



Minutes of the Extraordinary Parish Council Meeting held on Wed 16 April 2025

In attendance: Cllrs Kay, Elliot, Reid, Forsdike, Ramsay, Gold (attended meeting 18.05)

ESC Cllr Reeves

Members of the public : 3

Minutes: Clerk

Meeting opened: 18:04

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1. a. To RECEIVE and APPROVE apologies for absence

Cllr Quick - holiday

Motion to **APPROVE** absences - Proposed Cllr Kay; Seconded Cllr Forsdike – all in favour

2. a. To RECEIVE declarations of interest

Non-pecuniary interest – Cllr Gold – planning application DC/25/1104/FUL

b. To RECEIVE delegated Declaration of Interest Dispensation decisions or APPROVE non-delegated DPI dispensations requested by a councillor.

None received

3. a. Public Participation - Parish Issues – An opportunity for parishioners to bring matters to the attention of the Parish Council and for parishioners to seek guidance from the Council.

Members present advised they would raise their hand when they wish to comment at the relevant agenda item. Chair advised they would be recognised.

b. To RECEIVE reports County and District Councillors

Cllr Reeves updated Cllrs on the report circulated. Devolution update - Cllr Reeves advises that the costed proposal for 2 unitary authorities (East and West Suffolk as recommended by ESC) will be submitted by September. Youth provision in Suffolk booklet to be made publicly available to sign post to youth services.

4. To APPROVE the minutes of the Parish Council meeting held on **11 March 2025**

No amendments advised.

Motion to **APPROVE** minutes of the meeting held 11 March 2025 – Proposed Cllr Kay; Seconded Cllr Reid – all in favour of those that were present.

5. a. To CONSIDER Planning Applications for **COMMENTS:**

a.i) DC/24/4345/ARM - Approval of Reserved Matters of DC/17/1435/OUT - Outline planning application for up to 2000 dwellings, an employment area of c0.6ha (use Class B1), primary local centre (comprising use Classes A1, A2, A3, A4, A5, B1, C3, D1 and D2), secondary centre (comprising possible use Classes A1, A3 and A4), a school, green infrastructure (including Suitable Accessible Natural Greenspace (SANGs), outdoor play areas, sports ground and allotments/community orchards), public footpaths and cycleways, vehicle accesses and associated infrastructure - Construction of 69 homes (including 17 affordable homes) garage, parking, surface water drainage basin, internal access roads, landscaping and associated infrastructure (W5). This includes details submitted in compliance with conditions 8, 11, 14, 30 and 43 and details submitted to formally discharge conditions 23, 24, 25,

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26, 28(a), 41, 48 and 61 of DC/20/1234/VOC - Land South And East Of , Adastral Park, Martlesham Heath, Martlesham, Suffolk; **Planning Officer D Miller; Deadline 22 April 2025**

The application concern W5 area. Open amenity areas/alternative green space areas were a concern for WPC at the outline application stage. WPC Tree Warden submitted a report, reviewed in the meeting.

Tree warden commented in her report that the earlier plan is improved including native species and Oak trees. However, the tree warden could not identify Oak trees on the plan. Irrigation of the “thirsty species” are indicated without irrigation plan. Cllr Ramsay opined that this continues to be a generic plan, not taking into account the regionally specific soils, weather conditions and native species.

Cllr Elliot proposed a meeting arranged with Planning, Landscape Officers and Taylor Wimpy – and concerned Councillors with expertise. Cllr Ramsay and Gold are agreeable to this as they acknowledge that this will return on each application – so approving an approach at this stage would be welcome. The WPC Tree Warden to be invited as well. Cllr Elliot to commence discussions on arranging the meeting.

Motion to respond with a **HOLDING OBJECTION** pending the above noted meeting – Proposed Cllr Kay; Seconded Cllr Ramsay – all in favour

ACTION: Cllr Elliot to arranged meeting; Clerk to respond to planning application by the deadline.

a.ii) DC/25/1104/FUL - New replacement dwelling - The Studio, The Quay, Waldringfield, Woodbridge, Suffolk IP12 4QZ - **Planning Officer N Levett; Deadline 25 April 2025**

Cllr Elliot presented on behalf of the planning group from their report.

Noted by Cllr Elliot were that the site sits wholly within the Suffolk & Essex Coast & Heaths National Landscape. The site is adjacent to the Deben Estuary SSSI, the Deben Estuary Special Protection Areas (SPA) and RAMSAR site, thus the planning group suggested it is in an extremely sensitive location in close proximity to the river.

The site has a number of neighbouring properties, primarily dwellings, of varying ages and design. The existing access - “The Quay” is an unadopted road but is a designated PRow for part of its length, and forms part of the planned King Charles III England Coastal Path and is a popular scenic route.

The existing Studio is single storey and sits to the front of the plot. It has the scale and appearance of an ancillary structure associated with the larger two-storey 'Driftwood', however The Studio has been recognised as an independent dwelling and is currently let as a holiday chalet.

Noted concerns by the planning group and Councillors were:

- the proposed new “Studio” will be clearly visible from the PRow and will be visible from a number of points on the river wall section of the PRow, although noted that summer foliage may mitigate this for those months.
- none of the documents within the application provide images that are readily interpretable to enable WPC to visualise the proposed new building in its setting.
- there is little or no information on the proposed materials and finishes.
- the Proposed Elevations, drawing 200, do not illustrate how the new build will sit with its neighbours in terms of the street scene. These drawings suggest that the proposed new development will block out a large proportion of the remaining dwelling, Driftwood, thereby creating a negative impact on the street scene.

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- drawing 102, Landscape & Access Plan includes a proposal to extend the curtilage of the new build - reducing the approach to Driftwood appearing and to be disproportionately narrow.
- the size of the footprint of the proposed property, along with the reduced access for the existing dwelling, Driftwood, would result in an over-development of the site and would harm the street scene
- the width of the property does not appear to be large enough to accommodate the proposed new and extended footprint & curtilage of The Studio to sit comfortably and within the character of The Quay.
- Parking proposals include removing an existing hedge to expand the entrance in order to permit parking for this development.
- Light spillage/pollution concerns were discussed. The D & A statement makes only a broad statement that measures will be taken to minimise light spillage however no further detail is included in the application.

While Councillors noted that the application includes many detailed documents, WPC considered that some very significant information was omitted from the application - in particular a Landscape & Visual Impact Assessment to include details of the proposed boundary wall, an illustrative "street scene", plus views of both the existing Studio and the proposed development from critical viewpoints (in particular from the PRow), in addition to a schedule of proposed materials.

Member of the Public (A): noted concerns about the bulk and scale of the proposed new development and that it will sit only 3m from the road – with the road being 3m wide. They commented that in the neighbourhood there are barriers between parking (cars) and the roadway. They also noted that the capacity for parking also has the potential to double the use on the unadopted road. They indicated they thought this proposal is overdevelopment of the quay.

Member of the Public (B): noted their mainly concerns are regarding the footprint and scale of this development. The proposed development would be bigger than most of the homes on the Quay.

Member of the Public (C): commented they concurred with other MOP. Further commented that the local residents were not broadly notified. Cllrs noted that this is an ESC determination. MOP(C) asked Cllrs regarding the land registry definition. Cllr Elliot clarified that The Studio has been recognised as an independent dwelling in 2019 and that details can be found on the ESC planning portal under DC/18/4050/CL Certificate of Lawful Use.

Motion to respond providing a **HOLDING OBJECTION** until more detail and illustrative drawings are included in the application to clarify the above noted matters – Proposed Cllr Kay; Seconded Cllr Forsdike – all in favour

ACTION: Clerk to submit comments by deadline.

a.iii) DC/25/0661/FUL - Construction of a two storey extension to the side of the existing dwelling - Skylark Cottage, Cliff Road, Waldringfield, Woodbridge, Suffolk IP12 4QL – **Planning Officer N Clow;**
Deadline 01 May 2025

Cllr Elliot presented to council on behalf of the planning group. She reviewed that WPC's previous response to this application included comments relating to the rendered front elevation of the extension not being sympathetic to the brick front elevation; the design of the roof line of the extension is poorly related to that of the host dwelling and that the materials for the proposed roof are not included in the application; that the level of off road parking might be reduced and WPC were also was concerned about the gap between the new extension and the neighbouring property.

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The applicant has subsequently submitted a new elevations drawing. This shows that the front elevation of the extension is now brick to match the existing. The roofline has been raised in order to accommodate a pitched roof to the extension, again reflecting that of the existing dwelling. The side elevation has been made more interesting by the new shape of the roof and the previous “blank rendered wall” has been relieved by brick edging. SCC Highways and other statutory consultees have raised no objections.

The planning group recommended WPC, as a result of these changes, remove it’s “Holding Objection” and also recommended thanking the applicant for responding to WPC’s comments in such a positive way.

Motion to **WITHDRAW HOLDING OBJECTION** and now **SUPPORT** the application– Proposed Cllr Reid; Seconded Cllr Kay – all in favour

ACTION: Clerk to submit comments by deadline.

b. To MAKE ARRANGEMENTS to deal with applications received after publication of this agenda.
None received

c. To NOTE any application decisions received – see separate list:
Cllrs noted

6. **To RECEIVE and APPROVE** supplier for fort re-development project and **APPROVE** budget
Chair, with agreement of Councillors, due to time constraints, deferred this agenda item to a second Extraordinary meeting to be arranged before 01 May.

ACTION: Clerk to arrange.

7. **a. To APPROVE** Community Grant Request - WVHT.

Motion to **APPROVE** £500.00 grant to WVHT – Proposed Cllr Elliot; Seconded Cllr Gold – all in favour

ACTION: Clerk to process payment in May.

b. To CONSIDER and APPROVE items of expenditure, and receipts - and arrange for approval of BACS accordingly – see separate list.

Motion to **APPROVE** expenditures and receipts – proposed Cllr Kay; Seconded Cllr Elliot – all in favour

BACS payments to be approved by Cllr Reid and Kay
Invoices and receipts approved by Cllr Gold

8. **To CONSIDER any correspondence received before the meeting – see separate list**
No matters discussed

9. **PARISH MATTERS for the next meeting.**
Approval of supplier and plans for the Fort Project
Clerk’s salary review

Meeting Closed 19.10 pm

ACTION POINTS

Planning: Clerk and Cllr Elliot to respond to planning application by deadline

BACS payments: Cllrs Reid and Kay to approve.

Waldringfield Parish Council

SUPPORTING DOCUMENTS APRIL

ITEM 3

3. **b. To RECEIVE** reports County and District Councillors

District Councillors' report was circulated to Councillors on 07 April 2025 and available on the website.

ITEM 4

4. To **APPROVE** the minutes of the Parish Council Meeting held on 11 March 2025

Draft minutes were circulated to Councillors with the Agenda and are available on the website.

ITEM 5

5. **a. To CONSIDER** Planning Applications for COMMENTS:

a.i) DC/24/4345/ARM - Approval of Reserved Matters of DC/17/1435/OUT - Outline planning application for up to 2000 dwellings, an employment area of c0.6ha (use Class B1), primary local centre (comprising use Classes A1, A2, A3, A4, A5, B1, C3, D1 and D2), secondary centre (comprising possible use Classes A1, A3 and A4), a school, green infrastructure (including Suitable Accessible Natural Greenspace (SANGs), outdoor play areas, sports ground and allotments/community orchards), public footpaths and cycleways, vehicle accesses and associated infrastructure - Construction of 69 homes (including 17 affordable homes) garage, parking, surface water drainage basin, internal access roads, landscaping and associated infrastructure (W5). This includes details submitted in compliance with conditions 8, 11, 14, 30 and 43 and details submitted to formally discharge conditions 23, 24, 25, 26, 28(a), 41, 48 and 61 of DC/20/1234/VOC - Land South And East Of , Adastral Park, Martlesham Heath, Martlesham, Suffolk; **Planning Officer D Miller; Deadline 22 April 2025**

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b. To MAKE ARRANGEMENTS to deal with applications received after publication of this agenda.
None at the time of publication

c. To NOTE any application decisions received – see separate list:

Ref. No: DC/25/0211/FUL | Received date: Mon 20 Jan 2025 | Status: **Application Permitted** | Case Type: Planning Application

Proposed rear extension, new enclosed front porch, internal remodelling and change to external materials. - Mouse Lodge Ipswich Road Waldringfield Woodbridge Suffolk IP12 4QR

Ref. No: DC/24/2879/DRC | Received date: Mon 12 Aug 2024 | Status: **Application Permitted** | Case Type: Planning Application

Discharge of condition Nos. 4, 5, 11, 14, 18, 19, 20 and 27 of DC/23/4880/FUL - Redevelopment of Former Garage Premises - Oak Garage School Road Waldringfield Woodbridge Suffolk IP12 4QR

Ref. No: DC/24/4274/FUL | Received date: Wed 27 Nov 2024 | Status: **Application Permitted** | Case Type: Planning Application

Waldringfield Parish Council

Replacement dwelling and garage (self build) for a lawful residential caravan - Caravan Low Farm
Ipswich Road Waldringfield Woodbridge Suffolk IP12 4QU

ITEM 6

6. To **RECEIVE, CONSIDER AND APPROVE** Supplier for Fort redevelopment project and **APPROVE** working budget

Quotations from 3 suppliers are expected and will be circulated in due course in advance of the meeting. These will be circulated when received.

The budget will be completed once a supplier is chosen. These are rough estimates of costs. Of importance is to approve the allocation of £3000.00 of reserves. While this is ring-fenced, this needs to be agreed.

Project working budget summary:

Project Funding	
Confirmed funding	
SCC Locality Grant - Cllr Mulcahy	£3,000.00
CIL Funding 2023 carry over	£95.13
CIL funding 28/10/2023	£1,200.92
CIL funding 28/04/2024	£1,830.62
CIL funding 28/10/24	£17.65
CIL Funding 28/04/25	£533.65
Available funding	£6,677.97

To be Confirmed funding	
Reserves	£3,000.00
Total funding	£9,677.97

Project Costs – projected (DRAFT)	
New equipment	
play den	£3,000.00
scramble ramp	£3,700.00
steps replacement	£2,000.00
New equipment	£8,700.00
Bespoke development work	
Slide adaptation	£3,000.00
Materials for Fort fencing replacement	1,500.00
Incidentals / contingency	2,000.00
Bespoke total	£6,500.00

Total project costs	£15,200.00
Estimated Additional funding required	£5,522.03

ITEM 7

Waldringfield Parish Council

7. a. To **APPROVE** Community Grant Requests – WVHT £500.00

Grant request of £500 was submitted. Application circulated with these documents

b. To CONSIDER and APPROVE items of expenditure, and receipts and arrange for approval of BACS accordingly – see separate list.

PAYMENTS LIST

Waldringfield Parish Council									
PAYMENTS LIST									
Vouch	Code	Date	Bank	Description	Supplier		Net	VAT	Total
3	Salaries	07/04/2025	Unity Trust Bank	Salary	Jennifer Shone-Tribley	X	690.00		690.00
2	Village Hall hire	07/04/2025	Unity Trust Bank	Village Hall Hire	Waldringfield Village Hal	X	270.00		270.00
1	Accounting, Website & Co	07/04/2025	Unity Trust Bank	Accounting Software Licens	Scribe 2000 Ltd	S	345.60	69.12	414.72
5	Accounting, Website & Co	07/04/2025	Unity Trust Bank	Google Storage	Google Commerce (via J!	S	1.33	0.26	1.59
7	Training	07/04/2025	Unity Trust Bank	Training	SALC	S	125.00	25.00	150.00
4	Warm Welcome	07/04/2025	Unity Trust Bank	Village Hall Hire	Waldringfield Village Hal	X	180.00		180.00
6	Warm Welcome	07/04/2025	Unity Trust Bank	Warm Room/Pantry supplie	J Elliot	X	132.58		132.58
8	Accounting, Website & Co	08/04/2025	Unity Trust Bank	Website annual fee	Community Action Suffol	S	50.00	10.00	60.00
Total							1,794.51	104.38	1,898.89

RECEIPTS LIST

Waldringfield Parish Council								
RECEIPTS LIST								
Vouch	Code	Date	Bank	Description	Supplier		Net	Total
18	Advertising income	05/03/2025	Unity Trust Bank	Advertising Income	The Gas Shop	X	40.80	40.80
19	Advertising income	07/03/2025	Unity Trust Bank	Advertising Income	Low Farm Cottages	X	18.00	18.00
20	Advertising income	10/03/2025	Unity Trust Bank	Advertising Income	Pixel Perfect	X	24.00	24.00
21	Advertising income	11/03/2025	Unity Trust Bank	Advertising Income	Waldringfield Sessi	X	24.00	24.00
Total							106.80	106.80

Waldringfield Parish Council								
RECEIPTS LIST - April 2025								
Vouch	Code	Date	Bank	Description	Supplier		Net	Total
1	VAT Refund	03/04/2025	Unity Trust Bank	VAT Refund	HMRC	R	332.10	332.10
Total							332.10	332.10

ITEM 8

8. To **CONSIDER** any correspondence received before the meeting – see separate list

General Correspondence circulated to Councillors

National Association of Local Councils Events newsletter 04.03.25

Suffolk Association of Local Councils SALC training bulletin 4th March 2025

Rural Services Network RSN Rural Funding Digest - March 2025 Edition 05.03.25

Society of Local Council Clerks News Bulletin - 5 March 2025

Suffolk & Essex Coast & Heaths National Landscape National Landscape Awards 06.03.25

National Association of Local Councils Chief executive's bulletin - 6 March 2025

Suffolk Association of Local Councils Sizewell C Community Forum - 27th March 2025 06.03.25

Wegg, Kevin Funding Opportunities 6.3.25

Waldringfield Parish Council

Suffolk Association of Local Councils NEWS BULLETIN - 10th March 2025
Suffolk & Essex Coast & Heaths National Landscape All the latest from your National Landscape 10.03.25
Society of Local Council Clerks SLCC Weekly News Digest - 10/03/2025
Suffolk Association of Local Councils Devolution - update 10th March 2025
Rural Services Network The Rural Bulletin - 11 March 2025
National Association of Local Councils Events newsletter 11.03.25
Sizewell C Sizewell C Community Newsletter 11.03.25
Suffolk Association of Local Councils SALC training bulletin 11th March 2025
National Association of Local Councils Chief executive's bulletin - 13 March 2025
Community Action Suffolk - CAS Newsletter 13/03/2025
Wegg, Kevin – Funding opportunities 13.03.25
Suffolk Association of Local Councils Devolution - REMINDER information briefing session by Government to Suffolk/Norfolk 18th March
East Suffolk Planning - Planning and Building Control Newsletter March 2025 17.03.25
Suffolk Association of Local Councils NEWS BULLETIN - 17th March 2025
Society of Local Council Clerks SLCC Weekly News Digest - 17/03/2025
National Association of Local Councils Events newsletter 18.03.25
East Suffolk Planning Housing Position Statement, updated Local Development Scheme and addendum to the Waveney Local Plan 5 year Review Assessment 18.03.25
Rural Services Network The Rural Bulletin - 18 March 2025
East Suffolk Planning Housing Position Statement & Local Development Scheme 18.03.25
AEPA - T&PCs ENERGY PROJECTS MEETING - THURSDAY 10TH APRIL 6.15PM - 8.30PM, BRITTEN STUDIO, SNAPE MALTINGS
Suffolk Association of Local Councils SALC training bulletin 18th March 2025
Suffolk Association of Local Councils NEWS BULLETIN - 18th March 2025 - Financial Regulations Update
Suffolk Association of Local Councils SALC AGM & 75th anniversary 2025 18.03.25
National Association of Local Councils Chief executive's bulletin - 20 March 2025
Groundwork.org.uk - Introducing Nature at Work 20.03.25
Suffolk Association of Local Councils Suffolk Highways Forums - new topics and dates - BOOK NOW!! 20.03.25
Society of Local Council Clerks News Bulletin - 21 March 2025
ESC Democratic Services - Limited CGR - Cllr Numbers only
Suffolk Association of Local Councils NEWS BULLETIN - 24th March 2025
Society of Local Council Clerks SLCC Weekly News Digest - 24/03/2025
Suffolk Association of Local Councils Devolution and LG - where are we now? 24.03.25
Rural Services Network The Rural Bulletin - 25 March 2025
Suffolk Association of Local Councils SALC training bulletin 25th March 2025
Rural Services Network News from the National Landscapes 25.03.25
National Association of Local Councils Chief executive's bulletin - 27 March 2025
Community Action Suffolk CAS Newsletter 27/03/2025
East Suffolk Council James Paget Hospital - Future Paget Programme 28.03.25
Suffolk Community Foundation - Meet the Sizewell C Community Fund team on Tuesday 1st April in Sax 28.03.25
Suffolk Association of Local Councils NSIPs Bulletin - March 2025 28.03.25
llpg@eastsuffolk.gov.uk - Street naming and numbering - Phase W6, Brightwell Lakes, Martlesham - DC/24/2975/ARM 31.03.25
Suffolk Association of Local Councils NEWS BULLETIN - 31st March 2025
Society of Local Council Clerks SLCC Weekly News Digest - 31/03/2025
Rural Services Network The Rural Bulletin - 1 April 2025
National Association of Local Councils Events newsletter 01/04/25
Rural Services Network RSN Rural Funding Digest - April 2025 Edition
National Association of Local Councils Chief executive's bulletin - 3 April 2025
Suffolk Association of Local Councils SALC AGM & 75th anniversary 2025 - book your place NOW 03.04.25
Society of Local Council Clerks News Bulletin - 3 April 2025

Waldringfield Parish Council

Wegg, Kevin Funding Opportunities 3.4.25

Sally Burch - Brave Futures - local, independent children's charity 04.04.25

Suffolk Community Foundation - Invitation to a funding and community engagement event 04.04.25

AEPA - T&PCs' ENERGY PROJECTS MEETING - THURSDAY 10TH APRIL 6.15 - 8.30 PM, BRITTEN STUDIO, SNAPE MALTINGS 04/04/25

Suffolk Association of Local Councils SALC SURVEY regarding devolution and local government re-organisation 08/04/25

Suffolk Association of Local Councils NEWS BULLETIN - 7th April 2025

Rural Services Network RSN Weekly News - Free Edition 08.04.25
