

**Lowestoft Town Council**  
**Meeting of Neighbourhood Plan Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**16.00 on Monday 4 November 2019**

**MINUTES**

**Present:** Cllrs Susan Barnard, Alice Taylor (Chair), Robert Breakspear, Colin Butler and Amanda Frost

**In attendance:** Sarah Foote (Deputy Clerk)

**Public:** There were no members of the public in attendance

**35. Welcome**

The meeting commenced at 16.17. The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

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

Apologies were received from Cllr Coleby and proposed by Cllr Breakspear, seconded by Cllr Butler and accepted.

**37. Declarations of Interests and dispensations**

There were no declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda

There were no written requests for dispensations for Disclosable Pecuniary Interests

No dispensations had previously been granted.

**38. Public Forum**

There were no members present.

**39. Approval of Minutes**

The minutes from the meeting of 30 September 2019 were agreed as an accurate record. Proposed by Cllr Butler, seconded by Cllr Breakspear.

**40. Plan Development**

**40.1** Policy Development – each policy area was being drafted as per the previous delegation.

Local Plan references – Cllr Barnard

National Planning policy references – Sarah Foote

Evidence including other statutory policies and non-statutory documents – Cllr Taylor

The Committee noted problems with flooding in Aldwych Way and other areas and confirmed that policy development did include flood risk and mirrored the Waveney Local Plan in this respect.

**40.3.** Designation of Local Green Spaces – Cllr Butler was progressing work on the digital mapping of areas suggested. More work was to be done particularly in relation to sites in the south of the town.

**40.4.** The Deputy Town Clerk was working on an amended delivery timetable for the NDP.

**40.5** It was confirmed that a budget of £500 had been agreed for the Sub Committee to carry out consultation events in respect of the Neighbourhood Plan and a further £500 for UVE to carry out non policy work document development. (F&G 20190912 78.10). This would need to be considered further at a future meeting.

**41. Date of the next meeting**

4.00 pm on Monday 2 December 2019

**42. Items for next agenda – none.**

**43. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal issues relating to the matters on this agenda, including the following:** There were no confidential matters to consider.

The Chair closed the meeting at 17.00

Signed: ..... 2 December 2019.