

**Lowestoft Town Council**  
**Meeting of the Planning Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18.45 on Thursday 14 November 2024**

**MINUTES**

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

**In Attendance:** Taylor Williams (Committee Clerk & Planning Assistant)

**103. Welcome**

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

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

Apologies received from Cllrs Neil Coleby, Bernadette Rappensberger and Deborah Ray with reasons provided. Cllr Pearce proposed acceptance of apologies; seconded by Cllr Murray; all in favour.

**105. 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 Brooks declared she had been contacted by the applicant of DC/24/3595/FUL and had recommended they speak with their neighbours and was not pre-determined on the application. Cllr Newsome declared he had been contacted by a member of public regarding permit parking for Ipswich Road and had a discussion on the topic but was not pre-determined. Cllr Pearce declared he was the Chair of the Gunton Residents Association. For transparency, the Committee declared it had given Freedom of the Town to Lowestoft Lifeboat Crew Association, should there still be a connection between the Association and the property under application DC/24/3595/FUL.

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

**106. Minutes**

a. To consider the draft Minutes of 24 October 2024 – The minutes were still in progress and approval was deferred to the next meeting.

**107. Public Forum**

a. To consider any advance comments from the public on any matters on this agenda – No members of the public were in attendance. A member of public had submitted a survey for item 111 (per the Committee’s previous request that they obtain the opinion of their neighbours on the implementation of permit parking. This would be considered further under item 111.

**108. 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/24/3594/FUL	26 Lyngate Avenue - <b><u>Extensions and internal alterations</u></b>	Carlton and Whitton
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		
DC/24/3760/FUL	123 Long Road - <b><u>Internal alterations to property, including adjustment to partition walls and removal of chimney breasts.</u></b> <b><u>Creation of window opening on side elevation.</u></b>	Carlton and Whitton
It was proposed by Cllr Pearce, seconded by Cllr Newsome and unanimously agreed to recommend approval of the application, subject to any concerns from neighbours being considered and addressed as appropriate.		

**Lowestoft Town Council**  
**Meeting of the Planning Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18.45 on Thursday 14 November 2024**

Reference	Address and Description	District Ward
DC/24/3912/FUL	28 Beechwood Gardens - <b><u>Dropped Kerb Access from Highway (Beechwood Gardens)</u></b>	Carlton and Whitton
<p>It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application, subject to any requirements, concerns or holding objections from Suffolk Highways being addressed as appropriate.</p>		
DC/24/3595/FUL	Lowestoft Lifeboat Crew Association Links Road - <b><u>Demolition of an existing single storey building previously used as Lowestoft RNLI Lifeboat Crew Association social club. This is to be replaced with a new build detached private dwelling.</u></b>	Gunton and St Margarets
<p>Cllr Brooks proposed to recommend approval of the application; seconded by Cllr Newsome; two votes in favour (Cllrs Brooks and Newsome); two votes against (Cllrs Murray and Pearce) and one abstention (Cllr Jones). As the Chair, Cllr Jones used her casting vote against the proposal.</p> <p>Cllr Pearce proposed to request a holding objection due to the planning history of the site (per the Planning Statement 4.2), pending clarification from the Planning Officer as to the factual accuracy of the Planning Statement, in particular whether the site is regarded as rural for planning purposes and whether planning legislation has materially changed since the previous refused applications that would warrant not taking planning history as material planning consideration. This holding objection would also request further ecological surveys be undertaken, as recommended in the Preliminary Ecological Appraisal (sections 5.1.1 and 5.1.2) with the application to then be brought back to the Committee for further consideration and a formal recommendation. Cllr Murray seconded the proposal and a vote was held with three votes in favour (Cllrs Jones, Murray and Pearce) and two votes against (Cllrs Brooks and Newsome).</p>		
DC/24/3731/FUL	47 Gunton Drive - <b><u>Proposed single storey rear extension.</u></b>	Gunton and St Margarets
<p>It was proposed by Cllr Pearce, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.</p>		
DC/24/3855/FUL	16 Gunton Drive - <b><u>Demolishing of conservatory and constructing new single storey rear extension and loft conversion</u></b>	Gunton and St Margarets
<p>It was proposed by Cllr Pearce, seconded by Cllr Newsome and unanimously agreed to recommend approval of the application.</p>		
DC/24/3443/FUL	3 - 23 Suffolk Road - <b><u>Conversion of Nos 15-23 Suffolk Road to three individual commercial units (retail or office use) at ground floor level (fronting Suffolk Road) with ten proposed residential units comprising of three maisonettes to the rear of the site and flats on the upper floors, including partial demolition.</u></b>	Harbour and Normanston

**Lowestoft Town Council**  
**Meeting of the Planning Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18.45 on Thursday 14 November 2024**

Reference	Address and Description	District Ward
<p>Cllr Newsome proposed to recommend approval of the application. Cllr Brooks requested this be amended to request the applicant address the potential noise disturbance and the security and lighting concerns raised by the police, which was accepted by Cllr Newsome. Cllr Brooks seconded the proposal.</p> <p>Cllr Pearce raised concerns on the consultee response submitted by East Suffolk Council (ESC) Ecological consultee as they had not received any ecological reports and requested these be submitted to enable determination of the application. Furthermore, the Fisherman’s Mission building had been discussed in detail in the ESC Design and Heritage Response and Suffolk County Council (SCC) Archaeological responses (where it was described as an unlisted building of local significance), however, the Fisherman’s Mission appears to have not been included in the list of consultees.</p> <p>Cllr Pearce proposed to recommend refusal of the application on environmental and heritage grounds pending submission of ecological reports as requested by ESC Ecological and pending the additional information and amendments requested by ESC Design and Heritage, with the Fisherman’s Mission to be consulted, if not already invited to submit a consultee response, and the application brought back to the Committee for reconsideration once this outstanding information has been provided.</p> <p>Cllr Murray noted there was an incorrect statement on the Flood Risk Assessment and Drainage Strategy Report (section 5.12) that asserts Lowestoft’s flood defences have been completed and requested this be flagged as an inaccurate statement. Cllr Murray noted the application stated that flooding without the defences would be up to two metres in the area and the completed flood defences would mitigate that risk and felt it would be remiss to a conversion in an area prone to flooding up to two metres, particularly when Lowestoft is at major risk of flooding, possibly beyond the expected two metres.</p> <p>A vote was called first for Cllr Newsome’s proposal to recommend approval of the application with a request to the applicant to address the potential noise disturbance and the security and lighting concerns raised by the police, with three votes in favour (Cllrs Brooks, Jones and Newsome) and two votes against (Cllrs Murray and Pearce). As this proposal was carried there was no vote called for Cllr Pearce’s proposal for refusal.</p>		
DC/24/3797/FUL	Ashley Downs School Ashley Downs - <b><u>Single storey modular building to be used as a classroom</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/24/3428/FUL	30 Kirkley Park - <b><u>Single storey rear/side extension</u></b>	Kirkley and Pakefield
<p>It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed to recommend approval, subject to ESC Design and Heritage being satisfied that the proposed development is in keeping with the character of the conservation area and they have no material objections.</p>		
DC/24/3512/FUL	4 - 5 Ashurst Place - <b><u>To install, two manually operated Weinor Cassita II full cassette folding arm awning. Awning size 7200mm x 1200mm projection 2100mm x 1200mm projection</u></b>	Kirkley and Pakefield

**Lowestoft Town Council**  
**Meeting of the Planning Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18.45 on Thursday 14 November 2024**

Reference	Address and Description	District Ward
It was proposed by Cllr Pearce, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.		
DC/24/3555/FUL	23 Green Drive - <b><u>Rear and side extension as well as internal works.</u></b>	Kirkley and Pakefield
It was proposed by Cllr Pearce, seconded by Cllr Newsome and unanimously agreed to recommend approval of the application.		
DC/24/3565/FUL	11 Birds Lane - <b><u>Detached Annexe</u></b>	Kirkley and Pakefield
It was proposed by Cllr Pearce, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.		

b. The Committee 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):

Reference	Address and Description	District Ward
DC/24/3832/TCA	Flat 1 279 London Road South - <b><u>1no. Bay (T1 on plan) - Fell</u></b>	Kirkley and Pakefield
DC/24/3911/TCA	233 - 239 London Road South - <b><u>Proposal: 1no. Pine (T1 on plan) - Crown raise by 3m from building</u></b>	Kirkley and Pakefield
DC/24/3980/TCA	London Road Baptist Church Kirkley Park Road - <b><u>All works detailed in the submitted Tree Report compiled by David Gillett Tree Services, additionally 1no. Beech (T7 on Plan) - Fell</u></b>	Kirkley and Pakefield

**109. To consider renewal of the Asset of Community Value status of Dip Farm**

Cllr Pearce declared he was an ordinary member of Friends of Dip Farm, but was not a Committee member and had no decision-making authority. It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to renew the Asset of Community Value status of Dip Farm.

**110. Consultation**

110.1 Licensing of commercial operators of jet skis/water scooters within the East Suffolk district – It was proposed by Cllr Pearce, seconded by Cllr Murray and unanimously agreed to submit a consultation response stating that licensing was required for health and safety reasons. There should be established parameters with a minimum number of metres set between the jet skis in use from the shore, with the jet skis to be permitted in certain zones (suggesting these zones could be mapped on charts to delineate the permitted areas) and during set times of the day. Noise and disturbance of nearby residents and tourists must also be considered.

110.2 To consider making a response to Post Office North Lowestoft NR32 1JA – 460136 – This would be a consultation response to the proposed move of the Post Office from the High Street to Tennyson Road. The Committee noted this move would be contrary to the planning and regeneration policy of the High Street. It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed to endorse the response from the Town Hall Project Committee and make an onward recommendation to Full Council. In the meantime, officers would make inquiries on whether planning consent would be required for the move, and if so input what the Committee feels are the

**Lowestoft Town Council**  
**Meeting of the Planning Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18.45 on Thursday 14 November 2024**

planning reasons to make representation on this policy, and if loss of amenity could be cited with the removal of the Post Office from the High Street. It would also need to be clarified if the work on the new development has already started, which would be contradictive to the purpose of the consultation to gauge the thoughts on the movement and if planning consent is required then it would likely be a retrospective application. The Committee recommend Full Council make a representation to incorporate the aspects relating to the Town Council and encompass the Terms of Reference of both this Committee and the Town Hall Project Committee.

**111. To consider support for Resident permit parking on Ipswich Road Lowestoft**

The Committee had received a survey undertaken by the member of public with residents on Ipswich Road to ascertain if permit parking was in demand. It was proposed by Cllr Pearce to provide support to the member of public in their approach to Suffolk Highways, and were not able to fund the request, on the basis that whilst the Committee understood their concerns, there was an awareness that the implementation of permit parking may not solve the issue and instead move it to neighbouring streets, seconded by Cllr Brooks, four votes in favour and one abstention.

**112. To consider support for double yellow lines on NR33 9RE**

It was proposed by Cllr Pearce, seconded by Cllr Newsome and unanimously agreed for officers to verify with Suffolk Highways if the statement by the member of public that the double yellow lines were implemented to stop cars parking and blocking their drive was correct and return to this item at a future meeting.

**113. Date and time of the next meeting - 18.45 Thursday 28 November 2024**

**114. Items for the next agenda**

No items were requested.

*The Chair closed the meeting at 20:00*

Signed: .....  
28 November 2024