

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, 24th July 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.

Facilities for people with disabilities

The Council Offices has facilities for wheelchair users, including lifts and toilets.

Fire/emergency evacuation procedure

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by a designated officer. It is vital you follow their instructions.

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

Meetings will be recorded where possible and practicable to do so.

General Data Protection Regulations (GDPR) 2018:

For details of the Town Council's Privacy Notice, please visit our website:
<http://saffronwalden.gov.uk/policies/>



Lisa Courtney, Town Clerk

18 July 2025

1	Apologies for absence To receive apologies and consider requests for approved absence
2	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.
3	Public Speaking Time For the public or press to ask questions of the Council on matters relating to the agenda.
4	Minutes of last meeting Committee to approve the minutes of the Planning and Transport Committee meeting held on 10.07.2025
HIGHWAYS	
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	Traffic Orders To note the attached orders for information only. <ul style="list-style-type: none">a. Essex County Council (Byway 3, Saffron Walden) (Temporary Prohibition of Use) Order - scheduled to commence on 28 July 2025 to 28 October 2025 or where appropriate signs are showing and weather permitting.b. Home Pasture, Flatfield Road, Maylen Close, Saffron Walden - 20mph Zones

	PLANNING
8	To Consider and Comment Upon the Following Planning Applications:
A	UTT/25/1760/HHF Internal alterations including blocking in of doorway and moving the kitchen from basement to ground floor, with the rear Basement becoming a utility (no longer a kitchen) and external alterations including new roof light, change of boiler, change of railings to rear, replacement of corrugated lean-to with patent glazed roof 8 Abbey Lane Saffron Walden Essex CB10 1AG
B	UTT/25/1761/LB Internal alterations including blocking in of doorway and moving the kitchen from basement to ground floor, with the rear basement becoming a utility (no longer a kitchen) and external alterations including new roof light, change of boiler, change of railings to rear, replacement of corrugated lean-to with patent glazed roof 8 Abbey Lane Saffron Walden Essex CB10 1AG
C	UTT/25/1830/HHF Single storey extension to existing kitchen and replacement of existing sliding patio doors at rear of dwelling with 3m wide bi-fold doors. 4 Fair Leas Saffron Walden Essex CB10 2DR
D	UTT/25/1393/LB Removal of existing signage and graphics and installation of new image replacements 6 Market Place Saffron Walden Essex CB10 1HR
E	UTT/25/1301/AV Removal of existing signage and graphics and replacing with signage and graphics. 1no. projecting sign, 7no. fascia signs, 5no. Vinyl graphics, 1no. Manifestations sign. 6 Market Place Saffron Walden Essex CB10 1HR
F	<p>25/00037/REF Single storey front and part single storey part two storey rear extensions 26 Railey Road Saffron Walden Essex CB11 3EN Ref. No: UTT/25/0705/HHF Status: Refused</p> <p>For information the above planning decision has been appealed by the applicant.</p> <p>In considering the initial application SWTC objected to the scheme, noting the proposed front extension will affect the street scene due to its scale and the rear extension scale is overbearing and will cause a shadow and loss of light on neighbouring properties. The scheme fails to show compliance with ULP GEN2, GEN4 and GEN5 and SWNP SW3.</p>
G	<p>UTT/25/1766/HHF Proposed new walls for conservatory, new heightened roof over single storey rear element and conservatory, proposed first floor side extension, new roof over garage and front porch, and internal remodelling / 14 Shepherds Way Saffron Walden Essex</p> <p>Amendments have been made to the name of the scheme and UDC has re-opened this consultation period for any revised comments.</p>
7	<p>Update on ongoing significant applications</p> <p>Standing item – Where updates are available, Committee to receive an update on ongoing matters relating to significant planning applications.</p> <p>a. Former Friends School Playing Fields S62A/2025/0107 PINS has confirmed a hearing for the above application will take place on 8 August 2025, the committee chair is scheduled to attend representing SWTC.</p>

	Urgent Information Items
9	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.
	Date and time of Next Meeting
10	Thursday 14 August 2025 at 7.30PM, Saffron Walden The Town Hall