

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

MINUTES of the PLANNING & TRANSPORT COMMITTEE held in the Town Hall, Saffron Walden on **THURSDAY 28 May 2026 at 7.30pm**

**Councillors:** Cllrs Curtis, Eke, Freeman, Hawke-Smith and McLellan

**Officers:** Deputy Town Clerk

**Members of the public:** None

P&T 082-26	<b>Election of Committee Chair</b>  <b>Unanimously agreed:</b> To appoint Cllr McLellan as the Committee Chair for 2026/27.
P&T 083-26	<b>Election of Deputy Committee Chair</b>  <b>Unanimously agreed:</b> To appoint Cllr Hawke-Smith as the Deputy Committee Chair for 2026/27.
P&T 084-26	<b>Apologies for absence</b>  Apologies were received and accepted from Cllr Parker. It was further noted Cllr Jones has resigned from the Committee.
P&T 085-26	<b>Declarations of Interest</b>  Cllr Freeman declared a generic non-pecuniary interest as a member of Uttlesford District Council (UDC).
P&T 086-26	<b>Public speaking time</b>  There were no public speakers.
P&T 087-26	<b>Minutes of Previous Meeting 14.05.2026</b>  The minutes of the previous meeting 14.05.2026 were approved and signed by the Chair.
<b>HIGHWAYS</b>	
P&T 088-26	Standing item: Committee to receive an update from the County Councillor A update was not received.
P&T 089-26	Standing Item: Committee to note any new areas of speeding concern to relay to Essex Police.  Speeding concern was raised for South Road, following the recent “20s plenty” campaign by RA Butler School. Officers would relay this to Essex Police and liaise with Essex Highways as to how a 20mph limit could be established at all roads adjoining schools.
<b>PLANNING APPLICATIONS</b>	

P&T 090-26	<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.
A	<a href="#">UTT/26/0925/LB</a>   Minor roof repairs and internal refurbishment and upgrade of a residential unit within a Grade II listed building.   Flat 1 6 Cross Street Saffron Walden Essex CB10 1EX <b>Resolved:</b> No objections
B	<a href="#">UTT/26/1092/HHF</a>   Two storey rear extension, single storey rear extension, part garage conversion, pv panels and internal remodelling.   Keep House 5 Maberly Court Saffron Walden Essex CB10 2EA <b>Resolved:</b> No objections
C	<a href="#">UTT/26/1070/HHF</a>   Proposed replacement of existing boundary fence and brick wall with new wooden vertical tongue and groove fencing panels. Removal of the wall between the driveway of 35 Winstanley Road and the garden of 2 Tukes Way and replacement with identical wood fencing.   2 Tukes Way Saffron Walden Essex CB11 3ES <b>Resolved:</b> No objections
D	<a href="#">UTT/26/1053/HHF</a>   Single storey rear extension, two new front dormers, internal alterations and changes to fenestration.   10 Hill Top Lane Saffron Walden Essex CB11 4AS <b>Resolved:</b> No objections
E	<a href="#">UTT/26/1055/HHF</a>   Two storey rear extension and internal alterations. Solar panels on new and existing roofs and air source heat pump in the garden   61 Winstanley Road Saffron Walden Essex CB11 3EX <b>Resolved:</b> Supportive but raised concern whether there would be enough room to fit the air source heat pump.
F	<a href="#">UTT/26/1023/FUL</a>   Refurbishment and external alterations of existing retail unit (Class E) and site layout comprising new shopfront, new fencing, new roof mounted photovoltaic array, formation of external display area, replacement covered trolley park and associated works   Warehouse Elizabeth Way Saffron Walden Essex CB10 2BL <b>Resolved:</b> Raised concern that the fire exit is removed on the plans but does not appear to be repositioned.
G	<a href="#">UTT/26/1019/HHF</a>   Proposed single storey rear extension and alterations to second floor to provide dormer windows   73 Thaxted Road Saffron Walden Essex CB11 3AG <b>Resolved:</b> No objections
H	<a href="#">UTT/26/0927/LB</a>   Minor roof repairs, like-for-like window repair and internal refurbishment and upgrade of a residential unit within a Grade II listed building. Flat 3 6 Cross Street Saffron Walden Essex CB10 1EX <b>Resolved:</b> No objections
I	<a href="#">UTT/26/0926/LB</a>   Minor roof repairs and internal refurbishment and upgrade of a residential unit within a Grade II listed building.   Flat 2 6 Cross Street Saffron Walden Essex CB10 1EX <b>Resolved:</b> No objections
J	<a href="#">UTT/26/1184/AG</a>   Agricultural storage (revised design of UTT/26/0022/AG)   Stonebridge Farm Little Walden Road Saffron Walden Essex CB10 1UZ <b>Resolved:</b> No objections
K	<a href="#">UTT/26/1166/FUL</a>  S73A application for retrospective alterations to and change of use from a former garage to a sui generis short-term let (Hollyhock Lodge) including proposed amenity, bin storage and cycle parking improvements for flats 16 and 16A.   16 Hollyhock Road Saffron Walden Essex CB10 2AG <b>Resolved:</b> No objections
L	<a href="#">UTT/26/1148/CLP</a>   Conversion of existing roof space into habitable space and addition of rear dormer to allow for an additional bedroom   67 Pleasant Valley Saffron Walden Essex CB11 4AW

	<b>Resolved:</b> To raise concern for the limited car parking provision, turning a three-bed into four, the design must comply with SW3.
M	<a href="#">UTT/26/1126/LB</a>   Installation of a Type C Waterproofing System to the Basement level Waiting Room and WC   Unit 4 Boys British School East Street Saffron Walden Essex CB10 1LS <b>Resolved:</b> No objections
N	<a href="#">UTT/26/1098/AV</a>   Retention of 1no. single hand-painted logo sign   24 - 26 Gold Street Saffron Walden Essex CB10 1EJ <b>Resolved:</b> No objections
O	<a href="#">UTT/26/1088/AV</a>   1 no. internally illuminated Entrance Sign   Lidl UK GMBH Radwinter Road Saffron Walden Essex CB11 3UY <b>Resolved:</b> To strongly object to the proposals, supporting the concerns raised by residents, acknowledging the signage does not comply with the shop front design guide.
P&T 091-26	<b>Updated Design Code Supplementary Planning Document Consultation</b>  Committee noted the above consultation is live until 5 June and that the proposed updates align with the Uttlesford Local Plan 2021-2041.  <b>Unanimously resolved</b> to not respond to the consultation, acknowledging the changes are minor amendments.
P&T 092-26	<b>Committee Training</b>  Committee considered and supported the following training opportunities.  (a) Overview of the planning process (b) Overview of large planning permissions granted (c) Overview of S106 monies  Members also requested training on: (d) Community Infrastructure Levy (e) Neighbourhood Plans and Local Plans  Committee noted details will be circulated in due course.
P&T 093-26	<b>Update on ongoing significant applications</b>  Committee received and noted, with thanks, the attached written update summary on ongoing significant applications in Saffron Walden.
P&T 094-26	<b>Urgent Information Items</b>  No urgent information was raised.
P&T 095-26	<b>Date and time of Next Meeting</b>  Thursday 11 June in the Town Hall. Members noted the meeting time is likely to change to during the afternoon and members will be notified via email.

The Chairman closed the meeting at 8.25pm