

**PLANNING & TRANSPORT COMMITTEE**  
**SAFFRON WALDEN TOWN COUNCIL**

MINUTES of the PLANNING & TRANSPORT COMMITTEE held in the Town Hall, Saffron Walden on **THURSDAY 23 October 2025 at 7.30pm**

**Councillors:** Cllrs Ahmed, Curtis, Freeman, Hawke-Smith, McLellan (Chair), Reeve

**Officers:** Deputy Town Clerk

**Members of the public:** One resident of Common Hill West

P&T 213-25	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Jones. Absent Cllr Gadd.</p>
P&T 214-25	<p><b>Declarations of Interest</b></p> <p>Cllrs Ahmed, Freeman and Reeve declared a generic non-pecuniary interest as a member of Uttlesford District Council (UDC).</p>
P&T 215-25	<p><b>Minutes of Previous Meeting 09.10.2025</b></p> <p>The minutes of the previous meeting 09.10.2025 were approved and signed by the Chair.</p>
P&T 216-25	<p><b>Public speaking time</b></p> <p>The resident of Common Hill West spoke further to agenda item 7, Common Hill Residents Car Parking, explaining:</p> <ol style="list-style-type: none"> <li>a. The stretch of car parking along Ashdon Road and Common Hill is both residents only and public parking.</li> <li>b. A 'Residents Only' sign is erected and one set of line markings has been made on each road. (Works were commissioned to the North Essex Parking Partnership as agreed by SWTC.) The resident was disappointed with NEPP for only painting one set of line markings on each road, believing two sets of markings on each road is required.</li> <li>c. The resident further expressed strong concerns that the lack of signage causes confusion with drivers.</li> </ol>
P&T 217-25	<p>Committee agreed to bring forward agenda item 7, Common Hill Residents Car Parking.</p>
P&T 218-25	<p><b>Common Hill Residents Car Parking</b></p> <p>Committee discussed and noted:</p> <ol style="list-style-type: none"> <li>a. In March 2024 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 and this work was completed in November 2024 with one road marking on each road.</li> </ol>

	<p>b. Residents raised concerns with the works, requesting two sets of road markings. SWTC relayed these concerns to UDC and NEPP, to which NEPP advised:</p> <ul style="list-style-type: none"> <li>- The installed lining 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><b>Resolved:</b> SWTC would not pursue an additional road marking, acknowledging the advice received from NEPP.</p> <p>Committee thanked the resident for their time. The resident further thanked committee and officers for their time and efforts and left the meeting at 7.55pm.</p>
<b>HIGHWAYS</b>	
P&T 219-25	Standing item: Update from the County Councillor An update was not received from the County Councillor
P&T 220-25	Standing Item: Speeding No new areas of speeding concern were raised
P&T 221-25	<p><b>Land North of Knight Park Thaxted Road</b></p> <p>Committee noted: SWTC has been invited to comment on the proposed street names at the above development.</p> <p><b>Resolved:</b> To support the proposed street names; Fry, Maud, Geoffrey, Norman, Wastell and Holywell.</p>
<b>PLANNING APPLICATIONS</b>	
P&T 222-25	<p><b>Committee considered and commented upon the following Planning Applications:</b> All applications were considered against the UDC Local Plan policies dated 2005 and the Saffron Walden Neighbourhood Plan.</p>
A	<p><a href="#">UTT/25/2514/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>Resolved: Requires Place Services review and support.</b></p>
B	<p><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 <b>Resolved: No objections</b></p>
C	<p><a href="#">UTT/25/2670/HHF</a>   Erection of timber garden room.   Gloriana 36 Audley Road Saffron Walden Essex CB11 3HD <b>Resolved: No objections subject to Place Services.</b></p>
D	<p><a href="#">UTT/25/2671/LB</a>   Erection of timber garden room.   Gloriana 36 Audley Road Saffron Walden Essex CB11 3HD <b>Resolved: No objections subject to Place Services.</b></p>
E	<p><a href="#">UTT/25/2644/HHF</a>   Single storey rear extension   10 Orchard Close Saffron Walden Essex CB11 4DQ <b>Resolved: No objections</b></p>

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 <b>Resolved: No objections</b>
G	<a href="#">UTT/25/2692/CLP</a> Proposed garden/hobby room in rear garden. 9A Sedop Close Saffron Walden Essex CB11 4DD <b>Resolved: No objections</b>
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 <b>Resolved: No objections</b>
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 <b>Resolved: No objections</b>
J	UTT/25/1620/FUL Proposed erection of 8no. dwellings with access, landscaping and associated infrastructure Site North Of Ashdon Road Saffron Walden  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.  <b>Resolved: No further comment, to retain the original objection. Cllr Freeman would call this application in to the UDC Committee.</b>
P&T 223-25	<b>The Newport Quendon &amp; Rickling Neighbourhood Plan</b>  Committee noted the Newport Quendon & Rickling Neighbourhood Plan is now at Regulation 14 consultation, closing 26 November.
P&T 224-25	<b>Update on ongoing significant applications</b>  No update.
P&T 225-25	<b>Urgent Information Items</b>  No urgent items.
P&T 226-25	<b>Date and time of Next Meeting</b>  Thursday 13 November 2025 at 7.30PM, Saffron Walden The Town Hall

The Chairman closed the meeting at 8.25pm