

Minutes of the meeting of the **Planning Committee** held at the **Shire Hall** on **Wednesday 24th June 2026** at **5.30pm**

Councillors:

Present: Cllrs. David Adelson, Sue Bale, Ruth Leach, Simon Sadler, Robin Sanders and Katharine Turner.

Apologies: Cllrs Eamonn O’Nolan, Nigel Phipps, and Tom Rogerson.

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 Cllrs. Eamonn O’Nolan, Nigel Phipps, and Tom Rogerson.

2. To receive Declarations of Interest.

Cllr. Leach declared a Disclosable Pecuniary Interest as an employee of the Seckford Foundation, the owners of Woodbridge School and the Abbey School ref. applications DC/26/2077/TCA and DC/26/2078/TCA.

3. Requests for Dispensations.

The Committee agreed that Cllr. Leach may remain in the meeting during the consideration of applications DC/26/2077/TCA and DC/26/2078/TCA but not vote.

4. Public Question Time.

There were no members of the public present.

5. To agree and approve the minutes of the meeting held on 10th June 2026.

The minutes of the Planning Committee meeting held 10th June 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 following intentions to undertake works to trees in the Woodbridge Conservation Area:

- DC/26/2078/TCA - Woodbridge School Burkitt Road Woodbridge Suffolk IP12 4JH
- DC/26/2077/TCA - The Abbey School Church Street Woodbridge Suffolk IP12 1DS
- DC/26/2120/TCA - Garden House 3A Pytches Road Woodbridge Suffolk IP12 1EP

The WTC Estates Officer was asked to communicate with the Head Gardener at Woodbridge School/ Abbey School (Mr Robert Canham), regarding the organisation’s plans for long term tree planting to replace the trees being felled. The Committee has noted the excellent work undertaken by the organisation to undertake yearly inspection and associated tree works, but seeks assurances as to the replanting plans in place.

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

No applications to report.

8. To comment on applications for planning permission.

The Committee commented on the following applications:

Application	Comment
DC/26/1673/FUL - 21 New Street Woodbridge Suffolk IP12 1DY	<p>Woodbridge Town Council recommend refusal of this application as it contravenes SCLP11.2: Residential Amenity: h) Safety and security.</p> <p>We consider that the proposal to convert the building into multiple flats does not meet fire safety standards – should a fire occur in or spread to the ground floor passageway, the only access to all flats in the building, there is no safe and accessible means of escape for all residents. This is further exacerbated by the position of the next-door neighbour (Claire Turner) that the adjacent flat roof is her property and access from no. 21 onto</p>

	<p>her property will not be provided – the plans do not show a door onto that roof.</p> <p>WTC will retain a position of refusal unless and internal or external fire escape is provided in updated plans.</p> <p>WTC also request that the Planning Authority include a condition that cycle parking provision is increased to two spaces bedroom in the development – eight spaces in total, to ensure sufficient storage is provided for the number of people expected to live at the property.</p>
DC/26/1847/FUL – Alexander House 3 Stone Place Woodbridge Suffolk IP12 1DW	No objection
DC/26/1848/LBC – Alexander House 3 Stone Place Woodbridge Suffolk IP12 1DW	No objection

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

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 note the decision of the Town Council to reduce the number of monthly meetings of this Committee.

The Committee noted the decision of the Town Council to reduce the number of monthly meetings of this Committee to one.

The Town Clerk was asked to circulate a regular/ weekly list of applications received, and where the Council may miss a response deadline, the Committee will agree in the round whether or not to request an extension from the Planning Authority.

The Town Clerk was also asked to include an item on all future agenda – ‘to consider planning applications received since the publication of the agenda’.

11. To receive a report from the Chair, Deputy Chair and Town Clerk following attendance at the Local Plan briefing session as part of the East Suffolk Local Plan Scoping Consultation.

Cllrs. Adelson and Bale provided a verbal report on their attendance at the Local Plan briefing session as part of the East Suffolk Local Plan Scoping Consultation. The Town Clerk was asked to request that the slides from that event be provided.

The Committee agreed the following actions:

- The Town Clerk to request that the slides from that event be provided.
- The Town Clerk to share social media posts from the Planning Authority about the Local Plan.
- That all members of the Committee be appointed to a Working Party, with the aim of providing to Full Council in July a WTC response to the ESC Local Plan Scoping Consultation.
- The Town Clerk to advise Cllr. Sutton of the consultation and seek a separate response from the WTC Youth Council.
- Cllr. Sadler to consider if an additional WTC 'Comms' video can be produced to advertise to the public the consultation.

11. Closure.

The meeting was closed at 6.30pm.

Councillor Adelson
Chair