

**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>P&amp;T 104-25</p>	<p><b>Election of Committee Chair</b></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>P&amp;T 105-25</p>	<p><b>Election of Deputy Committee Chair</b></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>P&amp;T 106-25</p>	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Ahmed, Freeman and Gadd.</p>
<p>P&amp;T 107-25</p>	<p><b>Declarations of Interest</b></p> <p>No declarations of interest were raised.</p>
<p>P&amp;T 108-25</p>	<p><b>Public speaking time</b></p> <p>There were no public speakers.</p>
<p>P&amp;T 109-25</p>	<p><b>Minutes of Previous Meeting 08.05.2025</b></p> <p>The minutes of the 08.05.2025 meeting were approved and signed by the Chair, with the following changes:</p> <ul style="list-style-type: none"> <li>a. P&amp;T 094-25, to delete the last line “as the applicant is known to them”</li> <li>b. P&amp;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>”</li> </ul>

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

P&T 110-25	<p><b>Sub-Committees / Working Groups (WG)</b></p> <p>The P&amp;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"> <li>a. To revisit the ToR review once the neighbourhood plan works are due to begin (being on completion of the Local Plan).</li> <li>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.</li> </ol>
<b>HIGHWAYS</b>	
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.
<b>PLANNING APPLICATIONS</b>	
P&T 113-25	<p><b>Committee considered and commented upon the following Planning Applications:</b></p> <p>All applications were considered against the UDC Local Plan policies dated 2005 and the Saffron Walden Neighbourhood Plan.</p>
A	<p><a href="#">UTT/25/1177/CLP</a> 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>Resolved:</b> No objections</p>
B	<p><a href="#">UTT/25/1175/HHF</a> 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 <b>Resolved:</b> No objections</p>
C	<p><a href="#">UTT/25/1163/HHF</a> Proposed rear single storey rear extension and new roof lights to the east elevation 7 Station Road Saffron Walden Essex CB11 3HL <b>Resolved:</b> No objections</p>
D	<p><a href="#">UTT/25/1156/FUL</a> Demolition of garage and erection of self build dwelling house Adj. 23 Springhill Road Saffron Walden Essex CB11 4AH <b>Resolved:</b> No objections</p>
E	<p><a href="#">UTT/25/1129/AV</a> Erection of 2 no. aluminium halo illuminated logos GCA Ltd 7 Shire Hill Saffron Walden Essex <b>Resolved:</b> No objections</p>
F	<p><a href="#">UTT/25/1204/HHF</a> 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 <b>Resolved:</b> No objections</p>

G	<p><a href="#">UTT/25/1169/LB</a> 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  <b>Resolved:</b> No comment</p>
H	<p><a href="#">UTT/25/1167/LB</a> 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  <b>Resolved:</b> No comment</p>
I	<p><a href="#">UTT/25/1172/FUL</a> 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  <b>Resolved:</b> No objection</p>
P&T 114-25	<p><b>Update on ongoing significant applications</b></p> <p>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><b>Urgent Information Items</b></p> <p>No urgent information items were raised.</p>
P&T 116-25	<p><b>Date and time of Next Meeting</b></p> <p>Thursday 12 June 2025 in the Town Hall, Saffron Walden at 7.30pm.</p>

The Chairman closed the meeting at 8.35pm