

# Lowestoft Town Council

## Meeting of the Planning and Environment Committee

**Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ  
16:00 on 22 May 2018**

### MINUTES

Present: Cllrs Sue Barnard, Tracey Eastwood Amanda Frost, Alan Green, Peter Knight, Graham Parker, and Alice Taylor (Chair).

In attendance: Sarah Foote (Clerk). Public: one member.

#### **316. Welcome**

The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

#### **317. Apologies for absence**

Apologies were received and accepted (six votes in favour, one abstention) from Cllrs Ford, Carlton, Barron and Houghton.

#### **318. Declarations of Interests and dispensations**

Cllr Knight had submitted a written request for a full dispensation in relation to the standing agenda item relating to developments at CEFAS. As Cllr Knight was employed at the CEFAS site he was well placed to give an eyewitness report of the current status of the CEFAS redevelopment to the Committee. It was agreed to grant this dispensation (Cllr Knight abstained from the vote). This decision was later ratified by the Town Clerk who has been delegate authority to grant dispensations.

#### **319. Committee**

a) It was noted that the Annual meeting of the Council, Cllr Alice Taylor had been appointed at Chair of the Planning and Environment Committee.

b) Composition – it was agreed Cllrs Taylor, Knight, Barnard, Barron, Carlton, Eastwood, Ford, Frost, Green, Houghton, Parker

c) It was unanimously agreed to appoint Cllr Peter Knight as Vice Chair of the Committee

d) Terms of reference – were reviewed and one amendment was made in relation to the appointment of the Chair.

#### **320. To consider the accuracy of the Minutes:**

8 May 2018 – agreed as accurate with one amendment to the voting on application

DC/18/1276/FUL Proposed: Cllr Knight; Seconded: Cllr Green. The minutes were duly signed by Cllr Taylor.

#### **321. Public Forum** a parishioner spoke regarding the future of the Old Hospital site.

#### **322. Planning applications**

The following planning applications were considered (all available on [www.eastsuffolk.gov.uk](http://www.eastsuffolk.gov.uk)) and the recommendations of the Council were agreed as follows:

Reference	Address and Description	Ward
DC/18/1966/FUL	185 London Road North - Conversion of part retail unit to 2 ground floor flats, to tie in with previous planning approval - DC/16/0537/FUL	Harbour
It was proposed by Cllr Barnard, seconded by Cllr Green and agreed to recommend refusal of this application in line with WDC Policy DM11 – conversion of retail to residential. The Committee were also concerned for the lack of bin storage and provision for cycle parking. Cllr Knight abstained from the vote.		
DC/18/1847/FUL	59A High Street - Change of use of ground floor shop area to	Harbour

	area to be used for meetings. Alterations to first and second floor to form single dwelling. Replacement of 4no. windows to front elevation with sliding sash windows. External redecoration including shop front.	
It was proposed by Cllr, Green seconded by Cllr Knight and unanimously agreed to recommend refusal of this application in line with WDC Policy DM11 – retaining retail premises. The Committee would be minded to consider approval of alterations to the first and second floor if this were to be received in a separate application.		
DC/18/1210/FUL	2 Pennygate Drive – construction of a single storey side and rear extension	Whitton
It was proposed by Cllr Green, seconded by Cllr Knight and unanimously agreed to recommend approval of this application.		
DC/18/1905/TCA	Alleyway Rear Of 37 St Peters Road – self set Sycamore, fell to ground level, tree damaged at base and high target area it were to fall.	Kirkley
It was proposed by Cllr Knight, seconded by Cllr Green and unanimously agreed to recommend approval of this application subject to Tree Officer opinion.		
DC/18/1680/FUL	South Lowestoft Hand Car Wash, Harrod Close - Construction of 2no. light industrial units	Kirkley
It was proposed by Cllr Green, seconded by Cllr Knight and unanimously agreed to recommend approval of this application.		
DC/18/1748/PN3	10 Norwich Road – change of use of first floor to flat	Harbour
This application was incomplete therefore the Committee were unable to consider it.		
DC/18/1872/TPO	3 Foxes Walk - TPO 303 -Rear garden - T23 Apple - fell to ground level. Tree diseased and in poor condition as photos shown in previously reduce in 2010.	St Margaret's
It was proposed by Cllr Knight, seconded by Cllr Eastwood and unanimously agreed to recommend approval of this application.		
DC/18/1687/FUL	1 Mount Pleasant - Demolition of 2No garages joining the existing property known as No1 Mount Pleasant, the construction of a single detached house fronting Mount Pleasant and 2No bungalows to the rear accessed of a new vehicular access off Mount Pleasant.	Normanston
It was proposed by Cllr Green, seconded by Cllr Knight and agreed (one vote against) to recommend approval of this application.		
DC/18/1826/TCA	46 Kirkley Park Road - Trees numbered as per application and plan. The owners have inherited a very overgrown garden that has lacked any maintenance over the past few years, and they wish to have a fresh start with their garden. While doing their best to retain some of the trees in the garden, some have become too large for the surroundings and cast too much shade. Front garden Yew (T1) - Fell due to damage caused to brick wall, the wall has now become unstable and cannot be repaired until the tree is removed. Rear garden Silver Birch (T2) - Crown reduction by approximately 2.5m, and thin crown by approximately 25% to allow more air and light to access the crown of the tree. Holly (T3) - Fell due to the excessive size of the tree, making it unmanageable. Silver Birch (T4) - Fell due to the size and age of the tree, causing excessive shade.	Kirkley
It was proposed by Cllr Knight, seconded by Cllr Barnard and unanimously agreed to recommend		

approval of this application subject to Tree Officer opinion. Lowestoft Town Council would also like to make a recommendation that new trees be planted.		
DC/18/1936/COU	38 London Road North - Change of use of the ground floor and basement from A1 (retail) to D2 (assembly and leisure) for a martial arts studio.	Harbour
It was proposed by Cllr Green, seconded by Cllr Knight and unanimously agreed to recommend approval of this application.		

### 323. Planning Determinations

The following planning determination was noted as contrary to the Town Council's recommendation:

DC/18/0652/FUL	47 Windsor Road - To replace the existing single glazed timber vertical sliding sash windows with double glazed white PVCU sliding sash windows. The new windows in appearance will be based on the existing windows including astragal glazing bars and sash horns. The colour and design will be as existing with only a material change	Harbour
The Town Council had recommended approval of the application, however, WDC refused the application as the replacement of the timber windows and replacement with UPVC windows would be harmful to the character and appearance of this largely unaltered building and the proposal will lead to a loss of architectural detail and congruity within the Conservation Area.		

It was noted that the conditions relating to the retrospective Planning Application DC/0485/ADI, 122 High Street, Illuminated advertisement consent recommended by the Town Council regarding the removal of the blue LED lighting may not be applied to the permission grant. It was agreed the Clerk would investigate and report to Planning Enforcement if appropriate. ACTION: Clerk.

### 324. Neighbourhood Planning

a) Due to a crossover of Neighbourhood Plan boundaries with Oulton Parish, who had previously included part of Lowestoft in their Neighbourhood Plan, the Area Designation had been delayed. It was now necessary for Waveney District Council to issue a consultation on the Area Designation. After discussion regarding the need to include this area of Lowestoft in the Lowestoft Neighbourhood Plan, it was agreed to ask WDC to issue the consultation for the whole of the parish boundary.

b) The Neighbourhood Plan Working Group would meet on a regular basis, possibly a Friday morning, to progress the plan with reporting back to the Planning Committee as appropriate.

#### Waveney District Council Local Plan – Regulation 19 Consultation

a) The response drafted by UVE and circulated to all Councillors for comments was agreed by the Committee as the final document for submission as the Town Council's response to the above consultation. A copy of the response is appended to minutes.

b) A Parish Voices Liaison meeting was held on 11 May 2018. Intended responses to the above consultation were noted.

c) Further Parish Voices Liaison meetings would be held once a quarter but to be confirmed.

### 325. Resident infrastructure concerns

Cllr Alam had provided a report of various concerns the residents of Bevan Street had. The Clerk would advise the appropriate authority to deal with the issues reported. ACTION: Clerk.

### 326. Sites under ongoing consideration

**Old Hospital Site** – as agreed at the last meeting, a letter had been sent to the Suffolk Leaders Group (c/o Mark Bee) to ask for a mechanism to address the future of the site. To date, no response had been received.

**Dip Farm** – the future use of the site had been muted by parishioners attending the Annual Town Meeting. Cllr Green had attended a meeting and would provide a paper for Councillors' information. ACTION: Cllr Green

**CEFAS** – Cllr Knight reported that the Palais block had been demolished and that the new build would begin in June.

18.10 Cllr Knight returned to the meeting.

**327. Licensing-** the following licensing application was considered:

London Road North (opp Marks and Spencer)	Ladies' Fashions	It was unanimously agreed that the Town Council had no objections to this application.
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**328. Consultations** – there were no consultations to consider.

**329. Recycling**

It was noted that Cllr Taylor was developing a policy for adoption by the Town Council. ACTION: Cllr Taylor to develop policy wording.

**330. Training** - Suffolk Preservation Society were looking to hold training seminars on the importance of landscaping. Cllrs were interested in attending and it was agreed to offer the Town Council offices as a possible venue for this training.

**331. Date of the next meeting** - 5.00 pm on Tuesday 5 June 2018.

**332. Items for the next Agenda.** None.

**333.** At 17.35 Pursuant to the Public Bodies Admission to Meetings Act 1960, it was proposed by Cllr Knight, seconded by Cllr Green and unanimously agreed to close the meeting to the press and public to discuss confidential matters relating to the Town Council owned land. Following a site meeting with a WDC Planning Officer and the Deputy Town Clerk and report had been supplied by the Planning Officer. The content was noted. It was agreed that Planning Enforcement action should be encouraged in relation to the erection of a permanent fence on the land. The Town Council would also remove a soil bund from the land and write to the leaseholder to ask that no further soil be deposited in the area. ACTION: Clerk.

17.58 Meeting Closed

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**5 June 2018**