



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

AGENDA

Meeting of: **Planning & Transport Committee**

Date: **Monday, 26th June 2023** 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:	P.	Barlow	(Chairman)
		J.C.	Coleman	(Vice Chairman)
		E.	Adelaja	
		J.M.	Coleman	
		L.	Headley	
		J.	Martin	
		R.	Ramage	
		A.	Sloma	
		E.	Williams	

1. APOLOGIES

To receive and approve apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Planning & Transport Committee held (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

23/00737/REM – Land North of Woodend Farm

9. DECISIONS

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

10. NEIGHBOURHOOD PLAN STEERING GROUP

To receive the Notes from the Neighbourhood Plan Steering Group Meeting held 25th May 2023 ([attached](#)).

11. REQUEST FOR A TAXI RANK IN THE TOWN CENTRE

To receive a report regarding a request for a taxi rank in the town centre ([attached](#)).

12. PUBLIC NOTICE – EVANS WAY, FLEMMING WAY AND DRIVERS WAY

To receive details of the Public Notice to introduce no parking in sections of the above roads ([attached](#)).



Nikki Smith
Town Clerk
GK/SS 20.6.2023

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.

23/01265/FUL	2 Perry Road, Witham, Essex	Central	Retention of 2 storey temporary building (ClassE(iii))
23/01408/HH	74 Powers Hall End, Witham, Essex	West	Proposed rear roof dormer

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.

23/01267/FUL	1 Wheaton Road, Witham, Essex	Central	Alterations to elevations, internal layout & parking layout (Phase 3 Units 10-18)
23/01411/TPOCON	43 Collingwood Road, Witham, Essex	Central	Notice of intent to carry out works to trees in a Conservation Area: Conifer tree - Fell - 43 Collingwood Road, Witham, Essex
23/01372/FUL	1 Croft Way, Witham, Essex	Central	Erection of single storey side extension

Witham Town Council – Planning Application Report

Application No:- 23/01267/FUL

Address:- 1 Wheaton Road, Witham, Essex

Ward:- Central

Proposal:- Alterations to elevations, internal layout & parking layout (Phase 3 Units 10-18)

Relevant Site History:- Phase 1 - 22/01371/FUL

Representations:-

Summary:- This is phase 3 of changes in Wheaton Road. The existing building is set up as a large open plan office, board room, etc. The proposal is to convert the existing building into 9 separate units varying in size from 75 m2 to 134 m2.

Recommendation:- This is part of an upgrade on the industrial estate to provide more usable spaces in line with today's economy. Recommend approval

Policy References:-

Witham Town Council – Planning Application Report

Application No:- 23/01411/TPOCON

Address:- 43 Collingwood Road, Witham, Essex

Ward:- Central

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

Relevant Site History:-

Representations:-

Summary:- This is an application to fell a tree in a Conservation Area. Permission is required before works to trees with a Tree Preservation Order (TPO) or in a Conservation Area can commence. The District Council has outsourced the inspection of trees to Essex County Council. The proposal is to fell a very tall conifer, the top of which has been cut or broken off in the past. All tree applications considered by this Committee are referred to one of the Town Council's Tree Wardens for advice.

Recommendation:- Advice has been sought from the Tree Warden who agrees in view of its size, condition and the fact it is a conifer, to offer no objection subject to a more suitable replacement tree being planted and the advice of the District Council's Landscape Officer.

Policy References:-

Witham Town Council – Planning Application Report

Application No:- 23/01372/FUL

Address:- 1 Croft Way, Witham, Essex

Ward:- Central

Proposal:- Erection of single storey side extension

Relevant Site History:-

Representations:-

Summary:- This is an industrial building partially fire damaged. The proposal is to rebuild on the same footprint. The building will have a mezzanine floor and have off white PPC horizontal cladding to match existing with black aluminium windows and doors to match existing.

Recommendation:- Recommend Approval

Policy References:-

Witham Town Council – Planning Application Report

Application No:- 23/00737/REM

Address:- Land North Of Woodend Farm

Ward:- Hatfield

Proposal:- Application for the approval of Reserved Matters (Infrastructure) (Access, Appearance, Landscaping, layout and scale) for the installation of the Spine Road with associated footpaths, cycleways and bus turning head, linking into the approved access works at Hatfield Road to the south pursuant to outline application 19/01896/OUT approved on 21.07.2022 for up to 400 residential dwellings and day nursery with all associated access, servicing, parking, drainage infrastructure, landscaping, open space and utilities infrastructure.

Relevant Site History:- The Town Council had considered this application earlier in the year and recommended no objection subject to the trees on the site being actively nurtured for ten years and failing trees replaced on an annual basis. We also asked that a full independent tree and hedge survey be undertaken to the satisfaction of both the Town Council and Witham Tree Group.

Representations:-

Summary:- There have been a number of amendments requested which included the removal of 0.5m grass verges from around parking spaces, tree spacing has been changed for a better 'rhythm' of tree spacing, there will be a greater consistency in grouping of species.

Recommendation:- Would suggest that our original recommendation of no objection subject to the trees on the site being actively nurtured for ten years and failing trees replaced on an annual basis. We also asked that a full independent tree and hedge survey be undertaken to the satisfaction of both the Town Council and Witham Tree Group stands.

It might also be an opportune time to repeat the Town Council's concerns regarding the ridiculous proposal to try and move the veteran elm tree in the middle of Hatfield Road. The arborologist at Essex County Council has been made aware of the developer's proposal.

Policy References:-

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Application & Address	Proposal	BDC Decision	WTC Decision	Agenda Item 9
23/00914/FUL - 3 Freebournes Road Witham Essex CM8 3UN	Proposed security fence to north and east boundaries.	Application Permitted	No objection	
23/00882/FUL - 3 Freebournes Road Witham Essex CM8 3UN	Proposed widened entrance to Pasture Road.	Application Permitted	No objection	
23/00838/HH - 28 Pitt Avenue Witham Essex CM8 1JQ	Single storey front and side extension	Application Permitted	No objection	
23/00534/FUL - Flat Above 23 The Grove Centre Newland Street Witham Essex CM8 2YT	Insertion of 4No. windows to the side elevation	Application Permitted	No objection subject to no representations by neighbours	
23/01059/TPOCON - 24 Mill Lane Witham Essex CM8 1BP Back to Agenda	Notice of intent to carry out works to trees in a Conservation Area:- Removal of bay tree	Application Permitted	Recommend refusal on the grounds that it was unnecessary to fell a healthy tree and that the correct approach would be to reduce the size by 40% and shape it and subject to the advice of the District Council's Landscape Officer	

Agenda Item 10

Neighbourhood Plan Steering Group – 25.5.2023

NOTES FROM THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD 25TH MAY 2023

Present: Cllrs P. Heath (In the Chair)
S. Ager
J.C. Coleman
B. Taylor

J. Goodman
J. Palombi

Also in attendance: Cllr J. Martin

Officers: N. Smith (Town Clerk)
G. Kennedy (Planning Officer)

ACON Ben
Simona

Apologies were received from Councillor P. Barlow.

After introductions, Ben explained that as part of the support from the Government, free technical support was available through Locality Funding. In the last 6 to 7 years they had worked with 300 groups assisting on their design codes. He then explained how a Design Policy could be appended to the Neighbourhood Plan (NP) which would carry the same weight as the District Council's Local Plan but has to conform to Local Policies and National Guidelines.

As a background, the Town Clerk explained that the NP was in its early stages with several engagement events and a survey delivered to each house. DAC Planning had been engaged to assist in writing the NP and they were currently writing up the results of the survey.

Ben explained that sites could be identified for development. He recognised that Witham had been subject to a lot of recent growth. Local green spaces could also be identified and protected. Mention was made about green energy and low carbon housing. A sentence stating that 'All new housing should be passive housing' i.e. not requiring heating could be included. Everything within the design guide, which could include employment opportunities, business and leisure, would need to be evidence based and the survey could justify this. Members agreed the importance of being proactive, to protect some areas but to identify appropriate areas to build on.

It was agreed to circulate the timeline to make/adopt the NP.

Ben then spoke about how the design guide would be able to dictate whether a proposed development was good enough and reflected the heritage or green space in which it sits. The two main things to include were –

- Firstly, a description of what Witham is like
- Secondly, guidelines to be applied to design.

In addition, particular guidelines could be included for specific sites. These guidelines would be applied to not only new development but to extensions.

Neighbourhood Plan Steering Group – 25.5.2023

The guidelines should include details on parking, density and open space. Density could be higher in the town centre and less so on the outskirts of the town. Details on materials could be listed. Also the interface between countryside and housing as to whether a hard edge would be preferred.

Members then mentioned specific areas in the town where there had been parking issues, with a lack of visitor parking and problems by schools. Garages should be of sufficient size to allow larger vehicles and with an area for storage. Wide roads would encourage speeding and parking areas would be safer for children. Potentially it was good practice to build roads to prevent parking. Gershwin/Maltings Lane development was cited as an example where it had been specifically built to discourage cars with shuttle buses to the town centre and railway station but then the buses had been cut. Ben said that we would be unable to set our own parking standards.

Mention was also made of the two conservation areas – one in the town centre and the other at Chipping Hill. The Town Council would recommend refusal if inappropriate materials were proposed, i.e. UPVC windows, yet the District Council would allow it. Ben suggested that shop front guidance in the Conservation Area could also be included.

A discussion then took place about affordable housing and the importance that the design guide would not make homes even more expensive. There was a need for smaller homes and higher design standards should not necessarily add to the price. Good insulation should be included and the orientation of the home could decrease heating costs.

Members wished for dimensions of amenity space in line with the Essex Design Guide to be specified and to include safe cycle routes to the town centre. Tree protection was also mentioned.

Ben then referred Members to the Conservation Area in the town centre and it was agreed –

- Georgian frontage should be protected
- Empty properties above shops should have residential use
- Retail premises should be protected
- Recognise High Streets are changing with people buying online
- Town centres are now used for hospitality and leisure
- No residential parking in town centre causes problems
- Historic properties are now converting back to residential
- What do commuters want? Gym, child care, shops and restaurants
- Big issue is lack of nursery spaces
- Green spaces to link to River Walk
- Lot of people working from home
- Good wi-fi links
- Things for children to do
- Shopping opportunities
- Amenities and service provision
- Community returning
- Sustainability.

Ben said that areas should be detailed, i.e. character areas.

Members agreed that Rivenhall Park and the Redrow developments had more space whereas other developments in the town were poor.

Neighbourhood Plan Steering Group – 25.5.2023

Comment was made that green spaces on estates should be protected. The suggestion was made that there could be a call out to residents to identify these areas.

Ben asked that the Heritage List be sent to him.

GK/31.5.2023

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ITEM NO: 11

Officer Report: REQUEST FOR A TAXI RANK IN THE TOWN CENTRE

Issue:

The following email has been received by Central Ward Councillors -

I am writing this e mail on behalf of myself and 23 other Hackney Carriage Drivers that all regularly work in Witham on the Taxi Rank at outside Witham Station. The reason for this e mail is that at some point, over the last few months, we have all had a conversation in our vehicles with members of the public that all ask the same question, and that is, why is there not a rank in Witham High Street?

In the past, I was the Chairman of the Braintree Hackney Carriage Association, and although the Association is defunct, people still look to me and send me messages regarding all sorts of subjects. The subject of the rank in Witham High Street over the last few months has really gathered pace and in hindsight, I think Witham, as a town, would probably benefit from a taxi rank in the High Street.

The benefits of this being:-

During the day, lots of shoppers have informed us, they would love a rank in the High Street, because they don't want to bring their cars, due to lack of parking spaces, and on many occasions, they have said, they'd rather leave their cars at home and get a taxi, but they cannot walk to the Taxi Rank with heavy shopping or sometimes find it hard to walk with their shopping back to the Tesco car park if they've brought their car. Also, of an evening, lots of our customers are frustrated that they have to walk from the High Street restaurants and pubs up to Witham Station just to get a taxi especially when the cab office in town is fully booked. Female customers will do feel vulnerable having to do this walk on their own, in the dark.

We understand that space on the high street is limited but if we could get a five/six car rank, with adequate lighting, we have the numbers to man it day and night including weekends and we as taxi drivers feel this would massively benefit the town.

If you need any more information with regards to those I represent, please contact me.

We would be extremely grateful if you could look into this for us and anticipate a prompt reply.

Thanks and regards

John Cenci - Hackney Plate 62.

A number of years ago in the late 90s or early 20's the District Council installed a taxi rank outside the Town Hall so that those with heavy shopping or those who had been socialising in the town centre of an evening could pick up a cab easily. Unfortunately the rank did not prove very popular with the taxi drivers as few potential customers used it.

Advice:

Members are asked to consider this request. It is for Braintree District Council as the Licensing Department to decide on whether it would be appropriate and a suitable location but the Town Council could give support.

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Public notice

The Essex County Council (Braintree District) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.24) Order 2023

Notice is hereby given that the Essex County Council has made the above Order under Sections 1(1), 2(1) to (3), 3(2), 4(1), 4(2), 32(1), 35(1), 45, 46, 49, 53 and Parts III and IV of Schedule 9 of the Road Traffic Regulation Act 1984 (as amended).

Effect of the order: To introduce 'No Waiting at Any Time' restrictions on the following length of roads, Witham in the District of Braintree:

Road	Description
Evans Way, Witham	<p>SOUTH SIDE:</p> <ul style="list-style-type: none"> i. From a point 10 metres east from its junction with Forest Road, east for a distance of approximately 19.2 metres. ii. From a point 37.4 metres east from its junction with Forest Road, east for a distance of approximately 24 metres. iii. From the western kerb line with Flemming Way, southwest for a distance of approximately 43.6 metres. <p>NORTH SIDE:</p> <ul style="list-style-type: none"> i. From a point 10 metres east from its junction with Forest Road, east for a distance of approximately 44 metres. ii. From a point 43.6 metres from the western kerb line with Flemming Way, east for a distance of approximately 8.2 metres. iii. From a point in line with the western kerb line with Flemming Way, northeast for a distance of approximately 9.4 metres.
Flemming Way, Witham	<p>SOUTH SIDE:</p> <ul style="list-style-type: none"> i. From a point 10 metres east from its junction with Forest Road, east for a distance of approximately 19.2 metres. ii. From a point 65.4 metres east from its junction with Forest Road, east for a distance of approximately 5.9 metres. iii. From a point 95.4 metres east from its junction with Forest Road, east for a distance of approximately 28.9 metres. iv. From the western kerb line with Bickmore Grove, west for a distance of approximately 18.2 metres. v. From the eastern kerb line with Bickmore Grove, east for a distance of approximately 5.9 metres. <p>NORTH SIDE:</p> <ul style="list-style-type: none"> vi. From a point 20 metres east from its junction with Forest Road, east for a distance of approximately 41.8 metres. vii. From a point 51.4 metres east from its junction with Forest Road, east for a distance of approximately 58.6 metres. viii. From a point 117.3 metres east from its junction with Forest Road, east for a distance of approximately 3.1 metres. ix. From a point 113.2 metres east from its junction with Forest Road, east for a distance of approximately 17.2 metres. <p>BOTH SIDES:</p> <ul style="list-style-type: none"> x. From its junction with Evans Way, southeast for a distance of approximately 5.1 metres.
Drivers Way, Witham	<p>BOTH SIDES:</p> <ul style="list-style-type: none"> i. From its junction with Evans Way, north for a distance of approximately 5.8 metres.



This Order will be incorporated into The Essex County Council (Braintree District) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) Consolidation Order 2019 by introducing and substituting tile numbers.

TL820 160 Revision 1 to Revision 2	TL825 160 Revision 0 to Revision 1
TL820 162 Revision 0 to Revision 1	TL825 162 To Introduce Revision 0

Date of operation: The Order will come into operation on 10 June 2023

Further details: If you need to view a hard copy of these documents, please call (or text) 07761 758317 to arrange a suitable time to inspect the documents quoting reference number TRAF7929. Documents can be made available for inspection 8.30am-5.30pm Mon-Thurs and 8.30am-5pm on Friday at Essex County Council, County Hall E block main reception, Market Road, Chelmsford, if so required. Alternatively, documents can be posted to you upon request.

Application to the high court: Anyone who wishes to question the validity of the Order of any provision contained in it on the grounds that it is not within the powers conferred by the Road Traffic Regulation Act 1984 (as amended) or on the grounds that any requirement of the Act, or any instrument made under it, has not been complied with in relation to the Order, may within six weeks from the date of the making of the Order apply to the High Court for this purpose.

Dated: 08 June 2023

County Hall,
Chelmsford

Essex County Council
Network Assurance

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