Town Hall | 61 Newland Street | Witham | CM8 2FE
01376 520627
witham.gov.uk

AGENDA

Meeting of: **Planning & Transport Committee**

Date: **Monday, 1st June 2026** 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	(Chair)	L.	Headley
J.	Robertson	(Vice Chairn)	R.	Playle
E.	Adelaja		R.	Ramage
J.M.	Coleman		E.	Williams

Nikki Smith
Town Clerk
GK/27.5.2026

1. **APOLOGIES**
   To receive and approve apologies for absence.

2. **MINUTES**
   To receive the Minutes of the Meeting of the Planning & Transport Committee held 18th May 2026 (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 11).

10. SUPPLEMENTARY PLANING DOCUMENTS
To note that Braintree District Council is consulting on the following Supplementary Planning Documents and to receive the attached reports –
(a) Waste Collection and Storage (attached at page 15)
(b) Affordable Housing (to follow)

11. BRTA BRAINTREE FORUM
To receive an agenda for a meeting to be held on Saturday 27th June 2026 and to consider sending a representative (attached at page 17)

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
26/00987/HH	**The Willows, Earlsmead, Witham**	**North**	**Proposed single storey side extension & replacement of rear window with double doors**
26/01057/HH	**27 Cedar Drive, Witham, Essex**	**North**	**Proposed single storey side extension**
26/00222/HH	**37 Collingwood Road, Witham, Essex**	**Central**	**Proposed first-floor rear/side extension, single-storey rear extension, installation of a new window to the first-floor side elevation. Widening of front vehicular entrance and installation of gates.**

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.

26/00513/VAR	**Land South Of Haygreen Road , Witham, Essex**	**South**	**Variation of Condition 2 (Approved plans) of approved application 23/02329/FUL granted 05.04.2024 for: Proposed new community building, with associated landscaping and car parking. Variation would allow:- Raising the height of the building in three areas and the installation of solar panels, 1no. air handling unit, 2no. air source heat pumps and 1no. condenser unit.**
26/00985/ADV	**Unit 4, Griggs Way, Witham**	**South**	**Signage to include: Two internally illuminated fascia signs, One internally illuminated projecting sign**
26/00984/FUL	**Unit 4, Griggs Way, Witham**	**South**	**Installation of an external seating area**
26/01104/LBC	**Mondy Ironmongers , 63 Newland Street, Witham**	**Central**	**Proposed internal and external alterations associated with the change of use from vacant hardware store to a nail and beauty salon, including new flooring, pedicure facilities, new plasterboard ceiling, rear ventilation opening, repainting of the shopfront and new signage**
26/01105/ADV	**Mondy Ironmongers , 63 Newland Street, Witham**	**Central**	**Signage to include: One non-illuminated fascia sign One non-illuminated projecting hanging sign**
26/00929/LBC	**27 Bridge Street, Witham, Essex**	**South**	**Internal alterations comprising a full electrical rewire throughout the dwelling, renewal of entrance door and removal of the chimney breast within the kitchen**

Witham Town Council – Planning Application Report

Application No:- 26/00513/VAR

Address:- Land South Of Haygreen Road , Witham, Essex

Ward:- South

Proposal:- Variation of Condition 2 (Approved plans) of approved application 23/02329/FUL granted 05.04.2024 for: Proposed new community building, with associated landscaping and car parking. Variation would allow:- Raising the height of the building in three areas and the installation of solar panels, 1no. air handling unit, 2no. air source heat pumps and 1no. condenser unit.

Relevant Site History:-

Representations:-

Summary:- This is another variation for the Community Centre. In March an application was made for the proposed height to be increased with solar panels and associated machinery to be installed.

Recommendation:- In view of the Town Council becoming the prospective owner of the building once completed, it would be inappropriate for this Committee to comment.

Recommend receive and note.

Policy References:-

Witham Town Council – Planning Application Report

Application No:- 26/00985/ADV

Address:- Unit 4, Griggs Way, Witham

Ward:- South

Proposal:- Signage to include: Two internally illuminated fascia signs, One internally illuminated projecting sign

Relevant Site History:-

Representations:-

Summary:- This is for the smaller retail unit opposite the Saxon Arms and will become a Greggs. There will be two main fascia signs one facing the road (rear) and one facing into the development (front). The rear sign will be a metre in depth by 3.6m in length, the front sign will be 1.4m in depth by 8.2m wide, both in usual Greggs colours. They will be internally illuminated and constructed of aluminium. The projecting sign will will 0.7m square with just the letters and logo illuminated.

Recommendation:- This is a retail site along side other similar units. Would recommend no objection subject to the advertising lights being switched off when the premises are closed.

Policy References:-

Witham Town Council – Planning Application Report

Application No:- 26/00984/FUL

Address:- Unit 4, Griggs Way, Witham

Ward:- South

Proposal:- Installation of an external seating area

Relevant Site History:-

Representations:-

Summary:- This is a second application for the new Greggs. It is proposed to have two picnic style tables and benches at the front of the unit.

Recommendation:- Would suggest no objection

Policy References:-

Witham Town Council – Planning Application Report

Application No:- 26/01104/LBC

Address:- Mondy Ironmongers , 63 Newland Street, Witham

Ward:- Central

Proposal:- Proposed internal and external alterations associated with the change of use from vacant hardware store to a nail and beauty salon, including new flooring, pedicure facilities, new plasterboard ceiling, rear ventilation opening, repainting of the shopfront and new signage

Relevant Site History:-

Representations:-

Summary:- Mondys is a listed building in a Conservation Area and currently empty. The ground floor comprises an open retail area with ancillary storage and upper floor access. The proposal will include the installation of new tiled flooring throughout, pedicure spa chairs together with associated plumbing and drainage works, new plaster board ceiling with integrated lighting, one new rear ventilation opening approx 150mm diametre for mechanical extraction purposes, and proposed repainting of internal walls and the entire shopfront in light magnolia. The extraction system is to remove the low level vapours and odours. There will be localised extraction supported by an extract system serving the wider treatment area. Rigid duct work will be installed at a high level within the premises and the route will be as direct as possible. The applicant states that the extracted air will be discharged via the existing ventillation on the south west side wall. The fan is apparently a low noise unit.

Recommendation:-

It will be good to see these premises opened. I would suggest no objection subject to the advice of Braintree District Council's experts regarding possible noise and fumes from the proposed extraction system and the advice of the Listed Buildings Officer.

Policy References:-

Witham Town Council – Planning Application Report

Application No:- 26/01105/ADV

Address:- Mondy Ironmongers , 63 Newland Street, Witham

Ward:- Central

Proposal:- Signage to include: One non-illuminated fascia sign One non-illuminated projecting hanging sign

Relevant Site History:-

Representations:-

Summary:- The proposal retains the existing fascia structure and overall proportions of the shopfront. The applicant states that the new signage has been designed as a simple and traditional replacement appropriate to a listed building. The fascia sign comprises of non-illuminated flat lettering fixed to the existing fascia frame with a black finish. The fascia lettering will be flat acrylic or aluminium with a maximum height of 0.2m. The proposed projecting sign would reuse the existing hanging sign location and bracket. The square sign measuring 0.5 by 0.5m will be made from painted aluminium composite. The sign is non-illuminated.

Recommendation:-

The size of the lettering and hanging sign is in keeping with the Conservation Area, however it is important to use traditional materials. I would suggest no objection subject to traditional wooden hanging sign in keeping with the Conservation Area.

Policy References:- LPP55g – traditional materials should be used wherever possible.

Witham Town Council – Planning Application Report

Application No:- 26/00929/LBC

Address:- 27 Bridge Street, Witham, Essex

Ward:- South

Proposal:- Internal alterations comprising a full electrical rewire throughout the dwelling, renewal of entrance door and removal of the chimney breast within the kitchen

Relevant Site History:-

Representations:-

Summary:- This is a Grade II Listed Building. With the exception of the front door everything else is internal. Pre-application advice has been sought from the Listed Buildings Officer. The proposed front door is light coloured with a small central leaded panel.

Recommendation:- This is part of a row of timber framed buildings all with black panelled doors and as such the proposed front door would be out of keeping. Would suggest recommend refusal for the proposed front door which would be out of keeping with its neighbours but no objection to the other work.

Policy References:- LPP53b and c - positive contribution to the character and appearance in the Conservation Area to be retained and building materials to be appropriate to the local context.

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Agenda Item 9

Application & Address	Proposal	BDC Decision	WTC Decision
26/00276/HH - 75 Powers Hall End Witham Essex CM8 1NH	Proposed rear single-storey flat roof extension	Application Permitted	No Objection, subject to the advice of the District Council's Landscape Officer.
26/00172/COUPA - 35 Newland Street Witham Essex CM8 2AL	Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to 6 No. Dwellinghouse (Use Class C3).	Prior Approval Required and Given	No Objection.
26/00480/TPOCON - Grove House Newland Street Witham Essex CM8 2UP	Notice of intent to carry out works to trees in a Conservation Area - 1 Cedar - Tree Tag T1180 - Site Plan T028 Lateral crown reduction by approx 3-4 metres to lower end weight.	No Objections	No Objection
26/00455/FUL - 29 Hatfield Road Witham Essex CM8 1EG	Replacement appliance bay doors.	Application Permitted	No Objection
26/00401/HH - 2 Bright Avenue Witham Essex CM8 1ZE	Loft conversion, incorporating 1 No. front & 3 No. rear dormers	Application Refused	Recommend Refusal (LPP36(d)
26/00455/FUL - 29 Hatfield Road Witham Essex CM8 1EG	Replacement appliance bay doors.	Application Permitted	No Objection

Application & Address	Proposal	BDC Decision	WTC Decision
26/00480/TPOCON - Grove House Newland Street Witham Essex CM8 2UP	Notice of intent to carry out works to trees in a Conservation Area - 1 Cedar - Tree Tag T1180 - Site Plan T028 Lateral crown reduction by approx 3-4 metres to lower end weight.	No Objections raised	No Objection
26/00197/NMA - Witham Community Centre Haygreen Road Witham Essex CM8 1GT	Non-Material Amendment to permission 23/02329/FUL granted 05.04.2024 for: Proposed new community building, with associated landscaping and car parking. Amendment would allow:- a dropped crossing point as requested by Essex Highways and amendments to landscaping layout.	Application Permitted	

Application & Address	Proposal	BDC Decision	WTC Decision
26/00370/TPO - Grove House Newland Street Witham Essex CM8 2UP	Notice of intent to carry out works to trees protected by Tree Preservation Order TPO -26/90 4 No. Cedar Trees -G1 (T016, T018, T019, T021 on plan) Soil Care & Fertilisation. Apply drench phosphites into the root zone to promote vitality and improve resistance to disease and stress. Pruning & structural work. Lateral crown reduction by approximately 3-4 metres to lower end-weight. Remove deadwood greater than 2 inches in diameter. Remove all resulting debris. T016 - Install cable bracing to reduce excessive movement. T018 - Height reduction of a co-dominant stem to 6 metres above ground level	Application Permitted	No Objection
26/00486/FUL - 6 Blunts Hall Road Witham Essex CM8 1ER	Proposed self build dwelling.	Application Withdrawn	Recommend Refusal (LPP36)
26/00489/HH - 13 Laurence Avenue Witham Essex CM8 1JA	Proposed single storey rear/side and front/side extensions.	Application Permitted	No Objection

Application & Address	Proposal	BDC Decision	WTC Decision
26/00667/TPO - 30 Powers Hall End Witham Essex CM8 2HE	Application to carry out works to trees protected by Tree Preservation Order TPO - 7a/80 T1 - Beech - Sectional dismantle to leave a standing stem at approximately 3-4m from ground level for habitat purposes. It has numerous fungal fruiting bodies located on its stem and branch frame work, indicating compromise to structural integrity. As the tree is in close proximity to the adjacent main road, it poses a safety concern for the public. The tree has previously dropped a significant sized limb due to internal decay. T2 - Horse chestnut - Sectional dismantle to leave a high stump at approximately 1.5-2.5m from ground level for habitat purposes. Appears to be almost completely dead. Located next to the overhead power line and road, dismantling the stem to a high stump would prevent future risk of failure while still retaining valuable habitat.	Application Permitted	No Objection

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Witham town council

ITEM NO: 10

Officer Report: Waste collection and storage

Issue:

Braintree District Council are currently consulting on Supplementary Planning Guidance for Waste collection and storage, primarily for new developments but also when considering extensions.

All new developments must provide suitably designed and on-site storage space for waste and recycling preferably to either the rear or side of the property to reduce cluttered appearance to the street scene. Storage must be sufficient to accommodate all refuse containers, be on hard-standing with sufficient height to allow bins to be opened and easily moved for emptying. Suitable routes to and from adopted public highway must be provided. It is noted that gradients should not exceed '12 inches' and avoid steps. The route should be on smooth, bound material (i.e. not gravel). The bins should be located to the side or rear of the property, not be required to be moved through a building to reach collection point and preferably in a shaded position.

In exceptional circumstances BDC will consider integrated door-side units to the front of properties where it can be demonstrated that it will create an attractive street scene.

Where terraced houses are proposed developers are required to use ginnels (alley ways between dwellings) to allow access to the front of the property.

Where a proposed extension to an existing property results in loss of outside waste storage a suitable alternative area must be provided as part of the proposal. Proposals which prevent bins being moved from storage point to the collection point or which result in the bins relocated to an open freestanding position to the front of the property are unacceptable.

A suitable area must be provided on the private property for bins to be collected. This area should be large enough to accommodate all the required number of bins. Where there is a private drive, it should aim to serve no more than five dwellings. Residents or property managers will be responsible for the up-keep of these areas which should not be used for storage of the bins.

Council staff should not need to move containers more than 15m to the lorry; both vehicles and staff will not enter private roads or driveways.

Developers are advised to make space in gardens to encourage composting.

<u>Communal Developments</u>

Communal bin stores should be located so that residents are not required to carry waste or recycling more than 30 metres. The number of bin stores should be kept to a minimum. The bin store is normally at the collection point. The stores should be designed and constructed to a high standard with due regard to residents' safety and the collection crews to avoid conflict with parking and have ready access. The bins stores must be located at the boundary of private land and adopted highway.

Bin stores should be designed as freestanding buildings, fully detached from the apartment to minimise fire risk. Integral or attached bin stores will not be permitted unless a clear case is made by the developer. The bin store will usually be the collection point and should be large enough to house the required number of bins with sufficient space to allow easy access and movement. There should also be adequate lighting to use the bins and for residents to feel safe in doing so, the entrance should have good natural surveillance to discourage ASB, good ventilation, sturdy floor with drainage to allow wash down, a roof and solid doors and inter alia a notice board or space for signage regarding collection days. Bins should not have to pass through parking spaces or cycle storage for collection.

General access for waste collection vehicles

Planning applications will be required where refuse lorries will be required to enter new roads which must be adopted public highway, which should include tracking routes which cause no adverse highway safety implications. There should be a turning area to allow vehicles to enter and leave forward facing. Any gates or arches must have sufficient clearance.

Commercial properties

Whilst this does not form part of the Supplementary Planning, commercial developments should be designed to provide suitable arrangements for both refuse and recycling storage and collection so it should not impact on local residents. Waste from commercial developments should have separate storage areas and should not enter the domestic waste system.

Bring bank sites/mini recycling, litter and dog waste bins

On large developments provision of public mini recycling site may be required. Litter and dog waste bins should be discussed at the pre-application stage.

Planning Application Requirements

For major applications bin storage must be shown on a separate plan, the drawings must show the collection point for each property and show the route of the collection vehicle. A plan should show adopted roads and those that are private. Details of communal bin stores should be shown. Locations of litter and dog bins should be shown along with details as to who will be collecting each type of waste.

Waste collection (Sec 106)

Developers are required to fund the initial purchase of the required bins for all dwellings. The Council will not collect within a development until the road has been adopted, prior to this, private arrangements must be made by the developer.

Advice:

The Supplementary Planning would appear to cover all aspects. With the advent of new recycling bins it shows, by the proliferation of bins now being left to front of properties, the importance of getting storage right. As the Planning Committee we should be keeping an eye to ensure that there is sufficient space and access when considering planning applications. To receive, note and to consider responding to the consultation.

GK/18.5.2026

Agenda Item 11

BRTA Braintree Forum Agenda, which is taking place on Saturday 27 June at 3-5pm at The Picture Palace, Fairfield Road, Braintree, Essex CM7 3LA
https://www.jdwetherspoon.com/pubs/the-picture palace-braintree/
(Phone 01376-550255) Convenor: Simon Barber admin@brtarail.com
Phone (landline): 020-8940-4399 Phone (mobile): 07522-374740
Agenda

1. Appointment of a chairperson for the meeting

2. Appointment of someone to take notes

3. Stansted Airport Expansion - extending the rail links into Stansted from the west onwards to link with the Braintree Branch and that of Colchester? We need new members and volunteers to work on it and get meetings underway.

Email your MP as well: https://members.parliament.uk/members/commons

4. Lower Thames River Crossing: Should be rail-based not road. Please email your councils and MP's and join BRTA.

5. Maldon Branch reopening: Old route gone, new route needed. Please give support for a study.

6. Extend LT Central Line to Harlow: Could be useful, needs a study.

7. East-West Rail: Will link to Cambridge, but does it need a direct curve east to south for direct Stansted running from the Oxford corridor?

8. Cambridge-Haverhill: A study is needed and a push for it with a Phase 2 to Colchester by a new route given increasing population along it? Could be useful for freight.

9. Existing rail and buses issues and services – any scope for improvements?

10. Any Other Business

11. Day, Date, Time and Place of next meeting in East Anglia (Cambridge?)

Notes:

1. Please join BRTA and help us do more and better

2. We need an East Anglia Liaison officer to help grow our support based and campaigns in East Anglia including Hunstanton new-build to connect a major seaside resort to the rest of the rail network.

3. Please peruse our East Anglia webpage and give feedback/offers via ceo@brtarail.com
https://brtarail.com/east-anglia

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