

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Planning Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **6:45 PM** on **Thursday 26 June 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](#). 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
24 June 2025

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AGENDA

23 Welcome

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

24 To receive and consider approval of apologies for absence

25 Declarations of Interests and dispensations

- 25.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda
- 25.2 To consider written requests for dispensations for interests and note dispensations granted

26 To consider the draft minutes of the meeting on 12 June 2025

27 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.

28 Planning Applications

- 28.1 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/25/1226/FUL	316 Long Road - Change of Use for static caravan in situ to use as therapy rooms	Carlton and Whitton
DC/25/2168/FUL	60 Edgerton Road - Construction of a single-storey porch at the main entrance of the property, featuring brick walls, a tiled roof, and a new front door, and window.	Carlton and Whitton
DC/25/2246/VOC	6 Elizabeth Close - Variation of Condition No.2 of DC/20/3899/FUL - Extension above existing flat roofed and new workshop	Harbour and Normanston
DC/25/2286/FUL	84 St Margarets Road - Change of Use from Dwellinghouse to Small House in Multiple Occupation for up to 4 people	Harbour and Normanston
DC/25/2297/ADI	Lloyds Tsb Bank Plc 47 - 49 London Road North - Replacement illuminated ATM & MFD and collars with updated branding	Harbour and Normanston
DC/25/2210/FUL	16 Cliftonville Road - Extensions front and rear, pitch roof to existing garage and materials	Kirkley and Pakefield

28.2 Applications for tree works

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

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Reference	Address and Description	District Ward
DC/25/2266/TPO	54 Gainsborough Drive - TPO 1-4(4) - T50 1no. Oak (T1 on submitted plan) - Remove 2 low limbs overhanging No. 52 Gainsborough Drive.	Gunton and St Margarets
DC/25/2368/TPO	5 Rembrandt Close - TPO 1-4(2) - T13 1no. Oak (marked on submitted plan) - Remove epicormic growth, remove deadwood	Gunton and St Margarets
DC/25/2409/TCA	28 Corton Road - 1no. Holm Oak (marked on submitted plan) - Reduce overhang to perimeter and neighbouring property and reshape, reshape laterals back to boundary fence of No. 28	Gunton and St Margarets

29 To appoint a representative to attend the East Suffolk Council Town and Parish Forum on Wednesday 23 July 9:30-12:30

30 Date of next meeting

Thursday 10 July 18:45

31 Items for the next agenda and close

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MINUTES

Present: Cllrs Wendy Brooks, Jen Jones (Chair), John Murray (Deputy Chair), Bernie Rappensberger and Elise Youngman

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

Public: One member of the public was in attendance via Teams

13 Welcome

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

14 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby and Christian Newsome with reasons provided. Cllr Rappensberger proposed approval of the apologies received; seconded by Cllr Youngman; all in favour.

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 – There were no declarations.

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

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

Cllr Rappensberger proposed approval of the draft minutes; seconded by Cllr Youngman; four votes in favour and one abstention.

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 – No advanced comments had been received and no members of the public were present at the time of the forum.

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

Cllr Youngman proposed approval of the requests; seconded by Cllr Rappensberger; all in favour.

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
It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		
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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It was proposed by Cllr Brooks, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.

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
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It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.

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
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It was proposed by Cllr Brooks, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.

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
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It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to request a holding objection, with the application be brought back after the issues raised by Suffolk Highways have been addressed.

The Committee were not opposed to the project, but note the issues of noise disturbance raised by nearby residents, and how that would be adequately addressed, the issues raised by Suffolk Highways and the request from Anglian Water for evidence of infiltration testing and assessments to establish whether network reinforcement was required.

DC/25/1282/FUL	41 London Road North - Change of use from vacant first, second & third floors to three self-contain apartments, new metal staircase from rear yard and new metal railings on first floor flat roof.	Harbour and Normanston
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It was proposed by Cllr Rappensberger, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application. The Committee noted that if any artificial grass was used in the project, then it needed to be acknowledged that it would not be environmentally beneficial.

DC/25/1670/FUL	61 - 63 London Road North - Installation of palisade fencing to the rear of the branch	Harbour and Normanston
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It was proposed by Cllr Murray, seconded by Cllr Rappensberger and unanimously agreed to recommend refusal of the application until the ownership dispute over the land has been resolved by Land Registry.

DC/25/1954/FUL	315 Whapload Road - Demolition of existing modern industrial unit (including rebuilding of front protrusions), and erection of two	Harbour and Normanston
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	industrial/warehouse units including associated car parking	
It was proposed by Cllr Rappensberger, seconded by Cllr Brooks and unanimously agreed to recommend refusal of the application due to the proposal to demolish two historic buildings which are of historic significance to the landscape.		
The Committee also noted that this site was in a flood risk area that posed substantial material damage to the building.		
DC/25/2029/FUL	87 Oulton Road - Single storey rear extension and dropped kerb extension to Oulton road.	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
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
It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		
DC/25/2148/FUL	Stanley House, Stanley Street - Retrospective application for siting an InPost Parcel Locker	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to recommend refusal of the application as the location for the locker was considered inappropriate as it would cause a reduction of visibility on the road.		
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
It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		
DC/25/1450/FUL	224 Kirkley Run - Single storey rear extension	Kirkley and Pakefield
It was proposed by Cllr Murray, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
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

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The Committee noted that the statue was originally intended to be sited elsewhere and concerns had been raised in the community of the appropriateness of Lord Kitchener's Garden being the site for the statue.		
It was proposed by Cllr Rappensberger, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application. The Committee note the insensitivities of the site location for the statue that have been raised by the public and suggest there be consideration of changing the name of the garden.		
DC/25/1828/FUL	CEFAS Pakefield Road - Replace Existing Windows	Kirkley and Pakefield
It was proposed by Cllr Youngman, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.		
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
It was proposed by Cllr Murray, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
DC/25/1967/FUL	71 Kirkley Park Road - Single Storey Rear Extension	Kirkley and Pakefield
It was proposed by Cllr Rappensberger, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.		
DC/25/2061/FUL	213 Stradbroke Road - Single storey rear extension and porch extension.	Kirkley and Pakefield
It was proposed by Cllr Rappensberger, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.		
DC/25/2062/FUL	102 Pakefield Street - Single-storey rear extension, new front porch, and internal alterations to existing dwelling.	Kirkley and Pakefield
It was proposed by Cllr Youngman, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		
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
It was proposed by Cllr Murray, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		
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

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The Committee permitted a representative of the project to speak on this item outside of Public Forum due to the representative joining the meeting at a later time. The representative confirmed this resubmission was made after a year of consultation. Whilst 500 homes remained in the proposal, 0.26 hectares of land were now dedicated for an Early Years setting (which would offer 30 places and was expandable to 60 places) and a play area was now included. The project now had 2.12 hectares of strategic green infrastructure, which has resulted in a reduction of employment provision. Access arrangements had been amended to include an uncontrolled pedestrian crossing on Waveney Drive. Site levels would also be raised to address the flood risk, and it had been confirmed by an environmental agency consultant that the risk of tidal flooding would be low.

The Committee noted that there was a high flood risk in this area and were uncertain how the raised land would effectively address the issue.

It was noted that the Waveney Local Plan 2.4 (Kirkley Waterfront Sustainable Neighbourhood Urban Development) accommodated this type of development.

It was proposed by Cllr Brooks, seconded by Cllr Murray and unanimously agreed to recommend refusal of the application due to the flood risk to the area, the cost and lack of affordable housing. The Committee felt a development of this nature would be more viable if flood defences were in place.

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

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

The Crown Hotel had recently been discussed in a public meeting that involved the MP and East Suffolk Council, and the MP was due to write to the owner to highlight the obligations the owner has

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to the building as it was listed and remind the owner that it was an offence to not meet those obligations.

The owner had been expected to submit a planning application for the building and a deadline had been set, which has now passed.

It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed that a delegation be made to officers to send a strong letter to the Conservation/Heritage Officer of East Suffolk Council (as the relevant authority) to ask that enforcement action be taken.

21 Date of next meeting

Thursday 26 June 18:45

Cllr Murray gave his apologies for the next meeting.

22 Items for the next agenda and close

No items were requested.

The Chair closed the meeting at 19:52

Signed:

26 June 2025