

**Minutes of the meeting of Lowestoft Town Council Planning and Environment Committee  
held at 16:45 on Tuesday 4 July 2017 at Riverside, 4 Canning Road Lowestoft**

Committee Members: Cllrs Allyson Barron, June Ford, Alan Green, Tracey Eastwood, Peter Knight, Alice Taylor, Desmond Baldry, Sue Barnard, Peter Byatt and Graham Parker

Present: Cllrs Alice Taylor, Graham Parker, Allyson Barron, Alan Green, Peter Byatt, Sue Barnard and Tracey Eastwood

Also attending: Shona Bendix (Clerk)

Public in attendance: None

Apologies: Cllrs Alan Green, Peter Knight, June Ford and Ian Graham (observer) (Mayor)

**21. Welcome**

Cllr Taylor welcomed the meeting, including the new members, Cllrs Barnard and Byatt. The fire evacuation procedure was outlined and the meeting was reminded of the public rights in relations to filming, recording and reporting at the meeting.

**22. To receive and consider acceptance of apologies for absence**

Apologies were received from Cllr Alan Green, Peter Knight and June Ford and these were accepted by the Committee. Ian Graham (observer) had also offered his apologies.

**23. Declarations of Interests and dispensations**

None.

**24. To consider the accuracy of the Minutes:**

- a) 1 June 2017. Proposed by Cllr Barron; Seconded by Cllr Eastwood; All voted in favour.
- b) 21 June 2017. Proposed by Cllr Barron; Seconded by Cllr Eastwood; All voted in favour.

**25. Public Forum**

No members of the public present. There was a suggestion that the meetings might be better in the evening. It was also noted that the order of the agenda can be varied under standing orders and that it is possible to open the meeting to the public at other points in the agenda.

**26. To consider appointing a Vice-Chairman of this Committee**

Peter Byatt was appointed. Proposed by Cllr Barron; Seconded by Cllr Eastwood; All voted in favour.

**27. To consider a notice under Article 13 of application for planning permission for householder development**

It was noted that there are two notices of implementation (for area A and D) and there are also covenants. The Council had been given notice under Article 13 but any restrictions on the use of the land need to be explored by the Council before the further consideration when a full application is made.

**28. Planning applications**

The following applications were considered:

DC/17/2683/FUL	9 Elgar Close, Lowestoft - single storey front and rear extensions.	Full Application
Decision: Approval was recommended. Proposed by Cllr Barron; Seconded by Cllr Parker; All voted in favour.		

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DC/17/2702/OUT	66 Westwood Avenue - construction of two storey dwelling	Outline
Decision: Approval was recommended. Proposed by Cllr Parker; Seconded by Cllr Byatt; All voted in favour.		
DC/17/2585/FUL	3 Commercial Road - installation of new doors to ground floor	Full Application
Prior to the decision, there was a discussion about understanding the importance of the conservation area and the controls that apply for dwelling houses. The Committee noted the protections given to whole areas and also individual to properties, the latter through listed building status. The Committee then considered this application. Decision: Approval was recommended. Proposed by Cllr Byatt; Seconded by Cllr Barron; All voted in favour.		
DC/17/2657/ADN	Wayfinding Project - Kensington Gardens to Ness Point. Non illuminated advertisement	Advertisement Consent
It was noted that the application was a separate matter from the need to obtain permission from any landowners for these signs to be erected. Decision: Approval was recommended. However, the Council noted that relevant permissions would need to be obtained from any landowners. Proposed by Cllr Eastwood; Seconded by Cllr Barnard; All voted in favour.		
DC/17/2726/COU	1) To change the use of Flat 1, 156 London Rd Sth from Residential use to B1 Business - Office use. (This is completed) 2) To alter the access to the flat by blocking off the front door and reopening up the side door to 156A London Rd Sth, thus enabling internal access to the flat via the shop at 156A London Rd Sth. (This is ongoing)	Change of Use
Decision: Approval was recommended subject to the construction being sympathetic to the conservation area. Proposed by Cllr Barron; Seconded by Cllr Barnard; All voted in favour.		

**29. To consider how to engage with the Waveney District Local Plan**

The degree of planned engagement from Waveney District Council is not known. There was a suggestion that the engagement material might be useful data for the Town Council's neighbourhood plan. There was a concern about the duplication of data requests to residents. It was noted that a variety of means of engagement is important as some people still do not use electronic means.

Waveney District Council have requested support with the community engagement and it was noted that the degree to which engagement is worthwhile and results in the community voice being obtained would need to be assessed.

Cllrs Taylor and Byatt indicated that they would represent the Town Council at one of the Waveney District Council engagement events. The Town Council will determine what is best for representing and supporting the community in this process once they have more information.

**30. Neighbourhood planning**

Cllr Taylor outlined the work undertaken by the Neighbourhood Plan Research Group. The Committee decided to recommend that the Council proceeds with neighbourhood planning. Proposed by Cllr Byatt; Seconded by Cllr Parker; All voted in favour.

**31. Terms of reference of the Committee**

It was noted there was good representation across wards but that some members were not attending the Committee regularly. It was also noted that there was a balance between maximising notice periods and capturing as many applications as possible to meet the local planning authority deadlines. It was noted that councillors can access the planning applications online direct at the Waveney District Council website. If short notice meetings take place the applications will be sent direct to all councillors in advance of the agenda where possible.

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It was decided that two new provisions in the terms of reference would be recommended to Full Council. These were as follows and would be inserted after 6 a) to form a new 6b) and 6c):

- b) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breached of planning regulations.
- c) To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.

Proposed by Cllr Byatt; Seconded by Cllr Parker. All voted in favour.

**32. Training sessions**

A training session from the Broads Authority would be planned for prior to a Planning and Environment Committee. It would be requested that they highlighted their powers as a planning authority as it was understood that these were extensive.

**33. Date of the next meeting**

The date of the next meeting is 18 July 17:30.

**34. Items for the next agenda and close**

Cllr Byatt would like to have a discussion about the Third Crossing on the agenda.

Cllr Barron apologised for not being able to attend on 18 July.

It was noted that notification had been received of an intention to demolish a redundant commercial unit and associated farm buildings (reference DC/17/2630/DEM). Planning permission was not needed but the planning authority had to be notified of the intentions. Dong Energy had written to the Town Council about the Hornsea Project Three proposed offshore wind farm and onshore substations and underground electricity cables. The Committee examined the maps and concluded that the cabling did not cross the Council's land or impact on the Council's interests.

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**Signed**

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**Date**