

THURSTON PARISH COUNCIL – PLANNING AND INFRASTRUCTURE COMMITTEE

Minutes

Minutes of the Planning and Infrastructure Committee Meeting held on Wednesday 19 August 2026 in Thurston Library, Norton Road, Thurston, commencing at 7.30pm.

Present: Cllrs. Allen, Balaam, Morris, Rainbow (Chair), and West.

Also in attendance: Mrs Border, Clerk; Mrs Waples, Responsible Finance Officer; Mrs Paula Gladwell; Deputy Clerk, Mr Richard Fawcett; member of the Neighbourhood Development Review Team.

There was one member of the public present.

1. OPENING OF THE MEETING

The Chair formally opened the meeting at 7.30pm, advising all that the Protocol adopted by the Parish Council for reporting at Parish Council Meetings, would be taken as read.

A copy of the [Protocol for recording at meetings can be downloaded from the website:](#)

2. APOLOGIES

- a) Council to receive apologies for absence – verified apologies for absence were received from Cllrs Dashper, Marsh and Millett
- b) Council resolved to accept the apologies submitted

3. DECLARATIONS OF INTERESTS FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £50 –

- a) To receive declarations of disclosable pecuniary interests; other registerable and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct – there were no interests declared for the meeting
- b) To receive notification of gifts or hospitality exceeding £50 – there were none submitted.
- c) To note the determination of requests for dispensations in accordance with Council's Dispensation Policy – there were none to be reported as having been determined

4. MINUTES OF THE FOLLOWING MEETINGS: (all as previously circulated):

- a) To receive and approve the minutes of the Planning and Infrastructure Committee Meeting of Wednesday 29 July 2026

The minutes of the meeting held on 29 July 2026 were approved as a true and accurate record and the Chair was authorised to sign the minutes accordingly.

5. THURSTON NEIGHBOURHOOD DEVELOPMENT PLAN

- a) To receive and review the draft vision and objectives

The Committee received and reviewed the draft vision and objectives for the Thurston Neighbourhood Development Plan.

Minutes were approved by Council as signed by the chair on Wednesday 23 September 2026

- b) To receive an update on the site assessments for each site along with the responses from statutory consultees

Members were advised that the site assessments and responses received from statutory consultees were still being reviewed. The information will be shared with members once the review process has been completed and any necessary amendments incorporated.

- c) To receive commentary on the above

The RFO provided an update on the review of the Thurston Neighbourhood Development Plan (NDP), including work undertaken to ensure supporting documents are written in plain English and are accessible to developers, residents and statutory consultees.

Members considered recommendations received to date, including comments regarding the commercial aspects of development within the village.

It was noted that public-facing consultation documents should be written in a manner that is easily understood by residents whilst retaining consistency with the technical planning documents. Members agreed that accessible resources would help reduce confusion, answer common questions and improve engagement throughout the consultation process.

Members further agreed that the Plan should present an ambitious vision for Thurston which recognises national planning requirements whilst clearly reflecting local aspirations, needs and priorities, both now and in the future.

It was suggested that separate versions of the document should be produced, namely a:

- formal planning policy document and
- resident-focused version written in plain English

Councillors requested a Word version of the draft vision and objectives document to enable comments and suggested amendments to be submitted directly. It was agreed the draft document in Word format would be circulated to councillors for review and comment.

The need to ensure that objectives align with emerging policies was discussed, with members identifying the following themes:

- accessibility
- planning robustness
- ambition

Members agreed that it is for the Parish Council to develop and promote an ambitious vision for Thurston, with specialist advisers subsequently providing advice on how policies can be framed to ensure compliance with planning requirements.

- d) To receive an update on the character site assessments as carried out by Parish Councillors and Officers

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Members were advised that the character site assessments had been updated and submitted to the planning consultant, together with supporting photographs. Work was ongoing to review photographs from the original character assessments to ensure consistency of evidence. Reference was made to the Hakewill Mews area needed to be added to the reviews.

- e) To consider the next stages of the plan review

Members reviewed the draft policy areas circulated with the agenda and considered whether previously identified issues remained priorities for inclusion within the revised NDP.

Discussion focused on:

Highway Infrastructure and Capacity

- Ixworth Road width and capacity
- Norton Road/Station Hill crossroads
- Barton Road junction
- Pokeriage corner
- Mill Lane/Ixworth Road junction

Movement and Connectivity

- Provision of a pedestrian bridgeway
- Extension of the cycle route from the New Green Avenue area towards Station Hill

Local Green Spaces

- Thurston Park open space
- Lady Green Plantation and associated woodland and meadow areas
- Manor View Nature Reserve, Pakenham Road

Members queried whether policy wording could be strengthened, particularly in relation to references to development only being permitted in "very special circumstances".

The identification and protection of non-designated heritage assets was considered. Members agreed that justification for any proposed designation would be required.

It was agreed to update the non-designated heritage asset information and circulate it to members for review.

The proposed consultation programme was discussed, together with the need to clearly explain to residents why the Neighbourhood Plan is being reviewed, what has been achieved through the current Plan and how community feedback will influence future policies. Members noted concerns regarding the draft timetable and considered that progression to Stage 5 in early 2027 may prove ambitious. It was agreed that the programme should remain under review as work progresses.

Members noted that consultation on the Neighbourhood Plan review is currently anticipated to take place between October and December, with leisure and recreation consultation work being undertaken by the appointed consultant during the autumn period.

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It was further noted that engagement would be required with health and wellbeing stakeholders, including the Integrated Care Board (ICB) and local primary care providers serving Thurston.

The proposed housing needs survey was discussed in detail. Members considered whether current proposals adequately addressed housing needs across all sections of the community, including:

- young professionals
- families requiring larger accommodation
- retirees and downsizers
- new families

Members were advised that the tender process for the provision of recreational and leisure facilities consultant was now underway. It was also noted that leisure and recreation-specific consultation would be undertaken by the appointed consultant and therefore would not need to be duplicated within the housing needs survey.

Members agreed that the survey would support future NDP consultation and that the purpose of each consultation exercise should be clearly communicated to residents.

It was resolved that officers to be authorised to prepare a draft housing needs and consultation questions for consideration by members at a future meeting.

6. PUBLIC FORUM

At the direction of the Chair, matters will either be responded to or deferred for further discussion and/or debate.

- a) To receive comments from members of the public on the agenda submitted
 - i A member of the public expressed disappointment that correspondence from the Ben Wragge Charity had not been included on the agenda. The Chair advised that, due to an administrative error, the correspondence had been omitted and would be presented to the next meeting for members to receive and note. Members were further advised that the Neighbourhood Plan Review Consultant was unable to attend the meeting and, as the supporting site assessment documentation was not available, consideration of the item would be deferred to a future meeting
 - ii A member of the public noted that attendees of the sports and leisure meeting held in April 2026 had not received minutes of the meeting. Members were advised that, as the meeting was not a formal Parish Council meeting, no minutes were produced. It was noted that the Neighbourhood Plan Review Consultant recorded the views expressed and provided agreed actions to the Parish Council. The principal outcome of the meeting was the recommendation that the Parish Council appoint a consultant to investigate recreational and leisure facility provision within Thurston
 - iii Council was asked whether the New Green Trust would be included in future consultation activities. The meeting's Chair advised that the Trust is recognised as a stakeholder within Thurston and, as such, will be engaged with in the same capacity and manner as other key stakeholders in the village. This engagement

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will take place in due course once the formal consultation process commences

7. PLANNING APPLICATIONS TO BE CONSIDERED BY THE COUNCIL RECEIVED FROM MID SUFFOLK DISTRICT COUNCIL

Planning applications to be considered by the Council received from Mid Suffolk District Council: full details of the applications listed below are available on the [Mid Suffolk District Council Planning Applications Portal](#).

- a) DC/26/02424 – Housholder Application: replacement of front porch, single storey rear extension and two storey rear extension (following demolition of existing conservatory). Magnolia House, Barrells Road
 - i. Council resolves to support the application as submitted, on the basis that it would not negatively affect neighbouring properties or the wider village setting. The Committee delegated power to the Clerk to respond on the Council's behalf
- b) DC/26/03411 – Application for works to tree subject to a Tree Preservation Order MS85/T4-1 x Oak (T1) on map – thin crown by 20%; reduce length of lower lateral branches by 3 metres (growing towards house). 23 Heather Close
 - i. Members requested clarification from Mid Suffolk District Council regarding whether the application sought a 20% crown thinning or removal of 20% of the tree canopy, noting the concerns raised by the homeowner regarding the extent of the proposed work

8. PLANNING APPLICATIONS DETERMINED: TO RECEIVE DETAILS FROM THE CLERK OF APPLICATIONS DETERMINED BY THE LOCAL PLANNING AUTHORITY

The Council received and noted the following determination made by the local planning authorities:

- a) DC/26/02194 – Refusal of discharge of condition for DC/19/02090 – Condition 23 (Archaeology – Post Investigation). Location: Land to the east of Ixworth Road
- b) DC/26/02473 – Permission for the retention of annexe (following conversion from double garage). Location: 1 Marley Close
- c) DC/26/02862 - Discharge of Conditions Application for DC/25/05076 - Condition 6 (Biodiversity Net Gain Plan) and 8 (Sustainability Statement). Location: Cafe And Premises, Harveys Garden Plants, Great Green
- d) DC/26-02793 - Discharge of Conditions Application for DC/25/04996 - Condition 4 (Biodiversity Enhancement Measures) Location: 12 Sandpit Lane
- e) Any other received post the serving of the agenda, of which none were received

9. DATE OF NEXT COMMITTEE MEETING

The next Planning & Infrastructure Committee is confirmed as Wednesday 23 September, 7pm, Thurston Community Library

10. CLOSURE OF THE MEETING

- a) There being no other business the meeting was closed at 8.47pm

Appendix A - Glossary of common abbreviations used

Abbreviation	Meaning
AGAR	Annual Governance and Accountability Return
APM	Annual Parish Meeting
ASB	Anti-social Behaviour
BACS	Bankers Automated Clearing Services
BUAB	Built Up Area Boundary
BMSDC	Babergh & Mid Suffolk District Councils
CC	Credit Card
CAS	Community Action Suffolk
CCG	Clinical Commissioning Group
CEO	Chief Executive Officer
Cil	Community Infrastructure Levy
Cllr.	Councillor
CMP	Construction Management Programme
CPT	Community Policing Team
Cttee.	Committee
DC	District Council
DCLG	Department of Communities and Local Government
DD	Direct Debit
FOI	Freedom of Information
FR	Financial Regulations
GA	Greater Anglia
GPoC	General Power of Competence
HMRC	His Majesty's Revenue and Customs
HRA	Habitats Regulations Assessment
LGBCE	Local Government Boundary Commission for England
LGA	Local Government Association
LHB	Locality Highways Budget
LPA	Local Planning Authority
MSDC	Mid Suffolk District Council
NEAP	Neighbourhood Equipped Area for Play
NCIL	Neighbourhood Community Infrastructure Levy
NDP	Neighbourhood Development Plan
NP	Neighbourhood Plan
NR	Network Rail
PC	Parish Council
PCSO	Police Community Support Officer
Pdf	Portable Document Format
PIIP	Parish Infrastructure Investment Plan
PROW	Public Rights of Way
RAAC	Reinforced Autoclaved Aerated Concrete
RFO	Responsible Financial Officer
SARS	Suffolk Accident Rescue Service
SEA	Strategic Environmental Assessment
SALC	Suffolk Association of Local Councils
SCC	Suffolk County Council
SDR	Sensor Data Record
SID	Speed Indicator Device

SLA	Service Level Agreement
SO	Standing Order
SPS	Suffolk Preservation Society
TCC	Thurston Community College
TOR	Terms of Reference
TPO	Tree Preservation Order
TPS	Thurston Primary School
TRO	Traffic Regulation Order
VAS	Vehicle Activated Sign
VCSE	Voluntary, community and social enterprise organisations