

PLANNING & TRANSPORT COMMITTEE**SAFFRON WALDEN TOWN COUNCIL**

MINUTES of the PLANNING & TRANSPORT COMMITTEE held in the Town Hall, Saffron Walden on
THURSDAY 22 May 2025 at 7.30pm

Councillors: Cllrs Curtis, Jones, Hawke-Smith, McLellan and Meloy

Officers: Deputy Town Clerk

Members of the public: None

P&T 104-25	<p>Election of Committee Chair</p> <p>Cllr McLellan nominated Cllr Meloy as Committee Chair for 2025/26, this was seconded by Cllr Hawke-Smith and accepted by Cllr Meloy.</p> <p>It was unanimously agreed to appoint Cllr Meloy as Committee Chair for 2025/26.</p>
P&T 105-25	<p>Election of Deputy Committee Chair</p> <p>Cllr Meloy nominated Cllr McLellan as Deputy Committee Chair for 2025/25, this was seconded by Cllr Hawke-Smith and accepted by Cllr McLellan.</p> <p>It was unanimously agreed to appoint Cllr McLellan as Deputy Committee Chair for 2025/26</p>
P&T 106-25	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Ahmed, Freeman and Gadd.</p>
P&T 107-25	<p>Declarations of Interest</p> <p>No declarations of interest were raised.</p>
P&T 108-25	<p>Public speaking time</p> <p>There were no public speakers.</p>
P&T 109-25	<p>Minutes of Previous Meeting 08.05.2025</p> <p>The minutes of the 08.05.2025 meeting were approved and signed by the Chair, with the following changes:</p> <ol style="list-style-type: none"> a. P&T 094-25, to delete the last line “as the applicant is known to them” b. P&T 097-25, to amend the sentence to read “<i>Committee received <u>two</u> county councillor reports, noting the suspension of the Local Highway Panel. Committee requested that <u>these</u> reports are provided at a future Full Council meeting.</i>”

Signed as a true and accurate record
Minutes of the Planning & Transport Committee May 2025

P&T 110-25	<p>Sub-Committees / Working Groups (WG)</p> <p>The P&T Committee considered the retention/establishment of any sub-Committee and/or Working Group for recommendation at the June 2025 Full Council meeting.</p> <p>In doing so it was noted the current sub-Committees/Working Groups under the remit of this Committee is the Neighbourhood Plan and committee received its current Terms of Reference.</p> <p>Committee acknowledged council has previously resolved to progress a neighbourhood plan review on completion of the Uttlesford Local Plan, which has reached Regulation 19.</p> <p>It was resolved to recommend to June Full Council:</p> <ol style="list-style-type: none"> a. To revisit the ToR review once the neighbourhood plan works are due to begin (being on completion of the Local Plan). b. In considering the benefits of a sub-committee and/or working group, committee favoured a community based working group to form recommendations to a sub-committee with a sole focus on neighbourhood plan delivery.
HIGHWAYS	
P&T 111-25	Standing item: Committee to receive an update from the County Councillor An updated report was not received.
P&T 112-25	Standing Item: Committee to note any new areas of speeding concern to relay to Essex Police. Committee noted a response from the Community Speed Watch is awaited, on receipt details will be shared with committee and the community.
PLANNING APPLICATIONS	
P&T 113-25	<p>Committee considered and commented upon the following Planning Applications:</p> <p>All applications were considered against the UDC Local Plan policies dated 2005 and the Saffron Walden Neighbourhood Plan.</p>
A	<p>UTT/25/1177/CLP Demolition of wooden Shed. Erection of garden building to contain a garden room and a storage space (shed). Material to be flat roof, timber frame, PVC door and window 11 Beeches Close Saffron Walden Essex CB11 4BU Resolved: No objections</p>
B	<p>UTT/25/1175/HHF Proposed two storey side extension, new chimney, proposed render finish to existing, changes to fenestration and proposed new solar panels. 3 Sweet Mead Saffron Walden Essex CB10 2EG Resolved: No objections</p>
C	<p>UTT/25/1163/HHF Proposed rear single storey rear extension and new roof lights to the east elevation 7 Station Road Saffron Walden Essex CB11 3HL Resolved: No objections</p>
D	<p>UTT/25/1156/FUL Demolition of garage and erection of self build dwelling house Adj. 23 Springhill Road Saffron Walden Essex CB11 4AH Resolved: No objections</p>
E	<p>UTT/25/1129/AV Erection of 2 no. aluminium halo illuminated logos GCA Ltd 7 Shire Hill Saffron Walden Essex Resolved: No objections</p>
F	<p>UTT/25/1204/HHF Proposed first floor extension, proposed single storey rear and side extensions, porch, internal alterations, proposed changes to external finishes 9 Sedop Close Saffron Walden Essex CB11 4DD Resolved: No objections</p>

G	<p>UTT/25/1169/LB Retention of partial demolition of structurally unstable timber frame wall and reconstruction of replacement timber frame wall following notice served by Enforcement for breach of work approved under UTT/22/0353/FUL. 15 Church Street Saffron Walden Essex CB10 1JW Resolved: No comment</p>
H	<p>UTT/25/1167/LB Partial demolition of lean-to warehouse building and creation of a garden. Change of use to 1 no. dwelling, internal alterations and new façade 15 Church Street Saffron Walden Essex CB10 1JW Resolved: No comment</p>
I	<p>UTT/25/1172/FUL Installation of 3 x ground bearing air conditioning condenser units to 1 x car parking bay to rear car park. Saffron House 1A Market Street Saffron Walden Essex CB10 1HX Resolved: No objection</p>
P&T 114-25	<p>Update on ongoing significant applications There was no update on significant applications. The Deputy Town Clerk would recirculate the significant developments map to all members.</p>
P&T 115-25	<p>Urgent Information Items No urgent information items were raised.</p>
P&T 116-25	<p>Date and time of Next Meeting Thursday 12 June 2025 in the Town Hall, Saffron Walden at 7.30pm.</p>

The Chairman closed the meeting at 8.35pm