

To Members of the Planning Committee

Cllr Adelson Cllr. Bale Cllr. Beck Cllr. Gillard Cllr. Holdcroft
Cllr. Kneebone Cllr. Leach Cllr. Pegg 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 8th January at 5.30pm.**



Greg Diaper
Town Clerk
3rd January 2025

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

- 1. Apologies.**
- 2. Declarations of Member Interests.**
To receive any declarations of interest in respect of items on this agenda.
- 3. Requests for dispensations.**
To consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 4. 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 – three minutes per person.
- 5. To agree and approve the minutes of the meeting held 17th December 2024.**

- 6. To consider a communication received from the East Suffolk Council Head of Planning, Building Control and Coastal Management.**
- 7. To note intentions to undertake work to trees in the Woodbridge Conservation Area (TCA applications).**
- 8. To comment on applications for work to trees with a Tree Preservation Order (TPO application).**
- 9. To comment on applications for planning permission in the Parish of Woodbridge.**
- 10. To note the decisions taken by East Suffolk Council on planning applications considered by this Committee.**
- 11. Closure.**

Minutes of the meeting of the **Planning Committee** held at the **Shire Hall** on **Tuesday 17th December** at **5.30pm**

Councillors:

Present: D Adelson, S Bale, E Beck, G Holdcroft, R Leach, and R Sanders.

Apologies: P Gillard, D Pegg and N Phipps.

Absent without
apologies: M Kneebone

In attendance: The Council's Officers were unable to attend due to illness; there were no members of the public present.

1. Apologies for Absence

The Committee agreed to approve the absence of Cllrs. P Gillard, D Pegg and N Phipps.

2. To receive Declarations of Interest

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

3. Requests for dispensations

No members made any requests for dispensation in relation to items on the agenda.

4. Public Question Time.

There were no members of the public present.

5. To agree and approve the Minutes of the meeting held on 4th December 2024

The Committee agreed that the responses to the following applications be corrected as follows:

DC/24/2810/VOC - Land To The South And East Of Adastral Park Martlesham Suffolk - The Committee agreed that no update to previous comments would be made.

DC/24/4020/FUL - The Old Granary Cottage The Granary Tide Mill Way Woodbridge Suffolk IP12 1BY - WTC recommend refusal as we consider this application will negatively affect the conservation area, especially the historic setting of the Tide Mill. The Committee is concerned about increasing the amount of reflective surface in these wooden buildings.

DC/24/3817/LBC - The Old Granary Cottage The Granary Tide Mill Way Woodbridge Suffolk IP12 1BY - WTC recommend refusal as we consider this application will negatively affect the conservation area, especially the historic setting of the Tide Mill. The Committee is concerned about increasing the amount of reflective surface in these wooden buildings.

With these changes the minutes of the Planning Committee meeting held 4th December 2024 were approved.

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

Members of the Committee noted the following works to trees in the Woodbridge Conservation Area:

DC/24/4295/TCA - 5 Ipswich Road Woodbridge Suffolk IP12 4BJ

DC/24/4343/TCA - Woodbridge School Burkitt Road Woodbridge Suffolk IP12 4JH

DC/24/4349/TCA - 16 Quay Side Woodbridge Suffolk IP12 1BH

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

No applications received.

8. To comment on applications for planning permission

The Council agreed their comments as set out below:-

DC/24/4233/FUL - 38 Cumberland Street Woodbridge Suffolk IP12 4AD	No objection
DC/24/4172/FUL - 14 New Street Woodbridge Suffolk IP12 1DX	Holding objection. The Council requests a letter from the Estate Agent stating the period the property has been on the market as a business concern and details of any offers made upon it, to prove that

	it has not been possible to sell the property as a commercial premises. Upon receiving this evidence there will be no objection.
DC/24/4234/LBC - 38 Cumberland Street Woodbridge Suffolk IP12 4AD	No objection
DC/24/4292/FUL - 1 Birch Close Woodbridge Suffolk IP12 4UA	No objection
DC/24/4346/FUL - 26 Ransom Road Woodbridge Suffolk IP12 4JU	No objection

9. 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.

10. Closure

The meeting was closed at 6.04pm.

Councillor Adelson
Chair

Item 6

To consider a communication received from the East Suffolk Council Head of Planning, Building Control and Coastal Management.

The Town Clerk received the following communication from the East Suffolk Council Head of Planning, Building Control and Coastal Management – this item is provided prior to the consideration of planning application should it impact on the comments submitted.

Dear Town and Parish Councillors and Clerks

The East Suffolk Constitution Review Working Group (CRWG) was first convened by the Chair of Council in July 2023 to carry out a fundamental review of East Suffolk Council's (ESC's) Constitution to ensure it is complete, accurate, up to date, clear, lawful, fit for purpose and democratically sound.

The Planning Service has engaged with the process and Working Group to review the planning components of the constitution, including the Scheme of Delegation.

Town and Parish Councils will be aware that the Scheme of Delegation has been amended in the past year when I wrote to you in January confirming the commencement of the Planning Committee Member Call-In process. We've also covered it in our four Town and Parish Forum meetings over 2024. Over recent years officers and Members have noted a particular improvement which has been needed in the scheme of delegation. That was in respect of the methods by which comments from Town and Parish Councils, Ward Members and Statutory Consultees trigger the Referral Panel and Planning Committee Member Call-in processes. Previously responses occasionally cited no detailed reason for objecting to or supporting an application. It is important that Case Officers and members are well informed on why all consultees object or support to aid decision making.

Therefore it has been agreed and implemented within the constitution to add the words 'material planning consideration' within the trigger points of the scheme of delegation

4. The 'minded to' decision of the Planning Officer is contrary to either:
 - a. The material planning consideration comments received from the Town or Parish Council within the 21- day consultation period; or
 - b. The material planning consideration comments received from the Ward Member within the 21-day consultation period; or
 - c. The material planning consideration comments received from a statutory consultee within the 21-day consultation period.

A response of 'No Objection' to an application remains neutral, is a perfectly acceptable response and need not be accompanied by material planning considerations.

We rarely receive responses stating only 'We Object' or similar. We do more often received responses stating 'We support' or 'We recommend approval' or similar. In all of those cases material planning considerations, which have influenced that position, should be added.

That need not be a detailed explanation. It may be as simple as 'We object *because the proposal is poorly designed and an overdevelopment*' as an example, or 'we object *because the proposal does not accord with policy XXX*' as another example. In terms of support for applications, it could be 'We recommend approval *because the proposal accords with policy XXX*' or 'We support the proposal *because it is well designed and would improve the character of the area*'. Of course I am aware that many Town and Parish Councils write detailed and considered replies and that remains perfectly acceptable, so long as matters raised are material planning considerations. A range of examples of material planning considerations (and considerations which are not) can be found half way down this webpage [Comment on a planning](#)

[application » East Suffolk Council](#), we have also covered this in past Town and Parish Forums and would be happy to again.

Please also note that any responses received up to the end of the day on 20th December will be honoured under the terminology of the previous scheme of delegation in their influence.

I hope that you find this update of assistance and of positive effect on how you engage in and influence decision making. We will be in touch again in the new year in respect of our next pair of Town and Parish Forums and with our next quarterly newsletter.

Please may I take this opportunity to thank you all for your considerable time and efforts investing in the planning process for our East Suffolk communities over 2024 and I wish you all a very Merry Christmas and a Happy New Year.

Kind regards
Ben

Ben Woolnough MRTPI
Head of Planning, Building Control and Coastal Management
East Suffolk Council

This Committee uses the following statements to respond to planning applications in the Parish:

- WTC recommend approval.
- No objection.
- WTC recommend refusal (with further qualify comment).

A material consideration is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision. Material considerations can include (but are not limited to):

- Overlooking/loss of privacy
- Loss of light or overshadowing
- Parking
- Highway safety
- Traffic
- Noise
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Government policy
- Disabled persons' access
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation

However, issues such as loss of view, or negative effect on the value of properties are not material considerations. There is no set list defining material considerations – the ESC website does provide the following additional guidance:

What should be included in comments on applications

Comments on applications should be made in writing and you should include:

- the application reference number (this will be in the form DC/21/****/****)
- the address of the application
- your contact details

Tell us whether you:

- object (i.e. are against the scheme),
- have no objections (you wish to make comments but do not object or support)
- support the scheme (i.e. you are in favour)

Provide your specific views/comments on the proposals.

It is recommended that you explain your issues clearly, organising them in a logical order and do not make your comments overlong.

You should try to limit comments to those which are ‘Material Planning Considerations’ in the determination of planning applications. These can include:

Access/traffic (parking and road safety issues)	Affordable housing
Amenity – daylight, sunlight, privacy	Conservation Areas/Listed Buildings
Consultee responses	Cumulative Impacts
Fear of Crime (s17)	Government policy (e.g. NPPF and NPPG)
Layout, density, design/appearance, character	Local economy
Local planning policy	Noise, smell or other disturbances
Outlook	Prematurity
Previous similar decisions	Site History
Fall back Permitted Development Position	Local Economic benefits
Protected trees	Ecology and wildlife

You should try to avoid matters which are not Material Planning Considerations, and therefore cannot be considered in the determination of applications:

Commercial competition	Impact upon property values
Your personal views of the applicant/agent	Matters covered by other Legislation
Moral objections	Private access rights
Loss of view	Restrictive covenants
Profit	Work already done

**Members are asked to consider a communication received from the East Suffolk Council
Head of Planning, Building Control and Coastal Management.**

Item 7

To note intentions to undertake work to trees in the Woodbridge Conservation Area (TCA applications).

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.

DC/24/4427/TCA - The Abbey School Church Street Woodbridge Suffolk IP12 IDS	Expiry Date: Mon 06 Jan 2025
	Determination: Thu 23 Jan 2025
Carry out tree works contained within the submitted Tree Survey and Tree Location	

Item 8

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

No applications received.

Item 9

To comment on applications for planning permission in the Parish of Woodbridge.

DC/24/4288/FUL - 110A Castle Street Woodbridge Suffolk IP12 1HL	Expiry Date: Fri 10 Jan 2025
	Determination: Wed 05 Feb 2025
Replace three ground floor front facing windows and front door	

DC/24/4347/FUL - Little Kyson Broomheath Woodbridge Suffolk IP12 4DN	Expiry Date: Fri 03 Jan 2025
	Determination: Fri 07 Feb 2025
Demolition of existing dwelling and construction of replacement dwelling (Self-Build)	

DC/24/1952/FUL - Martlesham Wilds Church Lane Martlesham Woodbridge Suffolk IP12 4PQ	Expiry Date: Thu 16 Jan 2025
	Determination: Thu 10 Oct 2024

Item 10

To note the decisions taken by East Suffolk Council on planning applications considered by this Committee.

Date	Application	WTC Decision	ESC Decision	ESC Officer (Delegated) or Committee Decision
07.06.22	DC/22/1389/FUL - Skateboard Facility Rear Of Deben Leisure Centre	Approval	Awaiting decision	
17.01.23	DC/22/4804/LBC - The Quay House 1 Station Road Woodbridge Suffolk IP12 4AU	Approval	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/23/1323/ADN- 28 Thoroughfare Woodbridge Suffolk IP12 1AQ	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	
08.11.23	DC/23/0823/LBC - 11A St Johns Street Woodbridge Suffolk IP12 1EB	Approval	Awaiting decision	
21.02.24	DC/24/0377/FUL - Tamerton 25 Warren Hill Road Woodbridge Suffolk IP12 4DU	No objection	Awaiting decision	
21.02.24	DC/24/0315/LBC - Seckford Almshouses Seckford Street Woodbridge Suffolk IP12 4NB	No objection	Awaiting decision	
05.06.24	DC/24/1715/FUL - St Marys House 11 Market Hill Woodbridge Suffolk IP12 4LP	No objection	Awaiting decision	
05.06.24	DC/24/1716/LBC - St Marys House 11 Market Hill Woodbridge Suffolk IP12 4LP	No objection	Awaiting decision	
21.07.24	DC/24/1650/FUL - Jetty Lane The Avenue Woodbridge Suffolk IP12 4BA	Approval	Permitted	Delegated Decision
07.08.24	DC/24/2522/FUL - 2 Burkitt Road Woodbridge Suffolk IP12 4JL	Refusal	Awaiting decision	
07.08.24	DC/24/2268/FUL - Land And Store Adjacent To 21 Thoroughfare Woodbridge Suffolk	No objection	Awaiting decision	
07.08.24	DC/24/2481/VOC - Ferry Quay Cafe Ferry Quay Woodbridge Suffolk IP12 1BW	No objection	Awaiting decision	
21.08.24	DC/24/2810/VOC - Land To The South And East Of Adastral Park Martlesham Suffolk	Refusal	Awaiting decision	
02.10.24	DC/24/1952/FUL - Martlesham Wilds Church Lane Martlesham Woodbridge Suffolk IP12 4PQ	No objection	Awaiting decision	
02.10.24	DC/24/3000/FUL - Eversons Wharf River Wall Woodbridge Suffolk IP12 4BB	No objection	Permitted	Delegated Decision
02.10.24	DC/24/3273/VOC - Little Kyson Broomheath Woodbridge Suffolk IP12 4DN	Refusal	Awaiting decision	
23.10.24	DC/24/3454/FUL - 4 Kingston Farm Road Woodbridge Suffolk IP12 4BD	No objection	Awaiting decision	
23.10.24	DC/24/2697/FUL - 9 Angel Lane Woodbridge Suffolk IP12 4NG	No objection	Awaiting decision	
23.10.24	DC/24/3626/FUL - 13 Briarwood Road Woodbridge Suffolk IP12 4DQ	No objection	Permitted	Delegated Decision
23.10.24	DC/24/3611/CLE - Kingston Nettus Kingston Farm Road Woodbridge Suffolk IP12 4BD	No objection	Awaiting decision	
06.11.24	DC/24/1715/FUL - St Marys House 11 Market Hill Woodbridge Suffolk IP12 4LP	No objection	Awaiting decision	
06.11.24	DC/24/1716/LBC - St Marys House 11 Market Hill Woodbridge Suffolk IP12 4LP	No objection	Awaiting decision	
06.11.24	DC/24/3688/FUL - 83 Castle Street Woodbridge Suffolk IP12 1HL	No objection	Awaiting decision	

06.11.24	DC/24/3654/ADI - Red Lion Inn 90 Thoroughfare Woodbridge Suffolk IP12 1AL	No objection	Awaiting decision	
06.11.24	DC/24/3659/LBC - Red Lion Inn 90 Thoroughfare Woodbridge Suffolk IP12 1AL	No objection	Awaiting decision	
20.11.24	DC/24/3624/FUL - West Briarwood 125 Ipswich Road Woodbridge Suffolk IP12 4BY	Hold	Awaiting decision	
20.11.24	DC/24/3854/FUL - Hartington 21 Dukes Park Woodbridge Suffolk IP12 4DD	Hold	Awaiting decision	
20.11.24	DC/24/3850/VOC - 17 Newnham Avenue Woodbridge Suffolk IP12 4EP	No objection	Permitted	Delegated Decision
20.11.24	DC/24/3801/FUL - 9 St Johns Hill Woodbridge Suffolk IP12 1HT	Approval	Awaiting decision	
20.11.24	DC/24/3800/LBC - 9 St Johns Hill Woodbridge Suffolk IP12 1HT	Approval	Awaiting decision	
20.11.24	DC/24/2934/FUL - 13 Westholme Close Woodbridge Suffolk IP12 4BE	No objection	Permitted	Delegated Decision
20.11.24	DC/24/2631/VOC - 24 Cherry Tree Road Woodbridge Suffolk IP12 4BN	No objection	Permitted	Delegated Decision
04.12.24	DC/24/2810/VOC - Land To The South And East Of Adastral Park Martlesham Suffolk	Refusal	Awaiting decision	
04.12.24	DC/24/3454/FUL - 4 Kingston Farm Road Woodbridge Suffolk IP12 4BD	No objection	Awaiting decision	
04.12.24	DC/24/4020/FUL - The Old Granary Cottage The Granary Tide Mill Way Woodbridge Suffolk IP12 1B	Refusal	Awaiting decision	
04.12.24	DC/24/3969/FUL - 41 Old Barrack Road Woodbridge Suffolk IP12 4ET	No objection	Awaiting decision	
04.12.24	DC/24/3817/LBC - The Old Granary Cottage The Granary Tide Mill Way Woodbridge Suffolk IP12 1BY	No objection	Awaiting decision	
04.12.24	DC/24/3971/VOC - 16 Deben Road Woodbridge Suffolk IP12 1AZ	No objection	Awaiting decision	
04.12.24	DC/23/1912/LBC - Churchyard St Marys Church Church Street Woodbridge Suffolk	No objection	Awaiting decision	
04.12.24	DC/23/1695/FUL - Churchyard St Marys Church Church Street Woodbridge Suffolk	No objection	Awaiting decision	
04.12.24	DC/24/4186/LBC - Woodbridge Tide Mill Tide Mill Way Woodbridge Suffolk IP12 1BH	No objection	Awaiting decision	
17.12.24	DC/24/4233/FUL - 38 Cumberland Street Woodbridge Suffolk IP12 4AD	No objection	Awaiting decision	
17.12.24	DC/24/4172/FUL - 14 New Street Woodbridge Suffolk IP12 1DX	Hold	Awaiting decision	
17.12.24	DC/24/4234/LBC - 38 Cumberland Street Woodbridge Suffolk IP12 4AD	No objection	Awaiting decision	
17.12.24	DC/24/4292/FUL - 1 Birch Close Woodbridge Suffolk IP12 4UA	No objection	Awaiting decision	
17.12.24	DC/24/4346/FUL - 26 Ransom Road Woodbridge Suffolk IP12 4JU	No objection	Awaiting decision	