

**Lowestoft Town Council**  
**Meeting of the Planning Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18.45 on Thursday 13 July 2023**

**MINUTES**

**Present:** Cllrs Alan Green, Jen Jones (Chair), Christian Newsome (Deputy Chair) and Jack-Arthur Smith

**In Attendance:** Sarah Foote (Deputy Town Clerk)

**12. Welcome**

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public right to report.

**13.** To receive and consider acceptance of apologies for absence – Apologies had been received from Cllr Brooks with reasons provided. Cllr Newsome proposed approval of apologies received; seconded by Cllr Green; all in favour. It is noted that Cllr Pearce had submitted apologies after the start of the meeting.

**14.** Declarations of Interests and dispensations.

a. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the agenda – Cllr Green declared he was an East Suffolk Councillor.

b. To consider written requests for dispensations and note dispensations granted – No written requests for dispensations had been received.

**15. Public Forum**

a. To consider any advance comments from the public on any matters on this agenda – No advance comments had been received and no members of the public were in attendance.

**16. Minutes**

a. To consider the draft Minutes of 23 May and 6 June – Cllr Newsome proposed approval of the draft minutes of 23 May and 6 June; seconded by Cllr Green; all in favour.

**17. To consider the composition of the Lowestoft Neighbourhood Development Plan Working Group**

Additional members were being sought for the working group. Cllr Newsome had previously requested to join.

**18. Planning applications**

a. To consider the following planning applications (all available on [www.eastsuffolk.gov.uk](http://www.eastsuffolk.gov.uk)) and decide the recommendations of the Council:

*Table 1 - List of East Suffolk Planning Applications*

Reference	Address and Description	District Ward
DC/23/2213/FUL	14 Pakefield Road - <b><u>Single storey rear extension</u></b>	Kirkley and Pakefield
It was proposed by Cllr Green, seconded by Cllr Newsome and unanimously agreed to recommend approval of this application.		
DC/23/1716/FUL	37 Grosvenor Road - <b><u>To replace bay windows to front of house for upvc</u></b>	Kirkley and Pakefield
It was proposed by Cllr Green, seconded by Cllr Jones and unanimously agreed for the application to be considered under the East Suffolk Council Window Replacement Guidance.		
DC/23/2381/FUL	105 Waveney Crescent - <b><u>Remove existing roof and replace with 'room in roof' structure and dormers to create chalet bungalow together with single storey side extension</u></b>	Kirkley and Pakefield

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It was proposed by Cllr Green, seconded by Cllr Smith and unanimously agreed to recommend approval of this application, subject to the neighbour's statement in relation to obscured glass being considered.		
DC/23/2526/FUL	198 Waveney Drive - <b><u>Single Storey Side Extension</u></b>	Kirkley and Pakefield
It was proposed by Cllr Newsome, seconded by Cllr Green and unanimously agreed to recommend approval of this application.		
DC/23/2219/FUL	35 Marine Parade - <b><u>Change of use from guest house to residential dwelling</u></b>	Kirkley and Pakefield
It was proposed by Cllr Green, seconded by Cllr Newsome and unanimously agreed to recommend approval of this application subject to confirmation that this property was not within the Flood Risk Zone and that there was a condition on the change of use that prevents use as a HMO.		
DC/23/2434/FUL	1 Jubilee Road - <b><u>Front extension and internal alterations.</u></b>	Kirkley and Pakefield
It was proposed by Cllr Newsome, seconded by Cllr Green and unanimously agreed to recommend approval of this application.		
DC/23/2373/RG3	4 Langley Gardens - <b><u>Proposed rear extension.</u></b>	Carlton and Whitton
It was proposed by Cllr Smith, seconded by Cllr Newsome and unanimously agreed to recommend approval of this application.		
DC/23/2270/FUL	102 High Street - <b><u>Change of use from commercial art gallery to 1no. residential unit.</u></b>	Harbour and Normanston
It was proposed by Cllr Newsome, seconded by Cllr Green and unanimously agreed to recommend refusal of the application due to the loss of commercial space in the High Street which was contrary to Policy LOW3 of the emerging Lowestoft Neighbourhood Development Plan.		
DC/23/2364/LBC	102 High Street - <b><u>Listed Building Consent - Change of use from commercial art gallery to 1no. residential unit.</u></b>	Harbour and Normanston
It was proposed by Cllr Newsome, seconded by Cllr Green and unanimously agreed to recommend refusal of the application due to the loss of commercial space in the High Street which was contrary to Policy LOW3 of the emerging Lowestoft Neighbourhood Development Plan.		
DC/23/2075/FUL	291 Whapload Road - <b><u>Retrospective Application - Replacement of existing rotten single glazed wooden windows</u></b>	Harbour and Normanston

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It was proposed by Cllr Green, seconded by Cllr Smith and unanimously agreed to recommend approval of this application.		
DC/23/2202/FUL	Lloyds Tsb Bank Plc 47 - 49 London Road North - <b><u>Existing air handling unit to be dismantled into manageable sections stripped out &amp; removed. All associated pipework to be stripped out and removed. New AHU mounted on big foot system and new supply &amp; extract ducts connect to existing.</u></b>	Harbour and Normanston
It was proposed by Cllr Newsome, seconded by Cllr Smith and unanimously agreed to recommend approval of this application.		
DC/23/2462/FUL	98 Corton Road - <b><u>Porch and front elevations changes</u></b>	Gunton and St Margarets
It was proposed by Cllr Newsome, seconded by Cllr Smith and unanimously agreed to recommend approval of this application.		

b. Applications for tree works - To note that the Planning Authority has received the following applications for works for trees subject to a tree preservation order (TPO) and/or proposed works to trees within a Conservation Area (TCA) and comment as appropriate.

DC/23/2631/TPO	31 Gunton Church Lane - <b><u>WDC TPO 1-4(1) G1 Front garden T1 &amp; T2 - 2x Oak (Quercus robur) Crown reduction by up to 2m. to reduce the risk of further limb failures and formative prune. Clean main stem of epicormic growth to allow more light to access the crown. Reason: general remedial pruning</u></b>	Gunton and St Margarets
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c. The following recommendations of the Council made under delegated authority when the Planning Committee did not meet as scheduled on 20 June 2023 were noted.

Reference	Address and Description	District Ward
DC/23/0351/FUL	6 Sunningdale - <b><u>Construction of a two storey extension</u></b>	Kirkley and Pakefield
A recommendation was made for approval of this application. It was noted that the application form was missing from the Planning Portal.		
DC/23/0286/FUL	Reconsultation: Land West Of Kirkley Business Park Horn Hill - <b><u>8 proposed Units with light industrial / commercial use within existing Business park</u></b>	Kirkley and Pakefield
A recommendation was made for approval of this application subject to submission of a satisfactory ecology survey.		
DC/23/1875/FUL	14 Laxfield Way - <b><u>Removal of temporary canvas building and construction of oak frame garage beside house of 14 Laxfield Way, with roller shutter doors either end, pitched roof in slate tile with two south facing velux roof windows. Clad in Anthracite grey cladding.</u></b>	Kirkley and Pakefield

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Reference	Address and Description	District Ward
A recommendation was made for approval of this application		
DC/23/2318/FUL	401 London Road South - <b><u>Replacement windows, alter front boundary wall and new tiled pathway</u></b>	Kirkley and Pakefield
A recommendation was made for approval of this application		
DC/23/2184/FUL	90 London Road Pakefield - <b><u>Replace damaged boundary wall with hazel hurdle woven fence</u></b>	Kirkley and Pakefield
A recommendation was made for approval of this application		
DC/23/2047/FUL	66 - 76 London Road North Lowestoft Suffolk - <b><u>Alterations to existing shopfront and rear elevation</u></b>	Harbour and Normanston
A recommendation was made for approval of this application		
DC/23/2049/FUL	Former Town Hall High Street - <b><u>Restoration and extension of the Grade II listed Lowestoft Town Hall, to form a heritage hub, cafe, gallery, community event space, Town Council office, and registrar offices.</u></b>	Harbour and Normanston
It was noted that the Town Council were owners of this building.		
DC/23/2050/LBC	Former Town Hall, High Street - <b><u>Listed Building Consent - Restoration and extension of the Grade II listed Lowestoft Town Hall, to form a heritage hub, cafe, gallery, community event space, Town Council office, and registrar offices.</u></b>	Harbour and Normanston
It was noted that the Town Council were owners of this building.		
DC/23/1943/FUL	49 Old Nelson Street - <b><u>Change of use from dwelling house (C3) to residential children's home (C2)</u></b>	Harbour and Normanston
A recommendation was made to approve the change of use subject to the Planning Authority and Highways being satisfied on the following material planning conditions: traffic, highway safety, parking/cycle storage relative to number and age of children to be homed in this property and number of staff working in the home at any one time and subject to the understanding that the relevant statutory authorities will satisfy themselves regarding non-material considerations around licensing and regulation before any such residential children's home can become operational.		
DC/23/2253/FUL	175 London Road North - <b><u>Retrospective Application - Retention of shop front and fascia</u></b>	Harbour and Normanston
A request was made that the Planning Officer makes a determination on this application based on acceptance, or otherwise, of the statements cited in the Heritage Impact Assessment		

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Reference	Address and Description	District Ward
DC/23/2271/FUL	39 Normanston Drive - <b><u>Rear and side extension</u></b>	Harbour and Normanston
A recommendation was made for approval of this application		
DC/23/2255/FUL	21 Gunton Church Lane - <b><u>Rear Single Storey Extension / Front Single &amp; Two Storey Extension / Porch / Materials</u></b>	Gunton and St Margaret's
A recommendation was made for approval of this application		
DC/23/2196/FUL	2 Briarwood Road - <b><u>Proposed two storey side extension</u></b>	Carlton and Whitton
A recommendation was made for approval of this application		

**19.** AP/23/0029/REFUSE – 409 London Road South. It was noted that an appeal has been made to the Secretary of State against the decision of East Suffolk Council to refuse planning permission for Change front windows.

**20.** To receive an update on the following matters:

- a. East Suffolk Council Seafront Vision – The two days’ notice provided for the public consultation was challenged, and the schedule for the formal consultation was queried. A response was pending.
- b. East Suffolk Council Scheme of Delegation for planning determinations and examination by East Suffolk Council Scrutiny Committee – It was agreed to defer this item to the next meeting.
- c. Confirmation of the Town Council’s affiliation with East Suffolk Planning Alliance – This was noted.

**21.** Date and time of the next meeting – 18.45 Thursday 27 July 2023.

**22.** Items for the next agenda – Items would be requested via the office.

*The Chair closed the meeting at 19:21*

Signed: .....

27 July 2023