



# Woodbridge Town Council

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP

Town Clerk: Mr G E Diaper

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## To Members of the Planning Committee

Cllr Adelson

Cllr Bale

Cllr Blois

Cllr Gillard

Cllr Holdcroft

Cllr Miller

Cllr Rawlings

Cllr Sanders

Cllr Sutton

Cllr Walsh

You are hereby summoned to attend a **meeting** of the **Planning Committee** to be held at the **Shire Hall** on **Tuesday 14<sup>th</sup> February 2023** at **5pm**.

Greg Diaper

Town Clerk

9<sup>th</sup> February 2023

### *Public Attendance*

*Members of the public and press are welcome to join this meeting. Members of the public will be invited to give their views/questions the Town Council on issues on the agenda or raise issues for consideration or inclusion at future meetings. This item will be limited to fifteen minutes duration but may be extended at the discretion of the Mayor.*

## Agenda

### 1. Apologies.

To receive apologies for absence.

### 2. Declaration of Interest.

Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

**3. Requests for Dispensation.**

Councillors with a Pecuniary Interest in an item on this Agenda, who wish to remain, speak, and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

**4. Confirmation of Planning Committee Minutes.**

To confirm the minutes of the Planning Committee held on 31<sup>st</sup> January 2023.

**5. Public Question Time.**

For the public to ask questions of the Council or raise issues for consideration at a future meeting of the Council. 15 minutes maximum.

**6. To note intentions to undertake works to trees in the conservation area (TCA).**

**7. To comment on applications to trees with a Tree Preservation Order (TPO).**

**8. To comment on applications for planning permission.**

**9. To note East Suffolk Council decisions on Planning Applications where those decision are contrary to this Council's recommendations and not previously reported.**

**10. To consider if this Committee wishes to provide comment on two consultations recently launched by East Suffolk Council.**

**11. Closure.**

## Woodbridge Town Council

Minutes of the meeting of the **Planning Committee** held at the **Shire Hall** on **Tuesday 31<sup>st</sup> January 2023** at 7pm.

### Councillors:

Present: D Adelson, S Miller, S Rawlings, M Sutton, and C Walsh.

Apologies: S Bale, C Blois, P Gillard, G Holdcroft and R Sanders

In Attendance: Town Clerk and no members of the public.

#### **674. Apologies for Absence**

Apologies for absence had been received from Councillors Bale, Blois, Gillard, Holdcroft and Sanders

#### **675. To receive Declarations of Interest**

No Members had any Disclosable Pecuniary or Local Non-Pecuniary Interests in relation to items on the agenda.

#### **676. To consider requests for Dispensations**

There were no requests from Councillors with a Pecuniary Interest in an item on this agenda for a dispensation.

#### **677. To agree and approve the Minutes of the meeting held on 17<sup>th</sup> January 2023**

The minutes of the Planning Committee meeting held 17<sup>th</sup> January 2023 were approved.

#### **678. Public Question Time.**

There were no members of the public present.

#### **679. To note intentions to undertake works to trees in the Conservation Area**

The Committee noted the following applications:

DC/23/0156/TCA - 39 New Street Woodbridge Suffolk IP12 1DZ

DC/23/0217/TCA - 65 Victoria Road Woodbridge Suffolk IP12 1EL

680. To comment on applications to trees with a Tree Preservation Order (TPO)

No applications to report.

681. To comment on applications for planning permission

The Committee agreed their comments as set out below:-

Application No and Address	Committee Comments
DC/23/0061/VOC - Inn Field House 9 Pytches Road Woodbridge Suffolk IP12 1ET	We recommend <b>approval</b> .
DC/23/0204/LBC - Ye Olde Bell And Steelyard 103 New Street Woodbridge Suffolk IP12 1DZ	We recommend <b>approval</b> .
DC/23/0161/FUL - 15 Queens Drive Woodbridge Suffolk IP12 4FE	We recommend <b>approval</b> .
DC/23/0167/FUL - 37 Through Duncans Woodbridge Suffolk IP12 4EA	We recommend <b>approval</b> .
DC/23/0209/FUL - 23 Thoroughfare Woodbridge Suffolk IP12 1AA	We recommend <b>approval</b> .
DC/23/0210/ADI - 23 Thoroughfare Woodbridge Suffolk IP12 1AA	We recommend <b>approval</b> in line with the recommendations provided by SCC Lighting regarding the Illuminated Advertisements Guidance:  <i>Illuminated Advertisements Guidance states that a sign over 10m2 should not exceed 300 cd/m2 in Zone E3 / E4.</i>
DC/23/0219/FUL - 51 Victoria Road Woodbridge Suffolk IP12 1EL	We recommend <b>approval</b> .
DC/23/0260/FUL - 18 Through Duncans Woodbridge Suffolk IP12 4EA	We recommend <b>approval</b> .
DC/23/0027/FUL - 26 Mill View Close Woodbridge Suffolk IP12 4HR	It was agreed to defer this application until comment is made by Suffolk Highways.  The Town Clerk was asked to contact the named Highways Officer in the application.

DC/23/0113/FUL - Unit 3 Sun Wharf Deben Road Woodbridge Suffolk IP12 1AZ	We recommend <b>approval</b> .
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**682. To note East Suffolk Council's decisions on planning applications where those decisions are contrary to this council's recommendations and not previously reported**

The Committee noted East Suffolk Council's decisions on planning applications where those decisions are contrary to this Council's recommendations and not previously reported.

**683. To consider if this Committee wishes to provide comment on the Draft Coastal Adaptation Supplementary Planning Document**

The Committee agreed it has no comments to make on the Draft Coastal Adaptation Supplementary Planning Document due to the lack of relevancy to Woodbridge.

**684. Closure**

The meeting was closed at 7.30pm.

Councillor Miller  
Vice-Chair

## Item 6

To note intentions to undertake works to trees in the conservation area (TCA).

Neither the District Council nor the Town Council can object to these works unless the tree(s) is/are covered by a Tree Preservation Order.

<a href="#">DC/23/0407/TCA - 12 Ipswich Road</a>	Expiry Date: Wed 01 Mar 2023
<a href="#">Woodbridge Suffolk IP12 4BU</a>	Determination Date: Tue 14 Mar 2023
1no. Beech (T1 on plan) - Overall crown reduction by up to 1.8 metres 1no. Eucalyptus (T2 on plan) - Re-pollard back to established pollard points	

<a href="#">DC/23/0353/TCA - Public Open Space, Castle Street, Woodbridge, Suffolk</a>	Expiry Date: Thu 02 Mar 2023
	Determination Date: Thu 09 Mar 2023
1no. Alder (marked on plan) - Lateral crown reduction on western aspect by up to 10 metres	

## Item 7

To comment on applications to trees with a Tree Preservation Order (TPO).

No applications to report.

## Item 8

To comment on applications for planning permission.

### Planning application deferred from meeting 31.01.23

<a href="#">DC/23/0027/FUL - 26 Mill View Close</a>	Expiry Date: Wed 15 Feb 2023
<a href="#">Woodbridge Suffolk IP12 4HR</a>	Determination Date: Mon 13 Mar 2023
Retrospective Application - Retaining wall, steps, and associated works; provision of new vehicular access from Collett's Walk and associated driveway.	

<a href="#">DC/22/2840/FUL - 42 Brook Street</a>	Expiry Date: Tue 14 Feb 2023
<a href="#">Woodbridge Suffolk IP12 1BE</a>	Determination Date: Wed 21 Sep 2022
Alterations to dwelling, outbuilding and boundary wall. Retrospective removal of boundary wall.	

<a href="#">DC/22/2841/LBC - 42 Brook Street</a>	Expiry Date: Tue 14 Feb 2023
<a href="#">Woodbridge Suffolk IP12 1BE</a>	Determination Date: Wed 21 Sep 2022
Listed Building Consent - Alterations to dwelling, outbuilding and boundary wall. Retrospective removal of boundary wall.	

<a href="#">DC/22/3778/FUL - Waterside Garage Grove Road Woodbridge Suffolk</a>	Expiry Date: Mon 20 Feb 2023
	Determination Date: Thu 17 Nov 2022
Demolition of the existing sales building and forecourt and the erection of a new sales building, forecourt (domestic and HGV) including underground fuel tanks, pumps and canopy, provision of car parking and EVC hub, and associated works.	
<a href="#">DC/23/0320/FUL - Kings Head Inn 17 Market Hill Woodbridge Suffolk IP12 4LP</a>	Expiry Date: Thu 23 Feb 2023
	Determination Date: Tue 21 Mar 2023
Replacement kitchen extraction.	
<a href="#">DC/23/0275/FUL - 42 Edwin Avenue Woodbridge Suffolk IP12 1JS</a>	Expiry Date: Mon 27 Feb 2023
	Determination Date: Mon 27 Mar 2023
Ground floor rear extension.	
<a href="#">DC/22/4757/FUL - 26 Cherry Tree Road Woodbridge Suffolk IP12 4BN</a>	Expiry Date: Wed 01 Mar 2023
	Determination Date: Thu 30 Mar 2023
Rebuilding of existing dwelling, to provide detached chalet bungalow with 2 dormer windows.	
<a href="#">DC/23/0440/FUL - Woodbridge School Burkitt Road Woodbridge Suffolk IP12 4JH</a>	Expiry Date: Thu 09 Mar 2023
	Determination Date: Wed 29 Mar 2023
Extension of an existing hard court facility with the provision of new LED sports lighting.	
<a href="#">DC/23/0402/FUL - Westmorland Cottage 2 - 4 Drybridge Hill Woodbridge Suffolk IP12 4HB</a>	Expiry Date: Thu 09 Mar 2023
	Determination Date: Tue 04 Apr 2023
Extension, demolishing of existing garages, erection of cartlodge and associated internal works	
<a href="#">DC/23/0403/LBC - Westmorland Cottage 2 - 4 Drybridge Hill Woodbridge Suffolk IP12 4HB</a>	Expiry Date: Thu 09 Mar 2023
	Determination Date: Tue 04 Apr 2023
Listed Building Consent - Extension, demolishing of existing garages, erection of cartlodge and associated internal works	

## Item 9

To note East Suffolk Council decisions on Planning Applications where those decision are contrary to this Council's recommendations and not previously reported.

Date	Application	WTC Decision	ESC Decision	ESC Officer (Delegated) or Committee Decision
26.04.22	DC/22/1359/FUL - 1 St Johns Street	Approval	Awaiting decision	
26.04.22	DC/22/1360/LBC - 1 St Johns Street	Approval	Awaiting decision	
26.04.22	DC/22/1163/FUL - Waggoners Court Bredfield Street	Refusal	Awaiting decision	
07.06.22	DC/22/1389/FUL - Skateboard Facility Rear Of Deben Leisure Centre	Approval	Awaiting decision	
21.06.22	DC/22/2068/VOC - Bull Ride 70 New Street Woodbridge Suffolk IP12 1DX	Approval	Awaiting decision	
17.08.22	DC/22/2840/FUL - 42 Brook Street Woodbridge Suffolk IP12 1BE	Approval	Awaiting decision	
17.08.22	DC/22/2841/LBC - 42 Brook Street Woodbridge Suffolk IP12 1BE	Approval	Awaiting decision	
17.08.22	DC/22/2649/FUL - 10 North Hill Woodbridge Suffolk IP12 1HH	Approval	Awaiting decision	
18.10.22	DC/22/3574/FUL - Woodbridge School Burkitt Road Woodbridge Suffolk IP12 4JH	Approval	Awaiting decision	
18.10.22	DC/22/3575/LBC - Woodbridge School Burkitt Road Woodbridge Suffolk IP12 4JH	Approval	Awaiting decision	
18.10.22	DC/22/1163/FUL - Waggoners Court Bredfield Street Woodbridge Suffolk IP12 4UP	Refusal	Awaiting decision	
18.10.22	DC/22/2958/FUL - Kingston Hall Kingston Farm Road Woodbridge Suffolk IP12 4BD	Approval	Awaiting decision	
18.10.22	DC/22/3778/FUL - Waterside Garage Grove Road Woodbridge Suffolk	Approval	Awaiting decision	
01.11.22	DC/22/3851/FUL - 69 Thoroughfare Woodbridge Suffolk IP12 1AH	Approval	Awaiting decision	
01.11.22	DC/22/3852/LBC - 69 Thoroughfare Woodbridge Suffolk IP12 1AH	Approval	Awaiting decision	
15.11.22	DC/22/4045/FUL - Land North Of 18 North Hill Woodbridge Suffolk	Approval	Awaiting decision	
15.11.22	DC/22/4046/FUL - 20 North Hill Woodbridge Suffolk IP12 1HH	Approval	Awaiting decision	
15.11.22	DC/22/4089/AND - Heritage Building Tide Mill Way Woodbridge Suffolk	Approval	Awaiting decision	
15.11.22	DC/22/4245/LBC - The Bridewell 93 New Street Woodbridge Suffolk IP12 1DZ	Approval	Awaiting decision	
15.11.22	DC/22/4244/FUL - The Bridewell 93 New Street Woodbridge Suffolk IP12 1DZ	Approval	Awaiting decision	
15.11.22	DC/22/4251/FUL - Flat Over 1C Thoroughfare Woodbridge Suffolk IP12 1AA	Approval	Awaiting decision	
15.11.22	DC/22/4311/FUL - Netherhaugh Lower Haugh Lane Woodbridge Suffolk IP12 4NJ	Approval	Awaiting decision	
15.11.22	DC/22/4036/FUL - Land Between 15 And 17 Beech Way Woodbridge Suffolk	Refusal	Awaiting decision	
13.12.22	DC/22/4463/FUL - 42A Chapel Street Woodbridge Suffolk IP12 4NF	Approval	Awaiting decision	
13.12.22	DC/22/4677/FUL - 43 Grundisburgh Road Woodbridge Suffolk IP12 4HH	Approval	Awaiting decision	
13.12.22	DC/22/4611/FUL - 24 New Street Woodbridge Suffolk IP12 1DX	Approval	Awaiting decision	
13.12.22	DC/22/4612/LBC - 24 New Street Woodbridge Suffolk IP12 1DX	Approval	Awaiting decision	

13.12.22	DC/22/4630/LBC - Kings Head Inn 17 Market Hill Woodbridge Suffolk IP12 4LP	Approval	Awaiting decision
13.12.22	DC/22/3751/LBC - Flat Over 1C Thoroughfare Woodbridge Suffolk IP12 1AA	Approval	Awaiting decision
13.12.22	DC/22/4749/FUL - 2 Fitzgerald Road, Woodbridge, Suffolk, IP12 1EN	Approval	Awaiting decision
03.01.23	DC/22/4804/LBC - The Quay House 1 Station Road Woodbridge Suffolk IP12 4AU	Deferred	Awaiting decision
17.01.23	DC/22/4804/LBC - The Quay House 1 Station Road Woodbridge Suffolk IP12 4AU	Approval	Awaiting decision
17.01.23	DC/22/4977/FUL - 79 Old Barrack Road Woodbridge Suffolk IP12 4ED	Approval	Awaiting decision
17.01.23	DC/22/4917/FUL - Cornerways Hamblin Road Woodbridge Suffolk IP12 1BG	Approval	Awaiting decision
17.01.23	DC/22/4927/FUL - Maple House 13 Church Street Woodbridge Suffolk IP12 1DS	Approval	Awaiting decision
17.01.23	DC/22/4928/LBC - Maple House 13 Church Street Woodbridge Suffolk IP12 1DS	Approval	Awaiting decision
17.01.23	DC/22/4930/LBC - 1A St Johns Street Woodbridge Suffolk IP12 1EB	Refusal	Awaiting decision
17.01.23	DC/22/4960/FUL - 9 Little St Johns Street Woodbridge Suffolk IP12 1EE	Approval	Awaiting decision
17.01.23	DC/22/4931/FUL - 8 Bakers Lane Woodbridge Suffolk IP12 1DH	Approval	Awaiting decision
31.01.23	DC/23/0061/VOC - Inn Field House 9 Pytches Road Woodbridge Suffolk IP12 1ET	Approval	Awaiting decision
31.01.23	DC/23/0167/FUL - 37 Through Duncans Woodbridge Suffolk IP12 4EA	Approval	Awaiting decision
31.01.23	DC/23/0204/LBC - Ye Olde Bell And Steelyard 103 New Street Woodbridge Suffolk IP12 1DZ	Approval	Awaiting decision
31.01.23	DC/23/0161/FUL - 15 Queens Drive Woodbridge Suffolk IP12 4FE	Approval	Awaiting decision
31.01.23	DC/23/0209/FUL - 23 Thoroughfare Woodbridge Suffolk IP12 1AA	Approval	Awaiting decision
31.01.23	DC/23/0260/FUL - 18 Through Duncans Woodbridge Suffolk IP12 4EA	Approval	Awaiting decision
31.01.23	DC/23/0210/ADI - 23 Thoroughfare Woodbridge Suffolk IP12 1AA	Approval	Awaiting decision
31.01.23	DC/23/0219/FUL - 51 Victoria Road Woodbridge Suffolk IP12 1EL	Approval	Awaiting decision
31.01.23	DC/23/0027/FUL - 26 Mill View Close Woodbridge Suffolk IP12 4HR	Deferred	Awaiting decision
31.01.23	DC/23/0113/FUL - Unit 3 Sun Wharf Deben Road Woodbridge Suffolk IP12 1AZ	Approval	Awaiting decision

## Item 10

To consider if this Committee wishes to provide comment on two consultations recently launched by East Suffolk Council.

Officers received communication from East Suffolk Council on February 1<sup>st</sup> regarding two new consultations for which they are seeking comment:

### Custom and Self-Build Housing Supplementary Planning Document

#### **Initial consultation on the Custom and Self-Build Housing Supplementary Planning Document**

##### **Consultation Period: Wednesday 1 February to 5pm Wednesday 15 March 2023**

East Suffolk Council is preparing the Custom and Self-Build Housing Supplementary Planning Document to provide guidance on the consideration of custom and self-build housing development proposals. Once adopted by the Council, this document will support the application of policies in the adopted Local Plans and be a material consideration when deciding planning applications.

This initial consultation is to gather feedback on what the Custom and Self-Build Housing Supplementary Planning Document should include.

- [View the initial consultation document and complete the questionnaire](#)

Comments are to be submitted by **5pm on Wednesday 15<sup>th</sup> March 2023**. All comments submitted will be considered when drafting the Custom and Self-Build Supplementary Planning Document. A formal consultation on the draft document will take place in summer 2023.

Please contact the Planning Policy and Delivery team should you have any queries.

The Supplementary Planning Document is provided overleaf – the six questions asked as part of this consultation are provided below:

1. Do you consider the proposed content of the SPD to be appropriate?

Yes/No

If no, please suggest how the proposed content of the SPD should be amended.

2. Are there any specific elements of the Local Plan policies that you consider require additional guidance in the SPD?

If yes, please explain what guidance is required.

3. Are there any elements of national policy on custom and self-build housing that you consider require additional guidance in the SPD?

If yes, please explain what guidance is required.

4. Are you aware of any good practice in existing SPDs from elsewhere that could be applied in East Suffolk?

If yes, please provide details.

5. Are you aware any good custom and self-build housing developments?

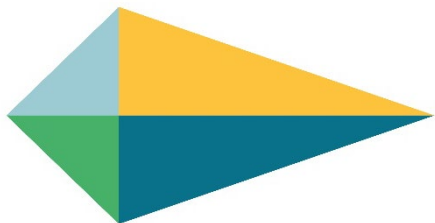
If yes, please provide details.

6. Do you have any other comments for us to consider in drafting the SPD?

# Initial Consultation Document

## Custom and Self-Build Housing Supplementary Planning Document

Consultation Dates: 1<sup>st</sup> February to 15<sup>th</sup> March 2023



**EASTSUFFOLK**  
COUNCIL

## What is a Supplementary Planning Document?

Supplementary Planning Documents (SPDs) are produced to support the implementation of adopted planning policies, through the provision of additional detail or explanation that would not be appropriate to include within a Local Plan itself.

An SPD cannot create new or amend existing planning policies nor can it prescribe that particular areas of land be developed for particular uses; this is the role of the Local Plans. Once adopted, SPDs are material considerations in the determination of planning applications.

## The Purpose of the Custom and Self-Build Housing SPD

The Custom and Self-Build Housing SPD is being produced to provide guidance on the consideration of custom and self-build housing development proposals, primarily in relation to the following policies contained in the Council's adopted Local Plans:

- SCLP5.9 (Self Build and Custom Build Housing) of the [Suffolk Coastal Local Plan \(adopted September 2020\)](#), and
- WLP8.3 (Self Build and Custom Build) of the [Waveney Local Plan \(adopted March 2019\)](#).

This Supplementary Planning Document will apply to the whole of East Suffolk, apart from the area within the Broads National Park, for which the Broads Authority is the local planning authority.

## About this Consultation

This is the first stage of consultation and will inform the preparation of the SPD. The aim of this consultation is to gather feedback on what you think the SPD should include and address.

The proposed content of the SPD and a series of consultation questions are set out below.

Please respond to this consultation by **5pm Wednesday 15 March 2023**, via one of the following means:

- Complete the [online questionnaire](#);
- Email your response to [planningpolicy@eastsoffolk.gov.uk](mailto:planningpolicy@eastsoffolk.gov.uk); or
- Post your response to Planning Policy & Delivery Team, Riverside, 4 Canning Road, Lowestoft, Suffolk NR33 0EQ

Please note that by responding to this consultation you are accepting that your name and response will be available for public inspection and published online in accordance with the Town and County Planning (Local Planning) (England) Regulations (2012). View the [Data Protection Statement](#).

## Next Steps

The scope and content of the SPD will be informed by consultation responses, after which a full draft of the SPD will be prepared. The draft SPD will be supported by Strategic Environmental Assessment, Habitats Regulations Assessment and Equality Impact Assessment screening opinions and where necessary full assessments.

Public consultation will be undertaken on the full draft of the Supplementary Planning Document.

## Custom and Self-Build Housing

Custom and self-build housing, as distinct from other forms of housing, offers a greater degree of customisation which can help meet occupants' needs and desires, and can lead to higher quality homes with improved energy efficiency standards. Custom and self-build housing can therefore deliver greater choice in the housing market and diversify housing supply, which as the [Letwin Review](#) identified can help speed up housing delivery.

Custom and self-build housing share the same legal definition, as set out in [section 1 of the Self-Build and Custom Housebuilding Act 2015](#), which can be broadly defined as housing whose initial occupants have had a primary input into its final design and layout, and been built or completed by or for those initial occupants. For self-build homes the future occupant will directly organise the design and construction of their home. For custom build homes the future occupant will work with a specialist developer to deliver their customised home from a choice of pre agreed design options. Custom and self-build projects can deliver homes for a single household or a group of households, and can also be provided as Affordable Housing.

As well as providing a legal definition for custom and self-build housing, the Self-Build and Custom Housebuilding Act 2015 places three legal duties on local authorities:

- To hold a register of individuals who are seeking to acquire serviced plots of land for their own custom or self-build home ([section 1](#)),
- To have regard to the register when carrying out its functions relating to planning, housing, land disposal, and regeneration ([section 2](#)), and
- To grant enough planning permissions for custom and self-build housing to meet the demand on the register ([section 2A](#)).

In aiding the delivery of custom and self-build housing, both the [Suffolk Coastal Local Plan](#) (adopted 2020) and the [Waveney Local Plan](#) (adopted 2019) include specific policies that support such housing:

- [SCLP5.9 \(Self Build and Custom Build Housing\)](#)
- [WLP8.3 \(Self Build and Custom Build\)](#)

These policies establish that custom and self-build housing will be supported where in accordance with other relevant policies in the Local Plan and require that at least 5% of

dwellings on development proposals of 100 or more dwellings be custom and self-build dwellings. The policies also expect development proposals involving 5 or more custom and self-build dwellings to be developed in accordance with a set of design principles, often referred to as a design code. Other policies in the local plans such as SCLP5.4 (Housing in Clusters in the Countryside) and WLP8.7 (Small Scale Residential Development in the Countryside) also provide opportunities for custom or self-build development.

The Government's [National Planning Policy Framework](#) (NPPF) (2021) and [Planning Practice Guidance](#) (PPG), as material considerations in the determination of planning applications, set national policy and guidance relating to custom and self-build housing.

More information about custom and self-build housing in East Suffolk can be found [here](#).

## **Proposed Content of the SPD**

Based upon the policies of the two Local Plans, evidence informing the Local Plan policies, and known issues, the following topics are proposed to be addressed in the SPD.

### **What is custom and self-build housing?**

The SPD will explain what custom and self-build housing is and importantly what it isn't, as well as demonstrate the range of delivery models that meet the legal definition of custom and self-build housing.

### **Local and national custom and self-build housing planning policy and legislation**

The SPD will set out a brief overview of local and national planning policy and legislation relating to custom and self-build housing, as well as any relevant guidance.

### **Affordable custom and self-build housing**

The SPD will build on the guidance provided on affordable custom and self-build housing in the Council's adopted [Affordable Housing SPD](#).

### **Design Codes**

Design codes can play an important role in the delivery of custom and self-build housing, in aiding a coherent pattern of development that responds to its context while allowing for an appropriate level of design flexibility required of custom and self-build housing. The SPD will provide expectations as to the approach taken to design codes.

### **Plot passports**

Plot passports are concise and visual documents that provide prospective custom and self-build plot purchasers with the key design and development parameters that must be abided

by in the design and construction of a custom and self-build home on the plot. The SPD will provide guidance relating to the information expected to be provided by plot passports.

## **Phasing**

Guidance will be included on how best to address the phasing of custom and self-build housing where it comprises part of a major development site, including the Garden Neighbourhoods and Garden Villages allocated in the Local Plans. It is recognised that delivery of custom and self-build plots alongside housebuilder areas requires careful consideration so the preparation of the SPD will set out to explore best practice in this respect.

## **Model conditions**

Conditions are used to make development acceptable that would otherwise be unacceptable, as set out in paragraph 55 of the NPPF (2021). Model conditions can improve consistency in the use of conditions, but consideration must be given to the particular circumstances of each case and the need therefore to adapt model conditions accordingly. It is proposed that model conditions will be set out in the SPD.

## **Section 106 agreements**

Section 106 agreements are legal planning obligations, pursuant to [Section 106 of the Town and Country Planning Act 1990](#), that secure the way in which custom and self-build housing is provided.

It is proposed that model Heads of Terms (i.e. the content of Section 106 agreements) and model clauses are included in the SPD. Upon adoption of the SPD we plan to use these heads of terms as a default in all s106 agreements unless specific and exceptional circumstances dictate otherwise.

## **Community Infrastructure Levy (CIL)**

CIL is a charge levied on new development uses in East Suffolk, as specified in the [Suffolk Coastal](#) and [Waveney](#) CIL Charging Schedules, in order to help fund infrastructure necessary to support development. Advice will be provided on CIL exemption for custom and self-build housing.

## **Marketing strategy**

In the context of custom and self-build housing, a marketing strategy sets out the approach to be taken to the marketing and sale of custom and self-build housing plots and homes in particular when they form a part of a larger development. It is proposed that the SPD provides guidance relating to the expected content and application of marketing strategies, in addition to the expectations set out in the Suffolk Coastal Local Plan (Appendix E) and Waveney Local Plan (Appendix 4).

## **Servicing plots**

Custom and self-build housing plots, in order to be deemed serviced plots, must be serviced by electricity, water, and wastewater and have access to a public highway. It is proposed that the SPD provides guidance relating to serviced plots.

## **Neighbourhood planning / community led-housing**

The bottom-up nature of some forms of custom and self-build housing lends itself to consideration through neighbourhood planning and community-led housing initiatives. As such, the SPD will look to provide guidance as to how neighbourhood planning and community-led housing groups can best facilitate the delivery of custom and self-build housing.

## **Case studies**

It is proposed that the SPD sets out case studies of custom and self-build housing good practice, covering a wide range of custom and self-build housing models.

## **Recommended format of planning applications**

There are a number of ways in which planning applications can be formulated (outline, full, hybrid). Each route to planning permission can impact on the commencement of development and CIL liability for example. For this reason, it is important to consider at the outset the implications of the chosen planning application format. The SPD will provide guidance on this matter.

## **Questions**

1. Do you consider the proposed content of the SPD to be appropriate?  
Yes/No  
If no, please suggest how the proposed content of the SPD should be amended.
2. Are there any specific elements of the Local Plan policies that you consider require additional guidance in the SPD?  
If yes, please explain what guidance is required.
3. Are there any elements of national policy on custom and self-build housing that you consider require additional guidance in the SPD?  
If yes, please explain what guidance is required.
4. Are you aware of any good practice in existing SPDs from elsewhere that could be applied in East Suffolk?  
If yes, please provide details.
5. Are you aware any good custom and self-build housing developments?  
If yes, please provide details.
6. Do you have any other comments for us to consider in drafting the SPD?

## Rural Development Supplementary Planning Document

### **Initial consultation on the Rural Development Supplementary Planning Document**

#### **Consultation Period: Wednesday 1 February to 5pm Wednesday 15 March 2023**

East Suffolk Council is preparing a new Rural Development Supplementary Planning Document. This will provide guidance to support the application of policies in the adopted Local Plans on the types of development found in rural areas and provide additional detail or explanation on a broad range of rural issues and topics including barn conversions, rural worker dwellings, rural employment, tourism and rural character. Once adopted by the Council, the document will be a material consideration when deciding planning applications.

This initial consultation is to gather feedback on what the Rural Development Supplementary Planning Document should include.

- [View the initial consultation document and complete the questionnaire](#)

Comments are to be submitted by **5pm on Wednesday 15 March 2023**. All comments submitted will be considered when drafting the Rural Development Supplementary Planning Document. A formal consultation on the draft document will take place in Summer 2023.

Please [contact](#) the Planning Policy and Delivery team should you have any queries.

You have received this email as your details are held on the East Suffolk Local Plan and policy documents mailing list. If you wish to be removed from the mailing list, please [contact us](#).

The Supplementary Planning Document is provided overleaf – the five questions asked as part of this consultation are provided below:

1. Do you consider the proposed content of the SPD to be appropriate?

Yes/No

If no, please suggest how the proposed content of the SPD should be amended.

2. Are there any specific elements of the Local Plan policies relating specifically to rural matters that you consider require additional guidance in the SPD?

If yes, please explain what guidance is required.

3. Are there any elements of national policy or aspects of the General Permitted Development Order that you consider require additional guidance in the SPD?

If yes, please explain what guidance is required.

4. Are you aware of any good practice in existing SPDs from elsewhere that could be applied in East Suffolk?

If yes, please provide details.

5. Do you have any other comments for us to consider in drafting the SPD?

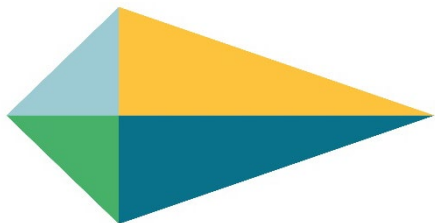
**Members are asked to consider if this Committee wishes to provide comment on two consultations recently launched by East Suffolk Council.**

# Initial Consultation Document

## Rural Development Supplementary Planning Document

Draft for Local Plan Working Group

Consultation Dates: 1<sup>st</sup> February to 15<sup>th</sup> March 2023



**EASTSUFFOLK**  
COUNCIL

## What is a Supplementary Planning Document?

Supplementary Planning Documents (SPDs) are produced to support the implementation of adopted planning policies, through the provision of additional detail or explanation that would not be appropriate to include within a Local Plan itself.

An SPD cannot create new or amend existing planning policies nor can it prescribe that particular areas of land be developed for particular uses; this is the role of the Local Plans. Once adopted, SPDs are material considerations in the determination of planning applications.

## The Purpose of the Rural Development SPD

The Rural Development SPD will cover specific types of development found in rural areas and a broad range of rural issues and topics including barn conversions, rural worker dwellings, rural employment, tourism and rural character. The SPD is being produced to provide guidance primarily in relation to the following policies contained in the Council's adopted Local Plans:

### Waveney Local Plan (adopted March 2019)

- [WLP8.8 \(Rural Workers Dwellings in the Countryside\)](#)
- [WLP8.10 \(Residential Annexes in the Countryside\)](#)
- [WLP8.11 \(Conversion of Rural Buildings to Residential Use\)](#)
- [WLP8.13 \(New Employment Development\)](#)
- [WLP8.14 \(Conversion and Replacement of Rural Buildings for Employment Use\)](#)
- [WLP8.15 \(New Self Catering Tourist Accommodation\)](#)
- [WLP8.29 \(Design\)](#)
- [WLP8.35 \(Landscape Character\)](#)

### Suffolk Coastal Local Plan (adopted September 2020)

- [SCLP4.2 \(New Employment Development\)](#)
- [SCLP4.5 \(Economic Development in Rural Areas\)](#)
- [SCLP4.6 \(Conversion and Replacement of Rural Buildings for Employment Use\)](#)
- [SCLP4.7 \(Farm Diversification\)](#)
- [SCLP5.5 \(Conversions of Buildings in the Countryside for Housing\)](#)
- [SCLP5.6 \(Rural Workers Dwellings\)](#)
- [SCLP5.13 \(Residential Annexes\)](#)
- [SCLP5.14 \(Extensions to Residential Curtilages\)](#)
- [SCLP6.3 \(Tourism Development within the AONB and Heritage Coast\)](#)
- [SCLP6.4 \(Tourism Development outside of the AONB\)](#)
- [SCLP6.5 \(New Tourist Accommodation\)](#)
- [SCLP10.4 \(Landscape Character\)](#)
- [SCLP11.1 \(Design Quality\)](#)

The SPD will also provide guidance on Schedule 2, Part 3, Class Q of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) which permits the conversion of agricultural buildings to dwellings.

This Supplementary Planning Document will apply to the whole of East Suffolk, apart from the area within the Broads National Park, for which the Broads Authority is the Local Planning Authority.

## About this Consultation

This is the first stage of consultation and will inform the preparation of the SPD. The aim of this consultation is to gather feedback on what you think the SPD should include and address.

The proposed content of the SPD and a series of consultation questions are set out below.

Please respond to this consultation by **5pm Wednesday 15 March 2023**, via one of the following means:

- Complete the [online questionnaire](#);
- Email your response to [planningpolicy@eastsoffolk.gov.uk](mailto:planningpolicy@eastsoffolk.gov.uk); or
- Post your response to Planning Policy & Delivery Team, Riverside, 4 Canning Road, Lowestoft, Suffolk NR33 0EQ

Please note that by responding to this consultation you are accepting that your name and response will be available for public inspection and published online in accordance with the Town and County Planning (Local Planning) (England) Regulations (2012). View the [Data Protection Statement](#).

## Next Steps

The scope and content of the SPD will be informed by consultation responses, after which a full draft of the SPD will be prepared. The draft SPD will be supported by Strategic Environmental Assessment, Habitats Regulations Assessment and Equality Impact Assessment screening opinions and where necessary full assessments.

Public consultation will be undertaken on the full draft of the Supplementary Planning Document.

## Scope for the Rural Development SPD

The focus of this SPD will be on providing guidance for certain types of development coming forward in the rural parts of the District outside of Settlement Boundaries. The settlement boundaries are defined within the Policies Maps and policy SCLP3.3 of the Suffolk Coastal Local Plan and WLP1.2 of the Waveney Local Plan.

The SPD will be purposefully broad in its scope providing guidance on a number of policies that relate directly to more rural matters. The SPD will not cover topics already covered in other SPDs. For example, the SPD 'Housing in Clusters and Small Scale Residential Development in the Countryside' already provides guidance on those policies (policies SCLP5.4 and WLP8.7).

The SPD cannot and will not change the policy requirements of the Local Plan.

## Proposed Content of the SPD

Based upon the policies of the two Local Plans, evidence informing the Local Plan policies, and known issues, the following topics are proposed to be addressed in the SPD.

### **Rural Building and Barn Conversions**

Many barns and rural buildings, due to their size, location or layout no longer meet the needs of modern farming but they still form part of the character of the rural landscape and history of the local area. Converting barns and other rural buildings is one way they can be retained where they are also of value to the landscape or are heritage assets. Guidance is needed to ensure the buildings are converted in a way that respects the original character of the building and ensures the building continues to have a positive impact on the character of the rural landscape. Common issues when converting barns are structural suitability of the building for conversion, retaining the fabric of the building, avoiding excessive re-build or replacement of fabric and the design of the conversion.

The Local Plans set out policies for converting barns and rural buildings into dwellings and for employment use.

The Rural Development SPD will include links to the Historic Environment SPD which already contains guidance on how to conserve, repair and maintain buildings and the conversion of historic buildings in the countryside.

The SPD will include guidance on the types of barns and rural buildings that may be suitable for conversion to dwellings and key design considerations.

Permitted development rights permit the conversion of some barns without the need for Planning Permission, and the criteria and conditions are set out in Class Q of The Town and Country Planning (General Permitted Development) Order 2015. This SPD will provide guidance on submitting an application for Prior Approval for the conversion of a barn to a dwelling under Class Q of Permitted Development Rights. The guidance will focus on the level of structural information that should be submitted with a Prior Approval application, how much of the original structure should be retained and how far the design of the external appearance of the building can deviate from the original. Guidance will also be provided on submitting subsequent planning applications for additional residential curtilage following Class Q Prior Approvals to ensure the proposed dwelling has sufficient parking, vehicle turning areas and garden space.

The SPD will provide further guidance for those who have acquired a Class Q Prior Approval to convert a barn to a dwelling who may wish to secure a subsequent planning permission for the conversion and wider alterations and improvements.

### **Rural Worker Dwellings**

The Local Plans set out policies for the creation of rural worker dwellings.

There are a number of rural activities which require full time workers to be accommodated on site or nearby. In particular there are agricultural and forestry practices which may require a worker to attend at short notice or to be available during night and day. Where a dwelling is required on-site for a necessary worker these could be permitted as a Rural Worker Dwelling. Guidance is needed to demonstrate how applicants may justify that a rural worker dwelling is a required need.

Policy SCLP5.6 of the Suffolk Coastal Local Plan and Policy WLP8.8 of the Waveney Local Plan set out the criteria for rural worker dwellings. Criterion a. in both policies requires that a rural working dwelling has a clearly established functional need. The SPD will provide further clarity as to what constitutes a functional need and what evidence should be provided to demonstrate the need. Furthermore, guidance will be provided on the how the scale should reflect the functional role.

A rural worker dwelling will be subject to planning conditions to ensure it is occupied by a person, or persons, currently or last employed in local rural employment. The policies provide for the removal of the condition only where certain criteria are met and the SPD will provide further guidance on the evidence the Council would expect to be submitted under this policy.

## **Farm Diversification**

The Local Plans set out policies for the creation of new retail, tourist and employment opportunities.

In recent years there has been increased interest in the diversification of farms to provide retail, tourism and employment facilities. Farms have shown interest in retail spaces, not just for the farm and local produce, but also for arts, crafts and the sale of other goods. Some barns are suitable for conversion into offices which can provide local employment opportunities. Many farms are interested in diversifying to provide camping, glamping chalets, log cabins and caravan sites in various sizes and locations. Recently there has been an increase in farms providing enclosed paddocks for exercising dogs.

Many farmers are also considering opportunities to increase biodiversity or to undertake 're-wilding' projects and in some case planning permission may be required for such projects.

The Local Plans have policies WLP8.13 (New Employment Development), WLP8.14 (Conversion and Replacement of Rural Buildings for Employment Use), SCLP4.5 (Economic Development in Rural Areas), SCLP4.6 (Conversion and Replacement of Rural Buildings for Employment Use) and SCLP4.7 (Farm Diversification) each covering expectations for new employment and economic development. Policies WLP8.15 (New Self Catering Tourist Accommodation) and SCLP6.5 (New Tourist Accommodation) each set out the requirements for new tourist accommodation.

The SPD will provide further detailed guidance on the issues that need to be considered when assessing whether a location is suitable for retail, tourism and employment facilities, such as utilities, infrastructure and highways access. Guidance will also be provided on the appropriate scale and design of developments in rural locations.

## **Rural Annexes**

The Local Plans set out requirements for the creation of annexes in rural areas.

Annexes in rural areas have their own unique challenges and will often be on larger plots with particular character constraints. The greater land and spacing available and the lower densities mean that annexes must be carefully considered to ensure a separate planning unit is not created particularly as the location can be less sustainable. Guidance is needed to ensure that an annex in a rural setting is suitably connected to the existing property to ensure a separate unit is not created.

The Suffolk Coastal Local Plan sets criteria for residential annexes under policy SCLP5.13 Waveney Local Plan has a specific policy that governs residential annexes in the countryside under policy WLP8.10. This policy requires, 'Residential annexes must be designed to reflect the character and setting of the original dwelling. The size, scale, design, location and provision of accommodation in

the annex must be subordinate to the existing dwelling.' The SPD will provide guidance on the suitability of location and design in relation to these requirements.

The SPD will provide guidance on the difference in planning terms between a new dwelling and an annex.

### **Rural Curtilage Expansion**

In rural areas there can be demand to extend the curtilage of residential properties into neighbouring agricultural land to create larger gardens, paddocks and stabling, tennis courts, garden rooms/offices, garages, car parking or spaces other residential uses. This SPD will provide guidance on when planning permission is required and what issues need to be considered such as design, impact on the character of the landscape and impact on biodiversity.

### **Economic development in the Countryside**

The Local Plans set out requirements for economic development in the countryside.

Economic developments within the countryside can support a prosperous rural economy and provide jobs for local residents, but guidance is required to ensure that the development is sustainable and either avoids or adequately adverse impact upon the countryside.

Suffolk Coastal Local Plan policy SCLP4.2 (New Employment Development) sets out a sequential approach to where new employment uses could be considered acceptable. The Local Plan contains a policy specifically relating to economic development within rural areas in policy SCLP4.5 (Economic Development in Rural Areas) and a policy SCLP4.6 (Conversion and Replacement of Rural Buildings for Employment Use) for the conversion and replacement of rural buildings for employment use.

Waveney Local Plan policy WLP8.13 (New Employment Development) sets out a sequential approach to where new employment uses could be considered acceptable. Policy WLP8.14 (Conversion and Replacement of Rural Buildings for Employment Use) provides a further policy relating to the conversion and replacement of rural buildings for employment use.

The guidance will include details of the types of employment use suitable/compatible in certain rural situations, and appropriate scale and design considerations. It will also recognise some permitted development opportunities which exist to introduce employment and commercial uses in the countryside and guidance on process and expectations will be included.

### **Equestrian Developments**

Equestrian developments can vary in size depending on whether they are private or commercial. They can comprise of stables, paddocks, outdoor exercise areas/manèges, indoor arenas and other facilities. The impact of developments can vary depending on the size and location and whether external floodlights are proposed around manèges. Developments can potentially impact the character of the landscape, the historic environment, wildlife and local dark skies. This SPD will provide guidance on when planning permission is required and what issues need to be considered.

### **Access to the countryside**

East Suffolk is fortunate to have access via public footpaths, cycle routes and bridleways to beautiful countryside and beaches. Many footpaths link villages and settlements and have evolved over many

centuries. Many residents value access to the countryside and make regular use public footpaths, cycle routes and bridleways.

The SPD will provide an opportunity to give guidance on issues relating to Public Rights of Way in rural areas including links to information available on appropriate websites.

## Questions

1. Do you consider the proposed content of the SPD to be appropriate?  
Yes/No  
If no, please suggest how the proposed content of the SPD should be amended.
2. Are there any specific elements of the Local Plan policies relating specifically to rural matters that you consider require additional guidance in the SPD?  
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