

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 5th November at 5.30pm.**



Greg Diaper

Town Clerk

31st October 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 15th October 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 the 'Call for sites' request from East Suffolk Council.

11. Closure.

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.

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|---|-------------------------------------|
| DC/25/3889/TCA - 1 Chapel Street | Expiry Date: Wed 05 Nov 2025 |
| Woodbridge Suffolk IP12 4NF | Determination Date: Fri 21 Nov 2025 |
| Ino. Sweet Chestnut (marked on submitted plan) - Reduce whole crown by 1.2m-1.5m Ino. Quince (marked on submitted plan) - Reduce asymmetry by 1m-1.2m | |

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|---|--------------------------------|
| DC/25/4047/TCA - 9 Lockwood Close | Expiry Date: Thu 13 Nov 2025 |
| Woodbridge Suffolk IP12 1HZ | Determination: Tue 02 Dec 2025 |
| Ino. Silver Birch (marked on plan) - Fell | |

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|--|--------------------------------|
| DC/25/4057/TCA - 25 Ipswich Road | Expiry Date: Thu 13 Nov 2025 |
| Woodbridge Suffolk IP12 4BS | Determination: Tue 02 Dec 2025 |
| Ino. Group (G001 on submitted plan) - Coppice 2no. Sycamore within group Ino. Group (G002 on submitted plan) - Remove conifer hedge Ino. Group (G003 on submitted plan) - Coppice 2no. Sycamore within group | |

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|---|--------------------------------|
| DC/25/4056/TCA - Seckford Almshouses | Expiry Date: Thu 13 Nov 2025 |
| Seckford Street Woodbridge Suffolk IP12 4NB | Determination: Tue 02 Dec 2025 |
| Ino. Oak (T001 on submitted plan) - Remove major deadwood over sports field, reduce crown by approx. 3m on playing field side and shape Ino. Group of Ino. Oak, Ino. Chestnut, Ino. Ash (G001 on submitted plan) - Raise crowns of group to 4m from ground level, remove lower limb of Oak on school side | |

Item 7

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

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| DC/25/4002/TPO - Haughgate House | Expiry Date: Mon 10 Nov 2025 |
| Nursing Home Haugh Lane Woodbridge | Determination: Mon 15 Dec 2025 |
| Suffolk IP12 1JG | |
| SCDC/82/00012 4no. Maritime Pine (T1, T3, T4 & T6 on submitted plan) - Remove deadwood, raise crowns to 3.5m from ground level, remove crossing and fractured branches 2no. Maritime Pine (T2 & T5 on submitted plan) - Fell Ino. Plum (T7 on submitted plan) - Reduce height from 7.5m to 4m, reduce lateral spread from 4.5m to 3m Ino. Walnut (T8 on submitted plan) - Reduce growth overhanging care home to give 2m clearance, reduce height from 14m to 12m, reduce lateral spread from 6m to 4m Ino. Cherry (T9 on submitted plan) - Reduce from care home to give 2m clearance, reduce | |

height from 12m to 10m, reduce lateral spread from 6m to 4m Ino. Silver Maple (T10 on submitted plan) - Pollard at 5m from ground level Ino. Purple Maple (T11 on submitted plan) - Reduce crown by 1.5m to shape Ino. Red Oak (T12 on submitted plan) - Reduce lateral spread from 6m to 4.5m, raise crown to 3.5m from ground level

Item 8

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

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|--|--------------------------------|
| DC/25/3753/FUL - 6B Prentices Lane | Expiry Date: Fri 14 Nov 2025 |
| Woodbridge Suffolk IP12 4LF | Determination: Wed 26 Nov 2025 |
| Single storey side extension | |

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|---|--------------------------------|
| DC/25/3774/ARM - Land East Of Adastral | Expiry Date: Thu 20 Nov 2025 |
| Park Martlesham Heath Martlesham Suffolk | Determination: Thu 01 Jan 2026 |
| Approval of Reserved Matters for Parcel W2; compliance with conditions 8,10,24,30a,67 and partial discharge of conditions 13,14,16,25,26,27,28,32,42,49,50,62 of DC/24/2810/VOC (as varied from DC/23/3984/VOC as varied from DC/20/1234/VOC) (original planning permission DC/17/1435/OUT - Outline planning permission for up to 2000 dwellings, an employment area of 0.6ha (use class B1) primary local centre comprising use class A1, A2, A3, A4, A5, B1, C3, 02) secondary centre (comprising possible use class A1, A3 and A4), a school, green infrastructure (including Suitable Accessible Natural Green space (SANGs) outdoor play areas, sports ground and allotments/community orchards), public footpaths and cycleways, vehicle accesses and associated infrastructure) | |

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|---|--------------------------------|
| DC/25/3922/FUL - Restaurant 6 Quay Street | Expiry Date: Thu 27 Nov 2025 |
| Woodbridge Suffolk IP12 IBX | Determination: Wed 10 Dec 2025 |
| Construction of a single storey rear extension, including internal alterations and new outside seating area | |

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|---|--------------------------------|
| DC/25/3923/LBC - Restaurant 6 Quay Street | Expiry Date: Thu 27 Nov 2025 |
| Woodbridge Suffolk IP12 IBX | Determination: Wed 10 Dec 2025 |
| Listed Building Consent - Construction of a single storey rear extension, including internal alterations and new outside seating area | |

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| DC/25/3970/VOC - 26 Ransom Road | Expiry Date: Wed 19 Nov 2025 |
| Woodbridge Suffolk IP12 4JU | Determination: Thu 11 Dec 2025 |
| Variation of Condition No.2 of DC/24/4346/FUL - Amendments to permission DC/23/3462/FUL to include - Single storey rear and side extensions. Porch extension. Insertion of window in northern elevation to serve a bedroom. Creation of bays in the front elevation. Removal of utility room door. Insertion of roof windows to allow the conversion of the roof to a bedroom. Change of glazing detail within the rear elevation from apex glazing to Juliet style - To change the design - To substitute drawing 23-036-PL-02E with 23-036-PL-02F | |

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|---|--------------------------------|
| DC/25/3863/FUL - Magnolia Cottage 24 Bredfield Street Woodbridge Suffolk IP12 4NH | Expiry Date: Thu 27 Nov 2025 |
| | Determination: Fri 12 Dec 2025 |
| First floor extension over existing single storey extension | |

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|---|--------------------------------|
| DC/25/3862/FUL - Apricot Cottage Fen Walk Woodbridge Suffolk IP12 4BH | Expiry Date: Thu 27 Nov 2025 |
| | Determination: Fri 12 Dec 2025 |
| Construction of replacement dwelling & associated detached Cartlodge / Home Office | |

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|---|--------------------------------|
| DC/25/3378/FUL - 8 Theatre Street Woodbridge Suffolk IP12 4NE | Expiry Date: Wed 19 Nov 2025 |
| | Determination: Fri 12 Dec 2025 |
| Construction of detached outbuilding (home office) for use ancillary to the house | |

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| DC/25/2072/FUL - 37 Thoroughfare Woodbridge Suffolk IP12 1AH | Expiry Date: Wed 19 Nov 2025 |
| | Determination: Fri 18 Jul 2025 |
| Retrospective - New shop front signage and alterations to front. Exterior cold storage, ambient storage, external plant in rear yard. Regularisation of changes to rear extension. | |

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 | |
| 23.04.25 | DC/25/1363/LBC - Stable Cottage 11B Theatre Street Woodbridge Suffolk IP12 4NE | 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/25/1844/ARM - Land South And East Of Adastral Park Martlesham Heath Martlesham Suffolk | 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/25/2504/VOC - West Briarwood 125 Ipswich Road Woodbridge Suffolk IP12 4BY | No objection | Awaiting decision | |
| 23.07.25 | DC/25/2698/LBC - 102 Thoroughfare Woodbridge Suffolk IP12 1AR | Approval | Awaiting decision | |
| 06.08.25 | DC/25/2805/FUL - 3 Pinewood Woodbridge Suffolk IP12 4DS | No objection | Awaiting decision | |
| 03.09.25 | DC/25/2878/FUL - 102 Thoroughfare Woodbridge Suffolk IP12 1AR | Approval | Awaiting decision | |
| 03.09.25 | DC/25/2850/FUL - The Lions Sandy Lane Woodbridge Suffolk IP12 4DW | No objection | Application Permitted | Delegated Decision |
| 03.09.25 | DC/25/1371/FUL - Stable Cottage 11B Theatre Street Woodbridge Suffolk IP12 4NE | No objection | Awaiting decision | |
| 03.09.25 | DC/25/1363/LBC - Stable Cottage 11B Theatre Street Woodbridge Suffolk IP12 4NE | No objection | Awaiting decision | |
| 03.09.25 | DC/25/3133/VOC - 7 Pinewood Woodbridge Suffolk IP12 4DS | No objection | Application Permitted | Delegated Decision |
| 03.09.25 | DC/25/3160/FUL - 35 Victoria Road Woodbridge Suffolk IP12 1EL | Hold | Awaiting decision | |
| 03.09.25 | DC/25/3178/FUL - 2 Greyfriars Woodbridge Suffolk IP12 4EY | No objection | Awaiting decision | |
| 17.09.25 | DC/25/3237/FUL - 30 Market Hill Woodbridge Suffolk IP12 4LU | No objection | Application Refused | Delegated Decision |
| 01.10.25 | DC/24/2697/FUL - 9 Angel Lane Woodbridge Suffolk IP12 4NG | Refusal | Awaiting decision | |
| 01.10.25 | DC/25/2504/VOC - West Briarwood 125 Ipswich Road Woodbridge Suffolk IP12 4BY | No objection | Application Permitted | Delegated Decision |
| 01.10.25 | DC/25/3480/FUL - 15 Barton Road Woodbridge Suffolk IP12 1JQ | No objection | Application Permitted | Delegated Decision |
| 01.10.25 | DC/25/3438/LBC - 27 Sun Lane Woodbridge Suffolk IP12 1EG | Refusal | Application Refused | Delegated Decision |
| 01.10.25 | DC/25/3437/FUL - 27 Sun Lane Woodbridge Suffolk IP12 1EG | Refusal | Application Refused | Delegated Decision |
| 01.10.25 | DC/25/3483/FUL - 6 Hawthorn Place Woodbridge Suffolk IP12 4JZ | No objection | Awaiting decision | |
| 01.10.25 | DC/25/3417/FUL - Woodbridge School Burkitt Road Woodbridge Suffolk IP12 4JH | Approval | Awaiting decision | |
| 01.10.25 | DC/25/3418/FUL - Woodbridge School Burkitt Road Woodbridge Suffolk IP12 4JH | Approval | Awaiting decision | |

Item 10

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

Neither the District

Good Morning,

The Call for Sites has now opened and will take place from **Monday 20th October 2025 until Friday 9th January 2026**. The submissions form and associated guidance are now available online.

The Call for Sites is part of the early preparatory work for the new Local Plan. The new Local Plan will set out a spatial strategy seeking to ensure that future needs are met, identifying sites for development and setting policies against which applications for planning permission are determined. The new Local Plan will replace the Waveney Local Plan adopted in 2019 and the Suffolk Coastal Local Plan adopted in 2020, which both plan for the period up to 2036. The new Local Plan will plan up to at least 2044.

The Call for Sites invites submissions of land to be put forward for consideration for allocation in the Local Plan. This is the very start of the process, and later decisions on preferred site allocations will be informed by a range of evidence and assessments and consideration of a strategy and vision for the plan, as well as by public consultation which will be undertaken during preparation of the plan. The submission form and associated guidance can be found here <https://www.eastsuffolk.gov.uk/new-local-plan>

Parish and Town Councils were invited to an online briefing session on the Call for Sites on **Wednesday 22nd October, 1:00pm – 2:00pm**. Responses were requested by the 20th October so if you have not responded already, please respond by today. The invite was for up to 2 attendees per Parish or Town Council.

If you have any questions, please contact the Planning Policy and Delivery Team at planningpolicy@eastsuffolk.gov.uk

Kind regards

Jason Beck | Principal Planner (Policy and Delivery)

East Suffolk Council

The slides from the Online Briefing are provided on SharePoint – this provides guidance on the process and submission method. A more detailed guidance paper from the Planning Authority is provided overleaf.



Call for sites submission guidance

The following guidance is intended to assist with completing the 'call for sites' submission form through either our online portal or by completing and returning the form.

The key information to consider when completing the form is:

- Submissions need to be received by 5pm 9th January 2026
- Separate submissions should be made for each site
- There should be reasonable prospect that sites will become available for development or redevelopment within the plan period, expected to be around 2045
- Sites must be wholly or partially within the East Suffolk district boundary
- An outline of the site **MUST** be submitted either online or as a plan using an OS base map (more detail on acceptable plans can be found below)
- We are inviting submissions across a wide range of land uses in order to understand land availability across a range of uses. However, at this stage no decisions have been taken into what land uses will be allocated (the Local Plan must however plan for housing and employment sites).
- All questions marked * are mandatory. On the online form you will not be able to proceed without providing answers to those questions
- Your questionnaire is saved as you progress allowing you to leave the site and return, however one response must be completed before you can move onto another site.
- Answering 'don't know' or leaving questions blank (if not mandatory) is fine; please just complete as much of the questionnaire as possible
- Any supporting documents you wish to include with your submission can be **attached at the end** of the online form, or included with your email/postal submission
- Sites that have been submitted for previous local plans can be re-submitted (regardless of whether or not the site was allocated).
- If your/your client's site is an existing Local Plan allocation, please notify us of any changes of intention or changes in circumstance through submitting the Call for Sites form

- If you wish to make any changes to your submission once it has been submitted, please contact the Planning Policy and Delivery Team via the details below
- We may contact the agent, representative or landowner if we require further information
- We will send an acknowledgement of your submission within two weeks, at which time you will be able to request a copy of your submission for your records. We may contact you if we need additional clarification. Please note that at this stage we are only inviting submissions of land, public consultations will be held as part of Local Plan preparation.
- **If you have any questions or issues, please contact the Planning Policy and Delivery Team on the email address planningpolicy@eastsoffolk.gov.uk or on 01394 444 557**
- If you wish to have a PDF version or paper version of the form please request one from the Planning Policy and Delivery Team via the email address planningpolicy@eastsoffolk.gov.uk or by phone on 01394 444 557
- If you wish to seek professional advice in relation to your site submission you may want to use the [RTPI's directory of planning consultants](#) or the [RICS find a surveyor tool](#).

How to submit:

- Online at <https://arcg.is/0WTHOv>
- By emailing the completed form to planningpolicy@eastsoffolk.gov.uk
- By post to – Planning Policy and Delivery, Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
- If you have any questions or issues, please contact the Planning Policy Team on the email address planningpolicy@eastsoffolk.gov.uk or on 01394 444 557

Please note that submitting a site does not provide any guarantee it will be included in the new Local Plan or granted planning permission.

Babergh and Mid Suffolk District Councils and Ipswich Borough Council are running separate call for sites exercises also beginning on 20th October 2025. Details are available on their respective websites.

What to submit

- A completed submission form
- An outline of the proposed site either:
 - Drawn using the map facility within the online form
 - A PDF or hard copy of a plan clearly showing the site boundary with a red line (at a scale no less than 1:2500). It would also be beneficial if any of the surrounding land within the same ownership is also edged in blue.

- A GIS shapefile of the site boundary (if available and submitting online)
- If you have any other relevant assessments or reports that will support the assessment of the site (for example flood risk assessments or viability assessments)
- Evidence of ownership where available, this can include land registry document

Next steps

The Council will assess all sites submitted to consider if they are suitable, available and achievable for development. The assessments will inform the site allocations selection process in the new Local Plan for East Suffolk. The decision to allocate land for development will not solely be based on this assessment, but the site assessment will contribute to the Council's evidence base and ensure that decisions regarding site allocations are backed by robust and objective evidence.

The Local Plan process will involve public consultation, evidence gathering, and policy development. The latest timetable for this work is set out in our [Local Development Scheme](#).

The Government is introducing changes to the Local Plan preparation process which are anticipated to be in place before the end of 2025. A new Local Plan timetable will be prepared once the new system is in place.

Links that may be useful

National Planning Policy Framework

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Ordnance Survey Maps can be obtained through these sources for a fee:

<https://www.planningmaps.co.uk/>

<https://www.ordnancesurvey.co.uk/>

The Government have provided information on Biodiversity Net Gain and the national 10% requirement:

<https://www.gov.uk/government/collections/biodiversity-net-gain>

The Council has a duty to regulate contaminated land. Please see the East Suffolk Council website for further information on contaminated land in the former Suffolk Coastal and Waveney areas:

<https://www.eastsuffolk.gov.uk/contaminated-land/>

Information regarding flood zones and flood risks affecting your site can be found here:

<https://flood-map-for-planning.service.gov.uk/map?cz=642688.4,272179.6,11.39249>

Glossary

Below are a number of terms used in the submission form.

Abnormal Costs: Unusual development costs (e.g. ground conditions requiring deeper foundations).

Affordable housing: Defined in the National Planning Policy Framework (NPPF) as housing for sale or rent for those whose needs are not met by the market. This includes housing that provides a subsidised route to home ownership and/or is for essential local workers. The NPPF then provides further definitions to what constitutes affordable housing.

Biodiversity Net Gain (BNG): A mandatory approach to development and land management that ensures the natural environment is left in a measurably better state than it was before the development. BNG is required under **Schedule 7A of the Town and Country Planning Act 1990**, developers must deliver at least a 10% increase in biodiversity value compared to the pre-development baseline.

Biodiversity metric calculation: A tool used to quantify the biodiversity value of land and assess the impact of development on habitats.

Brownfield (Previously Developed Land): Defined in the National Planning Policy Framework (NPPF) as "Land which has been lawfully developed and is or was occupied by a permanent structure and any fixed surface infrastructure associated with it, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed). It also includes land comprising large areas of fixed surface infrastructure such as large areas of hardstanding which have been lawfully developed. Previously developed land excludes: land that is or was last occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill, where provision for restoration has been made through development management procedures; land in built-up areas such as residential gardens, parks, recreation grounds and allotments; and land that was previously developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape."

Covenants: Legally binding promises or restrictions written into the title deeds or contracts associated with land or property.

Custom and self-build housing: Can be broadly defined as housing whose initial occupants have a primary input into its final design and layout.

Easements: a legal right that allows one landowner to use another person's land for a specific purpose, such as access, drainage, or utility installation.

Greenfield: Land that has not been previously developed (e.g. agricultural land, residential gardens, forests and woodlands, parks, recreation grounds, and allotments).

Green infrastructure: multi-functional spaces and other natural features, urban and rural, which can deliver a wide range of environmental, economic, health and wellbeing benefits (e.g. parks, gardens, woodlands, nature reserves, green roofs and walls (Green Spaces) or rivers, canals, ponds, and sustainable drainage systems (SuDS) (Blue Spaces).

Hectare: A measurement of area commonly used in planning (1 hectare = 10,000 square metres or 2.471 acres)

Infrastructure: Land or buildings used for essential services such as education, healthcare, transport, or renewable energy.

Market housing: Housing that is sold or rented on the open market without any subsidy or restriction, typically provided by private developers, and is distinct from affordable housing.

Permissive paths: A route across private land that a landowner voluntarily allows the public to use, typically for walking or horse riding.

Public Right of Way: A route over which the public has a right to pass and repass (i.e. a Public Footpath, Public Bridleway or Restricted Byway).

Registered Provider: An organisation that is officially registered with the Regulator of Social Housing to provide social housing in England.

Strategic Logistics: These are warehouses of typically more than 9,000 sq m (97,000 sq ft) that are serving as regional or national distribution centres.

Sustainable Drainage Systems (SuDS): Water management practices and systems designed to mimic natural drainage processes and manage surface water runoff in a way that is environmentally sustainable, socially beneficial, and economically viable.

Viability assessments: A process used to determine whether a proposed development is financially deliverable, taking into account the costs of development and the value it will generate.

What types of sites are we looking for?

We are inviting submissions for a wide range of sites including housing, employment and other development. Sites should be available for development or redevelopment within the plan period, which is currently expected to be around 2045.

Submissions for housing sites should be at least 0.25 hectares in size or able to accommodate at least 5 homes. Employment sites should be able to accommodate at least 500sqm of floor space.

Submitting a site does not guarantee it will be included in the plan or granted planning permission.

Call for Sites FAQ

What is the Local Plan?

The Local Plan guides development within East Suffolk for the next twenty years.

Why is the council undertaking a call for sites?

The call for sites enables the council to understand the land which may be potentially available for development. This will help to inform the evidence base for the new Local Plan.

How many houses will be needed in the new Local Plan?

The amount of housing to be planned for is set by the Government, through a formula called the 'standard method'. As of October 2025, for East Suffolk this is 1,667 homes per year, but this is likely to fluctuate as new data that is used to inform the calculation is published. This figure represents around an 80% increase over our current Local Plans which together plan for 916 dwellings per year.

How much employment land is needed?

Unlike the local housing need there is not a single government formula to follow. The amount and type of land needed will be informed by evidence which considers the economic needs of the district. This evidence will be published at a later stage of the Local Plan process.

How are decisions made about whether a site is included in the Local Plan?

Determining which sites ultimately become allocated in a new Local Plan will be informed by a range of assessments including sustainability appraisal, the evidence base (in relation to a range of matters such as transport, infrastructure, water and landscape), consultation and the creation of a wider strategic vision and spatial strategy for the plan. An assessment of the sites will form part of that evidence. The site assessment itself will involve considerations of sites against a range of key constraints such as flood risk, environmental assets and infrastructure availability.

When will the decisions on sites be made?

We cannot give an exact timescale for this yet. The Local Plan process will involve public consultation, evidence gathering, and policy development. The current timetable for this work is set out in our Local Development Scheme and updates will be published regularly.

At this point in time the Government is introducing changes to the Local Plan preparation process which are anticipated to be in place before the end of 2025. A new timetable will be prepared once the new system is in place.

Who can submit a site?

Anyone can submit a site. The questionnaire will ask what your interest is in the site so you do not have to own a site to be able to submit it. If you do not own the site we would encourage you to speak with the landowner prior to submitting the site.

Do I need to submit any other documentation at this stage?

You will need to submit a plan showing the boundary of the site, details on what types of plans are acceptable can be found in the guidance note. It is not mandatory to submit anything other than the site submission form and a map of the site and your submission will not be disadvantaged if you cannot provide additional documents. However, any supporting documentation, such as existing surveys will be helpful.

How can I find out if a site near me has been submitted?

The sites submitted during the call for sites will be made public in due course. We will publish a basic map of the sites after the call for sites closes.

What type of land use can be submitted?

Almost any type of land use can be submitted not just land for housing or employment purposes. At this stage no decisions have been taken into what land uses will be allocated (other than for housing and employment land, which the Local Plan must plan for).

Can I submit comments about a site that I know is being submitted?

Not at this stage. There will be an opportunity to comment on sites during plan preparation, but at this stage we are only inviting site submissions.

What if my site was submitted in a previous Call for Sites?

Sites submitted previously but not allocated must be re-submitted through the Call for Sites for the new Local Plan to be considered - we will not be re-considering historic submissions. If your site is allocated in the adopted Local Plan there is no need to re-submit unless there are any changes you would like to tell us about.

Below is a link to the submission portal:

<https://survey123.arcgis.com/share/b4da0242acb54ff49e305e0e84b9e3d6>

Members are asked to consider any sites they wish to submit to East Suffolk Council as part of the 'Call for sites' process.