

**Lowestoft Town Council**  
**Meeting of the Planning Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18.45 on Thursday 27 February 2025**

**MINUTES**

**Present:** Cllrs Wendy Brooks, Jen Jones (Chair), John Murray (Deputy Chair), Christian Newsome, Andy Pearce and Bernadette Rappensberger

**In Attendance:** Sarah Foote (Acting Town Clerk – via zoom) and Taylor Williams (Committee Clerk and Planning Assistant)

**166. Welcome**

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

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

Apologies were received from Cllrs Neil Coleby and Deborah Ray with reasons provided. It was proposed by Cllr Pearce, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the apologies received.

**168. 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 Pearce declared he was Chair of the Gunton Residents Association.
- b. To consider written requests for dispensations and note dispensations granted – No written requests for dispensations had been received.

**169. Minutes**

- a. To consider the draft minutes of 23 January 2025 – It was proposed by Cllr Brooks to approve the draft minutes, seconded by Cllr Newsome, five votes in favour and one abstention as the member was not in attendance at the previous meeting.

**170. Public Forum**

- a. To consider any advance comments from the public on any matters on this agenda – No advance comments had been received.

**171. To consider the recommendation for planning application DC/25/0008/FUL - Barnards Meadow Barnards Way Lowestoft Suffolk - Resurfacing of the existing 3G pitch, in addition to increasing the pitch footprint on the northern side. Associated development comprising the installation of a fence around the new spectator area, along with other minor works and refurbishment**

The Committee had previously agreed to recommend refusal of this planning application under delegated authority and it had been brought back for a formal resolution as the Local Planning Authority had queried the reasons given for refusal.

The Committee noted the Department for Environment, Food and Rural Affairs were due to publish a report this year on crumb rubber and microplastics in 3G pitches.

The Committee noted the application included mitigations to control the release of micro-plastics, but there were no known mitigations in place to prevent airborne release of the contaminants. It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend refusal of the application due to the design of the application using rubber crumb infill for the pitches and the environmental and health concerns and hazards associated with the component. If this design element was changed to a compound that did not cause harm, then the Committee would have no objection as they support the development and upgrade of football facilities.

**172. 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*

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Reference	Address and Description	District Ward
DC/25/0243/FUL	15 Gunton Cliff - <b><u>Demolition of a garden store</u></b>	Gunton and St Margarets
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application, subject to the ecological assessment being commissioned and complied with, as requested by the East Suffolk Council Ecology report, to ensure no detriment to roosting bats and nesting birds.		
DC/25/0644/FUL	25 Tedder Road - <b><u>Single storey front extension to provide new cloak room</u></b>	Gunton and St Margarets
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		
DC/24/4465/FUL	32 Harrington Avenue - <b><u>Extensions &amp; Internal Alterations</u></b>	Gunton and St Margarets
It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed to recommend approval of the application.		
DC/25/0124/FUL	102 High Street - <b><u>Change of use from commercial art gallery to a live/work unit.</u></b>	Harbour and Normanston
The Committee were made aware the emerging Neighbourhood Plan supported the development of part retail and part residential developments and were advised to consider this in their response.		
It was proposed by Cllr Brooks, seconded by Cllr Murray and unanimously agreed to recommend approval of the application and support the recommendation by Suffolk Fire & Rescue to install appropriate fire precautions to the building, and the informative provided by East Suffolk Council Ecology be included in any consent to the application, so that should any nesting birds or roosting bats be found, works on the building be halted and advice sought from a qualified ecologist.		
DC/25/0125/LBC	102 High Street - <b><u>Listed Building Consent - Change of use from commercial art gallery to a Live/Work unit.</u></b>	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Murray and unanimously agreed to recommend approval of the application and support the recommendation by Suffolk Fire & Rescue to install appropriate fire precautions to the building, and the informative provided by East Suffolk Council Ecology be included in any consent to the application, so that should any nesting birds or roosting bats be found, works on the building be halted and advice sought from a qualified ecologist.		
DC/25/0302/FUL	24 Haward Street - <b><u>Installation of EV home charger to take part in SCC home ev charger trial.</u></b>	Harbour and Normanston

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	<p>It was proposed by Cllr Pearce, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.</p> <p>The Committee noted the cost to householders to install EV chargers, particularly from having to submit planning applications, and requested this be discussed further by the Climate and Ecological Emergency Committee.</p>	
DC/25/0506/FUL	Elim Pentecostal Church St Peters Street - <b><u>Change of use of former chapel to residential, including associated building operations, to create six apartments</u></b>	Harbour and Normanston
	<p>It was proposed by Cllr Brooks to recommend approval of the application. Cllr Pearce seconded on the basis the applicant would be required to work through any requests from Suffolk Highways and East Suffolk Council Design and Conservation as the respective statutory bodies. Cllr Murray requested the response also include the requirement for bat boxes and any the fulfilment of conditions set by further bat surveys. Cllr Brooks amended the proposal as requested. A vote was held with all in favour.</p>	
DC/25/0545/VOC	33 Milton Road East - <b><u>Variation of Condition 3 of DC/24/0380/FUL - (A conversion of the existing 6 bed residential property to an 8 bed HMO (Sui Generis)) - Seeking Variation Relating to Policy WLP8.4</u></b>	Harbour and Normanston
	<p>It was proposed by Cllr Pearce to ascertain with East Suffolk Planning and the Case Officer if in the original granting of consent, SERCO being the operator and end user was a material factor in determining if the exceptional circumstances had been met per WLP8.4. If it was a material factor, then the Committee recommends refusal. However, if the identity of the end user was not a material factor and consent would have granted regardless, then the Committee recommends approval. Cllrs Brooks seconded the proposal and a vote was held with five votes in favour (Cllrs Brooks, Jones, Newsome, Pearce and Rappensberger) and one abstention (Cllr Murray).</p>	
DC/24/4498/ADI	Unit 1C North Quay Retail Park Peto Way - <b><u>Illuminated Advertisement Consent - External sign on top of the existing canopy and poster frames on external front elevation (as amended to include illumination)</u></b>	Harbour and Normanston
	<p>It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.</p>	
DC/24/2572/FUL	22 Gordon Road - <b><u>Retrospective Application - The building currently has three floors all designated as commercial office space. The ground floor will continue to be used as office. Floor 2 (4 rooms) and Floor 3 (2 rooms) will change use to a beauty training academy. Therefore, this use would fall within Use Class F1 (Learning and non-residential Institutions). The beauty academy will provide training for adults in the beauty profession. The only works required is cosmetic including painting, decorating and flooring.</u></b>	Harbour and Normanston
	<p>It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.</p>	

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Reference	Address and Description	District Ward
DC/25/0168/FUL	93A Saxon Road - <b><u>Demolition of Conservatory and New Single Storey Extension</u></b>	Kirkley and Pakefield
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		
DC/25/0245/FUL	41 London Road Pakefield - <b><u>Change of Use - Owners / Managers Cottage for use as a self contained holiday let</u></b>	Kirkley and Pakefield
It was proposed by Cllr Brooks to recommend approval of the application. Cllr Pearce seconded on the basis this would be subject to attachment of relevant conditions to limit length and terms of occupation per use as a holiday let as opposed to permanent residency. Cllr Brooks accepted the amendment to the proposal and a vote was held with all in favour.		
DC/25/0328/FUL	135 London Road South - <b><u>Erection of 1no. new self-build dwellinghouse (Class C3) and associated works</u></b>	Kirkley and Pakefield
It was proposed by Cllr Murray, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application, noting the conditions submitted by Suffolk Highways concerning parking and refuse storage which must be addressed by the applicant.		
DC/25/0504/FUL	28 Grayson Avenue - <b><u>Single storey front extension</u></b>	Kirkley and Pakefield
It was proposed by Cllr Pearce, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application, noting the East Suffolk Council Environmental Protection report in reference to the property's proximity to a former landfill site.		
DC/25/0599/FUL	143 Stradbroke Road - <b><u>Construction of a detached annexe</u></b>	Kirkley and Pakefield
It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to recommend approval.		
DC/23/3356/FUL	Fen Park Primary School Lovewell Road - <b><u>Redevelopment of existing playground and construction of a terrace of 8no. dwellings. Redevelopment of existing building to create 7no. self contained flats and associated car parking</u></b>	Kirkley and Pakefield
It was proposed by Cllr Rappensberger, seconded by Cllr Brooks and unanimously agreed to recommend refusal of the application due to overdevelopment of the site and the concerns previously expressed had not been addressed, furthermore, the high volume and high quality of objections received from residents that demonstrates how the development would impact the quality of life in the area.		

b. It was noted the Planning Authority 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).

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DC/25/0463/TCA	5 North Parade - <b><u>G1 2no. Horse Chestnut, 3no. Holly (G1 on plan) - Fell Replant 2no. Lime &amp; 2no. Magnolia (3m height,10L pot)</u></b>	Gunton and St Margarets
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c. It was noted the Planning Authority received the following applications for repair/replacement windows within a Conservation Area, which will be assessed in line with East Suffolk Council's Historic Environment Supplementary Planning Document | June 2021 | Windows, Doors and Porches.

Reference	Address and Description	District Ward
DC/25/0202/FUL	11 St Marys Court Rectory Road - <b><u>Replacement of central section of existing ground floor bay window with door and creation of paved area.</u></b>	Kirkley and Pakefield

d. It was noted the following recommendations were made under delegated authority when the Planning Committee did not meet on 13 February 2025.

Reference	Address and Description	District Ward
DC/25/0100/FUL	314 Beccles Road - <b><u>Single Storey Rear Extension</u></b>	Carlton and Whitton

It was agreed to recommend approval of the application.

DC/25/0181/FUL	104 Corton Road - <b><u>Construction of garden room to replace existing timber garden room</u></b>	Gunton and St Margarets
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It was agreed to recommend approval of the application.

DC/25/0260/FUL	15 Middle Way - <b><u>Internal alterations and rear extension to accommodate new kitchen and dining area. Enclose front porch to provide new entrance with cloakroom. Fit new windows and render building externally.</u></b>	Gunton and St Margarets
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It was agreed to recommend approval of the application.

DC/25/0008/FUL	Barnards Meadow Barnards Way - <b><u>Resurfacing of the existing 3G pitch, in addition to increasing the pitch footprint on the northern side. Associated development comprising the installation of a fence around the new spectator area, along with other minor works and refurbishment</u></b>	Harbour and Normanston
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It was agreed to recommend refusal of the application on environmental and health grounds as the rubber crumb infill presents an environmental hazard and adds pollution to the environment. The Committee requested that should the Local Planning Authority be minded to approve the development, the application be addressed by East Suffolk Council Planning Committee and that Lowestoft Town Council be permitted to send a representative to speak to its position and concerns.

DC/25/0126/FUL	Stanley House Stanley Street - <b><u>Change of use of first floor to a 4-bedroom House in Multiple Occupation (HMO). Associated external works to provide a bin store and cycle store.</u></b>	Harbour and Normanston
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It was agreed to put in a holding objection until the requirements from East Suffolk Council Environmental Protection had been secured and a consultee response had been received from the Private Sector Housing

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Team. The Committee requested this application then be brought back for further consideration and recommendation.		
DC/24/4500/FUL	43 Sandringham Road - <b><u>Conversion of existing offices to ground floor flat and external alterations</u></b>	Harbour and Normanston
It was agreed to recommend approval of the application.		
DC/24/4521/P3MA	29 Hervey Street - <b><u>Prior Notification - Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3) - office circa 50 sqm into a 1 bedroom flat.</u></b>	Harbour and Normanston
It was agreed to recommend approval of the application and highlighted the conditions set by East Suffolk Council Environmental Protection and the comments from the Fire and Rescue Service.		
DC/25/0047/FUL	65 Pakefield Street - <b><u>Removal of existing seating area and construction of side extension to facilitate new class E (c) (iii) Barber Shop.</u></b>	Kirkley and Pakefield
It was agreed to recommend refusal as there were concerns the area would not be able to accommodate an increased need for car parking facilities.		
DC/25/0091/FUL	28 Silverwood Close - <b><u>Retrospective planning application for change of use from games room to home office</u></b>	Kirkley and Pakefield
It was agreed to recommend approval of the application.		
DC/25/0096/FUL	125 Kimberley Road - <b><u>Proposed two storey rear extension</u></b>	Kirkley and Pakefield
It was agreed to recommend approval of the application.		
DC/25/0101/FUL	4 Saxon Road - <b><u>Proposed front and side extension and re-roofing of garage</u></b>	Kirkley and Pakefield
It was agreed to recommend approval of the application.		
DC/25/0167/FUL	83 Carlton Road - <b><u>Extensions, amended driveway and associated works</u></b>	Kirkley and Pakefield
Lowestoft Town Council were unable to make a recommendation as no consensus was reached under delegated authority.		
DC/25/0224/FUL	64 Stradbroke Road - <b><u>Proposed annex</u></b>	Kirkley and Pakefield
It was agreed to recommend approval of the application.		

**173. To receive a report from Cllr Jen Jones on the East Suffolk Planning Forum**

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Cllr Jones provided a briefing on the forum to members. It was requested this item be on the next agenda to address what issues had been raised by other parish and town councils in who attended the forum.

**174. To note the updated National Planning Policy Framework and the new standard method to calculate Indicative Local Housing Need**

The updates were noted.

**175. Licensing**

To consider the following application:

The business is seeking approval for street trading on Fridays in the following locations and timings: Hollingsworth Road 15:00-15:30 then St Margarets Road 15:30-16:00 then Oulton Road 17:00-18:00 then Barnards Way 18:00-18:30 then Norwich Road 18:30-19:00 then Bridge Road 19:00-19:30 then finish on Blackheath Road 19:30-20:00

It was proposed by Cllr Brooks to approve the request for street trading, seconded by Cllr Pearce, five votes in favour and one abstention.

**176. Date and time of the next meeting - 18.45 Thursday 13 March 2025**

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

No items were requested for the next agenda.

*The Chair closed the meeting at 19:56*

Signed: .....

13 March 2025