

Minutes of the meeting of the **Planning Committee** held at the **Shire Hall** on **Wednesday 21st January 2026** at **5.30pm**

Councillors:

Present: D Adelson, S Bale, 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 apologies of Cllr. S 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 a 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 7th January 2026.

The minutes of the Planning Committee meeting held 7th January 2026 were approved as a true record.

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

The Committee noted the intentions to undertake works to trees in the conservation area (TCA) in line with the following applications:

DC/26/0101/TCA - Woodbridge School Burkitt Road Woodbridge Suffolk IP12 4JH
DC/26/0102/TCA - Woodbridge School Burkitt Road Woodbridge Suffolk IP12 4JH

DC/26/0104/TCA - The Garden House 28 Chapel Street Woodbridge Suffolk IP12 4NF

The Committee agreed that application 'DC/26/0012/TCA - Arnott House 12 Church Street Woodbridge Suffolk IP12 1DH', did not provide a professional arboricultural report and therefore we request that the East Suffolk Council Arboricultural Officer attend to the site and confirm that the trees in question have been correctly identified as Tree of Heaven (*Ailanthus altissima*).

If the identification is correct, the Arboricultural Officer is asked to provide advice to the applicant as to how to permanently eradicate the trees, which are classified as an invasive species in the UK and notoriously hard to remove.

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

DC/26/0022/TPO - 1 Dukes Meadow Woodbridge Suffolk IP12 4DR	No objection.
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8. To comment on applications for planning permission.

The Committee commented on the following applications:

DC/25/3922/FUL - Restaurant 6 Quay Street Woodbridge Suffolk IP12 1BX	<p>The additional information requested by the Committee as part of our response submitted in November has not been supplied – a Noise Management Plan has not been forthcoming, and we believe that the most recent plan added to the portal is no different to the original.</p> <p>We support the position of the Environmental Health Officer that a Noise Management Plan must be submitted to ensure that that a statutory noise nuisance does not exist in relation to the neighbouring properties.</p>
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	<p>Our holding objection to the application is maintained until the information requested is provided and can be considered.</p>
<p>DC/25/3923/LBC - Restaurant 6 Quay Street Woodbridge Suffolk IP12 1BX</p>	<p>The additional information requested by the Committee as part of our response submitted in November has not been supplied – a Noise Management Plan has not been forthcoming and we believe that the most recent plan added to the portal is no different to the original.</p> <p>We support the position of the Environmental Health Officer that a Noise Management Plan must be submitted to ensure that that a statutory noise nuisance does not exist in relation to the neighbouring properties.</p> <p>Our holding objection to the application is maintained until the information requested is provided and can be considered.</p>
<p>DC/25/4899/FUL - Former Ferry Quay Cafe Ferry Quay Woodbridge Suffolk</p>	<p>WTC recommend refusal as this application contravenes SCLP policy 11.1g – Design Quality:</p> <p><i>The Council will support locally distinctive and high-quality design that clearly demonstrates an understanding of the key features of local character and seeks to enhance these features through innovative and creative means.</i></p> <p><i>In so doing, permission will be granted where proposals:</i></p> <p><i>Create permeable and legible developments which are easily accessed, throughout the site and connections outside the site, and used by all, regardless of age, mobility and disability;</i></p>

	<p>Neither the existing access or proposed access provides access for those with physical disabilities and mobility issues – we contend that the Planning Authority should have refused the original application in line with this policy.</p> <p>Furthermore, the application contravenes the Equality Act (2010), which requires service providers, employers, and public bodies in Great Britain to make "reasonable adjustments" to remove barriers for disabled people. We expect the Planning Authority to ensure that this Statutory requirement is met by the applicant.</p> <p>The Committee also wish to advise the Planning Authority that the Flood Risk Assessment provides incorrect information about the presence of flood defences on page 20 – <i>‘The property is located in an area benefiting from flood defences. These areas would flood if the defence were not present but may not do so as it is’</i>. This area does flood as there are no flood defences on the River Deben at the site. This error is repeated in the Design and Access Statement section 2.0. The proposed design and location of the additional access will not resolve the issue of access during high tide events – the area of the steps will also be underwater/ surrounded by water.</p>
<p>DC/25/4863/FUL - Grove House Hotel 39 Grove Road Woodbridge Suffolk IP12 4LG</p>	<p>WTC recommend refusal as this application will reduce the parking on-site for hotel customers, and there is already a known local issue of parking in the nearby layby to this property, which causes regular complaints to our District Councillor. We therefore consider that due to the expected increased use of this</p>

	<p>layby for parking should the application be approved, this application contravenes the following policies and should therefore be refused:</p> <p>SCLP policy 7.2 a & b – Parking Proposals and Standards:</p> <p><i>Proposals involving vehicle parking will be supported where they take opportunities to make efficient use of land and they include:</i></p> <p>a) <i>The provision of safe, secure, and convenient off-street parking of an appropriate size and quantity including addressing the need for parking or secure storage for cars, cycles and motorcycles, and where relevant, coaches and lorries;</i></p> <p>b) <i>Opportunities to reduce the recognised problem of anti-social parking or potential problems that may arise which impacts the quality of life or vitality of an area for residents and visitors;</i></p> <p>SCLP policy 12.31e: Strategy for Woodbridge:</p> <p><i>Actively manages traffic and visitors to the town and surrounding areas through the use of appropriate traffic management, suitable car parking and signage;</i></p>
<p>DC/25/4808/FUL - Hill House 30 Market Hill Woodbridge Suffolk IP12 4LU</p>	<p>WTC refer the Planning Authority to the decision to refuse DC/25/3237/FUL:</p> <p><i>The proposed replacement outbuilding would neither preserve or enhance the character and appearance of the setting of the listed buildings or the wider</i></p>

	<p><i>Conservation Area. The proposal is over-scaled, not in-keeping with its surroundings and would have prominent views from Chapel Street due to the rising typography of the site. Furthermore, the large roller door is uncharacteristic and inappropriate to its setting, failing to have regard to the site characteristics and context. The proposed development is therefore contrary to Local Plan Policies SCLP11.1, SCLP11.4, SCLP11.5, NPPF paragraphs 212 and 215 and fails to comply with the requirements of the Planning (Listed Buildings and Conservation Areas) Act 1990.</i></p> <p>Our consideration of this application provides that there is little difference between the two, with the height, scale and massing of the new proposals shown to be very similar, and also a similar roller door. WTC therefore recommend refusal for the reasons provided by the Planning Authority to the original application.</p>
DC/25/4922/ARM - Land To The South And East Of Adastral Park Martlesham Suffolk	No comment.
DC/25/4806/FUL - 1 Pytches Road Woodbridge Suffolk IP12 1EP	No comment further to that already supplied.
DC/25/4958/VOC - Chenevix Jewellery 40B Market Hill Woodbridge Suffolk IP12 4LU	No objection.

9. To note East Suffolk Council decisions on Planning Applications where those decisions 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 Central Government and East Suffolk Council consultations.

The Committee agreed that all Members be appointed to a Working Party to consider how to respond to the following consultations:

- Consultation on engagement in planning processes (East Suffolk Council)
- National Planning Policy Framework: proposed reforms and other changes to the planning system (Central Government)

Members were also encouraged to respond individually.

11. Closure.

The meeting was closed at 6.22pm.

Councillor Adelson
Chair