

**Lowestoft Town Council Planning Committee
For the attention of all Committee Members**

You are summoned to attend a Meeting of the Planning Committee of Lowestoft Town Council, which will be held at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at 18.45 on Thursday 23 January 2025.

The meeting is held in accessible premises and open to the public and press to attend. Those attending shall be informed that the meeting may be reported on (including recording, photography and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/84165140526>. The meeting can also be observed via YouTube on the following link: <https://youtube.com/live/Mz5RCkfx8OU>.

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with **relevant interests** in matters on the agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

Regards,

Sarah Foote

.....

Sarah Foote, Acting Town Clerk

17 January 2025

Lowestoft Town Council
Meeting of the Planning Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18.45 on Thursday 23 January 2025

AGENDA

145. Welcome

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

146. To receive and consider acceptance of apologies for absence

147. 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.

b. To consider written requests for dispensations and note dispensations granted.

148. Minutes

a. To consider the draft minutes of 9 January 2025.

149. Public Forum

a. To consider any advance comments from the public on any matters on this agenda.

150. Planning applications

a. To consider the following planning applications (all available on 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/24/4291/FUL	Kinrara North Parade - Conservatory extension and demolition of a chimney stack	Gunton and St Margarets
DC/24/4578/FUL	72 Corton Road - Conversion of integral garage to bedroom/en-suite, replacement windows and doors to existing detached house	Gunton and St Margarets
DC/24/4509/FUL	41 Walmer Road - Single storey rear/side extension	Kirkley and Pakefield

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.

Reference	Address and Description	District Ward
DC/25/0111/TCA	Part Land At Gunton Cliff - Sycamores (Areas mark on plan) - Coppice	Gunton and St Margarets
DC/25/0015/TCA	6 Elizabeth Court Kirkley Cliff Road - 1no. Sycamore (Red circle on Plan) - Re-Pollard	Kirkley and Pakefield

151. Matters relating to the Planning Authority (East Suffolk Council)

151.a To note Planning constitution changes affecting town and parish council responses to planning applications.

151.b To receive an update on the request for clarification from East Suffolk Council on the call-in referral process for planning applications.

151.c To nominate a representative to attend:

i. East Suffolk Council Overview and Scrutiny Committee (Car Parking Fees and Charges 2025/26 specifically around the level of increases in coastal towns) Thursday 30 January 2025 – East Suffolk House, Melton.

ii. East Suffolk Council Planning Forum on Thursday 30 January 2025 – Riverside, Lowestoft.

151.d To note adoption of The Houses in Multiple Occupation 'Exceptional Circumstances' Guidance Note.

Lowestoft Town Council
Meeting of the Planning Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18.45 on Thursday 23 January 2025

154. To consider submitting a representation on the Carlton Colville Neighbourhood Plan – Additional Focussed Consultation

155. To consider the process to designate the Crown Hotel as an Asset of Community Value

156. Date and time of the next meeting - 18.45 Thursday 13 February 2025

157. Items for the next agenda and close