



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

AGENDA

Meeting of: **Planning & Transport Committee**

Date: **Monday, 23rd June 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/SP/17.6.2025

1. APOLOGIES

To receive and approve apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Planning & Transport Committee held 9th June 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 10).

10. HIGHWAY ISSUES

To receive a report concerning highway issues ([attached](#) at page 12).

11. TACKLING SPEEDING IN WITHAM/20s PLENTY

To note that the issue of 20s Plenty will be discussed at the meeting with Essex County Councillor Cunningham and that utility checks have been carried out at the proposed three locations for Speed Indicator Devices and quotations are now being sought.

12. MEETING WITH COUNCILLOR CUNNINGHAM, CABINET MEMBER FOR HIGHWAYS

To receive a list of issues to be raised with Essex County Councillor Cunningham and to consider any other issues that should perhaps be raised ([attached](#) at page 14).

13. SHOPFRONTS IN THE TOWN CENTRE

To receive the list of shops and to resolve to write to Braintree District Council Planning Enforcement ([attached](#) at [page 15](#)).

14. NHS BUS SURVEY

To note that a NHS Bus Survey is running until the end of June, in addition to the Essex County Council one, and Members are asked to encourage completion.

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.

PART	APPLICATION_NO	ADDRESS	WARD	PROPOSAL
1	25/01330/HH	9 Samphire Close, Witham, Essex	West	Proposed single storey side extension

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.

25/01252/TPOCON	2 Newland Street, Witham, Essex	Central	Notice of intent to carry out works to trees in a Conservation Area
25/01147/HH	4 Earlsmead, Witham, Essex	North	Proposed first floor front extension over existing garage and single storey side extension.
25/01275/HH	10 Cricketers Gardens, Witham, Essex	Central	Proposed rear conservatory
25/01207/FUL	7 The Grove Centre , Newland Street, Witham	Central	Proposed new entrance at ground floor rear elevation & insertion of rooflight
25/01326/HH & 25/01327/LBC	58 Powers Hall End, Witham, Essex	West	Proposed single-storey rear extension with flat roof covered area, conversion of garage and stables to habitable accommodation comprising replacement external walls, replacement of fenestration, installation of walls to cartlodge, removal of walls. Creation of accommodation above existing cartlodge, including insertion of rooflights. Conversion of basement into habitable accommodation, including replacement of floor at same level, tanking of basement floor and walls, removal of block walls and installation of stud walls. Re-erection of gates to driveway access. Construction of a granny annexe attached to the reconstructed garage/stables

Witham Town Council – Planning Application Report

Application No:- 25/01252/TPOCON

Address:- 2 Newland Street, Witham, Essex

Ward:- Central

Proposal:- Notice of intent to carry out works to trees in a Conservation Area

Relevant Site History:-

Representations:-

Summary:- Laurel 3m high - Retain height , reduce length by 1m & width by 400mm; Bay 5m high- Reduce height to 5m, thin & remove dead & projecting branches; Copper Beech 9m high- Reduce height by 500mm, cut back projecting branches 1m over pond, 500mm elsewhere; Hazel 8m high- Reduce height by 800mm, reduce width by 500mm, thin & remove dead & crossing branches; Nutmeg 9m high- Reduce height & width by 800mm; Birch 6m high - Reduce height to 5m. Remove dead branches, cut back projecting branches by 500mm; Apple 8m high - Reduce height to 6m, thin dense branches. Remove dead branches; 2 No. Pears 8m high - Reduce height to 6m , remove dead branches & trim live branches by 300mm.

Recommendation:- The Tree Warden was asked to advise on this application and following a site visit he recommends no objection subject to the advice of the District Council's Landscape Officer

Witham Town Council – Planning Application Report

Application No:- 25/01147/HH

Address:- 4 Earlsmead, Witham, Essex

Ward:- North

Proposal:- Proposed first floor front extension over existing garage and single storey side extension.

Relevant Site History:- In 2024 they had a loft conversion with 3 dormers, 4 velux windows and 2 balconies refused as incongruous form of development to the roof of the dwelling, out of character and visually harmful to surrounding area as well as detrimental impact on a neighbouring property. Members had raised no objection

Representations:-

Summary:- The resident is looking to increase the size of their 4th bedroom and add a shower to their existing upstairs bathroom by extending over the garage. Downsairs on the opposite side of the house they are proposing a side "filler" extension

Recommendation:- Members may wish to consider the street scene with regards the first storey extension as this would be out of keeping with their neighbours, however other houses on the cul-de-sac have different designs and on balance would recommend no objection

Policy References:-

Witham Town Council – Planning Application Report

Application No:- 25/01275/HH

Address:- 10 Cricketers Gardens, Witham, Essex

Ward:- Central

Proposal:- Proposed rear conservatory

Relevant Site History:-

Representations:-

Summary:- This property is on the new Gimstons development. The proposed conservatory is on the back of the property. The only issue to consider is the impact on the garden amenity which will reduce the garden size from 82.25 sm to 73.5sm as the Essex Design Plan recommends 100 sm

Recommendation:- Members need to consider the reduction in garden amenity on a property that already has below regulation garden space, particularly in view of the fact that we have raised concerns with the developer and BDC about garden sizes on this development. Would recommend refusal

Policy References:-

Witham Town Council – Planning Application Report

Application No:- 25/01207/FUL

Address:- 7 The Grove Centre , Newland Street, Witham

Ward:- Central

Proposal:- Proposed new entrance at ground floor rear elevation & insertion of rooflight

Relevant Site History:-

Representations:-

Summary:- The installation of a new door to Havens Hospice at the back of the building and the insertion of a rooflight at the rear of the building

Recommendation:- No objection

Policy References:-

Witham Town Council – Planning Application Report

Application No:- 25/01326/HH & 25/01327/LBC

Address:- 58 Powers Hall End, Witham, Essex

Ward:- West

Proposal:- Proposed single-storey rear extension with flat roof covered area, conversion of garage and stables to habitable accommodation comprising replacement external walls, replacement of fenestration, installation of walls to cartlodge, removal of walls. Creation of accommodation above existing cartlodge, including insertion of rooflights. Conversion of basement into habitable accommodation, including replacement of floor at same level, tanking of basement floor and walls, removal of block walls and installation of stud walls. Re-erection of gates to driveway access. Construction of a granny annexe attached to the reconstructed garage/stables

Relevant Site History:- This site was most recently considered by this Committee in January 2025 and again in April 2025 when no objections were offered subject to the Listed Buildings Officer being satisfied with the LBC application

Representations:-

Summary:- The only change to the April application which Members raised no objection to is the addition of a single storey rear extension to increase the dining area and the flat roof will extend to create a shaded outdoor seated area at the rear

Recommendation:- This is a Grade II building that is having a renovation to make it more habitable for today's life style. The location of the annex is such that it would not likely to be anything other than remain in single occupancy. The addition to the application has no detrimental impact and would therefore recommend no objection subject to the Listed Buildings Officer being satisfied with the proposals with regard to the LBC application.

Policy References:-

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Application & Address	Proposal	BDC Decision	WTC Decision
25/00914/ADV - Witham Railway Station Albert Road Witham Essex CM8 2BS	Installation of 1 No. surround to existing ATM.	Application Permitted	No objection
25/00883/HH - 57 Bridge Street Witham Essex CM8 1BU	Proposed loft conversion	Application Permitted	Recommended refusal at this time until the issue of compliance with the agreed planning application had been properly addressed
25/00882/VAR - 57 Bridge Street Witham Essex CM8 1BU	Variation of Condition 2 (Approved plans) and Condition 6 (Landscaping) of approved application 23/01113/VAR granted 20.07.23 for: Variation of Condition 2 (Approved Plans) of permission 21/00318/FUL dated 12.12.22 for: Erection of a single-storey two bedroomed detached dwellinghouse. Variation would allow: Retention to change of materials -gable end to be brick, soldier course brick lintels, change of block paving , track access to be decorative stone, layout changes to landscaping & additional solar panels. Change of colour to window and door.	Application Permitted	Recommended refusal on the grounds that the builder disregarded the previously approved plans for a traditional style dwelling in the Conservation Area

25/00441/HH - Jacksons Farm Maltings Lane Witham Essex CM8 1DZ	Proposed conversion of garage to annexe accommodation, external alterations comprising side door canopy and alterations to fenestration. Erection of shed.	Application Permitted	Raised no objection subject to the advice of the Listed Buildings Officer
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ITEM NO: 10

Officer Report: Highway Issues

Issue:

There are a number of outstanding Highway issues to consider –

At Minute 26 of Meeting held 9th June 2025

A report was received from a member of the public highlighting the following issues –

Safety concerns Hatfield Road B1389 Spar Post Office. CM8 1EE

1. Vehicle Activated Speed Display Signs. Still not installed. See item 11 on Agenda for update
2. Width of pavement inadequate on north west side.
3. Could steel barriers be installed to give pedestrians better protection and also from commercial vehicles with overhanging rear view mirrors. These barriers would make the road narrower and encourage traffic to keep to the speed limit.
4. Can the vegetation be cut back further to widen the footpath on the north west side of the road.
5. Install Pedestrian Controlled Crossing at the end of Graham Brown Walk on the Hatfield Road B1389. The money for the design of this crossing has been approved by ECC over a year ago with Councillor Derrick Louis's help.
6. Continue footpath on the South West side of road outside new property now being built. Can this council ask Redrow Developers if they could donate money to sponsor this footpath as they were involved in the planning of the estate.
7. Mobility scooters have no access because dropped kerbs are not installed.
8. Get professional road safety engineers to plan the whole area.
9. I query the reason for double white lines a foot apart in the centre of this narrow part of the road.

Members concentrated on the width of the pavement (at point 4 above) and that the vegetation should be cut right back to allow the whole width of the 2m footpath to be used. Following the Planning Officer's site visit and complaint to Cllr Louis, a copy email has been received asking the BDC Ward Councillors to take the matter forward. Cllr T. Williams has asked Cllr Rajeev to do. This issue will also be discussed at the meeting with Cllr Cunningham along with the update about the pedestrian controlled crossing at the end of Graham Brown Walk

It was agreed at the Meeting that as the other issues had not been discussed the matter would be discussed at this Meeting.

At Minute 13 of Meeting held 27th May 2025

The issues relating to the pedestrian crossing in Maldon Road.

To receive an update from Councillor Robertson who took the letters to residents regarding cutting back vegetation from around the signs.

The issue regarding drivers not stopping for residents on the crossing will be raised at the meeting with Councillor Tom Cunningham.

At Minute 14 of Meeting 27th May 2025

Road safety improvements in Spa Road will be raised with Cllr Cunningham

At Minute 20 of Meeting 9th June 2025

Road repairs in Hatfield Road will be discussed at the Meeting with Cllr Cunningham.

Advice:

- To discuss the points raised by the member of the public, and
- To receive a report from Cllr Robertson regarding his chat with residents about cutting back vegetation in Maldon Road.

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Agenda Item 12

The following issues will be raised at the meeting with Councillor Tom Cunningham –

- Problems with the pedestrian crossing in Maldon Road
- 20s Plenty – Minute 10 agreed Humber Road and Grove estates
- Spa Road – Minute 14 – barrier and refuge island
- Hatfield Road – Minute 20 – pothole repairs
- Hatfield Road – Minute 26 – clearing of footpaths to correct width
- Hatfield Road – Minute 26 – update on the crossing at the end of Graham Brown Walk

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ITEM NO: 13

Officer Report: Shopfronts in the Town Centre

Issue:

In an attempt to take this matter forward the following list has been compiled of the 'worst offending' shop fronts in the town centre -

- Tobacco vape
- Gadget shop
- Convenience store
- UK Fish Bar
- Poundland

The following shops are a question mark as they have been nominated but unsure whether this is because they have internally illuminated fascias -

- Greggs
- Fenn Wright

It was agreed that there are so many plastic fascias that these would not be included unless there was another issue.

Should Another Barbers be included because of the pink shop front?

We should also raise the issue of the pvc banner on the Witham Pharmacy (opposite the library).

We need to check the enforcement action regarding Hunnaballs undertakers.

Advice:

To agree the list and to formally make a resolution to write to Braintree District Council Enforcement Team.

GK/SP/17.6.2025

Policy LPP 55

Shop Fronts, Fascias and Signs in Conservation Areas

The Council will apply all the following policies for the control of fascias and signs in Conservation Areas:

- a. Large or unduly deep fascias will be discouraged as they tend to assume bold proportions, which detract from the vertical emphasis of historic and other buildings, particularly if applied across more than one frontage without an interval
- b. Lettering and symbols should be in scale with both the building and any board or structure on which they are located. They should avoid enlarged type-faces and cramped spacing. Individual cast metal or cut-out serif letters are considered appropriate since they should not detract from the major focal interest of the facade and they have the added advantage of strong definition
- c. Dominant or overpowering signs and those which appear unnecessary and repetitive will be resisted. In particular, many national identity signs are disruptive to domestic scale and inappropriate for Conservation Areas. Hanging signs may be acceptable where fascia signs are inappropriate
- d. Any undue proliferation of advertisement displays will be opposed and signs above ground-floor level will normally be refused
- e. All advertisements should be designed as an integral part of the host building and be of a size and design, which is in harmony with the character of the Conservation Area
- f. Display windows should be sub-divided into areas which create proportional harmony and relate to the character and features of the building
- g. Traditional materials should be used wherever possible
- h. Inappropriate division of the buildings behind their facades will not be permitted
- i. Stall risers should always be provided: They should be between 450mm and 700mm high and have a moulded projecting sill, to provide a strong junction with the glass.

Policy LPP 56

Illuminated Signs in Conservation Areas

The Council will apply all the following criteria for the control of illuminated fascia and projecting signs in Conservation Areas:

- a. Well-designed and proportioned fascia signs will be considered favourably, depending upon the building and the setting, provided that the lettering only is illuminated
- b. Wholly illuminated fascia signs, which are badly designed, using high glossed materials and large lettering out of keeping with the character of the area or the building on which they are to be displayed, will not be permitted
- c. Well-designed hanging signs using traditional materials and lettering will be considered on their merits in relation to the buildings and the setting. Any illumination necessary shall take the form of discreet external downlighting
- d. Projecting and hanging signs should be non-illuminated and at, or just below, fascia level
- e. Where illumination is proposed for shop fronts it should always be provided externally, internally illuminated signage will be resisted.

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