

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 **18:45** on **Thursday 11 September 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, Town Clerk
05 September 2025

Lowestoft Town Council

Planning Committee

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE

18:45 on Thursday 11 September 2025

AGENDA

69 Welcome

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

70 To receive and consider approval of apologies for absence

71 Declarations of Interests and dispensations

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

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

72 To consider the draft minutes of the meeting on 14 August 2025

73 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.

74 Planning Applications

74.1 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/25/3018/FUL	142 Spashett Road - Construction of a front porch extension	Gunton And St Margarets
DC/25/3069/FUL	Land To The Rear Of 23 Alexandra Road - Demolition of existing outbuilding and construction of dwelling incorporating 8 single bed apartments	Harbour And Normanston
DC/25/3233/FUL	3 Kirkley Cliff - Alterations to The Clyffe Hotel to Create Short-Stay Self-Catering Accommodation	Kirkley And Pakefield
DC/25/3234/LBC	3 Kirkley Cliff - Listed Building Consent - Alterations to The Clyffe Hotel to Create Short-Stay Self-Catering Accommodation	Kirkley And Pakefield
DC/25/3248/FUL	220 Carlton Road - Creation of a vehicular access	Kirkley And Pakefield

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74.2 Applications for tree works

To note 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/25/3402/TCA	Heveningham House 39 London Road South - Proposal: 1no. Sorbus (marked on submitted plan) - Reduce whole crown by 2m, thin crown by 30%	Kirkley And Pakefield

74.3 To note the following recommendations had been made under delegated authority when the Planning Committee did not meet on 28 August 2025

Reference	Address and Description	District Ward
DC/25/3095/FUL	1 The Eddies - Single storey rear extension, front porch, garage extension and out building	Carlton and Whitton
It was agreed to recommend approval.		
DC/25/2722/FUL	84 Oulton Road - Demolition of garage. West side single storey extension. North rear single storey extension.	Gunton and St Margarets
It was agreed to recommend approval.		
DC/25/3065/CLE	20 Corton Road - Certificate of Lawful Use (Existing) - Confirmation of compliance with condition 7 of DC/08/1003/COU to revert to C3 use	Gunton and St Margarets
It was agreed to recommend approval.		
DC/25/2124/FUL	School Yard Cottages Triangle Yard - Demolition of industrial building and construction of 2 residential dwellings	Harbour and Normanston
It was agreed to recommend approval.		
DC/25/2980/LBC	36 High Street - Listed Building Consent - Installation of solar panels on a pantiled south facing roof	Harbour and Normanston
It was agreed to recommend refusal per the comments by provided by the East Suffolk Council Design and Heritage response that the proposals would not preserve the special interest of the listed building.		
DC/25/3062/FUL	Unit 16 The Nexus Newcombe Road - Change of Use to Class E (Commercial, Business and Service Use) specifically for use a private personal training studio and recovery.	Harbour and Normanston
It was agreed to recommend approval.		
DC/25/2893/LBC	Flat 2 9 Kirkley Cliff - Listed Building Consent - Replace rotten sash windows to the front elevation of a grade 2 listed building	Kirkley and Pakefield
It was agreed to recommend approval.		
DC/25/3036/FUL	54 Walmer Road - Single storey rear extension	Kirkley and Pakefield
It was agreed to recommend approval.		

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DC/25/3185/CLE	284 London Road South - Certificate of Lawful use (existing) - Use of property as a sui generis House in Multiple Occupation (HMO) in excess of 10 years.	Kirkley and Pakefield
It was agreed to recommend refusal of the application as the development was site within a Conservation Area and Flat Saturation Zone and there was no evidence to support this property ever being approved for use as a House in Multiple Occupation.		

75 To receive a report from Cllr Brooks on the East Suffolk Town and Parish Planning Forum

76 To consider a response for the Broads Authority - Local Plan for the Broads consultation

77 Date of next meeting
Thursday 25 September 18:45

78 Items for the next agenda and close

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 14 August 2025 18:45

MINUTES

Present: Cllrs Nasima Begum (ex-officio), Jen Jones (Chair), John Murray, Christian Newsome and Elise Youngman

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

47 Welcome

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

48 To receive and consider approval of apologies for absence

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

49 Declarations of interests and dispensations

49.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the agenda – The Committee declared application DC/25/2521/ADI concerned a Town Council asset. Cllr Newsome declared an interest in item 55 as he had historical vehicles stored on the land concerned and would leave the room during discussions.

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

50 To consider the draft minutes of the meeting on 10 July 2025

Cllr Youngman proposed approval of the draft minutes; seconded by Cllr Newsome; all in favour.

51 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 members of public were in attendance. A public comment had been submitted regarding application DC/25/2517/FUL which the Committee had reviewed and would discuss further when considering the application.

52 Planning Applications

52.1 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/25/2800/FUL	225 Yarmouth Road - Single storey extension of existing outbuilding and use as 'Granny Annexe'	Gunton and St Margarets
It was proposed by Cllr Youngman, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.		
DC/25/2891/FUL	12 Hillcrest Gardens - Rear extension, garage extension and conversion	Gunton and St Margarets
It was proposed by Cllr Youngman, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.		
DC/25/2892/FUL	20 Windermere Park - Partial loft conversion and dormer	Gunton and St Margarets

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It was proposed by Cllr Murray, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
DC/25/2521/ADI	Marina Theatre - Illuminated Advertisement Consent - 1 - LED wrap around screen to front of fascia of canopy above new entrance porch (see planning permission PP-12293474). 2 - Freestanding letters on top of canopy above new entrance porch (see planning permission PP-12293474). 3 - New poster advertisement banner on existing rotunda. 4 - Individual illuminated letters on brick buttress.	Harbour and Normanston
It was proposed by Cllr Youngman, seconded by Cllr Newsome and unanimously agreed to recommend approval of the application, subject to the requests submitted by Highways, Environmental Protection and Street Lighting being fulfilled to satisfaction.		
DC/25/2608/FUL	East Coast College Rotterdam Road - Creation of 6m x 12m concrete slab and erection of temporary industrial tent-like tarpaulin structure to provide an overflow Bricklaying workshop as an educational space.	Harbour and Normanston
It was proposed by Cllr Newsome, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
DC/25/2920/VOC	5 Battery Green Road - Variation of Condition No.3 of DC/24/2166/FUL - Change of use from Class E Offices to Sui Generis to allow for a 8 bed HMO. No significant external changes will be made as part of the proposed works - The applicant wishes for the condition to be changed due to the specific tenant type being too restrictive on the potential use of the HMO.	Harbour and Normanston
Cllr Murray proposed a holding objection be submitted until there has been further detail provided on who the intended residents would be further to the applicant's request to expand the tenant type to 'vulnerable people' and what facilities would be provided to support the vulnerable people and the wider community; seconded by Cllr Newsome; three votes in favour (Cllrs Murray, Newsome and Youngman), one vote against (Cllr Begum) and one abstention (Cllr Jones).		
DC/25/2949/FUL	48 Royal Avenue - Insertion of two velux roof lights to facilitate loft conversion	Harbour and Normanston
It was proposed by Cllr Youngman, seconded by Cllr Begum and unanimously agreed to recommend approval of the application.		
DC/25/2517/FUL	43 St Johns Road - Extension of detached property to form three storey dwelling	Kirkley and Pakefield
Cllr Begum proposed to recommend approval of the application, the proposal was not seconded. Cllr Murray proposed to recommend refusal of the application as it was overdevelopment of the area and it did not adhere to the Waveney Local Plan 8.24, which required demonstration of why an application should be granted planning permission when the area is at risk of flooding; seconded by Cllr Youngman; four votes in favour (Cllrs Jones, Murray, Newsome and Youngman) and one vote against (Cllr Begum).		
DC/25/2751/CLE	312 London Road South - Certificate of Lawful Use (Existing) - 5 self-contained C3 dwellinghouses as shown on the plans submitted	Kirkley and Pakefield
It was proposed by Cllr Youngman, seconded by Cllr Begum and unanimously agreed to recommend approval of the application.		
DC/25/2762/FUL	4 Sunningdale Avenue - Two storey rear extension	Kirkley and Pakefield
It was proposed by Cllr Begum, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		

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DC/25/2775/CLE	6A Stradbroke Road - Certificate of Lawful Use (Existing) - Existing use is a hot food takeaway and has been for some time, we'd like a certificate of lawfulness to confirm this. This use was under Class A but since 2020 was under the Sui Generis Planning class	Kirkley and Pakefield
It was proposed by Cllr Youngman, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.		
DC/25/2810/FUL	St Margarets Church Hollingsworth Road - Replacement of timber fence within the grounds of a Grade 1 listed building.	Harbour and Normanston
It was proposed by Cllr Youngman, seconded by Cllr Begum and unanimously agreed to recommend approval of the application.		

52.2 Applications for tree works

The Committee noted the Planning Authority had 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/25/3051/TCA	44 Corton Road - 2no. Leylandii (T1 & T2 on submitted plan) - Fell 1no. Holly (T3 on submitted plan) - Fell	Gunton and St Margarets

52.3 Applications for window repair/replacement

The Committee noted the Planning Authority had received the following applications for repair/replacement windows within a Conservation Area, which would 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/25/0072/FUL	South Beach B & B 43 Kirkley Cliff Road - Replacement windows, removal of front door and replacement of inner door and surround.	Kirkley and Pakefield

52.4 The Committee noted the following recommendations had been made under delegated authority when the Planning Committee did not meet on 24 July 2025

Reference	Address and Description	District Ward
DC/25/1662/FUL	8 Broadwaters Road - Single storey extensions to front and rear, construction of roof dormer (as amended) .	Carlton and Whitton
It was agreed to recommend approval.		
DC/25/2584/FUL	237 Long Road - Single storey rear extension	Carlton and Whitton
It was agreed to recommend approval.		
DC/25/2672/FUL	17 Harrington Avenue - Single Storey Rear Extension	Gunton and St Margarets
It was agreed to recommend approval.		
DC/25/0872/FUL	97A Normanston Drive - Add first floor to existing bungalow, re-build conservatory on rear to be a single storey rear extension	Harbour and Normanston

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It was agreed to recommend approval.		
DC/25/2420/FUL	Triangle Market High Street - To install seating planters and children's play panels	Harbour and Normanston
It was agreed to recommend approval.		
DC/25/2601/FUL	Natwest Bank Plc 53 London Road North - Removal of ATM's & Night Safe Bezel, existing signage and reinstate materials where required	Harbour and Normanston
It was agreed to recommend approval.		
DC/25/2602/LBC	Natwest Bank Plc 53 London Road North - Listed Building Consent - Removal of ATM's & Night Safe Bezel, existing signage and reinstate materials where required	Harbour and Normanston
It was agreed to recommend approval.		
DC/25/2210/FUL	16 Cliftonville Road - Extensions front and rear, pitch roof to existing garage and materials	Kirkley and Pakefield
A consultee response could not be submitted as the application had expired.		
DC/25/2232/FUL	Kirkley Care Clinic Economy Road - Demolition of 2 no. buildings and installation of tarmacadam car park to provide additional 40 no. parking bays. Works also include installation of car park lighting and 2 no. new EV electric chargers.	Kirkley and Pakefield
It was agreed to recommend approval.		
DC/25/2642/ADI	Pakefield Caravan Park Arbor Lane - Illuminated Advertisement Consent - Erection of 2 illuminated entrance signs and 2 flag poles for Pakefield Holiday Park	Kirkley and Pakefield
It was agreed to recommend approval, subject to compliance with Suffolk County Council's Street Lighting Engineer's comments.		

53 To receive a report from Cllr Brooks on the East Suffolk Town and Parish Planning Forum

It was agreed to defer this item to the next agenda as Cllr Brooks was not in attendance.

54 To consider responses for the following consultations

54.1 East Suffolk Council - Consultation on community involvement in developing planning policy for East Suffolk – Cllr Murray suggested, to encourage participation, there be a method to refine collected public views, such as using AI to capture written and verbal comments and categorise them in line with relevant planning policies.

The Committee agreed to defer consideration of the consultation to the next meeting.

54.2 Broads Authority - Local Plan for the Broad – The Committee agreed to defer consideration of the consultation to the next meeting.

Cllr Newsome temporarily left the chamber at 19:26 due to his declared interests

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55 To note the new guidance published on the redevelopment of the Kirkley Waterfront

East Suffolk Council has published guidance on the redevelopment of Kirkley Waterfront, which can be found here: [Kirkley Waterfront Planning Position Statement](#) – It was noted that the flood risk and the lack of the flood barrier was not accounted for in the guidance, in part due to the failure of the Waveney Local Plan to be updated to reflect the lack of a flood barrier.

Cllr Newsome returned to the chamber at 19:29

56 To consider the following requests for double yellow lines from members of the public

56.1 Double yellow lines on the junction of The Croft and Norwich Road NR32 2BQ – Cllr Youngman proposed the Committee give its support to the member of public, noting they would need to apply to Suffolk Highways for the double yellow lines; seconded by Cllr Begum; all in favour.

56.2 Double yellow lines outside property on Westwood Avenue NR33 9RS – Cllr Begum proposed the Committee give its support to the member of public, noting they would need to apply to Suffolk Highways for the double yellow lines; seconded by Cllr Begum; all in favour.

57 Date of next meeting

Thursday 28 August 18:45

58 Items for the next agenda and close

No items were requested for the next agenda.

The Chair closed the meeting at 19:34

Signed:

28 August 2025

Publication Consultation
28 July to 26 September 2025

Local Plan for the Broads

This is the last round of consultation before we submit the Local Plan.



You can find the Publication Consultation here:
www.broads-authority.gov.uk/about-us/how-we-work/transparency/consultations

Hard copy will be at these venues (check websites for opening times):

- **Libraries:** Acle, Beccles, Brundall, Bungay, Cromer, Great Yarmouth, Loddon, Lowestoft, Oulton Broad, Norwich Millennium, Stalham and Wroxham.
- **Council Offices:** Broadland and South Norfolk, North Norfolk, Norfolk County.
- **Yare House (Broads Authority)**



Tell us your thoughts by filling out this form:
www.surveymonkey.com/r/GLK3VMV

Planning Officers will be attending the drop in sessions at:

Acle Recreation Centre: 6 September, 1pm–4pm

Blyburgate Hall, Beccles: 8 September, 5pm – 8:30pm

New Victory Hall, Neatishead: 9 September, 5pm – 8:30pm

Have your say: Deadline for comments 4pm 26 Sept 2025