

**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**

**MINUTES**

**Present:** Cllrs Wendy Brooks, Jen Jones (Chair), John Murray (Deputy Chair), Christian Newsome and Deborah Ray

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

**145. Welcome**

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

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

Apologies were received from Cllrs Andy Pearce and Bernadette Rappensberger with reasons provided. Cllr Newsome proposed approval of the apologies received; seconded by Cllr Ray; all in favour. Cllr Coleby was absent with no apologies received.

**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 – There were no declarations.

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

**148. Minutes**

a. To consider the draft minutes of 9 January 2025 – Cllr Newsome proposed approval; seconded by Cllr Murray; all in favour.

**149. 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.

**150. 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/24/4291/FUL	Kinrara North Parade - <b><u>Conservatory extension and demolition of a chimney stack</u></b>	Gunton and St Margarets
It was proposed by Cllr Murray, seconded by Cllr Ray and unanimously agreed to recommend approval of the application as the Design Access Statement stated the chimney was a later addition and added no value.		
DC/24/4578/FUL	72 Corton Road - <b><u>Conversion of integral garage to bedroom/en-suite, replacement windows and doors to existing detached house</u></b>	Gunton and St Margarets
It was proposed by Cllr Murray, seconded by Cllr Ray and unanimously agreed to recommend approval of the application.		
DC/24/4509/FUL	41 Walmer Road - <b><u>Single storey rear/side extension</u></b>	Kirkley and Pakefield
It was proposed by Cllr Murray, seconded by Cllr Ray and unanimously agreed to recommend approval of the application.		

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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). The Committee declared Lowestoft Town Council was the applicant of DC/25/0111/TCA.

Reference	Address and Description	District Ward
DC/25/0111/TCA	Part Land At Gunton Cliff - <b><u>Sycamores (Areas mark on plan) - Coppice</u></b>	Gunton and St Margarets
DC/25/0015/TCA	6 Elizabeth Court Kirkley Cliff Road - <b><u>1no. Sycamore (Red circle on Plan) - Re-Pollard</u></b>	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 – The Committee noted the changes. A concern was raised that the changes did not address to issues experienced with the Call-In Process.

It was proposed by Cllr Brooks, seconded by Cllr Newsome and unanimously agreed that the Committee do not provide the material planning considerations for applications recommended for approval as it was deemed unnecessary and onerous.

151.b To receive an update on the request for clarification from East Suffolk Council on the call-in referral process for planning applications – An email had been sent to East Suffolk Council Planning and the District Councillors, officers were awaiting a response.

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 – Cllr Brooks proposed Cllrs Newsome, Murray or Ray attend, depending on who is available.

The Acting Town Clerk informed the Planning Committee they took no position on the Car Parking Fees and Charges when it was brought to them for consultation as there was no proposed change to Lowestoft fees, therefore, if they were to send a representative, a position would need to be agreed on the matter.

The Committee agreed it did not take a position on the matter and would not send a representative, and the proposal was withdrawn.

ii. East Suffolk Council Planning Forum on Thursday 30 January 2025, Riverside, Lowestoft – Cllrs Ray and Jones expressed an interest but were uncertain if they had availability. It was agreed to send the notice to all Committee members and receive confirmations of availability.

151.d To note adoption of The Houses in Multiple Occupation ‘Exceptional Circumstances’ Guidance Note – This was noted.

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

Cllr Ray had no objections and highlighted the environmental aspects and details on housing developments (what types of buildings are part of the development, how it should be planned, the use of pathways etc.) as being of an impressive standard. Cllr Brooks proposed to endorse and send Cllr Ray’s comments to Carlton Colville and add that the Town Council had no objections to raise; seconded by Cllr Newsome; all in favour.

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

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The Committee discussed the process and noted the nominating organisation would be expected to raise the funds to purchase the Asset of Community Value (ACV).

Officers advised the Committee of the difficulty in the process of designating an ACV, particularly as the owner of the building can refuse the bid made after the six-month period, such as demonstrating what the current community value of the building was and obtaining letters of support. Officers advised this may not be the most effective approach as the building should be adequately protected by its Grade II Listing.

The office had been made aware the MP had contacted Heritage England to enforce the standards required of a Grade II Listed building. Cllr Brooks proposed to send a letter to Heritage England endorsing the views of the MP, with a copy sent to the Local Planning Authority, asking them to take action; seconded by Cllr Newsome; four votes in favour and one abstention.

The Committee agreed to withdraw interest in making the Crown Hotel an Asset of Community Value.

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

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

No items were requested for the next agenda.

*The Chair closed the meeting at 19:18*

Signed: 

27 February 2025