

To Members of the Planning Committee

Cllr. David Adelson Cllr. Sue Bale Cllr. Patrick Gillard
Cllr. Ruth Leach Cllr. Doreen Pegg 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 17th September at 5.30pm.**



Greg Diaper

Town Clerk

12th 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 6th August 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.

Minutes of the meeting of the **Planning Committee** held at the **Shire Hall** on **Wednesday 3rd September 2025** at **5.30pm**

Councillors:

Present: D Adelson, S Bale and S Sadler.

Apologies: R Leach, N Phipps, D Pegg and R Sanders.

Absent without
apologies: P Gillard.

In attendance: Deputy Town Clerk (Mrs Belinda Lloyd) and three members of the public.

1. Apologies for Absence.

The Committee agreed to approve the absence of Councillors R Leach, N Phipps, D Pegg and R Sanders.

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.

The Committee heard from Mr Chris Hart as owner of 52 Thoroughfare and previous proprietor of Loaves and Fishes in support of the application DC/251463/ADI.

5. To agree and approve the Minutes of the meeting held on 6th August 2025.

The minutes of the Planning Committee meeting held 6th August 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/25/3096/TCA - Garden House 3A Pytches Road Woodbridge Suffolk IP12 1EP
- DC/25/3159/TCA - Elmhurst Cottage Lime Kiln Quay Road Woodbridge Suffolk IP12 1BB
- DC/25/3312/TCA - 22A Ipswich Road Woodbridge Suffolk IP12 4BU
- DC/25/3330/TCA - Land At 40 - 62 Castle Street Woodbridge Suffolk IP12 1HN
- DC/25/3342/TCA - Fir Cottage 7 Pytches Road Woodbridge Suffolk IP12 1ET
- DC/25/3339/TCA - 3 Theatre Street Woodbridge Suffolk IP12 4NE

Members requested that Officers contact ESC to raise concerns regarding the slow performance of the Planning Portal, particularly when accessing photographs, large files, and scanned documents. It was suggested that, where possible, documents be provided in compressed PDF format to improve accessibility and ease of use, and that the speed of downloading documents over the internet be much increased. A response is requested before the next meeting in 2 weeks.

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:-

<p>DC/24/2697/FUL - 9 Angel Lane Woodbridge Suffolk IP12 4NG</p>	<p>Holding objection until a proposed front elevation drawing can be considered alongside the comments made by the Design and Heritage Officer. Duty planner to ensure a suitable construction management plan mitigating the impact on the highway.</p>
<p>DC/25/3094/FUL - 8 California Woodbridge Suffolk IP12 4DE</p>	<p>No objection</p>
<p>DC/25/2878/FUL - 102 Thoroughfare Woodbridge Suffolk IP12 1AR</p>	<p>Recommend Approval as the work is necessary to preserve the fabric of the building.</p>

DC/25/3170/FUL - 99 New Street Woodbridge Suffolk IP12 IDZ	No objection
DC/25/3026/FUL - Robertsons Boatyard Lime Kiln Quay Woodbridge Suffolk IP12 IBD	Recommend approval as the application meets the following policies: NPPF Section 16 – preserve and enhance the historic environment. SCLP 9.2 Sustainable Construction
DC/25/2850/FUL - The Lions Sandy Lane Woodbridge Suffolk IP12 4DW	No objection
DC/25/2085/FUL - Jasmine Cottage 69 Seckford Street Woodbridge Suffolk IP12 4LZ	No objection
DC/25/2086/LBC - Jasmine Cottage 69 Seckford Street Woodbridge Suffolk IP12 4LZ	No objection
DC/25/1371/FUL - Stable Cottage 11B Theatre Street Woodbridge Suffolk IP12 4NE	No objection
DC/25/1363/LBC - Stable Cottage 11B Theatre Street Woodbridge Suffolk IP12 4NE	No objection
DC/25/1463/ADI - 52 Thoroughfare Woodbridge Suffolk IP12 1AL	Previous objection withdrawn, based on new advertisement panel design.
DC/25/1462/LBC - 52 Thoroughfare Woodbridge Suffolk IP12 1AL	Previous objection withdrawn, based on new advertisement panel design.
DC/25/1461/FUL - 52 Thoroughfare Woodbridge Suffolk IP12 1AL	Previous objection withdrawn, based on new advertisement panel design.
DC/25/2768/FUL - 10-12 Market Hill Woodbridge Suffolk IP12 4LU	No objection with the inclusion of a soft landscaping condition to screen the development from the road, as recommended by ESC Heritage. However, soft landscaping should not be leylandii hedging because of its very vigorous growth; instead, something lower growing and easier to maintain, so as to avoid blocking light or overhanging the highway.
DC/25/3133/VOC - 7 Pinewood Woodbridge Suffolk IP12 4DS	No objection
DC/25/3160/FUL - 35 Victoria Road Woodbridge Suffolk IP12 IEL	Holding objection till further detail is received regarding dropped kerb (mentioned in design and access

	statement and summary, but not in drawings) and changes to the front curtilage, and until comments have been received from highways.
DC/25/3178/FUL - 2 Greyfriars Woodbridge Suffolk IP12 4EY	No objection
DC/25/3223/LBC - 22 Church Street Woodbridge Suffolk IP12 1DH	No objection
DC/25/3147/FUL - 66 Cumberland Street Woodbridge Suffolk IP12 4AD	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.

Members requested further written reasoning for planning officer's decision to permit application DC/25/2193/FUL, following our comments about the proximity to the neighbouring property preventing maintenance of either property.

10. Closure.

The meeting was closed at 6.50pm.

Councillor Adelson
Chair

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/25/3447/TCA - Groom House 68 Cumberland Street Woodbridge Suffolk IP12 4AD	Expiry Date: Wed 01 Oct 2025
	Determination Date: Mon 20 Oct 2025
2no. Japanese Maple (marked on submitted plan) - Reduce height and spread by 1-1.5m 1no. Fig (marked on submitted plan) - Lightly prune and shape west side, reduce east side for neighbours, shape.	

DC/25/3454/TCA - Cumberland House 17 Cumberland Street Woodbridge Suffolk IP12 4AH	Expiry Date: Wed 01 Oct 2025
	Determination: Wed 22 Oct 2025
1no. Acer (T1 on submitted plan) - Raise crown 1no. Yew (T2 on submitted plan) - Reduce crown to previous pruning points 1no. Holly (T3 on submitted plan) - Reduce crown to previous pruning points, remove odd, shaped limb 1no. Mulberry (T4 on submitted plan) - Reduce crown 1no. Bay (T5 on submitted plan) - Reduce height by 1m, remove one internal trunk (see submitted pictures) 1no. Bay (T6 on submitted plan) - Reduce height to below eaves of adjacent building 1no. Arbutus (T7 on submitted plan) - Remove damaged & crossing branches, reduce crown away from gutters & boundary wall	

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.

DC/25/2504/VOC - West Briarwood 125 Ipswich Road Woodbridge Suffolk IP12 4BY	Expiry Date: Thu 25 Sep 2025
	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/25/3237/FUL - 30 Market Hill Woodbridge Suffolk IP12 4LU	Expiry Date: Thu 02 Oct 2025
	Determination: Tue 21 Oct 2025
Proposed detached garage/workshop with studio over to replace 3 no. buildings	

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	
05.06.24	DC/24/1715/FUL - St Marys House 11 Market Hill Woodbridge Suffolk IP12 4LP	No objection	Approved	Delegated Decision
05.06.24	DC/24/1716/LBC - St Marys House 11 Market Hill Woodbridge Suffolk IP12 4LP	No objection	Approved	Delegated 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	
06.11.24	DC/24/1715/FUL - St Marys House 11 Market Hill Woodbridge Suffolk IP12 4LP	No objection	Approved	Delegated Decision
06.11.24	DC/24/1716/LBC - St Marys House 11 Market Hill Woodbridge Suffolk IP12 4LP	No objection	Approved	Delegated Decision
23.04.25	DC/25/1363/LBC - Stable Cottage 11B Theatre Street Woodbridge Suffolk IP12 4NE	No objection	Awaiting decision	
07.05.25	DC/25/1557/FUL - 12 Kingston Farm Road Woodbridge Suffolk IP12 4BD	Refusal	Refused	Delegated Decision
21.05.25	DC/25/1647/FUL - 6 Hawthorn Place Woodbridge Suffolk IP12 4JZ	Refusal	Withdrawn	
04.06.25	DC/25/2056/FUL - 1 Pytches Road Woodbridge Suffolk IP12 1EP	No objection	Approved	Delegated 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	Awaiting 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/25/2193/FUL - 20 Warren Hill Road Woodbridge Suffolk IP12 4DU	Refusal	Approved	Delegated 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/25/2627/FUL - 63A Through Duncans Woodbridge Suffolk IP12 4EA	No objection	Approved	Delegated Decision

23.07.25 DC/25/2558/FUL - Land Adjacent To 13 Sun Lane Woodbridge Suffolk
23.07.25 DC/25/2698/LBC - 102 Thoroughfare Woodbridge Suffolk IP12 1AR
23.07.25 DC/25/2708/FUL - 39 Bredfield Street Woodbridge Suffolk IP12 4NH
23.07.25 DC/25/2768/FUL - 10-12 Market Hill Woodbridge Suffolk IP12 4LU
06.08.25 DC/25/2805/FUL - 3 Pinewood Woodbridge Suffolk IP12 4DS
03.09.25 DC/24/2697/FUL - 9 Angel Lane Woodbridge Suffolk IP12 4NG
03.09.25 DC/25/3094/FUL - 8 California Woodbridge Suffolk IP12 4DE
03.09.25 DC/25/2878/FUL - 102 Thoroughfare Woodbridge Suffolk IP12 1AR
03.09.25 DC/25/3170/FUL - 99 New Street Woodbridge Suffolk IP12 1DZ
03.09.25 DC/25/3026/FUL - Robertsons Boatyard Lime Kiln Quay Woodbridge Suffolk IP12 1BD
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No objection	Awaiting decision
Approval	Awaiting decision
No objection	Approved
Refusal	Awaiting decision
No objection	Awaiting decision
Hold	Awaiting decision
No objection	Awaiting decision
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No objection	Awaiting decision
No objection	Awaiting decision
No objection	Awaiting decision
Hold	Awaiting decision
No objection	Awaiting decision
No objection	Awaiting decision
No objection	Awaiting decision

Delegated 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.

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