

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 10 July 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
4 July 2025

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
6:45 PM on Thursday 10 July 2025

AGENDA

32 Welcome

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

33 To receive and consider approval of apologies for absence

34 Declarations of Interests and dispensations

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

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

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

36 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.

37 Planning Applications

37.1 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/25/0636/FUL	318 Beccles Road Carlton Colville - Rear Extension	Carlton And Whitton
DC/25/2365/FUL	8 Cypress Way - Demolition of garage and construction of a single storey rear extension	Carlton and Whitton
DC/25/2385/FUL	157 St Peters Street - Change Opening Times & Add Roller Shutters for Security	Harbour And Normanston
DC/25/2492/ADI	Lloyds Tsb Bank Plc 47 - 49 London Road North - Illuminated Advertisement Consent - New external bank signage	Harbour And Normanston
DC/25/2563/VOC	12 Beach Road - Variation of Condition No. 3 of DC/24/2368/FUL - Change of use of existing property, from class E (hairdressers at ground floor) and class C3 (residential apartment at first and second floor) to 8-bedroom house of multiple occupancy (Sui Generis) (ground, first and second floor) - Multiple Occupation Circumstances	Harbour And Normanston

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DC/25/1914/FUL	87 - 91 London Road South - Change of use of existing offices to create 3 self contained flats	Kirkley And Pakefield
DC/25/2443/FUL	14 Nightingale Road - To replace outbuildings with rear single storey extension	Kirkley And Pakefield

37.2 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

Reference	Address and Description	District Ward
DC/25/2444/TPO	Foxburrow Wood - TPO/119/2022 - W1 All works to be carried out as detailed in the submitted Woodland Management Plan by A. T. Coombs Associates Ltd over a 10-year period	Gunton and St Margarets
DC/25/2512/TPO	Potters Kiln Leisure Way - TPO/101/2021 - W1 1no. Group (G1 on submitted plan) - Crown raise to 5.2m from ground level roadside, prune road encroachment to main stems	Gunton and St Margarets
DC/25/2526/TPO	8 Gainsborough Drive - Proposal: TPO 1-4(3) - G13 1no. Oak (T1 on submitted plan) - 3m whole crown reduction, remove epicormic growth from main stem	Gunton and St Margarets
DC/25/2573/TCA	46 Kirkley Park Road - 1no Ash (marked on submitted plan) - Fell	Kirkley and Pakefield

38 Date of next meeting

Thursday 24 July 18:45

39 Items for the next agenda and close

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 26 June 2025 at 6:45 PM

MINUTES

Present: Cllrs Wendy Brooks, Jen Jones (Chair), Christian Newsome and Elise Youngman

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

23 Welcome

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

24 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby, John Murray and Bernadette Rappensberger with reasons provided. Cllr Brooks proposed approval; seconded by Cllr Youngman; all in favour.

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 – There were no declarations.

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

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

Cllr Youngman proposed approval; seconded by Cllr Newsome; all in favour.

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 – No advance comments had been received and no members of the public were in attendance.

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

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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
It was proposed by Cllr Brooks, seconded by Cllr Newsome and unanimously agreed to recommend refusal of the application due to overdevelopment.		
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
It was proposed by Cllr Brooks, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
DC/25/2210/FUL	16 Cliftonville Road - Extensions front and rear, pitch roof to existing garage and materials	Kirkley and Pakefield
It was proposed by Cllr Brooks, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		

28.2 Applications for tree works

The Committee noted that 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/25/2266/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

Cllr Newsome nominated Cllr Brooks to attend the forum; seconded by Cllr Youngman; all in favour.

30 Date of next meeting

Thursday 10 July 18:45

31 Items for the next agenda and close

No items were requested.

The Chair closed the meeting at 18:57

Signed:.....

10 July 2025