

PLANNING & TRANSPORT COMMITTEE
SAFFRON WALDEN TOWN COUNCIL

MINUTES of the PLANNING & TRANSPORT COMMITTEE held in the Town Hall, Saffron Walden on **THURSDAY 12 March 2026 at 7.30pm**

Councillors: Cllrs Curtis, Freeman, Hawke-Smith and McLellan (Chair).

Officers: Deputy Town Clerk

Members of the public: Essex County Cllr Gadd
Mr Anderson, agent of applications UTT/26/0337/LB and
UTT/26/0336/FUL

P&T 046-26	Apologies for absence Apologies were received and accepted from Cllrs Ahmed, Jones and Reeve.
P&T 047-26	Declarations of Interest Cllr Freeman declared a generic non-pecuniary interest as a member of Uttlesford District Council (UDC).
P&T 048-26	Public speaking time There were no public speakers.
P&T 049-26	Minutes of Previous Meeting 26.02.2026 The minutes of the previous meeting 26.02.2026 were approved and signed by the Chair.
HIGHWAYS	
P&T 050-26	Standing item: Committee to receive an update from the County Councillor Agreed to re-visit this item once the County Councillor arrived.
P&T 051-26	Standing Item: Speeding Committee noted Uttlesford District Council Vehicle Activated sign project is progressing and will arrange to meet with Town Councils in due course.
PLANNING APPLICATIONS	
P&T 052-26	Committee considered and commented upon the following Planning Applications: All applications were considered against the UDC Local Plan policies dated 2005 and the Saffron Walden Neighbourhood Plan.
A	Mr Anderson, the application agent arrived at 7.40pm. UTT/26/0337/LB Conversion of existing storage barn to 2no. new dwelling. Demolition of existing warehouses and alterations to the rear of 56-60 High Street 56-60 High Street Saffron Walden Essex CB10 1EF

	<p>UTT/26/0336/FUL Conversion of existing storage barn to 2 no. dwellings and the erection of 3 no. dwellings. Demolition of existing warehouses and alterations to the rear of 56-60 High Street 56-60 High Street Saffron Walden Essex CB10 1EF</p> <p>Mr Anderson noted several revisions have been made compared to the previous scheme, including: One less dwelling and a more sympathetic design with reduced heights.</p> <p>Mr Anderson left the meeting at 7.52pm.</p> <p>Resolved: No objection</p>
B	<p>UTT/26/0334/HHE Demolition of existing conservatory and replacement part single storey side and rear extension housing a Spa Pool. 3 Rookes Saffron Walden Essex CB10 2EP Resolved: No objection</p> <p>County Cllr Gadd arrived at 7.54pm.</p>
C	<p>UTT/26/0361/FUL Construction of 1 no. padel court and netball practice area on the existing tennis /netball courts Lord Butler Leisure Centre Peaslands Road Saffron Walden Essex CB11 3E</p> <p>Resolved: No objection</p>
D	<p>UTT/26/0397/HHE Proposed single storey rear extension and conversion of part of garage to habitable space 4 Gibson Way Saffron Walden Essex CB10 1AH</p> <p>Resolved: No objection</p>
E	<p>UTT/26/0403/HHE Erection of first floor rear/side extension 23 Hollyhock Road Saffron Walden Essex CB10 2AG</p> <p>Resolved: No objection</p>
F	<p>UTT/25/2941/PAQ3 / Prior Notification of change of use of agricultural buildings to 4 no. dwellings Barn At Butlers Farm Butlers Lane</p> <p>Committee noted the applicant has appealed UDC's decision to refuse.</p>
P&T 053-26	<p>Developer Contributions Supplementary Planning Document (SPD) consultation</p> <p>Committee noted:</p> <ol style="list-style-type: none"> UDC launched a refreshed consultation on Uttlesford District Council's draft Developer Contributions Supplementary Planning Document (SPD) closing 25 March. At the 10 March Full Council meeting, Council delegated the Planning & Transport Committee authority to consider its response (if any) to the consultation. <p>Resolved: To delegate the Committee Chair and Deputy Town Clerk responsibility to respond to the consultation outside this meeting.</p>

P&T 054-26	<p>Premises License Application - Cardrona Drinks Company Ltd</p> <p>Committee considered the Premises Licence for Alcohol 'Off Sales' only, from Cardrona Drinks Company Ltd.</p> <p>Resolved: No objection</p>
P&T 055-26	<p>Standing item: Committee to receive an update from the County Councillor</p> <p>Committee received the county councillors written update report, it was noted:</p> <ul style="list-style-type: none"> a. Pedestrianisation of the Market Square is making slow progress. It appears ECC is favouring partial part time pedestrianisation as SWTC initially suggested. b. Work is progressing on the footpath to/from the County High School. c. Regarding bus services: It is hoped the services will remain for two years. That SWTC via the TIC will incorporate promotion of bus services into its advertising schedules. It was acknowledged; this can be difficult with buses not always arriving and that SWTC sought grant funding for a bus marketing campaign but the grant restrictions meant SWTC could not apply.
P&T 056-26	<p>Update on ongoing significant applications</p> <p>No updates.</p>
P&T 057-26	<p>Urgent Information Items</p> <p>No urgent information.</p>
P&T 058-26	<p>Date and time of Next Meeting</p> <p>Thursday 26th March 2026 at 7.30pm in the Town Hall – Cllrs Freeman, McLellan and Hawke-Smith gave apologies for this meeting, the Deputy Town Clerk would liaise with members to ensure quorum is met.</p>

The Chairman closed the meeting at 8.25pm