT/22/1072/NMA)</a>   <a href="#">Land Rear Of 53 High Street Saffron Walden Essex (uttlesford.gov.uk)</a> Erection of 1 no. single bedroom dwelling (renewal of previous planning permission ref. UTT/21/0562/FUL amended by non-material amendment application UTT/22/1072/NMA) Open for comment icon. Land Rear Of 53 High Street Saffron Walden Essex
S	UTT/24/0579/TCA <a href="#">UTT/24/0579/TCA</a>   <a href="#">Pollard back to previous point or by up to 3-4m 2no Maple trees. Crown lift 1no. Taxus to 5m from ground level, fell 1no. Taxus to 50mm above ground level</a>

	<p><a href="#">and reduce 1no. Taxus to 3m in height . Fell 1no. Chestnut to 50mm above ground level. Crown lift 1no. Silver Birch to 3m from ground level.   Elm Grove House Elm Grove Saffron Walden Essex CB10 1NA (uttlesford.gov.uk)</a></p> <p>Pollard back to previous point or by up to 3-4m 2no Maple trees. Crown lift 1no. Taxus to 5m from ground level, fell 1no. Taxus to 50mm above ground level and reduce 1no. Taxus to 3m in height . Fell 1no. Chestnut to 50mm above ground level. Crown lift 1no. Silver Birch to 3m from ground level. Open for comment icon. Elm Grove House Elm Grove Saffron Walden Essex CB10 1NA</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.</p>
12	<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>
13	<p><b>Date and time of Next Meeting</b></p> <p>Thursday 11 April 2024 at 7.30PM, Saffron Walden The Town Hall</p>