

To Members of the Planning Committee

Cllr Adelson

Cllr. Bale

Cllr. Beck

Cllr. Gillard

Cllr. Holdcroft

Cllr. Kneebone

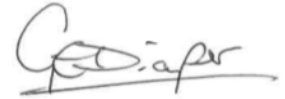
Cllr. Leach

Cllr. O' Nolan

Cllr. Phipps

Cllr. Sanders

You are hereby summoned to **attend the Meeting of the Planning Committee** to be held at the **Shire Hall** on **Wednesday 7th February at 5.30pm**



Greg Diaper

Town Clerk

2nd February 2024

Public Attendance

Members of the public and press are welcome to attend. The public will be invited to give their views/question the Town Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will be limited to 15 minutes duration.

The Town Council, members of the public and press may record/ film or broadcast this meeting when the press and public are not lawfully excluded. Any member of the public who attends this meeting is advised that the Town Council cannot control 3rd party recording.

Agenda

654. Apologies

655. Declarations of interest

To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.

656. Public question time

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



- 657. To agree and approve the minutes of the meeting held 24th January 2024.**
- 658. To note intentions to undertake works to trees in the conservation area (TCA).**
- 659. To comment on applications to trees with a Tree Preservation Order (TPO).**
- 660. To comment on applications for planning permission.**
- 661. To note East Suffolk Council decisions on Planning Applications where those decision are contrary to this Council's recommendations and not previously reported.**
- 662. To consider a response to the East Suffolk Council consultation on Street Trading.**
- 663. To note a communication from East Suffolk Council regarding the 'Planning Committee Member Call-In' process.**
- 664. Closure.**

Minutes of the meeting of the **Planning Committee** held at the **Shire Hall** on **Wednesday 24th January 2024** at **5.30pm**

Councillors:

Present: D Adelson, G Holdcroft, E O’Nolan, and R Sanders.

Apologies: S Bale, E Beck, P Gillard, M Kneebone, R Leach and N Phipps.

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

626. Apologies for Absence

The Committee agreed to approve the absence of Cllrs. Bale, Beck, Gillard, Kneebone, Leach and Phipps.

627. To receive Declarations of Interest

No members made any declarations of interests in relation to items on the agenda.

628. Public Question Time.

There were no members of the public present.

629. To agree and approve the Minutes of the meeting held on 10th January 2024

The minutes of the Planning Committee meeting held 10th January 2024 were approved.

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

The following applications were noted:

DC/24/0038/TCA – Bull Ride Mews New Street Woodbridge Suffolk IP12 1ER

DC/24/0029/TCA – 51 Theatre Street Woodbridge Suffolk IP12 4NE

DC/24/0024/TCA – Old Mariner Inn 26 New Street Woodbridge Suffolk IP12 1DX

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

DC/24/0085/TPO - Little Grange 3 Pytches Road Woodbridge Suffolk IP12 1EP	It was agreed to submit a holding objection subject to the receipt of a full arboricultural report relevant to this application – WTC cannot support the removal of trees in the conservation area without supporting professional opinion on the condition of the trees, and details of planned replacement planning.
DC/24/0076/TPO - Farlingaye High School Ransom Road Woodbridge Suffolk IP12 4JX	WTC recommend approval.

632. To comment on applications for planning permission

The Council agreed their comment as set out below:-

DC/23/4908/FUL - 1 Upper Moorfield Road Woodbridge Suffolk IP12 4JW	WTC has No Objection.
DC/23/4332/FUL - Burkitt House 48 Chapel Street Woodbridge Suffolk IP12 4NF	WTC notes that a further document (PROPOSED - WEST ELEVATION & FLOOR PLAN.pdf) has been uploaded to the portal. This document does not cause WTC to remove its original objection to the application as it provides inadequate detail to assess the proposed changes. Our objection therefore remains extant.

633. To note East Suffolk Council decisions on Planning Applications where those decision 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.

634. To receive a report from Cllrs Beck and Adelson following their attendance at the East Suffolk Planning Forum.

The Committee noted a report from Cllrs Beck and Adelson following their attendance at the East Suffolk Planning Forum.

The Town Clerk was asked to report to the Planning Authority the Committee's disapproval of the recent upgrades to the planning portal.

635. Closure

The meeting was closed at 5.52pm.

Councillor Sanders
Chair

DRAFT

Item 658**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.

No applications to report.

Item 659**To comment on applications to trees with a Tree Preservation Order (TPO)**

DC/24/0171/TPO - Hartington 21 Dukes Park	Expiry Date: Wed 14 Feb 2024
Woodbridge Suffolk IP12 4DD	Determination: Tue 19 Mar 2024
A1 of TPO No. 78 / 1967 2no. Spruce (T1 and T2 on plan) - Fell	

Item 660**To comment on applications for planning permission:**

DC/24/0102/FUL - 22 Peterhouse Crescent	Expiry Date: Mon 19 Feb 2024
Woodbridge Suffolk IP12 4HT	Determination: Thu 14 Mar 2024
Detached Garage/Workshop	

DC/23/4369/LBC - 51 Theatre Street	Expiry Date: Thu 22 Feb 2024
Woodbridge Suffolk IP12 4NE	Determination: Mon 11 Mar 2024
Listed Building Consent - Replacement of two modern single glazed casement windows, and two modern single glazed french doors in the kitchen, and one modern single glazed casement window in the downstairs toilet, with equivalent wood framed slimline double glazed units, in the west facing single storey extension.	

DC/23/4716/FUL - The Carriage House	Expiry Date: Thu 29 Feb 2024
Cumberland Street Woodbridge Suffolk IP12 4AB	Determination: Thu 01 Feb 2024
Change of use to single dwelling, extension and alteration. Demolition of garden wall.	

DC/24/0120/FUL - 12 Kingston Farm Road	Expiry Date: Thu 15 Feb 2024
Woodbridge Suffolk IP12 4BD	Determination: Tue 19 Mar 2024

Demolition of existing dwelling and construction of new build dwelling, extension to garage and 2no. additional parking spaces to the front of the property

[DC/24/0291/FUL - 17 Moorfield Road](#)
[Woodbridge Suffolk IP12 4JN](#)

Expiry Date: Thu 22 Feb 2024

Determination: Mon 25 Mar 2024

Rear Extension and minor internal works

[DC/24/0176/FUL - 11 Kingston Road](#)
[Woodbridge Suffolk IP12 4AY](#)

Expiry Date: Thu 15 Feb 2024

Determination: Tue 19 Mar 2024

Demolition of existing single-storey dwelling and garage, and construction of replacement two-storey dwelling with attached garage and outbuilding in rear garden.

Item 661

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	
07.06.22	DC/22/1389/FUL - Skateboard Facility Rear Of Deben Leisure Centre	Approval	Awaiting decision	
15.11.22	DC/22/4036/FUL - Land Between 15 And 17 Beech Way Woodbridge Suffolk	Refusal	Awaiting decision	
17.01.23	DC/22/4804/LBC - The Quay House 1 Station Road Woodbridge Suffolk IP12 4AU	Approval	Awaiting decision	
11.04.23	DC/23/1223/ADN - Woodbridge Tide Mill Tide Mill Way Woodbridge Suffolk IP12 1BH	Refusal	Awaiting decision	
24.05.23	DC/23/1568/VOC - 14 Gobbitts Yard Woodbridge Suffolk IP12 1DD	Refusal	Awaiting decision	
24.05.23	DC/23/1323/ADN- 28 Thoroughfare Woodbridge Suffolk IP12 1AQ	Approval	Awaiting decision	
24.05.23	DC/23/1713/LBC - 28 Thoroughfare Woodbridge Suffolk IP12 1AQ	Approval	Awaiting decision	
07.06.23	DC/23/1947/FUL - Unit 6 Ancient House Mews Woodbridge Suffolk IP12 1DH	Approval	Awaiting decision	
07.06.23	DC/23/1961/LBC - Unit 6 Ancient House Mews Woodbridge Suffolk IP12 1DH	Approval	Awaiting decision	
28.06.23	DC/23/1695/FUL - Churchyard St Marys Church Church Street Woodbridge Suffolk	Approval	Awaiting decision	
28.06.23	DC/23/1912/LBC - Churchyard St Marys Church Church Street Woodbridge Suffolk	Approval	Awaiting decision	
18.10.23	DC/23/3840/FUL - 23 Market Hill Woodbridge Suffolk IP12 4LX	Refusal	Application Permitted	Delegated Decision
18.10.23	DC/23/3841/LBC - 23 Market Hill Woodbridge Suffolk IP12 4LX	No Comment	Application Permitted	Delegated Decision
08.11.23	DC/22/1359/FUL - 1 St Johns Street Woodbridge Suffolk IP12 1EB	Approval	Awaiting decision	
08.11.23	DC/22/1360/LBC - 1 St Johns Street Woodbridge Suffolk IP12 1EB	Approval	Awaiting decision	
08.11.23	DC/23/3929/FUL - 69 Thoroughfare Woodbridge Suffolk IP12 1AH	Approval	Awaiting decision	
08.11.23	DC/23/3930/LBC - 69 Thoroughfare Woodbridge Suffolk IP12 1AH	Approval	Awaiting decision	
08.11.23	DC/23/3745/FUL - Angel House 27 - 29 Angel Lane Woodbridge Suffolk IP12 4NG	Approval	Awaiting decision	
08.11.23	DC/23/3746/LBC - Angel House 27 - 29 Angel Lane Woodbridge Suffolk IP12 4NG	Approval	Awaiting decision	
08.11.23	DC/23/0823/LBC - 11A St Johns Street Woodbridge Suffolk IP12 1EB	Approval	Awaiting decision	
22.11.23	DC/23/4077/FUL - 4 Church Street Woodbridge Suffolk IP12 1DJ	Approval	Application Permitted	Delegated Decision
22.11.23	DC/23/3933/LBC - 45 Seckford Street Woodbridge Suffolk IP12 4LZ	Approval	Application Permitted	Delegated Decision
22.11.23	DC/23/4078/LBC - 4 Church Street Woodbridge Suffolk IP12 1DJ	Approval	Application Permitted	Delegated Decision

22.11.23 DC/23/4210/LBC - Westmorland Cottage 2 - 4 Drybridge Hill Woodbridge Suffolk IP12 4HB
 22.11.23 DC/23/4407/FUL - 32 Ransom Road Woodbridge Suffolk IP12 4JU
 06.12.23 DC/23/4527/FUL - Burkitt House 48 Chapel Street Woodbridge Suffolk IP12 4NF
 06.12.23 DC/23/4469/VOC - 32 Thoroughfare Woodbridge Suffolk IP12 1AQ
 19.12.23 DC/23/4716/FUL - The Carriage House Cumberland Street Woodbridge Suffolk IP12 4AB
 19.12.23 DC/23/4332/FUL - Burkitt House 48 Chapel Street Woodbridge Suffolk IP12 4NF
 10.01.24 DC/23/4548/FUL - 18 Theatre Street Woodbridge Suffolk IP12 4NE
 10.01.24 DC/23/4549/LBC - 18 Theatre Street Woodbridge Suffolk IP12 4NE
 10.01.24 DC/23/4469/VOC - 32 Thoroughfare Woodbridge Suffolk IP12 1AQ
 10.01.24 DC/23/4836/FUL - 29 Seckford Street Woodbridge Suffolk IP12 4LY
 10.01.24 DC/23/4837/LBC - 29 Seckford Street Woodbridge Suffolk IP12 4LY
 10.01.24 DC/23/4888/FUL - 4 Bridgewood Road Woodbridge Suffolk IP12 4HA
 10.01.24 DC/24/0021/CLE - The Old Granary Cottage The Granary Tide Mill Way Woodbridge Suffolk IP12 1BY
 24.01.24 DC/23/4908/FUL - 1 Upper Moorfield Road Woodbridge Suffolk IP12 4JW
 24.01.24 DC/23/4332/FUL - Burkitt House 48 Chapel Street Woodbridge Suffolk IP12 4NF

Refusal	Awaiting decision	
Approval	Application Permitted	Delegated Decision
Approval	Awaiting decision	
Refusal	Awaiting decision	
Approval	Awaiting decision	
Refusal	Awaiting decision	
No comment	Awaiting decision	
Refusal	Awaiting decision	
Refusal	Awaiting decision	
Approval	Awaiting decision	
Approval	Awaiting decision	
Approval	Awaiting decision	
Refusal	Awaiting decision	
No objection	Awaiting decision	
Refusal	Awaiting decision	

Item 662

To consider a response to the East Suffolk Council consultation on Street Trading.

Officers received the following communication from the Senior Licensing Officer at East Suffolk Council on January 29th:

Good afternoon

You may recall that I emailed you in October 2023 regarding the first stage of the review of our street trading regime.

This matter has now been back to the Licensing Committee who have approved the second stage of the process. This involves further consultation.

East Suffolk Council has adopted a Street Trading Policy in accordance with Paragraph 2 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 to control street trading. This policy only refers to the North of the district, since the former Suffolk Coastal District Council, which covered the South of the now East Suffolk district, did not adopt the legislation.

Following on from the first consultation, we now invite suggestions of streets that should become prohibited streets, meaning that no street trading can take place. The remainder of the streets in the district would not be subject to regulation although the permission of the landowner and/or Highways England will need to be obtained, as well as the relevant insurance and registration of a food business.

The current Street Trading Policy - <https://www.eastsuffolk.gov.uk/assets/Business/Licensing/Street-Trading-Guidance.pdf> (uploaded to SharePoint) includes the streets that are currently prohibited streets in certain towns. It has been the case that generally there are not street trading issues in a village location.

We would wish for town and parish councils to give careful consideration to streets they would like to be prohibited and give full reasons for any suggestions. We envisage, therefore, that there will not be a blanket ban in towns and villages. You will see, in the current policy, that there are currently just a handful of streets in particular towns that are prohibited. If there is a suggestion for a blanket ban, then full reasons should be given.

The Licensing Team at East Suffolk Council would welcome suggestions for individual streets to be prohibited. The consultation is open until **17 March 2024**. Please send your comments and suggestions to:

Licensing@eastsuffolk.gov.uk or Licensing Team, Riverside, 4 Canning Road, Lowestoft NR33 0EQ

Please do let me know if you have any questions.

Regards

Teresa

As the document has previously focussed on the old 'Waveney' district, at the current time there are no streets in Woodbridge with a street trading restriction. This consultation provides Members the chance to suggest any streets where such a prohibition would be of use.

Members are asked to consider a response to the East Suffolk Council consultation on Street Trading.

Item 663

To note a communication from East Suffolk Council regarding the 'Planning Committee Member Call-In' process.

Officers received the following communication from the Planning Manager – Development Management, Major Sites and Infrastructure at East Suffolk Council on January 31st:

Dear Town and Parish Councillors and Clerks

As some of you heard at our recent Town and Parish Forums, East Suffolk has introduced a further route for Planning Applications to be determined by the Planning Committees.

This is known as the '**Planning Committee Member Call-In**' process. It follows a recommendation from the East Suffolk Scrutiny Committee in March 2023, followed by a proposed process being approved by the Strategic Planning Committee and finally, last week by Full Council. (Links to those reports at the bottom of this email)

In simplest terms, this will further enhance the influence of your contributions to planning decision making, but **it doesn't change anything which Town and Parishes are expected to do in the planning application process**. You should continue to respond in the same way you do already.

You will receive a copy of the 'Call-in' email at a later stage in the application process, if an application is to proceed to Planning Committee.

We still strongly encourage Town and Parish Council attendance at Planning Committee if it has reached that route of determination.

Please also continue to monitor the Public Access notifications you should already have set up, making you aware when a Planning Committee date is confirmed and added to public access.

The proposed 'Planning Committee Member Call In' process is summarised below and it is also illustrated alongside other determination routes in the attached diagram:

Stage 1 – The consultation period for Town and Parish Councils and District Ward Members

Within the 21 day consultation period of a planning application – which includes up to the Expiry Date found on Public Access – a response must be received on the application. This period can include within an extension of time for comments agreed with the case officer.

Stage 2 – The call-in notification process is triggered

Once the case officer has considered all consultation responses and they have decided what their recommendation will be they will commence a notification to the relevant North or South Planning Committee Members **if:**

The case officer is recommending approval and the Town/Parish Council objects **and** the Ward Member objects or has asked for a committee determination, **or**

The case officer is recommending refusal and the Town/Parish Council supports **and** the Ward Member supports or has asked for a committee determination.

The Notification email shall be sent to all Planning Committee North or Planning Committee South members by the case officer and shall include:

- The case reference number, the description of development and the address
- A link to Public Access to view the application and documents
- A copy of Town or Parish Council response
- A copy of the Ward Member response
- A sentence setting out the likely officer recommendation
- The deadline for a call-in response
- Details of who must be copied in to the response.

Stage 3 – The Committee Member Call-in

After the notification has been sent, any member of the relevant North or South Planning Committee must respond within 5 working days if they wish to confirm that it should be considered by the Planning Committee.

Any Planning Committee member calling the application in must 'reply to all' (including all members of the relevant Planning Committee) and the first response received will be taken as the call-in request. They must also copy in the Town/Parish Council and the Ward Member(s).

A call-in request from a Planning Committee member must set out how they consider it meets the expectation that : "The proposal would be of significant public interest; would have a significant impact on the environment; or should otherwise be referred to Members due to its significance in some other respect".

When a Committee Member Call-in has been received, the case officer will proceed to place the case on a Planning Committee agenda in either the next available month or at the earliest opportunity available after having completed the report and obtained all necessary information for the committee to consider.

If no Stage 3 Committee Member Call-in is received, then the application will be presented to the next available Referral Panel. This process will provide a 2nd opportunity for the four Chairs and Vice-Chairs of the Planning Committee to consider whether the application should be referred to the Planning Committee or be a delegated decision.

If you have any questions about how this process may affect a current application in your Town/Parish, please do contact the case officer. If you have any general questions about the process, please send them to Emma Cankovic and Abbie Blowers, Cc'd, who will compile any questions for us to answer.

For background reading on this introduction, reports can be found here:

Full Council report – 24/01/24 [Document.ashx \(cmis.uk.com\)](#)

Strategic Planning Committee report – 03/07/23 [Document.ashx \(cmis.uk.com\)](#)

Scrutiny Committee report - 02/03/23 [Document.ashx \(cmis.uk.com\)](#)

Kind regards

Ben



Ben Woolnough BSc MSc MRTPI

Planning Manager - Development Management, Major Sites and Infrastructure

East Suffolk Council

07833 406681

Please note that due to meetings I am often unable to answer calls, instead of leaving a voicemail please send feel free to send me a text message as I can often react to those quicker.

www.eastsuffolk.gov.uk

www.eastsuffolkmeansbusiness.co.uk

Members are asked to note a communication from East Suffolk Council regarding the 'Planning Committee Member Call-In' process.

How 'Planning Applications' reach Planning Committee at East Suffolk Council, as of 24 January 2024



Triggers as set out in [Constitution » East Suffolk Council](#)

