



Town Hall | 61 Newland Street | Witham | CM8 2FE
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witham.gov.uk

AGENDA

Meeting of: **Planning & Transport Committee**

Date: **Monday 4th August 2025** Time: **6.30 p.m.**

Place: **Town Hall, 61 Newland Street, Witham, Essex**

Members are hereby summoned to attend the above Meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.

To be present: Councillors -

J.	Robertson	(Chairman)	L.	Headley
J.C.	Coleman	(Vice Chairman)	R.	Playle
E.	Adelaja		R.	Ramage
P.	Barlow		A.	Sloma
J.M.	Coleman		E.	Williams

Nikki Smith
Town Clerk
GK/JB 30.07.2025

1. **APOLOGIES**

To receive and approve apologies for absence.

2. **MINUTES**

To receive the Minutes of the Meeting of the Planning & Transport Committee held 22nd July 2025 (previously circulated).

3. INTERESTS

To receive any declarations of interests that Members may wish to give notice of on matters pertaining to any item on this Agenda.

4. QUESTIONS AND REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

Members of the press and public will be invited to address the Meeting.

Order Note: A maximum of 30 minutes is designated for public participation time with no individual speaker exceeding three minutes unless otherwise granted an extension by the Chairman under Standing Order 3(F) & 3(G)

5. PLANNING OFFICER'S REPORT

To receive a verbal report from the Planning Officer on any matters arising from previous Meeting.

6. PART 1 APPLICATIONS

To approve officer 'no objection' recommendations for applications listed under [Part 1](#) without debate. *Applications may be moved to Part 2 where Members are in disagreement with recommendations by giving 24 hours' notice to the Planning Officer.*

7. PART 2 APPLICATIONS

To consider applications in [Part 2](#).

8. REVISED PLANS

To consider any revised plans received by Braintree District Council that have previously been commented upon

9. DECISIONS

To receive and note decisions on planning applications pertaining to Witham which have been received from Braintree District Council ([attached](#) at page 7).

10. TACKLING SPEEDING IN WITHAM/20s PLENTY

To receive a verbal report.

11. BRAINTREE LOCAL HIGHWAYS PANEL MINUTES – 26TH JUNE 2025

To receive and note an extract of the minutes of the Local Highways Panel pertaining to Witham ([attached](#) at page 9).

12. TREE PRESERVATION ORDER NO: 01/2025/TPO – 78 MALDON ROAD

To note confirmation of the above Tree Preservation Order.

13. PEDESTRIAN CROSSING – MALDON ROAD

To note that maintenance work has now taken place at the Maldon Road crossing.

14. EXCLUSION OF THE PRESS AND PUBLIC

At this point, the Chair will move the following resolution: Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2) and in accordance with Standing Order 3(d), the press and public should be excluded from the remainder of the meeting due to the confidential nature of the business to be transacted.

15. NOTES FROM ESSEX COUNTY COUNCIL MEETING

To receive the notes from the meeting held 21st July 2025 ([attached](#) at page 11).

16. VEHICLE ACTIVATED SIGNS

To receive a report (circulated separately).

PART 1
APPLICATIONS WITH OFFICER ‘NO OBJECTION’
RECOMMENDATIONS TO BE CONSIDERED “EN BLOC” WITHOUT
DEBATE.

Applications Received:

The following applications have been made to the District Council for planning permission under the Town & Country Planning Acts and referred to the Town Council as a statutory consultee. Copies of the applications and accompanying plans may be seen at the Planning Department Causeway House, Bocking End, Braintree or online at www.braintree.gov.uk

PLEASE NOTE: Under the Local Government (Access to Information) Act 1985, representations cannot be treated in confidence. Witham Town Council is not responsible for issuing planning decisions.

APPLICATION_NO	ADDRESS	WARD	PROPOSAL
25/01625/HH	26 Collingwood Road, Witham, Essex	Central	Proposed greenhouse to rear garden and associated landscaping works
25/01654/HH	41 Blunts Hall Road, Witham, Essex	West	Proposed link and conversion of garage to habitable accommodation including removal of garage door and insertion of front bay window and doors to the rear & alterations to fenestrations

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PART 2

APPLICATIONS FOR MEMBERS' DEBATE

Applications Received:

The following applications have been made to the District Council for planning permission under the Town & Country Planning Acts and referred to the Town Council as a statutory consultee. Copies of the applications and accompanying plans may be seen at the Planning Department Causeway House, Bocking End, Braintree or online at www.braintree.gov.uk

PLEASE NOTE: Under the Local Government (Access to Information) Act 1985, representations cannot be treated in confidence. Witham Town Council is not responsible for issuing planning decisions.

25/01490/FUL & 25/01491/LBC	Roslyn House , 16 Newland Street, Witham	Central	Proposed change of use from office (class E) to residential (class C3) and Nursery (class E) with associated internal alterations
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Witham Town Council – Planning Application Report

Application No:- 25/01490/FUL & 25/01491/LBC

Address:- Roslyn House , 16 Newland Street, Witham

Ward:- Central

Proposal:- Proposed change of use from office (class E) to residential (class C3) and Nursery (class E) with associated internal alterations

Relevant Site History:- 20/00660/FUL permission granted for single dwelling; 23/02958/FUL permission granted for two dwellings.

Representations:-

Summary:- Roslyn House is a Grade II Listed Building in the Conservation Area. It originated as a 16th century timber framed and plastered house, re-fronted in the 18th century and in the 19th century a conservatory added. There have been numerous applications since the building became vacant. This new application is to convert part of the building into a nursery at the front of the building and a dwelling at the back on the left side with bedrooms at the front on the first and second floors. There will be a new garden wall made with concrete blocks and rendered, dividing the residential garden from the nursery.

Recommendation:- Roslyn House has suffered from vandalism recently and it is important for it to be habited again. The changes will be internal and as we have learned from previous applications much of the original fireplaces, etc were removed when the building became offices. A previous application when it was proposed to convert the building into a SEN school the Listed Buildings Officer wished the original windows to be protected and the Georgian internal staircase. I would suggest no objection subject to the Listed Buildings Officer being content with the proposals.

Policy References:-

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Application & Address	Proposal	BDC Decision	WTC Decision
25/01330/HH - 9 Samphire Close Witham Essex CM8 2XP	Proposed single storey side extension	Application Permitted	Raised no objection
25/01204/LBC - 24-40 Church Street Witham Essex CM8 2JL	Proposed re-roofing, replacement of external render, brickwork repairs, weatherboarding repairs, new external flashings, window and external door repairs, external timber repairs, replacement gutters and downpipes and installation of attic fire barriers.	Application Permitted	Raised no objection subject to the advice of the Listed Buildings Officer
25/00962/LBC - The White Horse PH Church Street Witham Essex CM8 2JL	Proposed repairs to windows and doors.	Application Permitted	Raised no objection subject to the recommendation of the Listed Buildings Officer

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Application & Address	Proposal	BDC Decision	WTC Decision
25/00782/VAR - Land Opposite The Old Pottery Kiln Gershwin Boulevard Witham Essex	Variation of Condition 28 (Hours for deliveries) of approved application 23/00827/FUL granted 03.12.24 for: Erection of five buildings, 3 units (1x Class E (a or b), 2x combined units comprising a restaurant for the sale of hot food for consumption on and off the premises, (Class sui generis), a drive thru restaurant, (McDonalds, Class Sui Generis) and a drive thru coffee shop, (Class E), an electric vehicle charging station with associated access, parking and landscaping. Variation would allow the wording of the condition to read 'The hours for deliveries to and/or servicing of the retail development shall be restricted to between the hours of 0600 to 2300 hours Monday to Sunday, excluding Bank and Public Holidays.'	Application Permitted	Raised no objection

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EXTRACT FROM BRAINTREE LOCAL HIGHWAYS PANEL MINUTES – 26TH JUNE 2025

5. Funded Schemes 2024/25

Consideration was given to a report on the Panel's Funded Schemes for 2024/25, which had been recommended for approval. The report provided an update on the current position of all schemes in the 2024/25 programme of work. Members of the Panel were advised that the Braintree Local Highways Panel's schemes which had been approved for funding for the year 2024/25 had a total value of £176,738. Members of the Panel were reminded that a Chairmen's Panel comprising Essex County Council's Cabinet Member for Highways, Infrastructure and Sustainable Transport and the Chairmen of each Local Highways Panel across the County had been established to consider larger scale and more expensive highway schemes and to determine if these should be funded. Details of the schemes within the Braintree District which had been approved by the Chairmen's Panel were set out in the report. These schemes had a total value of £91,000. It was noted that some schemes recommended by the Panel and by the Chairmen's Panel had not been completed and it was proposed that these schemes should be carried over to the next financial year in their entirety and given priority for completion. **DECISION:** That the report on the Panel's Funded Schemes and the Chairs' Panel Funded Schemes for 2024/25 be noted.

6. Schemes Awaiting Funding

Consideration was given to a 'Schemes Awaiting Funding' report, which included information about proposed schemes submitted for funding. It was reported that following a County wide review of the Local Highways Panel process, there had been a change to the way in which Braintree Local Highways Panel's capital budget was allocated. It was reported that the 'Chairmen's Panel' comprising Essex County Council's Cabinet Member for Highways, Infrastructure and Sustainable Transport and the Chairmen of each Local Highways Panel across the County, which had been established to determine if larger scale and more expensive highway schemes should be funded, would no longer meet and that instead the schemes would form part of each individual Highways Panel's list of Schemes Awaiting Funding. Members of the Panel were requested to recommend schemes for inclusion in a two year rolling programme of works for which total funding of £611,400 had been allocated. To assist with this process, the Panel's 'Schemes Awaiting Funding List' had been divided into two reports. The first report '2A - Priority Schemes List' set out details of schemes for which a design had been completed and were ready for immediate implementation. The second report '2B - Schemes Awaiting Funding List' set out details of all other schemes which were currently awaiting funding. As part of the review, new scheme requests would no longer be validated and consequently report 2B only contained schemes which had undergone prior validation. Members of the Panel were asked to give priority funding to the schemes listed in report 2A with any remaining funds being allocated to schemes identified in report 2B. It was reported that once decisions had been made a comprehensive programme would be drawn up outlining delivery timelines for each scheme. The programme would be presented to the next meeting of the Highways Panel. The estimated cost of the schemes set out in report 2A was £806,800 and the estimated cost of those set out in report 2B was £382,200.

DECISION:

(1) That it be recommended that the following schemes on the 'Priority Schemes List', be approved:-

LBRA193005 – Zebra crossing, Rickstones Road, Witham Estimated Cost:- £147,400

(2) That it be recommended that the following schemes on the 'Priority Schemes List', are not approved:-

LBRA152140 – Pedestrian crossing upgrade, Hatfield Road, Witham Estimated Cost:- £276,300

LBRA232084 – Braintree District Council funded signage improvement scheme.

Estimated Cost:- £21,100 (It was acknowledged that this scheme was outside the scope of Braintree Local Highways Panel, but it was agreed that the work which had been done to date should be handed over to the appropriate channels with a view to action being taken).

LBRA225004 – Bus stop improvements, Braintree Road, Witham Estimated Cost:- £16,900

(4) That it be recommended that the following schemes, the status of which has been assessed as 'green' as they meet Essex Highways' criteria, are not approved:-

Traffic Management

LBRA222038 – Feasibility study for contraflow route and signage for cyclists, Guithavon Street, Witham Estimated Cost:- £12,000

LBRA222047 – Feasibility study for HGV routes, various locations, Witham Estimated Cost:- £29,900

(7) That it be recommended that the following schemes, the status of which has been assessed as 'red' as they do not meet Essex Highways' criteria, are removed from the list of potential schemes:-

Traffic Management

LBRA232081 – Speed reduction measures, Flora Road, Witham Estimated Cost:- Not applicable

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