

To Members of the Planning Committee

Cllr. David Adelson

Cllr. Sue Bale

Cllr. Patrick Gillard


Cllr. Ruth Leach

Cllr. Nigel Phipps

Cllr. Robin Sanders

Cllr. Simon Sadler

You are hereby summoned to **attend the meeting of the Planning Committee** to be held at the **Shire Hall** on **Wednesday 1st October at 5.30pm.**



Greg Diaper

Town Clerk

26th September 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 fifteen 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.

Woodbridge Town Council vision statement

The Council will strive to ensure Woodbridge is a safe, harmonious, and thriving town where all residents and the wider community feel welcome.

We will work to make Woodbridge a place where all generations can participate in a vibrant, inclusive society that is environmentally resilient.

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 September 2025.

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

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

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

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

10. To consider if the Committee wishes to respond to an East Suffolk Council consultation on Neighbour Plan Guidance Documents.

11. Closure.

Councillor Adelson
Chair

Minutes of the meeting of the **Planning Committee** held at the **Shire Hall** on **Wednesday 17th September 2025** at **5.30pm**

Councillors:

Present: D Adelson, S Bale, P Gillard, R Leach, N Phipps and R Sanders.

Apologies: S Sadler.

In attendance: Town Clerk (Mr G E Diaper) and no members of the public.

1. Apologies for Absence.

The Committee agreed to approve the absence of Cllr. Sadler.

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 3rd September 2025.

The minutes of the Planning Committee meeting held 3rd September 2025 were approved as a true record.

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/25/3447/TCA - Groom House 68 Cumberland Street Woodbridge Suffolk IP12 4AD

- DC/25/3454/TCA - Cumberland House 17 Cumberland Street Woodbridge Suffolk IP12 4AH

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/25/2504/VOC - West Briarwood 125 Ipswich Road Woodbridge Suffolk IP12 4BY	Members agreed a holding objection until plan 6082/1A is provided on the ESC Planning Portal.
DC/25/3237/FUL - 30 Market Hill Woodbridge Suffolk IP12 4LU	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. To consider if the Committee wishes to respond to an East Suffolk Council consultation on Neighbour Plan Guidance Documents.

Cllr. Gillard offered to consider the consultation documents and prepare a response for consideration at the October 1st meeting of the Committee.

11. Closure.

The meeting was closed at 6.00pm.

Item 6

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/25/3515/TCA - 1 Lanyard Place	Expiry Date: Tue 07 Oct 2025
Woodbridge Suffolk IP12 1FE	Determination Date: Mon 27 Oct 2025
1no. Cherry (T1 on submitted plan) - Crown lift 2 branches growing into highway by 1m 1no. Lime (T2 on submitted plan) - Crown lift by 2m 1no. Oak (T3 on submitted plan) - Reduce height and lateral spread by 2m 3no. Lime (G1 on submitted plan) - Reduce 2 larger of the 3 trees by 3m 1no Group Variegated Box Elder (G2 on submitted plan) - Prune out any reverting branches 3no. Malus (G3 on submitted plan) - Reduce whole crown by 1m	

DC/25/3637/TCA - Haywards 93 Victoria Road Woodbridge Suffolk IP12 4AD	Expiry Date: Thu 16 Oct 2025
	Determination Date: Tue 04 Nov 2025
1no. Pine (T1 on plan) - Fell 1no. Mulberry (T2 on plan) - Fell 1no. Yew (T3 on plan) - Fell 1no. Eucalyptus (T4 on plan) - Fell 1no. Chestnut (T5 on plan) - Fell	

DC/25/3627/TCA - 64 Seckford Street, Woodbridge, Suffolk, IP12 4LY	Expiry Date: Thu 16 Oct 2025
	Determination Date: Tue 04 Nov 2025
1no. Ash (marked on submitted plan) - Reduce crown to 5m from ground level	

Item 7

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

No applications received.

Item 8

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

Deferred from Planning Committee meeting 03.09.25

DC/24/2697/FUL - 9 Angel Lane	Expiry Date: Tue 02 Sep 2025
Woodbridge Suffolk IP12 4NG	Determination: Wed 20 Nov 2024
Single storey rear extension to extend from the 1st floor onto the elevated garden and creation of garage/vehicle store	

Deferred from Planning Committee meeting 17.09.25

	Expiry Date: Thu 25 Sep 2025
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DC/25/2504/VOC - West Briarwood 125 Ipswich Road Woodbridge Suffolk IP12 4BY	Determination: Thu 28 Aug 2025
Variation of Conditions 2,5,6,10,11,12,13 and 14 – self build proposals to erect a single-storey dwelling in the gardens west of Briarwood. Minor alterations to floor plan, elevations, materials and to include details of Ecology Method Statement, Tree Protection and Construction Management Plan.	

DC/25/3480/FUL - 15 Barton Road Woodbridge Suffolk IP12 1JQ	Expiry Date: Mon 06 Oct 2025
	Determination: Thu 06 Nov 2025
New single storey wraparound extension including demolition of existing side extension	

DC/25/3438/LBC - 27 Sun Lane Woodbridge Suffolk IP12 1EG	Expiry Date: Thu 16 Oct 2025
	Determination: Mon 03 Nov 2025
Listed Building Consent – New rear dormer and new green roof with rooflight to replace existing flat roof	

DC/25/3437/FUL - 27 Sun Lane Woodbridge Suffolk IP12 1EG	Expiry Date: Thu 16 Oct 2025
	Determination: Mon 03 Nov 2025
New rear dormer and new green roof with rooflight to replace existing flat roof	

DC/25/3483/FUL - 6 Hawthorn Place Woodbridge Suffolk IP12 4JZ	Expiry Date: Wed 08 Oct 2025
	Determination: Tue 11 Nov 2025
Erection of a 2m close boarded fence on the western boundary to replace the existing 1m chain linked fence	

DC/25/3417/FUL - Woodbridge School Burkitt Road Woodbridge Suffolk IP12 4JH	Expiry Date: Thu 16 Oct 2025
	Determination Date: Tue 11 Nov 2025
Installation of solar PV panels to the roof of the Redstone Building	

DC/25/3418/FUL - Woodbridge School Burkitt Road Woodbridge Suffolk IP12 4JH	Expiry Date: Thu 16 Oct 2025
	Determination: Tue 11 Nov 2025
Installation of solar PV panels at the Seckford Theatre Building	

Item 9

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	
08.11.23	DC/23/0823/LBC - 11A St Johns Street Woodbridge Suffolk IP12 1EB	Approval	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	
23.10.24	DC/24/2697/FUL - 9 Angel Lane Woodbridge Suffolk IP12 4NG	No objection	Awaiting decision	
23.04.25	DC/25/1363/LBC - Stable Cottage 11B Theatre Street Woodbridge Suffolk IP12 4NE	No objection	Awaiting decision	
18.06.25	DC/25/2085/FUL - Jasmine Cottage 69 Seckford Street Woodbridge Suffolk IP12 4LZ	No objection	Awaiting decision	
18.06.25	DC/25/2086/LBC - Jasmine Cottage 69 Seckford Street Woodbridge Suffolk IP12 4LZ	No objection	Awaiting decision	
18.06.25	DC/25/2072/FUL - 37 Thoroughfare Woodbridge Suffolk IP12 1AH	Hold	Awaiting decision	
18.06.25	DC/25/2073/ADN - 37 Thoroughfare Woodbridge Suffolk IP12 1AH	No objection	Awaiting decision	
02.07.25	DC/24/2697/FUL - 9 Angel Lane Woodbridge Suffolk IP12 4NG	No objection	Awaiting decision	
02.07.25	DC/25/1844/ARM - Land South And East Of Adastral Park Martlesham Heath Martlesham Suffolk	No objection	Awaiting decision	
02.07.25	DC/25/0543/FUL - 8 Crown Place Woodbridge Suffolk IP12 1BU	No objection	Approved	Delegated Decision
02.07.25	DC/25/1461/FUL - 52 Thoroughfare Woodbridge Suffolk IP12 1AL	No objection	Awaiting decision	
02.07.25	DC/25/1462/LBC - 52 Thoroughfare Woodbridge Suffolk IP12 1AL	No objection	Awaiting decision	
02.07.25	DC/25/1463/ADI - 52 Thoroughfare Woodbridge Suffolk IP12 1AL	No objection	Awaiting decision	
02.07.25	DC/25/2360/LBC - 29 Seckford Street Woodbridge Suffolk IP12 4LY	No objection	Awaiting decision	
23.07.25	DC/25/2419/FUL - 95 New Street Woodbridge Suffolk IP12 1DZ	No objection	Awaiting decision	
23.07.25	DC/25/2504/VOC - West Briarwood 125 Ipswich Road Woodbridge Suffolk IP12 4BY	No objection	Awaiting decision	
23.07.25	DC/25/2558/FUL - Land Adjacent To 13 Sun Lane Woodbridge Suffolk	No objection	Awaiting decision	
23.07.25	DC/25/2698/LBC - 102 Thoroughfare Woodbridge Suffolk IP12 1AR	Approval	Awaiting decision	
23.07.25	DC/25/2768/FUL - 10-12 Market Hill Woodbridge Suffolk IP12 4LU	Refusal	Awaiting decision	
06.08.25	DC/25/2805/FUL - 3 Pinewood Woodbridge Suffolk IP12 4DS	No objection	Awaiting decision	
03.09.25	DC/24/2697/FUL - 9 Angel Lane Woodbridge Suffolk IP12 4NG	Hold	Awaiting decision	
03.09.25	DC/25/3094/FUL - 8 California Woodbridge Suffolk IP12 4DE	No objection	Awaiting decision	
03.09.25	DC/25/2878/FUL - 102 Thoroughfare Woodbridge Suffolk IP12 1AR	Approval	Awaiting decision	
03.09.25	DC/25/3170/FUL - 99 New Street Woodbridge Suffolk IP12 1DZ	No objection	Awaiting decision	
03.09.25	DC/25/3026/FUL - Robertsons Boatyard Lime Kiln Quay Woodbridge Suffolk IP12 1BD	Approval	Awaiting decision	

03.09.25 DC/25/2850/FUL - The Lions Sandy Lane Woodbridge Suffolk IP12 4DW
03.09.25 DC/25/2085/FUL - Jasmine Cottage 69 Seckford Street Woodbridge Suffolk IP12 4LZ
03.09.25 DC/25/2086/LBC - Jasmine Cottage 69 Seckford Street Woodbridge Suffolk IP12 4LZ
03.09.25 DC/25/1371/FUL - Stable Cottage 11B Theatre Street Woodbridge Suffolk IP12 4NE
03.09.25 DC/25/1363/LBC - Stable Cottage 11B Theatre Street Woodbridge Suffolk IP12 4NE
03.09.25 DC/25/1463/ADI - 52 Thoroughfare Woodbridge Suffolk IP12 1AL
03.09.25 DC/25/1462/LBC - 52 Thoroughfare Woodbridge Suffolk IP12 1AL
03.09.25 DC/25/1461/FUL - 52 Thoroughfare Woodbridge Suffolk IP12 1AL
03.09.25 DC/25/2768/FUL - 10-12 Market Hill Woodbridge Suffolk IP12 4LU
03.09.25 DC/25/3133/VOC - 7 Pinewood Woodbridge Suffolk IP12 4DS
03.09.25 DC/25/3160/FUL - 35 Victoria Road Woodbridge Suffolk IP12 1EL
03.09.25 DC/25/3178/FUL - 2 Greyfriars Woodbridge Suffolk IP12 4EY
03.09.25 DC/25/3223/LBC - 22 Church Street Woodbridge Suffolk IP12 1DH
03.09.25 DC/25/3147/FUL - 66 Cumberland Street Woodbridge Suffolk IP12 4AD
17.09.25 DC/25/3237/FUL - 30 Market Hill Woodbridge Suffolk IP12 4LU

No objection	Awaiting decision	
No objection	Approved	Delegated Decision
No objection	Approved	Delegated Decision
No objection	Awaiting decision	
No objection	Awaiting decision	
No objection	Approved	Delegated Decision
No objection	Approved	Delegated Decision
No objection	Approved	Delegated Decision
No objection	Awaiting decision	
No objection	Awaiting decision	
Hold	Awaiting decision	
No objection	Awaiting decision	
No objection	Awaiting decision	
No objection	Awaiting decision	
No objection	Awaiting decision	

Item 10

To consider if the Committee wishes to respond to an East Suffolk Council consultation on Neighbour Plan Guidance Documents.

The following email was received by Officers in early September:

Dear Sir/Madam

East Suffolk Council are producing new guides and a project plan template for Town/Parish Councils to assist them when producing or implementing a Neighbourhood Plan.

The Neighbourhood Planning 'How to go about it' guide is a process document designed to help town and parish councils and associated Neighbourhood Plan groups, navigate the full Neighbourhood Planning process in a cohesive step-by-step guide. The project plan has been designed to be used alongside the guidance.

We have also produced a new document advising town and parish how to implement a neighbourhood plan and to help town and parish councils to understand their role and how to use the plan effectively once it has been made.

The Council is inviting specific organisations and town and parish councils to respond to our focused consultation on the proposed content of the respective guides and project plan.

The consultation is open from Wednesday 3rd September to **5pm on Wednesday 15th October 2025**. Responses should be sent to PlanningPolicy@eastsoffolk.gov.uk

Kind regards



Sent by East Suffolk Council, Planning Policy and Delivery Team, Riverside, 4 Canning Road, Lowestoft, Suffolk NR33 0EQ

Email: planningpolicy@eastsoffolk.gov.uk

Tel: 01394 444557 / 01502 523029

The documents referenced in the email are uploaded to SharePoint. Cllr Gillard will present his proposed response at this item.

Members are asked to consider if the Committee wishes to respond to an East Suffolk Council consultation on Neighbour Plan Guidance Documents.