

Town Hall
Market Street
Saffron Walden
CB10 1HZ



Agenda

Planning & Transport Committee

To Committee Members: Cllrs Ahmed (Mayor), Curtis, Jones, Freeman (Leader), Gadd, Hawke-Smith, McLellan 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, 22nd May 2025** 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.

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. For background papers in relation to this meeting please contact 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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For information about this meeting please contact the Town Council:

Telephone: 01799 516501 / Email: enquiries@saffronwalden.gov.uk

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

Website: www.saffronwalden.gov.uk

Recording of meetings

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Lisa Courtney, Town Clerk

16th May 2025

1	Election of Committee Chair For Committee to elect the Committee Chair for 2025/26
2	Election of Deputy Committee Chair For Committee to elect the Deputy Committee Chair for 2025/26
3	Apologies for absence To receive apologies and consider requests for approved absence
4	To receive any Declarations of Interest 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.
5	Public Speaking Time For the public or press to ask questions of the Council on matters relating to the agenda.
6	Minutes of last meeting Committee to approve the minutes of the Planning and Transport Committee meeting held on 8 th May 2025.

	<p>Sub-Committees / Working Groups (WG)</p> <p>The P&T Committee is requested to consider the retention/establishment of any sub-Committee and/or Working Group and to recommend same to the June 2025 Full Council meeting enabling Council to:</p> <p>(a) agree any proposed Terms of Reference and</p> <p>(b) agree sub-Committee/WG membership, allowing participation from those outside of the P&T committee.</p> <p>7 The current sub-Committees/Working Groups under the remit of this Committee are:</p> <p>(i) Neighbourhood Plan Sub-Committee – Terms of Reference and current membership attached</p> <p>At the December 2024 Full Council meeting, Council noted the opportunity for Working Groups to accept remote (online) attendance. Current legislation does not allow remote attendance for formal committee or sub-committee meetings, acting on delegated authority of Council. Working Groups however do not act with authority and have no powers invested in them; they are often ‘fact-finding’ bodies. Committee is requested to specifically consider remote attendance for Working Group meetings and to make any changes as appropriate to the draft terms of reference.</p>
	HIGHWAYS
8	Standing item: Committee to receive an update from the County Councillor
9	Standing Item: Committee to note any new areas of speeding concern to relay to Essex Police.
	PLANNING
10	To Consider and Comment Upon the Following Planning Applications:
A	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
B	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
C	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
D	UTT/25/1156/FUL Demolition of garage and erection of self build dwelling house Adj. 23 Springhill Road Saffron Walden Essex CB11 4AH
E	UTT/25/1129/AV Erection of 2 no. aluminium halo illuminated logos GCA Ltd 7 Shire Hill Saffron Walden Essex
F	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

G	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
H	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
I	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
11	Update on ongoing significant applications Standing item – Where updates are available, Committee to receive an update on ongoing matters relating to significant planning applications.
12	Urgent Information Items 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.
13	Date and time of Next Meeting Thursday 12 th June 2025 7.30PM, Saffron Walden The Town Hall