

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 Reeve.

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, 23<sup>rd</sup> October 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.

**Scan the QR code to be taken to the website calendar:**



### **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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**For information about this meeting please contact the Town Council:**

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**

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

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<http://saffronwalden.gov.uk/policies/>



**Lisa Courtney, Town Clerk**

17 October 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 09.10.2025
<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>Common Hill Residents Car Parking</b>  At the March 2024 Committee meeting it was resolved that SWTC will pay and contract the North Essex Parking Partnership to install 'Residents Parking Only' markings on Common Hill and Ashdon Road at £400.00 and this work was completed in November 2024, in liaison with UDC.

	<p>The markings are considered too small by residents and SWTC has liaised with UDC / NEPP seeking advice on whether additional markings could be installed, NEPP has advised:</p> <ul style="list-style-type: none"> <li>- The lining installed is adequate as an additional indicator alongside the legally required signage.</li> <li>- Regular enforcement patrols are conducted and those parking in these bays without a permit receive a penalty charge notice. NEPP officers are unaware of complaints being received from drivers who have received a penalty saying they did not understand the rules.</li> </ul> <p>Committee is asked to note this update and consider whether additional line markings should be progressed or not.</p>
8	<p><b>Land North of Knight Park Thaxted Road</b></p> <p>SWTC has been invited to comment on the new development street names at the above site. As detailed attached, the suggested names are: Fry, Garden, Maud, Geoffrey, Crenellate, Chipping, Tudor, Ditches, Norman, Wastell and Holywell.</p> <p>At time of writing, SWTC is awaiting confirmation how many streets require naming and how each of the above suggested names are related to Saffron Walden.</p>
<b>PLANNING</b>	
9	<b>To Consider and Comment Upon the Following Planning Applications:</b>
A	<a href="#">UTT/25/2514/LB</a>   Replace all windows on a like for like basis except the two that face the street.   29 Castle Street Saffron Walden Essex CB10 1BD
B	<a href="#">UTT/25/2693/HHF</a>   Proposed conversion of store to provide additional ancillary annex accommodation   Tinkers Green 74 Little Walden Road Saffron Walden Essex CB10 2DW
C	<a href="#">UTT/25/2670/HHF</a>   Erection of timber garden room.   Gloriana 36 Audley Road Saffron Walden Essex CB11 3HD
D	<a href="#">UTT/25/2671/LB</a>   Erection of timber garden room.   Gloriana 36 Audley Road Saffron Walden Essex CB11 3HD
E	<a href="#">UTT/25/2644/HHF</a>   Single storey rear extension   10 Orchard Close Saffron Walden Essex CB11 4DQ
F	<a href="#">UTT/25/2564/LB</a>   Repointing of chimneys and repairs including new chimney pots. Internal timber strengthening repairs in roof void and external maintenance and decorations   3 Market Street Saffron Walden Essex CB10 1HZ
G	<a href="#">UTT/25/2692/CLP</a>   Proposed garden/hobby room in rear garden.   9A Sedop Close Saffron Walden Essex CB11 4DD
H	<a href="#">UTT/25/2720/HHF</a>   Single storey rear extension, roof and existing roof dormer extensions, new front entrance/garage roof, with changes to materials and fenestration   36 Landscape View Saffron Walden Essex CB11 4AU
I	<a href="#">UTT/25/2687/HHF</a>   Demolition of existing conservatory and erection of replacement rear conservatory   6 Copperfields Saffron Walden Essex CB11 4FG

J	<p>UTT/25/1620/FUL Proposed erection of 8no. dwellings with access, landscaping and associated infrastructure Site North Of Ashdon Road Saffron Walden</p> <p>The above application has re-opened its consultation window due to changes to the scheme (confirmation as to what changes is awaited) – SWTC previously objected.</p>
10	<p><b>The Newport Quendon &amp; Rickling Neighbourhood Plan</b></p> <p>The Newport Quendon &amp; Rickling Neighbourhood Plan is now at Regulation 14 consultation from 16th October, closing 26 November, the Plan and documents are on the website <a href="https://www.nqrplan.org/">https://www.nqrplan.org/</a></p>
11	<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>
12	<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>
13	<p><b>Date and time of Next Meeting</b></p> <p>Thursday 13 November 2025 at 7.30PM, Saffron Walden The Town Hall</p>