

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.

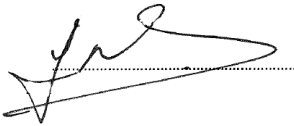
11. Date and time of the next meeting - 18.45 Thursday 12 June 2025

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

A handwritten signature in black ink, appearing to be 'J. Jones', written over a horizontal dotted line.