

Town Hall  
Market Street  
Saffron Walden  
CB10 1HZ



## Agenda

### Planning & Transport Committee

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

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, 24th April 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](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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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**

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**Lisa Courtney, Town Clerk**

17<sup>th</sup> April 2025

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 10 <sup>th</sup> April 2025.
<b>HIGHWAYS</b>	
5	Standing item: Committee to receive an update from the County Councillor
6	Standing Item: Committee to note any areas of speeding concern to relay to Essex Police.
7	<b>Highway Notices</b> <ul style="list-style-type: none"><li>a. Essex County Council (Bridleway 19, Saffron Walden) (Temporary Prohibition of Use) Order 2025 – For information, the attached order will come into effect on 19 May.</li><li>b. Essex County Council (Uttlesford District) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) – Committee is invited to comment on the attached proposal, item 1, introducing parking restrictions at Thaxted Road, Rylstone Way and Burnsall Close, Saffron Walden. SWTC made this application to the North Essex Parking Partnership in 2023.</li></ul>

<b>PLANNING</b>	
8	<b>To Consider and Comment Upon the Following Planning Applications:</b>
A	<a href="#">UTT/25/0835/CLE</a>   Loft conversion involving the formation of a dormer window to the rear roof slope and the installation of three roof lights to the front slope   5 Cardamon Road Saffron Walden Essex CB11 3FE
B	<a href="#">UTT/25/0821/CLP</a>   Formation of dormer to rear roof slope and installation of three no. rooflights to front roof slope   3 Hop Fields Saffron Walden Essex CB11 3AY
C	<a href="#">UTT/25/0840/FUL</a>   S73 application to vary condition 2 (approved plans) of UTT/24/2130/FUL (Change of use of site and building to residential use, comprising the conversion of Grade I Listed Building to form four new dwellings, the conversion of Abbey Barn and River Barn to provide two new dwellings, the erection of a new dwelling following demolition of existing outbuildings and adventure playground to be known as Slade Barn and all associated landscaping works and the associated provision of access, new gates, parking and gardens.) - relocation of Slade Barn and south house cart lodge, install a 5 metre acoustic barrier and increase height of the cart lodge buildings along the eastern boundary and relocation of BNG communal garden area   St Marks College Audley End Audley End Road Saffron Walden CB11 4JB
D	<a href="#">UTT/25/0894/HHF</a>   Proposed front extension to provide a porch and relocation of WC   One Hundred Hill Top Lane Saffron Walden Essex CB11 4AS
E	<a href="#">UTT/25/0897/RE14A</a>   Prior Approval: Installation or alteration of solar equipment on domestic premises - to install 6 panels on a flat roof   2 Artisans Dwellings Tanners Way Saffron Walden Essex CB10 1LW
F	<a href="#">UTT/25/0720/FUL</a>   Proposed LED lighting solution for the existing Hockey Pitch.   Saffron Walden County High School Audley End Road Saffron Walden Essex CB11 4UH
G	<a href="#">UTT/25/0831/HHF</a>   Removal of modern sun room. Conversion of attic with new dormer window. Addition of brick, single storey extension. Sundry hard landscaping to front and rear gardens including reinstatement of boundary wall.   9 West Road Saffron Walden Essex CB11 3DS
H	<a href="#">UTT/25/0983/HHF</a>   Erection of rear conservatory   80 Victoria Avenue Saffron Walden Essex CB11 3AE
I	<a href="#">UTT/25/0889/HHF</a>   Proposed loft conversion to provide an additional bedroom and en suite facilities along with an additional window to the first floor en suite on the eastern elevation.   34 Saxon Way Saffron Walden Essex CB11 4EG
J	<a href="#">UTT/25/0938/LB</a>   Replacement of collapsing boundary wall   57-59 Castle Street Saffron Walden Essex CB10 1BD
K	<a href="#">UTT/25/0910/CLP</a>   Proposed cladding and render finish for the south facade. Works required following demolition of conservatory, cladding and render to cover up damaged facing brickwork.   5 Greenways Saffron Walden Essex CB11 3EZ
9	<p><b>Uttlesford Local Plan</b></p> <p>a. Planning Inspectors have been appointed to carry out the examination which will determine whether the plan is 'sound' and legally compliant. As part of that process, a number of hearing sessions will be held, from 10 June to 19 June, with three reserve days of 29, 30 and 31 July. More information can be found at:  <a href="http://www.localplanservices.co.uk/uttlesfordlpexamination">www.localplanservices.co.uk/uttlesfordlpexamination</a></p> <p>b. The inspector has published its guidance notes, timelines and framework of questions, available at <a href="https://www.localplanservices.co.uk/uttlesfordlpexamination">https://www.localplanservices.co.uk/uttlesfordlpexamination</a> SWTC is invited to comment on the inspectors framework and/or register to speak at the hearing sessions. Committee is asked to consider whether it has any comments on the framework and/or wishes to appoint a speaker for the hearing or not.</p>

10	<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> <p>a. Bellway –Land south of Radwinter Road, Saffron Walden has published its consultation report, copy attached.</p>
11	<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>
12	<p><b>Date and time of Next Meeting</b></p> <p>The next meeting was scheduled for Thursday 8 May 2025 – this will be rescheduled to Wednesday 7 May in the Town Hall, Saffron Walden.</p>