

**Lowestoft Town Council**  
**Meeting of the Planning and Environment Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft NR32 1DE**  
**17.00 on Tuesday 22 October 2019**

**MINUTES**

**Present:** Cllrs Sue Barnard, Amanda Frost, Alan Green, Jacqueline Hardie, Peter Knight (Chair), Graham Parker, Alice Taylor and David Youngman

**In attendance:** Sarah Foote Deputy Town Clerk.

**Public:** There were three members of the public in attendance

**188. Welcome**

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

**189. Receipt and consideration of acceptance of apologies for absence**

Apologies were received from Cllr Eastwood and accepted. Proposed by Cllr Green, seconded by Cllr Taylor and agreed.

**190. Declarations of Interests and dispensations**

Cllr Knight declared a he had a conflict of interest in applications DC/19/3169/FUL and DC/19/3170/LBC and would leave the meeting when these applications were considered.

**191. Accuracy of the Minutes of 8 October 2019**

Accepted as accurate. Proposed by Cllr Taylor, seconded by Cllr Hardie and agreed.

**192. Public Forum**

There were no members present.

**193. Planning applications**

The following planning applications were considered:

Reference	Address and Description	District Ward
DC/19/3750/TPO	The Old Stables Old Lane - TPO 156 Crown reduction of woodland edge trees where overhanging footpath and neighbouring properties. Removal of dead stems and branches.	Gunton and St Margarets
It was proposed by Cllr Green, seconded by Cllr Hardie and unanimously agreed to recommend approval of this application.		
DC/19/3956/TCA	4 Heather Road - 1 x Holm Oak - fell to ground level Reason: bad split approx 3m up main stem	Gunton and St Margarets
It was proposed by Cllr Taylor, seconded by Cllr Green and unanimously agreed to recommend approval of this application.		
DC/19/3741/FUL	Inber House 412 London Road South - As Inber House is a care home for people with Learning difficulties , we want to ensure the windows provide maximum security to the residents. There are some windows especially one on the front (visible from the main road) , one on the side and one at the back of the property which need changing as the timbers are rotten and weak. The rest of the windows will be also be changed. Some years ago some of the windows have already been changed from timbers to UPVC. We are planning to change these broken wooden windows to UPVC so that they match the current ones and do not look odd. The rest will be changed at a later stage. After speaking to the window installers and their safety officer they advised to put upvc windows with top vent opening rather than the windows which open half half as in sash windows. This will give maximum security to the residents at the care home as this will be difficult for someone to jump out of the window. Due to the window not being in good shape we need to replace them as soon as possible.	Kirkley and Pakefield
It was proposed by Cllr Taylor, seconded by Cllr Barnard and unanimously agreed to recommend refusal of		

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this application. The property is within the conservation area and should only be refitted with heritage style sash windows.		
DC/19/3928/TCA	2 The Avenue - Rear garden 1 x Sycamore - Remove to low stump to allow more light into buildings	Kirkley and Pakefield
This application was not considered due to insufficient information being submitted with the application.		
DC/19/3894/FUL	72 Cotmer Road - Retrospective Application - Erection of timber gazebo	Carlton and Whitton
It was proposed by Cllr Green, seconded by Cllr Frost and unanimously agreed to recommend approval of this application.		
DC/19/3169/FUI	82-83 High Street - To the west facing elevation Replace existing dormer window with wooden double glazed unit with a cross bar pattern to match number 81 i.e 6 panels. Repair and replace wooden sides. If necessary replace dormer roof in lead. All wood to be painted white as at present. Existing fibreglass gutter to be repaired and re lined with lead. Rotten black wooden fascia to be replaced with similar. To the east facing elevation. Existing float glass windows are a variety of styles and materials. These to be replaced with aluminium double glazed casement windows White in colour (RAL 9010). Each to be consistent in design similar to the existing ground floor window to the south i.e two opening side panels and central section with top opening quarter light. Where the aperture is not sufficient for a central panel (top floor) then only side panels with one top opening quarter light to be used see example on photograph (A) top floor southern side. Existing braced plank door (southern side) and wooden half glazed door (northern side currently sealed up) to be removed and replaced with aluminium double glazed three panel glass doors white in colour to match new windows. Existing central soil vent pipe in grey plastic to be replaced in black plastic. Existing waste water pipes to be re- routed into this pipe and also replaced in black plastic. Replace existing grey plastic gutter and down pipe with black plastic deep flow gutter. Existing Tyrolean render to be repaired where necessary and repainted to match west facing elevation.	Harbour and Normanston
Cllr Knight left the meeting (17.11). It was proposed by Cllr Hardie, seconded by Cllr Parker and unanimously agreed to recommend approval of this application subject to consultation with HAZ and design guide criteria being met.		
DC/19/3170/LBC	82-83 High Street - Listed Building Consent - To the west facing elevation - Replace existing dormer window with wooden double glazed unit with a cross bar pattern to match number 81 i.e. 6 panels. Repair and replace wooden sides. If necessary replace dormer roof in lead. All wood to be painted white as at present. Existing fibreglass gutter to be repaired and re lined with lead. Rotten black wooden fascia to be replaced with similar. To the east facing elevation - Existing float glass windows are a variety of styles and materials. These to be replaced with aluminium double glazed casement windows White in colour (RAL 9010). Each to be consistent in design similar to the existing ground floor window to the south i.e two opening side panels and central section with top opening quarter light. Where the aperture is not sufficient for a central panel (top floor) then only side panels with one top opening quarter light to be used see example on	Harbour and Normanston

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	<p>photograph (A) top floor southern side. Existing braced plank door (southern side) and wooden half glazed door (northern side currently sealed up) to be removed and replaced with aluminium double glazed three panel glass doors white in colour to match new windows. Existing central soil vent pipe in grey plastic to be replaced in black plastic. Existing waste water pipes to be re-routed into this pipe and also replaced in black plastic. Replace existing grey plastic gutter and down pipe with black plastic deep flow gutter. Existing Tyrolean render to be repaired where necessary and repainted to match west facing elevation.</p>	
<p>It was proposed by Cllr Hardie, seconded by Cllr Parker and unanimously agreed to recommend approval of this application. Cllr Knight returned to the meeting (17.15)</p>		
DC/19/3912/COU	3 Princes Walk - Retrospective Application - Change of use from log cabin to hairdressing	Harbour and Normanston
<p>It was proposed by Cllr Green, seconded by Cllr Frost and unanimously agreed to recommend approval of this application.</p>		

**194. Planning Determinations**

a. Planning Determinations issued by the Planning Authority which were contrary to the recommendations of the Town Council – There were none.

b. Reports from East Suffolk Council Referral Panel – There were none.

**195. Neighbourhood Planning** – the Sub Committee would next meet on 4 November.

**196. Consultations** – The following consultations were considered:

a. Local Government Boundary Commission for England – Consultation on the division boundaries for Suffolk County Council. <https://consultation.lgbce.org.uk/node/18495>

It was agreed to agenda this item for the next meeting to enable further consideration.

b. Historic Environment Supplementary Planning Document – Preliminary Consultation <https://eastsuffolk.inconsult.uk/consult.ti/historicenvironmentspd2019/consultationHome>

It was agreed that Councillors would make personal responses to this consultation as appropriate.

c. Concessions to parking during the Christmas shopping period. It was agreed to contact Lowestoft Vision and ask for their preference for free parking.

**197. Local Listing of Heritage Assets** – The compilation of a local list of non-designated heritage assets, as per Historic England guidance, would be further considered at an information session with East Suffolk Planning Officer on 4 November.

**198. Licensing** – There were no licensing applications.

**199. Highways** – There were no applications.

**200. Sites under ongoing consideration**

a. The response from East Suffolk Council regarding the condition of empty properties in the Town Centre was noted.

**201. Resident infrastructure concerns**

A report had been received regarding levels of smog. It was confirmed that ESC Environmental Health team had the authority to deal with this matter and not the Town Council.

**202. Date of the next meeting** – 17.00 on Tuesday 12 November 2019.

**203. Items for the next Agenda** - No matters were raised for the next agenda.

**204. Resolution to close the meeting to the public** - There were no confidential matters for consideration.

Meeting closed at 17.54

Signed: .....

12 November 2019