

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Planning Committee [In-person]** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **18:45 on Thursday, June 12, 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, photographing 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 [Teams](#) and the meeting can also be observed via [YouTube](#).

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.

S. L. Foote

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Sarah Foote, Acting Town Clerk and Responsible Financial Officer
05 June 2025

Lowestoft Town Council
Planning Committee [In-person]
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
18:45 on Thursday, June 12, 2025

AGENDA

13 Welcome

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

14 To receive and consider approval of apologies for absence

15 Declarations of Interests and dispensations

15.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda

15.2 To consider written requests for dispensations for interests and note dispensations granted

16 To consider the draft minutes of the meeting on 22 May 2025

17 Public forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

18 To consider a request from Cllrs Brooks, Pearce and Ray to join the Neighbourhood Development Plan Sub-Committee

19 Planning Applications

19.1 To consider the following planning applications (all available on www.eastsuffolk.gov.uk) and decide the recommendations of the Council:

Reference	Address and Description	District Ward
DC/25/1777/FUL	88 Cowslip Crescent - Front porch extension	Carlton and Whitton
DC/25/1663/FUL	14 Corton Road - Replace tarmac on driveway with Bradstone Woburn Rumbled concrete block paving in graphite	Gunton and St Margarets

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DC/25/1768/FUL	Benjamin Britten Music Academy, Blyford Road - The retention of 2no. existing prefabricated modular classroom units at Benjamin Britten Academy of Music & Mathematics, Blyford Road, Lowestoft, Suffolk, NR32 4PZ	Gunton and St Margarets
DC/25/1823/FUL	11 North Parade - Installation of a new heritage-style door with electronic access control preserving existing stained glass fanlight.	Gunton and St Margarets
DC/25/1893/FUL	Gunton Garage 265 - 271, Yarmouth Road - Demolition of the existing sales building, forecourt (retaining the existing fuel tanks), vacant site manager's bungalow, and hand car wash facility, and for the erection of a new sales building with residential flat above, along with a forecourt, pumps, canopy, hand car wash, jet wash, car parking including EV bays, and associated works	Gunton and St Margarets
DC/25/1282/FUL	41 London Road North - Change of use from vacant first, second & third floors to three self-contained apartments, new metal staircase from rear yard and new metal railings on first floor flat roof.	Harbour and Normanston
DC/25/1670/FUL	61 - 63 London Road North - Installation of palisade fencing to the rear of the branch	Harbour and Normanston
DC/25/1954/FUL	315 Whapload Road - Demolition of existing modern industrial unit (including rebuilding of front protrusions), and erection of two industrial/warehouse units including associated car parking	Harbour and Normanston
DC/25/2029/FUL	87 Oulton Road - Single storey rear extension and dropped kerb extension to Oulton road.	Harbour and Normanston
DC/25/2036/FUL	3 St Peters Street - Change of Use from cafe approved in 1998 DC/98/0446/FUL to Use Class F1 for a Local Archive and Provision of Alarm Box to Front Elevation.	Harbour and Normanston

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DC/25/2148/FUL	Stanley House, Stanley Street - Retrospective application for siting an InPost Parcel Locker	Harbour and Normanston
DC/25/1391/FUL	132A Pakefield Street - The property has an existing single storey to the rear and is is proposed to simply add a further storey over this footprint to create an upstairs bedroom for family use. The property is somewhat unusual in that it is classed as "semi-detached" but in fact there is no party wall and this property (132A) and the neighbouring property (134) are separated by a small (say 4") air gap. The materials proposed for the upper storey extension will entirely match the materials of the existing building and external facades will be identical to existing structure.	Kirkley and Pakefield
DC/25/1450/FUL	224 Kirkley Run - Single storey rear extension	Kirkley and Pakefield
DC/25/1805/FUL	Lord Kitchener's Garden, Kirkley Cliff - Proposed siting of a statue of the composer, Benjamin Britten - as a boy - on land at Lord Kitchener's Garden, plus associated minor works.	Kirkley and Pakefield
DC/25/1828/FUL	CEFAS Pakefield Road - Replace Existing Windows	Kirkley and Pakefield
DC/25/1847/FUL	14 Laxfield Way - Erection of oak frame conservatory onto rear west elevation of existing double garage. Convert existing double garage into dining room with fire place/chimney. Extend kitchen/utility room onto existing garage. Kitchen/utility room roof height to remain same as existing height of utility room (2.4 metres)	Kirkley and Pakefield
DC/25/1967/FUL	71 Kirkley Park Road - Single Storey Rear Extension	Kirkley and Pakefield
DC/25/2061/FUL	213 Stradbroke Road - Single storey rear extension and porch extension.	Kirkley and Pakefield

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DC/25/2062/FUL	102 Pakefield Street - Single-storey rear extension, new front porch, and internal alterations to existing dwelling.	Kirkley and Pakefield
DC/25/2091/FUL	28 Dell Road East - To Brick Up Garage Door, Extend Garage to the Right Hand Side & Convert Garage into a Games Room/Dining Room	Kirkley and Pakefield
DC/24/2381/OUT	Former Jeld Wen Factory, Waveney Drive - Outline Planning Application (All Matters Reserved) for the demolition of existing on-site buildings and construction of up to 500 residential dwellings (Class C3 use) and up to 3.2 hectares of severable employment land, comprising up to 21,000sqm Class B2 / B8 floorspace, with associated access, infrastructure and landscaping.	Oulton Broad

19.2 Applications for tree works

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/25/2044/TPO	21 Gunton Church Lane - TPO 1-4(1) - G5 1no. Oak (T1 on plan) - 20% Crown thin, re balance/shape crown, remove significant deadwood, clear tunnel for BT wire. 1no. Oak (T2 on plan) - Raise crown to 2.5m from ground level over footpath, remove significant deadwood, re-balance/shape crown.	Gunton and St Margarets
DC/25/1896/TPO	6 Holbein Way - TPO 1-4(4)- G26 1 no. Oak (T1 on plan) - Re-pollard 1 no. Pittosporum (T2 on plan)- Reduce crown by 2m	Gunton and St Margarets
DC/25/2090/TCA	29 The Avenue - To fell Holly tree in rear garden	Kirkley and Pakefield

19.3 Applications for window repair/replacement

The Planning Authority has received the following applications for repair/replacement windows within a Conservation Area and this will be assessed in line with East Suffolk Council's Historic Environment Supplementary Planning Document | June 2021 | Windows, Doors and Porches

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Reference	Address and Description	District Ward
DC/25/1878/FUL	44 Kirkley Park Road - Replacement PVCU Windows to Front of Property	Kirkley and Pakefield
DC/25/1874/FUL	Flat 1 Kirkley House, Kirkley Cliff Road - Replacement Windows	Kirkley and Pakefield

20 To discuss the communications received from Jess Asato MP and East Suffolk Council Planning in relation to the Crown Hotel

21 Date of next meeting
Thursday 26 June 18:45

22 Items for the next agenda and close

Lowestoft Town Council
Meeting of the Planning Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18.45 on Thursday 22 May 2025

MINUTES

Present: Cllrs Jen Jones, Christian Newsome, Bernadette Rappensberger and Elise Youngman

In Attendance: Taylor Williams (Committee Clerk and Planning Assistant)

1. Welcome

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

2. To receive and consider acceptance of apologies for absence

Apologies were received from Cllrs Wendy Brooks and John Murray with reasons provided. Cllr Newsome proposed approval of apologies received; seconded by Cllr Rappensberger; all in favour. Cllr Neil Coleby was absent with no apologies received.

3. 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.

4. Minutes

- a. To consider the draft minutes of 10 April, 24 April and 8 May 2025 – Cllr Newsome proposed approval of all draft minutes; seconded by Cllr Jones; three votes in favour and one abstention as the Councillor was not a member at the time of these meetings.

5. 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.

6. To review and adopt Committee arrangements:

- a. To note the membership of the Planning Committee – Cllrs Wendy Brooks, Neil Coleby, Jen Jones, Christian Newsome, John Murray, Bernadette Rappensberger, Elise Youngman.
- b. To appoint the Deputy Chair of the Planning Committee – Cllr Murray had requested he be considered. Cllr Youngman nominated Cllr Murray; seconded by Cllr Rappensberger; all in favour.
- c. To note the Terms of Reference of the Planning Committee – The Terms of Reference were noted.
- d. To agree the meeting schedule of the Planning Committee – Cllr Youngman proposed the meeting schedule be maintained as the second and fourth Thursday at 18:45; seconded by Cllr Rappensberger; all in favour.
- e. To review the delegations of the Planning Committee – The Committee noted their delegations and Cllr Newsome proposed acceptance of the delegations; seconded by Cllr Rappensberger; all in favour.

7. Neighbourhood Development Plan

To review and adopt Neighbourhood Development Plan Sub-Committee arrangements, including the following:

- a. To consider composition – Cllrs Newsome and Rappensberger requested to join the Sub-Committee. Cllr Jones proposed approval of the requests received to date to join the Sub-Committee; seconded by Cllr Rappensberger; all in favour.
- b. To review and consider adoption of the Terms of Reference – Cllr Youngman proposed approval of the Terms of Reference; seconded by Cllr Newsome; all in favour.
- c. To agree the meeting schedule – Cllr Youngman proposed the schedule be ad hoc until the Sub-Committee meets and can make its own recommendations; seconded by Cllr Jones; all in favour.
- d. To review the delegations of the Sub-Committee – Cllr Newsome proposed approval of the delegations made to the Sub-Committee as outline in their Terms of Reference; seconded by Cllr Rappensberger; all in favour.

8. Planning applications

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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/25/1662/FUL	8 Broadwaters Road - <u>Internal alterations, single storey extension to front and two storey to the rear.</u>	Carlton and Whitton
It was proposed by Cllr Youngman, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		
DC/25/1352/FUL	79 Hollingsworth Road - <u>Rear extension, replacement shop front and new extraction system.</u>	Gunton and St Margarets
It was proposed by Cllr Youngman, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		
DC/25/1498/FUL	118/119 Bevan Street East - <u>Change of Use of 1st Floor (118 & 119 Bevan Street) to 4 x Flats. Sub-Division of existing ground floor (119 Bevan Street) from 1 to 2 no smaller shops.</u>	Harbour and Normanston
It was proposed by Cllr Newsome, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
DC/25/1742/FUL	101 Oulton Road - <u>Erection of a single storey rear extension</u>	Harbour and Normanston
It was proposed by Cllr Youngman, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		
DC/25/1793/FUL	9 Princes Walk - <u>Single storey rear and side extension.</u>	Harbour and Normanston
It was proposed by Cllr Rappensberger, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
DC/25/1771/FUL	76 Florence Road - <u>Single Storey Rear Extension and Internal Alterations for removal of 2 downstairs chimneys</u>	Kirkley and Pakefield
It was proposed by Cllr Rappensberger, seconded by Cllr Newsome 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/25/1904/TCA	10 Corton Road - <u>1no. Silver Birch (1 on plan) - Fell 1no. Fig (2 on plan) - Fell 1no. Cherry (3 on plan) - Fell 1no. Eucalyptus (4 on plan) - Fell</u>	Gunton and St Margarets

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9. To note the proposed introduction of parking restrictions on Hamilton Road and consider if the Committee wishes to submit a response

Cllr Newsome declared he worked near this area.

Cllr Jones proposed a delegation be made to officers to email all members and form a response to Suffolk Highways based on feedback received; seconded by Cllr Youngman; three votes in favour and one abstention from Cllr Newsome due to his declared interest.

10. To note the scheduled Planning training session on 26 June 16:00, which all members are required to attend

Several members were unable to attend the scheduled time and it was requested officers email all members for dates in July, set to a similar time of 16:00-17:00.

11. Date and time of the next meeting - 18.45 Thursday 12 June 2025

12. Items for the next agenda and close – No items were requested for the next agenda.

The Chair closed the meeting at 19:10

Signed:

12 June 2025