

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, October 9, 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
03 October 2025

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
6:45 PM on Thursday, October 9, 2025

AGENDA

92 Welcome

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

93 To receive and consider approval of apologies for absence

94 Declarations of Interests and dispensations

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

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

95 To consider the draft minutes of the meeting on 11 September 2025

96 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.

97 Planning Applications

97.1 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/25/3494/FUL	14 Farm Close - First floor rear bedroom extension with en-suite and new roof to conservatory.	Carlton And Whitton
DC/25/3604/FUL	97B Elm Tree Road - Proposed single storey annexe	Carlton And Whitton
DC/25/3633/FUL	14 Breckland Way - First floor side extension	Gunton And St Margarets

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DC/25/3463/LBC	10 Kirkley Cliff - Solar Panels to the rear extension	Kirkley And Pakefield
DC/25/3692/ADN	Part Land Adjacent And Rear Of 1A To 7 Durban Road - Non-Illuminated Advertisement Consent - Erection of Billboard for multiple advertisements	Kirkley And Pakefield

97.2 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/25/3493/TPO	8 Vermeer Close - TPO 1-4(4) - G24 1no. Oak Reduce select laterals by 2.5m, Remove epicormic growth & deadwood, Raise crown to 5m from ground level	Gunton And St Margarets
DC/25/3751/TPO	Land Adjacent And Front Of 1 Cotman Close - TPO No. 1-4(4) - G26 1no. Oak (marked T1 on submitted plan) - Crown lift to 4m from ground level, Reshape crown over 1 Cotman Close by 1.5m	Gunton And St Margarets
DC/25/3538/TCA	13 Yarmouth Road - 1no. Elm (marked on submitted plan) - Reduce crown by up to 5m	Harbour And Normanston
DC/25/3514/TPO	First Light Hotel 41 London Road South Pakefield - TPO/145/2022 3no. Lime (T1-T3 on submitted plan) - Raise crown to 5m from ground level, remove epicormic growth up to 5m from ground level, this specification is ongoing regular permitted maintenance. 2no. Lime (T4-T5 on submitted plan) - Re-pollard	Kirkley And Pakefield

98 To note the referendum date for the Neighbourhood Plan and the published Decision Statement

99 Licensing

To consider the following application:

Renewal application for Street Trading Licence - Lamarti's Ice Cream - All consent streets

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within the North of East Suffolk district. To sell ice cream, lollies, soft drinks and confectionary. Monday to Sunday 12:00 to 19:00

100 To consider a response for the East Suffolk Council consultation 'Neighbourhood Planning Guidance - Implementation and Monitoring'

101 To consider whether to support a resident's request to implement a residents parking scheme in Myrtle Close NR32 2SE

102 To receive an update on the current progress on the site of the former Lowestoft Hospital

103 Date of next meeting
Thursday 23 October 18:45

104 Items for the next agenda and close

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 11 September 2025 18:45

MINUTES

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

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

69 Welcome

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

70 To receive and consider approval of apologies for absence

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

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 – There were no declarations.

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

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

Cllr Youngman proposed approval; seconded by Cllr Newsome; four votes in favour and one abstention as the member was not in attendance at the meeting. It was noted that the Mayor had attended the last meeting in an ex-officio capacity to ensure quorate numbers, and it was requested there be consideration of the Mayor receiving the required planning training each year in compliance with the Councillor Training and Development policy.

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

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
It was proposed by Cllr Brooks, seconded by Cllr Newsome and unanimously agreed to recommend approval of the application.		
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
It was proposed by Cllr Newsome, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application, however the Committee noted its concerns on accessibility to the dwelling, particularly for wheelchair users.		
DC/25/3233/FUL	3 Kirkley Cliff - Alterations to The Clyffe Hotel to Create Short-Stay Self-Catering Accommodation	Kirkley And Pakefield

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It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application. The Committee noted that as the development was located within a flat saturation zone and conservation area, they were keen for the hotel to remain as holiday accommodation.		
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
It was proposed by Cllr Rappensberger, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
DC/25/3248/FUL	220 Carlton Road - Creation of a vehicular access	Kirkley And Pakefield
Cllr Brooks proposed to recommend approval so long as there were no objections from Highways. Cllr Newsome noted the application concerned an area with heavy parking on the road and raised a concern over hazards that may result from vehicular access. Cllr Brooks withdrew her proposals. Cllr Newsome proposed to recommend refusal of the application until a consultee response has been received from Highways or further information has been gathered concerning the effects of traffic on the road and the bad visibility; seconded by Cllr Rappensberger. The Committee checked the address and noted the location of the proposed vehicular access was away from the main area of congestion. Cllr Newsome amended his proposal to recommend a holding objection be requested until a response has been received from Highways; seconded by Cllr Rappensberger; all in favour.		

74.2 Applications for tree works

It was 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/25/3402/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 The Committee noted 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.		

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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.		
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

Cllr Brooks reported it had been a positive forum and noted there was agreement between the parishes and East Suffolk Council on the issues faced in Planning and how to move forward, the difficulties often resulted from dealing with directives from Central Government.

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

The Committee members agreed to review the consultation individually and send their thoughts to the Committee Clerk to collate a response. The deadline for submission was set for Tuesday 23 September.

77 Date of next meeting

Thursday 25 September 18:45

78 Items for the next agenda and close

No items were requested for the next agenda.

The Chair closed the meeting at 19:10

Signed:

25 September 2025



Lowestoft Neighbourhood Development Plan Decision Statement

(The Neighbourhood Planning (General) Regulations 2012 – Regulation 18)

Date of Publication: 24 September 2025

1. Summary

- 1.1 The Lowestoft Neighbourhood Plan underwent examination with the Independent Examiner publishing their report on 19th August 2025. East Suffolk Council now confirms that the Lowestoft Neighbourhood Plan will proceed to a Neighbourhood Planning Referendum, subject to the modifications set out in section 3.

2. Background

- 2.1 Lowestoft Town Council, as the Qualifying Body, successfully applied for the designation of the Neighbourhood Area under The Neighbourhood Planning (General) Regulations 2012. The [Neighbourhood Area](#)¹ was designated by the former Waveney District Council on 10th December 2018.
- 2.2 The Lowestoft Neighbourhood Plan was published by Lowestoft Town Council for pre-submission consultation (Regulation 14) between 24th January and 7th March 2023. An additional Regulation 14 consultation on new policies and amendments to the plan took place between 30th October and 11th December 2023.
- 2.3 Following the submission of the [Lowestoft Neighbourhood Development Plan](#) to East Suffolk Council the Plan was publicised, and comments invited over a six-week period between 23rd April and 4th June 2025.
- 2.4 East Suffolk Council, with the agreement of Lowestoft Town Council appointed an independent examiner, Chris Collison BA (Hons) MBA MRTPI MIED IHBC to examine the Plan and consider whether it met the Basic Conditions required by legislation and whether it should proceed to Referendum.

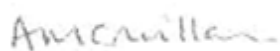
¹ [Lowestoft neighbourhood area » East Suffolk Council](#)

- 2.5 The [Examiners Report](#) received 19th August 2025 concluded that subject to modifications identified in the Report, the Lowestoft Neighbourhood Plan meets the basic conditions and recommends that subject to the modifications listed in the Report, the Lowestoft Neighbourhood Plan should proceed to referendum. He recommended that the neighbourhood plan referendum area should be based on the approved Neighbourhood Area.
- 2.6 Information on the Lowestoft Neighbourhood Plan can be found at: [Lowestoft Neighbourhood Plan](#).
- 2.7 Following receipt of the Examiner's Report, legislation requires that East Suffolk Council considers the modifications recommended, the reasons for them, and decide what action to take. This is set out in the table below. Ahead of this consideration, the Examiner's Report and its findings have been subject to discussion between East Suffolk Council, and Lowestoft Town Council.

3. Decision and Reasons

- 3.1 East Suffolk Council (using powers delegated to the Head of Planning and Building Control) has considered each of the modifications recommended and concur with the reasoning provided by the Examiner in his Report dated 19th August 2025. With the Examiner's recommended modifications, East Suffolk Council have decided that the Lowestoft Neighbourhood Plan meets the Basic Conditions as set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990, is compatible with the Convention rights and complies with provision made by or under Sections 38A and 38B of the Planning and Compulsory Purchase Act 2004.
- 3.2 As a consequence, the submission version of the Lowestoft Neighbourhood Plan will be modified as recommended for it then to proceed to referendum.
- 3.3 East Suffolk Council has considered the referendum area as recommended by the Examiner and has decided there is no reason to extend the neighbourhood area for the purposes of referendum. The Referendum area will be the same as the designated Neighbourhood Area for the Lowestoft Neighbourhood Plan.
- 3.4 The list of modifications and actions required are set out in the following table. As a consequence of these changes the Lowestoft Neighbourhood Plan will be re-published and titled the Lowestoft Neighbourhood Plan (Referendum Version).

Authorising Officer



Andrea McMillan MRTPI

Planning Manager (Policy and Delivery)

On behalf of

A handwritten signature in black ink, appearing to read 'Ben Woolnough', with a stylized, cursive script.

Ben Woolnough BSc, MSc, MRTPI

Head of Planning and Building Control

Dated:

Table 1: Decisions and Actions by ESC in response to the Examiner's recommended modifications

Policy name and number	Examiner's Recommended Modification	Reason for change	Action by ESC
LOW1: East Point Pavilion	Replace “. This includes” with “for example this could include” Any redevelopment of the East Point Pavilion site on the south beach seafront (identified in Figure 10) should support tourism and the visitor economy. ~~This includes~~ For example this could include performance, display, exhibition, recreation, and other tourist and visitor-related uses.	This modification was recommended as the limitation to future stated uses was not sufficiently justified and clarity was needed for the site being located in a Conservation Area.	Agreed. The policy text to be amended as recommended
LOW1: East Point Pavilion	After “Area” insert “in which the site is located” c) Proposals for buildings higher than the present pavilion may be supported where they: i. demonstrate exceptional design quality; ii. can demonstrate that they would not have an adverse impact on the significance of the South Lowestoft/Kirkley Conservation Area in which the site is located, or the adjacent listed Royal Norfolk and Suffolk Yacht Club, Lowestoft War Memorial and Statue of Triton owing to development in their setting.	This modification was recommended as the limitation to future stated uses was not sufficiently justified and clarity was needed for the site being located in a Conservation Area.	Agreed. The policy text to be amended as recommended
LOW2: Kirkley Waterfront Site	In part 1 after “Development of” insert “the part of” and after “site” insert “that is located within the Neighbourhood Area” Development of the part of Kirkley Waterfront site that is located within the Neighbourhood Plan Area	The modification was recommended so that it was made clear that only part of the Kirkley Waterfront is in the Neighbourhood Area.	Agreed. The policy text has been amended as recommended.

Policy name and number	Examiner's Recommended Modification	Reason for change	Action by ESC
	(identified in Figure 11) should result in the creation of a high-quality urban waterfront, including residential and employment uses, in accord with the Sustainable Urban Neighbourhood and Kirkley Waterfront Development Brief Supplementary Planning Document (SPD)(Adopted May 2013) or successor documents		
LOW2: Kirkley Waterfront Site	Continue parts 2a and 2b with “where feasible” Development should seek to implement the following development principles: a) There should be public access to the waterfront edge, provided through a combination of walkways, cycle ways, public spaces and high-quality landscape design where feasible; b) Spaces should be designed to encourage public and visitor use of the waterfront where feasible; In part 2c after “edge” insert “where feasible The layout should prioritise pedestrian access to the waterfront edge where feasible and include clear sightlines through the development; In part 2e after “buildings” insert “than anticipated in the SPD” Higher buildings than anticipated in the SPD may be supported on the waterfront, where they demonstrate exceptional design quality and maximise the potential for energy efficiency;	The modification was recommended to allow flexibility as to what is feasible and does not undermine deliverability.	Agreed. Text has been amended as recommended.
LOW3: Lowestoft Town Centre and	Replace the text before part 1 with “Within the Lowestoft Town Centre and Historic High Street areas (defined as the areas to which Local Plan Policies WLP8.18 New Town Centre Use	The modification was recommended as the identified Primary Shopping Area did not correspond with the Town Centre boundary and Primary	Agreed. The policy text to be amended as recommended

Policy name and number	Examiner's Recommended Modification	Reason for change	Action by ESC
Historic High Street	Development and WLP2.9 Historic High Street and Scores Area apply, identified with a red outline on Figure 12):" ~~Within the Town Centre (defined as the retail core, Historic High Street, London Road North and railway station retail areas and identified with a red outline in Figure 12):~~ <u>Within the Lowestoft Town Centre and Historic High Street areas (defined as the areas to which Local Plan Policies WLP8.18 New Town Centre Use Development and WLP2.9 Historic High Street and Scores Area apply, identified with a red outline on Figure 12)</u> Replace part 2 with "Redevelopment of buildings will be supported where that is in accord with national policy relating to the conservation and enhancement of the historic environment." ~~Redevelopment of buildings will normally be supported. Proposals that lead to the loss of or substantial harm to listed buildings and non-designated heritage assets in the Conservation Area will be refused if the proposal has an unacceptable effect on the architectural, historic or visual interest of the Area.~~	Shopping Area defined in the Local Plan and variations have not been sufficiently justified and to ensure that the policy has sufficient regard for local and national policy. Also to ensure the policy is clearly written and unambiguous.	

Policy name and number	Examiner's Recommended Modification	Reason for change	Action by ESC
	<u>Redevelopment of buildings will be supported where that is in accord with national policy relating to the conservation and enhancement of the historic environment.</u> In part 3 delete “in and immediately adjacent to the town centre” ~~in and immediately adjacent to the town centre.~~ continue part 3 with “where it is demonstrated a suitable living environment can be achieved.” Residential uses will be supported for upper levels or sites in and immediately adjacent to the town centre <u>where it is demonstrated a suitable living environment can be achieved.</u> in part 4 after “supported” replace the comma with “where the relationship with surrounding buildings is satisfactory, and” Upwards extension will normally be supported, <u>where the relationship with surrounding buildings is satisfactory, and</u> subject to meeting the requirements of design and other policies, including the North Lowestoft Heritage Action Zone Design Guide Supplementary Planning Document.		

Policy name and number	Examiner's Recommended Modification	Reason for change	Action by ESC
LOW3: Lowestoft Town Centre and Historic High Street	On Figure 12 modify the blue outlined Primary Shopping Area to correspond with the Primary Shopping Area to which Local Plan Policy WLP8.18 Primary Shopping Areas applies.	Variations to the map have not been sufficiently justified, and modifications have been recommended to the map at figure 12 to ensure clarity	Agreed. Figure 12 to be amended to correspond with Local Plan policy WLP8.18
LOW4: Kirkley District Shopping Centre	replace part 2 with “Redevelopment of buildings will be supported where that is in accord with national policy relating to the conservation and enhancement of the historic environment.” ~~Redevelopment of buildings will normally be supported. Proposals that lead to the loss of or substantial harm to listed buildings and non-designated heritage assets in the Conservation Area will be refused if the proposal has an unacceptable effect on the architectural, historic or visual interest of the Area~~ <u>Redevelopment of buildings will be supported where that is in accord with national policy relating to the conservation and enhancement of the historic environment.”</u> continue part 3 with “where it is demonstrated a suitable living environment can be achieved.” Residential uses will be supported for upper levels or sites in and immediately adjacent to the Kirkley	The modifications have been recommended so that the policy has sufficient regard for national policy and is clearly written and unambiguous.	Agreed. The policy text to be amended as recommended

Policy name and number	Examiner's Recommended Modification	Reason for change	Action by ESC
	District Shopping Centre where it is demonstrated a suitable living environment can be achieved.		
LOW5: Historic Town Hall Regeneration	Replace Policy LOW5 with “Development proposals for use of the Town Hall site, outlined in red on Figure 14, for community, civic, office-based employment, and related uses; or other uses compatible with adjacent residential properties, will be supported. Development proposals of land between the Town Hall buildings and the A47 highway to the west that incorporate car parking and servicing uses, or other uses compatible with adjacent residential properties, will be supported.” ~~Policy LOW5—Historic Town Hall Regeneration: Points 1 and 2 of this policy should be applied to the whole site outlined in red in figure 14. Point 3 should be applied generally across land adjacent to the area outlined in figure 14. 1. Support will be given to change of use and conversion of the Town Hall (identified in Figure 14) to provide an inclusive centre for the community, including enterprise space, meeting space, work space, a café and other uses to support creative and knowledge-based businesses and activities within Use Class E. 2. Conversion works for the Town Hall should conserve and/or better reveal the significance of the Listed Building, and conserve and enhance the character and appearance of the North Lowestoft Conservation Area. 3. In general, development on land to the west of the~~	Modification is recommended to ensure the policy is clearly written and unambiguous, and to retain flexibility over proposals on land to the west of the town hall.	Agreed. The policy text to be amended

Policy name and number	Examiner's Recommended Modification	Reason for change	Action by ESC
	~~Town Hall which incorporates elements to serve the site as a whole, such as car parking and servicing, will be supported.~~ <u>Development proposals for use of the Town Hall site, outlined in red on Figure 14, for community, civic, office-based employment, and related uses; or other uses compatible with adjacent residential properties, will be supported.</u> <u>Development proposals of land between the Town Hall buildings and the A47 highway to the west that incorporate car parking and servicing uses, or other uses compatible with adjacent residential properties, will be supported.</u> Retitle the policy as 'Policy LOW5 Historic Town Hall site' and retitle the policy in the contents pages of the Neighbourhood Plan. ~~Policy LOW5 — Historic Town Hall Regeneration~~ <u>Policy LOW5 Historic Town Hall site</u>		
LOW6: Residential Development	Replace Policy LOW 6 with "In addition to the sites and locations where residential development will be supported identified in Neighbourhood Plan Policies LOW2; LOW3; LOW4; LOW6; and LOW7, and in addition to sites allocated in the Local Plan, new residential development will be supported	Modification is recommended in order to delivery sustainable development and meet the Basic Conditions.	Agreed. The policy text to be amended as recommended

Policy name and number	Examiner's Recommended Modification	Reason for change	Action by ESC
	throughout the Neighbourhood Area where it is proposed: • through conversion and adaptation of upper floors above shops and commercial units (where it is demonstrated a suitable living environment can be achieved); • through redevelopment of existing residential buildings; and • on infill sites in residential areas. To be supported proposals must not conflict with Local Plan Policy WLP8.4 restricting houses in multiple occupation or flats. ~~Policy LOW6—Residential Development: 1. In addition to the sites allocated in the Local Plan, new residential development will be supported in the following locations: a) Sites in the Town Centre, in accordance with Policy LOW3; b) Conversion and adaptation of upper levels above shops and commercial units where there is mutual compatibility between uses; c) Development of infill sites within existing residential areas; d) Redevelopment of existing residential buildings, providing it does not involve the loss of a heritage asset and there is no conflict with policies restricting houses in multiple occupation or flats (WLP8.4); e) For any new residential development, there should be no conflict with policies restricting houses in multiple occupation or flats (WLP8.4)~~ Policy LOW6 Residential Development		

Policy name and number	Examiner's Recommended Modification	Reason for change	Action by ESC
	<u>In addition to the sites and locations where residential development will be supported identified in Neighbourhood Plan Policies LOW2; LOW3; LOW4; LOW6; and LOW7, and in addition to sites allocated in the Local Plan, new residential development will be supported throughout the Neighbourhood Area where it is proposed:</u> <u>through conversion and adaptation of upper floors above shops and commercial units (where it is demonstrated a suitable living environment can be achieved);</u> <u>through redevelopment of existing residential buildings; and</u> <u>on infill sites in residential areas.</u> <u>To be supported proposals must not conflict with Local Plan Policy WLP8.4 restricting houses in multiple occupation or flats.</u>		
LOW7: Former Lowestoft Hospital Site	In Policy LOW7 replace “, 1927 and the earliest 20th century” with “and 1927 and other early 20th century frontages on Alexandra Road and Tennyson Road” a. The historic ranges from 1882, <u>and 1927 and other the earliest early 20th century frontages on Alexandra Road and Tennyson Road</u> should be retained and be sensitively refurbished, to preserve or enhance their architectural or historic interest	Part 1a of the policy is unclear and has not been adequately justified as a variation from Local Plan Policy WLP2.8. The modification has been recommended so that the policy has sufficient regard for national policy.	Agreed. The policy text to be amended as recommended

Policy name and number	Examiner's Recommended Modification	Reason for change	Action by ESC
LOW8: Residential Mix and Standards	in part 1 replace "should add" with "that adds" Residential development ~~should add~~ that adds to the mix, quality and choice of residential accommodation in the area, based on the latest evidence of local need and including housing suitable for the elderly, such as adaptable and accessible homes built to M4(2) and M4(3) standards or future equivalent standards. continue part 1 with "will be supported" Residential development should add to the mix, quality and choice of residential accommodation in the area, based on the latest evidence of local need and including housing suitable for the elderly, such as adaptable and accessible homes built to M4(2) and M4(3) standards or future equivalent standards will be supported.	Parts of the policy are not sufficiently justified or are confusing or does not provide a basis for the determination of development proposals. Modifications have been recommended to ensure clarity and that the policy has sufficient regard for national policy.	Agreed. The policy text to be amended as recommended
LOW8: Residential Mix and Standards	in part 4 replace the comma after "population" with "and" in part 4 delete ", and should meet or exceed national space standards" Residential development should be flexible to changing needs, including for an ageing population and home working. ~~, and should meet or exceed national space standards.~~	Parts of the policy are not sufficiently justified or are confusing or does not provide a basis for the determination of development proposals. Modifications have been recommended to ensure clarity and that the policy has sufficient regard for national policy.	Agreed. The policy text to be amended as recommended

Policy name and number	Examiner's Recommended Modification	Reason for change	Action by ESC
LOW8: Residential Mix and Standards	in part 5 replace “and particular” with a full stop Housing development should include positive design and landscape features to reduce carbon impact and promote biodiversity. ~~and particular~~ Support will be given to schemes that incorporate superior environmental performance, helping to achieve lower running costs.	Parts of the policy are not sufficiently justified or are confusing or does not provide a basis for the determination of development proposals. Modifications have been recommended to ensure clarity and that the policy has sufficient regard for national policy.	Agreed. The policy text to be amended as recommended
LOW9: Design and character	In Policy LOW9 in part 7 replace “including” with “these may include” 7. High-quality and durable materials with a high standard of finish should be used. ~~including~~ <u>These may include</u> local, reclaimed or recycled materials or green materials and construction with low embodied energy or superior environmental performance.	Part 7 of the policy is ambiguous. The modification is recommended to ensure that the policy has sufficient regard for national policy and is clearly written and unambiguous, so it is evident how a decision maker should react to development proposals	Agreed. The policy text to be amended as recommended
LOW10: Green Infrastructure, Urban Green Spaces and Biodiversity	replace part 1 with “Development should provide a measurable increase in biodiversity using the latest DEFRA biodiversity metric available at the time of determination of proposals. Any identified adverse impacts that cannot be avoided or further minimised should be mitigated, including with positive building design and landscape features to enhance developments for wildlife.” ~~1. Development should have no overall significant adverse impact on biodiversity and ecological assets should be protected, restored and enhanced. Any identified adverse impacts should be mitigated,~~	The recommended modifications are to ensure that the policy has sufficient regard for national policy and is clearly written and unambiguous	Agreed. The policy text to be amended as recommended

Policy name and number	Examiner's Recommended Modification	Reason for change	Action by ESC
	~~including with positive building design and landscape features to enhance developments for wildlife. Development should achieve at least 10% biodiversity net gain, which should be measured using the latest DEFRA biodiversity metric available at the time of submission of the proposal for planning permission.~~ <u>Development should provide a measurable increase in biodiversity using the latest DEFRA biodiversity metric available at the time of determination of proposals. Any identified adverse impacts that cannot be avoided or further minimised should be mitigated, including with positive building design and landscape features to enhance developments for wildlife.</u>		
LOW10: Green Infrastructure, Urban Green Spaces and Biodiversity	in part 2 after "site," insert "informed by East Suffolk Council's Statement of Community Involvement Appendix 7", 2. As appropriate to their scale, nature and location, development sites should be based on a masterplan for the whole site <u>informed by East Suffolk Council's statement of Community Involvement Appendix 7</u>, including the location of public rights of way, new urban green space and other green infrastructure	The recommended modifications are to ensure that the policy has sufficient regard for national policy and is clearly written and unambiguous	Agreed. The policy text to be amended as recommended
LOW10: Green Infrastructure, Urban Green	replace part 4 with "Outside of the curtilage of existing homes, ponds and the connections between them, should be protected from development."	The recommended modifications are to ensure that the policy has sufficient regard for national policy	Agreed. The policy text to be amended as recommended

Policy name and number	Examiner's Recommended Modification	Reason for change	Action by ESC
Spaces and Biodiversity	~~4. Ponds, outside of the curtilage of existing homes, and the connections between them should be protected from development~~ <u>Outside of the curtilage of existing homes, ponds and the connections between them, should be protected from development.</u>	and is clearly written and unambiguous	
LOW13: North Lowestoft Conservation Area	In Policy LOW13 replace "Rear of footway frontages" with "Building frontages that abut the footways of streets" ~~Rear of the footway frontages;~~ <u>Building frontages that abut the footways of streets</u>	This modification was recommended for clarity	Agreed. The policy text to be amended as recommended
LOW14: South Lowestoft and Kirkley Conservation Area	In Policy LOW14 replace "Rear of footway frontages" with "Building frontages that abut the footways of streets" ~~Rear of the footway frontages;~~ <u>Building frontages that abut the footways of streets</u>	This modification was recommended for clarity	Agreed. The policy text to be amended as recommended
LOW16 Strategic Green Landscape	Retitle the policy as 'Policy LOW16 Green Landscape Area' and retitle the policy in the contents pages of the Neighbourhood Plan in the same way. <u>Policy and contents page retitled 'Policy LOW12 Green Landscape Area'</u>	These modifications were recommended for clarity	Agreed. The text to be amended as recommended

Policy name and number	Examiner's Recommended Modification	Reason for change	Action by ESC
	In the title of Figure 20 and in general text throughout the Neighbourhood Plan replace "Strategic Green Landscape" with "Green Landscape Area". Renamed 'Green Landscape Area'		
LOW16 Strategic Green Landscape	after "recreational" insert "(including appropriate leisure and tourism uses)" • after "environmental" insert "(including ecological)" Development within the Strategic Green Landscape (identified in figure 20 and on the policies map) should support its amenity, recreational (including appropriate leisure and tourism uses) and environmental (including environmental) value and should complement its open and green character	The modification was recommended for clarity	Agreed: policy text to be amended as recommended
LOW16 Strategic Green Landscape	In Figure 20 identify any County Wildlife Sites within the Green Landscape Area. Figure 20 amended to identify County Wildlife Sites	This modification was recommended for clarity	Agreed. Figure 20 to be amended as recommended
LOW17 Local Green Spaces	In Policy LOW17 replace parts 2 and 3 with "2. Development proposals within the designated Local Green Spaces will be managed in accordance with national Green Belt policy." ~~2.—Development should take opportunities to enhance and should not harm the accessibility, character, setting, amenity or safety of Local Green Space 3. In exceptional circumstances, small scale development will~~	This modification was recommended to ensure that it is clear what the policy is seeking to achieve and to ensure clarity.	Agreed. The policy text to be amended as recommended

Policy name and number	Examiner's Recommended Modification	Reason for change	Action by ESC
	~~be supported within Local Green Spaces where it directly supports the community use of the space and; a) does not harm the open and green character of the space; and b) includes positive design features to offset the loss of green space.~~ <u>2. Development proposals within the designated Local Green Spaces will be managed in accordance with national Green Belt policy.</u>		
LOW19 Balanced Transport Provision	in part 2a delete "15" and replace "LTN 1/2016" with "Department for Transport Local Transport Note LTN1/20" 2. The needs and convenience of pedestrians and cyclists should be prioritised, including those with mobility/frailty issues and/or who are blind or partially sighted, through: a. Supporting ease of movement, encouraging active and sustainable travel through walking and cycling infrastructure, in accordance with the Suffolk Design Streets Guide (2022) ~~15 and LTN 1/2016~~, <u>Department for Transport Local Transport Note LTN1/20</u> and making connections to the public rights of way network, as required by policy LOW9. continue part 4 with "unless it is demonstrated this will undermine the deliverability of a development proposal"	Modifications are recommended to improve accuracy; remove ambiguity; and ensure that the policy has sufficient regard for national policy.	Agreed. The policy text to be amended as recommended

Policy name and number	Examiner's Recommended Modification	Reason for change	Action by ESC
	4. Electric charging points should be provided as part of car parking provision unless it is demonstrated this will undermine the deliverability of a development proposal		
LOW19 Balanced Transport Provision	in part 6 replace “2019” with “(2023)” and replace “provisions” with “provision where appropriate” 6. Parking standards should be in accordance with Suffolk Guidance for Parking ~~2019~~ (2023) or any successor documents. Residential parking should be provided as part of the development, and with a proportion of on-street parking ~~provisions~~ provision where appropriate that is well designed and integrated to avoid obstruction or impede visibility	This modification was recommended for clarity and accuracy	Agreed. The policy text to be amended as recommended
LOW20 Local Energy Schemes	In Policy LOW20 and in the Policy title replace “Local” with “Renewable and Low Carbon” Policy LOW20 – ~~Local Energy Schemes~~ Renewable and Low Carbon Energy Schemes	The modification is recommended as the term local energy schemes is unclear and the policy should be renamed to ensure clarity.	Agreed. The policy name to be amended as recommended
LOW20 Local Energy Schemes	Modify the Contents page of the Neighbourhood Plan to match. Contents page amended to reflect change of policy name LOW20: Renewable and Low Carbon Energy Schemes	This modification was recommended for clarity to reflect the renaming of the policy	Agreed. The contents page to be amended as recommended
Throughout	Modify policy explanation sections, general text, figures, and images, and supporting documents to achieve consistency with the modified policies; to achieve updates and correct identified errors; to achieve necessary clarifications; and to ensure sufficient regard for national policy.	This modification was recommended to provide consistency, make necessary updates and correct errors.	Agreed. Document updated throughout. Document also re-named referendum version.

Examiners further recommended changes

The following table contains minor modifications including clarifications, updates and corrections, as set out in paragraph 192 of the Examiner's report. The Council can make modifications under section 12(6) of Schedule 4B of the Town and Country Planning Act 1990 in order that the Plans meets the basic conditions and for the correction of errors.

Recommended change	Reason for change	Action by East Suffolk Council
Amend paragraph 3.7 to refer to “the two former Heritage Action Zones”;	For accuracy and completeness	Agreed. The supporting text to be amended as follows: The responses to the Residents Survey revealed most felt that Lowestoft is a friendly place in which to live with a strong sense of community. The historic High Street and Scores area, subject of a former Heritage Action Zone, has retained much of its charm with a significant number of listed buildings. The Neighbourhood Development Plan Area encompasses the town's two former ~~Conservation Areas:~~ <u>Heritage Action Zones:</u> North Lowestoft Heritage Action Zone and the London Road South Heritage Action Zone. In the residents' survey, most people agreed or strongly agreed that it is Lowestoft as an historic town centre which adds character to the area
paragraph 6.6 of the Neighbourhood Plan states the Neighbourhood Plan includes a flooding chapter. This should be removed	For accuracy and completeness	Agreed: The supporting text to be amended to remove reference to the flooding chapter 6.6 The policies are contained in the following chapters of this plan, under these themes: • Seafront and Waterfront • Revitalising the Town Centre • Living Environment and Place • ~~Flooding~~ • Transport and Movement • Sustainable Energy
Amend paragraph 6.4 to delete the “to be updated” indicators	For accuracy and completeness	Agreed. The supporting text to be amended as follows: • Supporting Document 1 – Statement of Consultation ~~(to be updated)~~

Recommended change	Reason for change	Action by East Suffolk Council
		- Supporting Document 2 – Statement of Basic Conditions ~~(to be updated)~~ - Supporting Document 3 - Protecting Open Landscapes, Sports Fields and Local Green Spaces - Supporting Document 4 - Strategic Environmental Assessment Screening Response ~~(to be updated)~~ Supporting Document 5 - Habitat Regulations Assessment Screening Response ~~(to be updated)~~
Amend paragraph 7.10 to delete the sentence commencing “the temptation”;	For accuracy and completeness	Agreed. The supporting text to be amended as follows: ~~The temptation for the strategic housing sites and other key sites may be to adopt a development at any cost approach, including acceptance of poor design.~~
Amend the supporting text to Policy LOW2 to refer to the Brooke Marine and Jeld-Wen Mosaic County Wildlife Site;	For accuracy and completeness	Agreed. The supporting text to be amended as follows: Para 7.20 This policy should be viewed in line with WLP2.4 of the Waveney Local Plan alongside the Kirkley Waterfront Development Brief Supplementary Planning Document (SPD)(Adopted May 2013) and its successor documents. This states that “development should facilitate the enhancement of the Brooke Yachts and Jeld Wen Mosaic County Wildlife Site to mitigate the loss of part of the site.” WLP2.4 also requires the completion of an ecological assessment undertake by a suitably qualified person as part of any planning application.
Amend paragraph 8.18 to delete the words after “care”;	For accuracy and completeness	Agreed. The supporting text to be amended as follows: The policy does aim to repopulate retail areas through residential development. This requires some care ~~and possible use of conditions to avoid conflicts between residential development and evening commercial uses.~~

Recommended change	Reason for change	Action by East Suffolk Council
Amend paragraph 10.10 to make clear it is possible to bid for CIL funding from the district-wide pot	For accuracy and completeness	Agreed. The supporting text to be amended as follows: The Local Plan recognises the responsibility for new developments to contribute to the cost of new infrastructure, either through section 106 planning obligations or the Community Infrastructure Levy. Waveney has had a Community Infrastructure Levy (CIL) in place since August 2013, and Lowestoft is zero rated for CIL. Bids for CIL funding are possible within Lowestoft with the funding coming from the District-wide pot, overseen by East Suffolk Council.
Amend paragraph 10.26 to refer to the ESC Sustainable Construction SPD	For accuracy and completeness	Agreed. The supporting text to be amended and new text inserted at the beginning of the paragraph as follows: ~~10.26 Positive design features to reduce carbon use could include:~~ 10.26 East Suffolk Council's Sustainable Construction SPD (April 2022) gives guidance on design features for sustainable construction. Key components for positive design
Include in the Interpretation and Guidance to Policy LOW12 reference to Local Plan allocations in the area to which the policy applies	To ensure clarity and completeness	Agreed. The supporting text to be included to create a new paragraph after 10.32: Furthermore, policies WLP2.3 (Peto Square), WLP8.18 (New Town Centre Use Development) and WLP2.2 (Power Park) of the East Suffolk (Waveney) Local Plan also cover the port area, and any developments should consider the requirements of these policies in relation to any port developments, where appropriate.
Include in the Interpretation and Guidance to Policy LOW15 a reference to East Suffolk Council's criteria for identification of non-designated heritage assets	For accuracy and completeness	Agreed. The supporting text to include the following text at new paragraph after 10.40 to say: 10.41 East Suffolk Council have set out criteria in their guidance for Non-designated heritage assets for establishing any potential non-designated heritage assets. Any new non-designated heritage assets must meet at least two of these significance-measuring criteria which includes: • Archaeological Interest

Recommended change	Reason for change	Action by East Suffolk Council
		• Architectural Interest • Artistic Interest • Historic Interest Further details on these criteria can be found in Appendix 6 of the Waveney Local Plan.
Section 10 add mention of Ness Park and Kensington Gardens	For accuracy and completeness	Agreed. The supporting text to be amended to say: Para.10.1 To preserve or enhance the natural, built and historic environments, making Lowestoft an attractive and sustainable place to live, work, visit and invest. Lowestoft has several valuable green spaces that offer an opportunity for residents and tourists to access green spaces in a high-density urban area in both north and south Lowestoft. These spaces include Belle Vue Park, Sparrows Nest, Kensington Gardens and Ness Park amongst others throughout the town and as identified in the Lowestoft Neighbourhood Development Plan (see figures 20-24).
Amend paragraph 10.43 to explain Policy WLP8.23	For accuracy and completeness	Agreed. The supporting text to be amended to include reference to policy WLP8.23 This policy augments Policy WLP8.23 of the Waveney Local Plan which aims to protect open space along with community sport and recreation facilities. Open spaces are identified on the local plan policies map
Policy LOW16 add a footnote to reference Supporting Document 3	For accuracy and completeness	Agree. Insert link as a footnote at the bottom of the page to supporting Document 3 Protecting Open Landscapes, Sports Fields and Local Green Spaces
Add reference to Local Plan Policy WLP 8.23 Protection of Open Space in the supporting text to Policy LOW18	For accuracy and completeness	Agreed. The supporting text to be amended as follows: New paragraph to be added after 10.47 This policy augments policy WLP 8.23 'Protection of Open Space' in the Waveney Local Plan.

Recommended change	Reason for change	Action by East Suffolk Council
Amend paragraph 11.5 to refer to the opening of Gull Wing Bridge in 2024;	For accuracy and completeness	Agreed: paragraph 11.5 to be amended to The main A12 road from London into the southern area of Lowestoft ends at the town's harbour bascule bridge. This connects to the A47 which runs around the centre of the town, before exiting the town and crossing the county border into Norfolk (towards Great Yarmouth). In 2024, the new Gull Wing Bridge was opened, adding an additional crossing between Peto Way and the A12.
Amend the supporting text to Policy LOW19 to include reference to the East Suffolk Cycling and Walking Strategy	For accuracy and completeness	Agreed. The supporting text to be amended as follows: 11.15 The policy ensures that sustainable transport options are designed into new development, avoiding over-reliance on motor vehicles. The completion of the Gull Wing Bridge in 2024, offers opportunities to create new sustainable transport links across the town. Priority should be given to pedestrian convenience, especially in the layout of new development. The East Suffolk Cycling and Walking Strategy (2022) offers some guidance on key routes and best practice to "ensure safe, coherent, direct, comfortable, and attractive cycling, walking and wheeling environments". Some parts of the policy only apply to development that includes new layout. The requirement for secure, covered storage and electric charging points would also apply to changes of use or new single dwellings.
Amend Chapter 12 to clarify Policy WLP8.27	For accuracy and completeness	Agreed. The following text to be added The Waveney Local Plan devotes a chapter to Renewable and Low Carbon Energy. Policy WLP8.27 'Renewable and Low Carbon Energy' expands on this with strong support for the role of Neighbourhood Plans
Ensure references to the South Lowestoft and Kirkley Conservation Area are consistent	For accuracy and completeness	Agreed. The references to be updated throughout the plan

Recommended change	Reason for change	Action by East Suffolk Council
throughout the Neighbourhood Plan		
Update maps to show the Gull Wing Bridge	Maps to be amended for completeness	Agreed. The maps to be amended as recommended All maps where Gull Wing Bridge site is visible to be updated.

Council's further modifications

Under section 12(6)(a) of Schedule 4B of the Town and Country Planning Act 1990, the Council considers that the following modifications are also needed in order that the Plan meets the basic conditions or for the correction of errors.

Change	Reason for change	Action by East Suffolk Council
Amend paragraph 3.8 bullet point 2 to refer to all funders	This modification is recommended to improve accuracy	The supporting text to be amended as recommended First Light Festival ~~supported by~~ primarily funded by Arts Council England, East Suffolk Council and Suffolk County Council
Amend paragraph 3.8 bullet point 3 to refer to cultural projects	This modification is recommended to improve accuracy	The supporting text to be amended as follows: The ~~recently completed~~ Lowestoft Town Centre Masterplan (published in June 2020) , which includes a vision for improving the Town Centre across four quarters (Station Quarter, The Heart of Lowestoft, Innovation Axis and Historic Quarter
Amend paragraph 8.12 to refer to the 'Battery Green and Post Office redevelopment	This modification is recommended to improve accuracy.	The supporting text to be amended as follows: Enhancing the public realm by improving accessibility and developing the urban landscape, will act as a catalyst for investment and link the whole Lowestoft area from the south beach to the former North Heritage Action Zone. ~~Development of the former post office and Battery Green car park~~ The Battery Green and

Change	Reason for change	Action by East Suffolk Council
		Post Office redevelopments will address the need for a central leisure and cultural offer, whilst residential developments and the utilisation of vacant properties will develop the area as a community hub, following the aims of the Waveney Local Area Plan.
Add examples of environmental impacts and mitigation measures to the Interpretation and Guidance supporting Policy LOW12.	For clarity and to remove ambiguity in order to improve efficacy.	The supporting text at Paragraph 10.31 to be amended as follows: Policy LOW12 recognises the importance of the port in the town and seeks to ensure that developments consider any opportunities to enhance the appearance of the area and immediate public realm (considered ‘the environs’) and addresses any visual impacts, through design considerations including, where feasible, boundary treatments including improved fencing, sensitive lighting schemes and landscaping, for example.

Neighbourhood Planning Guidance

Implementation and Monitoring

What to do once your plan is made and how to put your plan into
action

Consultation Draft

September 2025



Neighbourhood Planning Guidance- Implementation and Monitoring

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1. Purpose of this guidance

Once a neighbourhood plan has been made, it is important to consider how to implement the plan (put it into action) and monitor its outcomes. This guidance has been produced to explain how this can be achieved and what processes and methods can be used.

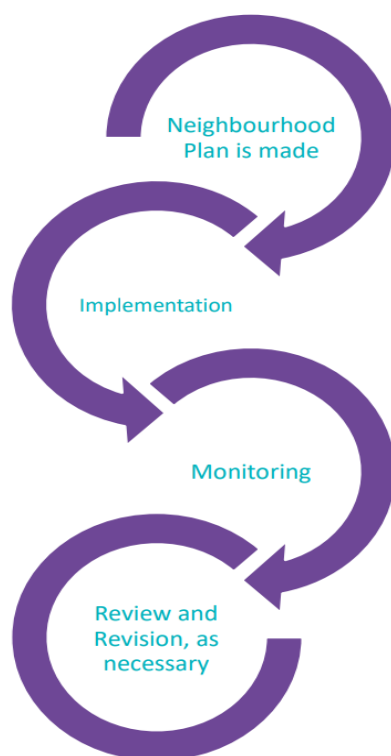
- Implementing a neighbourhood plan is the process of putting the plan into action and turning policies into real changes.
- Monitoring a neighbourhood plan involves keeping track of how the plan is performing to understand whether it is achieving its aims and objectives.

Who is this guidance for?

This guidance is intended for anyone using the neighbourhood plan. This is usually town and parish councils who may wish to plan community projects, comment on development applications in the area, or consider Parish Infrastructure Implementation Plans (PIIPS).

The information in this guide may also be useful if you are thinking about reviewing your neighbourhood plan as it will help to identify whether the plan is doing as it intended.

Fig. 1: Process of Implementation and Monitoring of Neighbourhood Plans



1

2. Implementation: The plan is made – what is next?

Implementation of a neighbourhood plan means putting its policies and proposals into action after the plan has been formally adopted (or “made”) following a successful referendum.

There are many ways to implement your plan, this guidance considers the following methods:

- Getting to know your plan
- Training and development
- Commenting on planning applications
- Engaging/collaborating with stakeholders and developers
- Community actions- how to go about it

Getting to know your plan

The first thing you will need to do is ensure that the town or parish council as a whole, is familiar with made plan and understands its aims and objectives. This may involve in-house training or workshops, and East Suffolk Council will aim to assist you where

¹ [How-to-implement-monitor-and-review-your-made-neighbourhood-plan-2019.10.11 \(5\).pdf](#) pg.5

possible. The Council will continue to support parishes with made neighbourhood plans after they have been made.

You may want to consider the following:

- Are parish or town councillors aware of the plan and its purpose?
- Who else needs to know about the plan?
- How can the plan be used effectively?
- Who is responsible for using the plan?
- Is your plan available and accessible?

Your plan should be accessible to all. It should be available on your parish website and also in hard copy, which is usually held by the parish clerk. Neighbourhood plans within East Suffolk are also available on the [East Suffolk Council](#) website and will have been made available to local libraries.

Importantly, it will be critical to manage the expectations of councillors and members of the public particularly in terms of what the plan can achieve.

Training and development

It is recommended that training is given to town and parish councillors who will be using the plan but may not have been involved in the plan making process. Any training should explain the overall aims of the plan, the policies and how they should be applied.

Over time, you may find that the members of the group who prepared the neighbourhood plan are no longer involved with the town or parish council, and any new councillors should also be given training. Creating and providing your parish councillors with training materials that can be used in the future will ensure that they fully understand the aims and objectives of the plan. These materials could include documents from the plan's evidence base or the plan making process, and consultation comments for example.

Town or parish councils may also wish to provide workshops or other learning activities. East Suffolk Council can provide assistance and expertise on planning matters, but you may need to seek outside help on specific training. However, the Council will continue to support parishes with neighbourhood plans after they have been made

Commenting on planning applications

Once made, your neighbourhood plan becomes part of East Suffolk's statutory development plan. This means that your plan's policies are considered by the local planning authority when deciding planning applications in the area. Town and parish councils are able to comment on any applications that are submitted for development in your neighbourhood plan area.

How to effectively comment on planning applications

The council's '[Comment on a planning application](#)' page provides guidance on how to effectively comment on an application, but in summary comments should:

- be kept as concise as possible
- clearly state whether the response is an objection or is supporting the development
- give clear and unambiguous reasons for objecting or supporting an application

You can comment via the on-line portal, email or by post.

Your comments should focus on the consideration of your neighbourhood plan policies and those in the local plan along with any other material considerations you think are appropriate.

You can also refer to any evidence base document which underpins the neighbourhood plan policy or policies you are using. These should be publicly available on the town or parish website, or in hard copy, which is usually held by the town or parish clerk. The supporting evidence may contain additional relevant information which might help you to explain the policy and the rationale for it being included in the neighbourhood plan.

Material Considerations

Applications should be considered in accordance with the development plan unless material considerations indicate otherwise. The development plan is the relevant East Suffolk Local Plan and any made neighbourhood plan.

Examples of material consideration include:

- Impact on traffic, parking, and highway safety
- Noise, overshadowing, or loss of privacy
- Design, layout, and appearance of buildings
- Effect on listed buildings or conservation areas
- Flood risk or environmental impact
- Local and national planning policies
- Housing need and infrastructure capacity

Not material considerations:

- Loss of private views
- Impact on property value
- Personal opinions about the applicant

- Private disputes or covenants

There may be some cases whereby material considerations indicate that a planning application should be determined contrary to adopted neighbourhood plan or local plan policies. If you need advice or clarification on any issues or want to discuss how issues are being considered and weighted, you can discuss this with the case officer who is considering and processing the application. This information can be found on your consultation notification.

Engaging with developers and stakeholders

Town and parish councils are encouraged to work directly with developers in relation to development in their neighbourhood plan area.

In the [East Suffolk Developers Charter](#), developers of ‘major residential schemes of 10 houses or over’ are encouraged to engage with town and parish councils. Having early conversations with developers can help to ensure that important parts of the neighbourhood plan are considered at the early stages of any development proposal.

Town and parish councils can help developers to engage with the wider community. Experience in East Suffolk has shown that early engagement can help to identify views and provide an opportunity for these to be considered early on during the planning stages. Promoting an active and constructive dialogue between parties can significantly improve the success of a development and the experience of the planning application process.

Community actions - how to go about it

The majority of neighbourhood plans in East Suffolk contain ‘non-policy’ projects. These are projects that the community would like to see achieved but a planning policy may not be the appropriate vehicle for them. They may be called community actions, projects or aims amongst other titles.

For the purpose of this guidance, they will be referred to as community actions.

Community actions can feature in your neighbourhood plan, but they are not part of its statutory function. However, they can be just as important in delivering your plan’s aims as the neighbourhood plan policies themselves. Therefore, part of the implementation can involve the direct delivery of community actions.

You may want to consider how the community actions in your neighbourhood plan are to be achieved and which ones are deemed critical, essential, or desirable. If your plan includes a priority list of infrastructure related community actions these should also be outlined in your [Parish Infrastructure Investment Plan](#). However, your plan may include community actions that do not relate to the delivery of infrastructure.

There are several things you can do to deliver a project or community action, and taking a project planning/management approach for the delivery of community actions may be beneficial. Having a clear project plan in place will help you to keep track of the projects and when they have been completed. Project management also helps to highlight any issues with the delivery of the project.

For further detailed guidance on project planning for community actions see Appendix 1

What will East Suffolk Council do?

East Suffolk Council will continue to support towns or parishes with made neighbourhood plans. In addition, we will where possible, provide guidance and advice and answer any queries you may have. See contacts below:

Planning Policy: PlanningPolicy@eastsuffolk.gov.uk

Development Management: planning@eastsuffolk.gov.uk

Communities: Communities@eastsuffolk.gov.uk

Community Infrastructure Team: CIL@eastsuffolk.gov.uk

3. Monitoring

Having considered implementation, it is important to think about how you will monitor your plan. Whilst there is no formal requirement to monitor your neighbourhood plan, it is good practice to keep track of how well it is performing in relation to its policies and overall aims and objectives.

Monitoring could also include considering whether the overall aims and objectives of a neighbourhood plan are being achieved. This is not just about looking at individual decisions, projects and actions but considering their collective impacts and outcomes for the area.

There are many ways to monitor your plan, this guidance considers the following methods:

- Checking planning application outcomes- checking whether development proposals have been permitted, refused or decisions appealed.
- Monitoring policies- tracking how the plan's policies are being followed and whether new development aligns with the plan's vision.
- Monitor you Community Infrastructure Levy (CIL) income and expenditure which supports improvements to or new local infrastructure and amenities.

East Suffolk Council's website contains useful information for monitoring your plan:

[Planning delivery dashboard](#)

[Geographic Information System](#)

[Housing Land Supply](#)

[Housing Action Plan](#)

[Open data, monitoring and housing supply](#)

Annual Monitoring Reports can be found here: [Performance reports](#)

Some of the information contained in the links above may be available at parish level, such as housing completions, but other data may only be available at a district level.

Checking planning outcomes

One of the main ways to do this is to monitor the outcome of any planning applications in your town/parish. You can monitor relevant planning application outcomes by signing up for notifications and receiving planning and/or appeal decisions or by checking the [Public Access](#) page on the Council's website.

Additionally, you can also look at the use of conditions or reasons for refusal of an application. Conditions could be applied as a direct response to neighbourhood plan policies. Likewise, where a scheme has been refused, the reasons for refusal should be examined as these may make explicit mention of neighbourhood plan policies.

Considering planning decisions will identify any strengths or weaknesses in the neighbourhood plan's policies.

Planning appeals

You can also consider how appeal decisions might impact on how your neighbourhood plan policies may be interpreted in future planning applications/appeals. Although each application is assessed on its own merits.

Appeals are submitted by developers/applicants, usually in response to a refusal of a scheme (although there are other instances where an appeal may be submitted). An independent planning inspector will assess the submitted application, reasons for refusal and consider any relevant local plan and neighbourhood plan policies alongside any material considerations. They will then outline their reasons for allowing/dismissing the appeal in their decision statement which will also include assessment of any policies they have used to reach their decision. You will then be able to read these decisions and see if and how your neighbourhood plan policies have been used and interpreted.

East Suffolk Council will publish any appeal decision received on the relevant application and you will be able to view the decision notice via [Public Access](#) on the Council website.

Monitoring policies

You can assess how the policies in the neighbourhood plan have been performing by looking at existing planning permissions and completed development in the area. Are the new schemes in line with the plan's aims and objectives? Are there any obvious successes or gaps that have been identified?

You can maintain a log of policy outcomes and make a record of planning applications, and which policies were relevant and track the outcomes.

You can also prepare reports for your town or parish council, and it is up to you how frequently you do this. However, these should ideally be prepared at least once a year, and a report could take the form of a town or parish monitoring statement if appropriate. This report can also include any update on other issues such as housing completions (if appropriate) infrastructure delivery, environmental improvements linked to policy or successful and completed community actions.

Neighbourhood Community Infrastructure Levy (NCIL) monitoring

The Community Infrastructure Levy (CIL) is a charge paid by developers which contributes to infrastructure needs within East Suffolk. Neighbourhood CIL is distributed from these funds to towns and parishes within East Suffolk. The existence of a neighbourhood plan affects the amount of Neighbourhood CIL the town or parish will receive, which will increase from 15% to 25% if the area has a made plan.

Not all parishes or geographic areas will be subject to a CIL charge, and some towns/parishes have a zero CIL rate, which means that developments in that area do not pay any CIL.

You can look at the Council's [Community Infrastructure Levy \(CIL\)](#) pages for further information.

You should monitor all CIL monies received and spent in your town or parish and you must produce an annual CIL Report to show how any funds have been spent.

Further information on CIL:

- [CIL parish support](#)
- [and link to new CIL guidance when available](#)

4. Reviewing your plan

There is no formal requirement to review neighbourhood plans, but it is good practice to consider a review every 5 years or so and it will help to ensure that your plan remains effective and relevant. It can also be used to help with Community Infrastructure Levy (CIL) bids and to monitor non-policy aims of the plan such as community actions.

You may want to consider reviewing your neighbourhood plan if:

- There has been a consistent problem with the implementation of any of the plan's policies
- The plan is not achieving its aims and objectives
- The plan has achieved its aims and objectives, and you want to update or add new aims.

An effective and relevant plan will enable you to answer any queries arising from members of the public as to how the neighbourhood plan is performing

East Suffolk Council have produced some guidance which covers the type of review that you may want to consider and what is involved:

[Neighbourhood-Planning-Guidance-Note-Review-of-Made-Neighbourhood-Development-Plans.pdf](#)

Appendix 1

Project management of community actions

There are many different ways to manage a project, but the project brief is fundamental to a successful delivery. The project brief should cover:

- Importance: is the community action desirable, essential or critical?
- The purpose of the project
- The nature of the project
- Specifications
- Timetable
- Budget.

Your project/management plan should also consider the need for any professional input and contractors that may be required to progress the project. This should include time allowed for assessing bids and interviews (procurement of services). A clear project plan is likely to be required by any funding bodies you may be applying to.

Carrying out a SWOT analysis is always a good starting point if you are unsure of what to do. A SWOT analysis is a simple but powerful tool used to understand a situation or make decisions, whether for a business, project, or even personal goals.

S = Strengths: What are you doing well? What advantages do you have? (e.g., strong community support, skilled team, good reputation)

W = Weaknesses: Where could you improve? What's holding you back? (e.g., limited funding, lack of experience)

O = Opportunities: What's happening externally that you can benefit from? (e.g., new funding programmes, growing demand, partnerships)

T = Threats: What risks or challenges could affect your success? (e.g., new competitors, policy changes, economic downturns)

Feasibility

One of the first tasks is to consider how feasible your project is

The suggestions below are not going to apply to all projects, and it will be up to you to decide how to take a project forward and what stages are appropriate to your project/s and the level of consideration needed will depend on the complexity or simplicity of your project.

1. Technical Feasibility

- Do you have the right skills, equipment, or technology to deliver the project?
- Can the idea be built or implemented?

2. Financial Feasibility

- What's the cost of the project and do you have, or can you get the funding?
- Will the benefits outweigh the costs involved?

3. Operational Feasibility

- Do you have the relevant people, processes, and support systems in place?
- Can it fit into your current workload and organisational structure?

4. Timeline Feasibility

- Is your schedule realistic for the work involved?
- Are there any time-sensitive factors (deadlines, approvals, seasons) to consider?

5. Legal & Regulatory Feasibility

- Are there any legal requirements or permissions (e.g. planning, data protection, contracts)?

6. Social & Environmental Impact

- Will the project be supported by stakeholders and the local community?
- Are there any environmental risks or opportunities?

You can use your Neighbourhood Plan and any project plans to monitor if you are achieving your objectives and see if there are any common threads stopping you from achieving these.



MEETING PAPER

Subject: Request for support to implement a residents parking scheme on Myrtle Close NR32 2SE

Meeting: Planning Committee

Date: 18 September 2025

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

We moved here in November 2021 and parking issues have grown progressively worse over the last 4 years.

A number of new multi car households have moved onto the close which has greatly reduced an already limited number of parking spots.

Whilst some homes have off road parking available to them a number of homes do not and due to the road configuration they don't have the alternative of creating off road parking for themselves.

We are one such home and I have a number of health issues including Arthritis in my hips, Spondylosis in my lower back, continual pain in my knees and sometimes have to use a walking stick when out. I have also been diagnosed with anxiety which builds every day as I drive home wondering if I'm going to be able to get a space close enough not to cause significant pain with the resulting walk to my front door. One of our neighbours, who also could not create off road parking for themselves, is an elderly couple one of whom clearly is unable to walk great distances and would also benefit from more guaranteed parking access. Another neighbour also has mobility issues but I don't think it would be appropriate to pass on their medical diagnosis/issues.

The road leading into the end of the close where we live is not suitable for on road parking as it is too narrow and the only way to park is with one half of the car on the pavement which obviously restricts access to anyone with a disability or small child in a buggy/pram.

Currently there is space for approx. 9-10 cars in a parking bay and 2 on the road if parked correctly.

There are a number of factors contributing to the parking issues. These include non-residents parking up and just leaving their car here whilst they go off to college or about their daily business and the main issue which is those residents who have off street parking with their own drives using the bays/street unnecessarily. The biggest example of this is one

of the residents who has a 2-car drive and does in fact own 2 cars but deliberately parks one of them on the street across what would be 2 parking spaces because he a: "wants a space on my drive for visitors" and b: "don't want anyone parking in front of my house". I have approached him previously about this and the 1st time I did he rather reluctantly agreed to move his car forward so I could park on the street but the 2nd time I asked a few days later I was greeted with a rather rude and somewhat hostile "No its not my problem" response.

I would really like to get this parking issue resolved, not just for myself although it would greatly help my anxiety, but for those neighbours and residents who are unable to create their own driveways and fully support my approach to you with the following request.

I feel there are 3 options available and would appreciate your consideration of them and action to make 1 of them a reality:

Option 1: A re-configuration of the road layout which would probably mean the removal/resighting of 2 lamp posts and the digging up approximately 150-200sq/m of grass verge to be re-laid as concrete/asphalt to allow those without the current ability to achieve off road parking the opportunity to do so.

Option 2: No change to the parking bay or road layout but a simple resident only parking permit scheme, preferably where those residents with off road parking available to them are unable to hold a permit.

Option 3 (preferred option): Individual parking bays clearly marked on the road both within the current large parking bay and on the road (much like a supermarket car park for example) again with a residents only parking permit scheme not available to those residents with off road parking available to them.

I fully understand that any residents parking scheme would come at a yearly cost for the permit and having discussed this with my neighbours we were all in agreement any reasonable cost would be a price worth paying and would also generate an additional revenue stream, all be it limited, for the council.

Happy to provide further information as required and to assist in any way I can.