

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 13 November 2025 18:45

MINUTES

Present: Cllrs Wendy Brooks, Neil Coleby, Jen Jones (Chair), Christian Newsome, Andy Pearce (Substitute Member) and Elise Youngman

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

114 Welcome

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

115 To receive and consider approval of apologies for absence

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

It was noted that Cllr Pearce was attending as a substitute member and had completed his mandatory Planning training.

116 Declarations of interests and dispensations

116.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – Cllr Pearce noted application DC/25/3291/FUL provided an alternative education facility and declared he was on a local Primary School Committee, whose students may benefit from the development, but was not biased or predetermined. The Committee declared they had previously worked with Pathways Care Farm, but as this development was not on Lowestoft Town Council land there were no issues with the Committee considering the application.

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

117 To consider the draft minutes of the meeting on 9 October 2025

Cllr Brooks proposed approval; seconded by Cllr Youngman; five votes in favour and one abstention, as the Councillor was not a member of the Committee at the time.

118 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.

119 Planning Applications

119.1 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/25/3914/FUL	53 Elm Tree Road - Construction of new out building to rear garden for purpose of summer room & Hobby workshop.	Carlton and Whitton
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		
DC/25/4034/FUL	2 Belaugh Avenue - Single Storey Rear Extension	Carlton and Whitton

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It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application, subject to the advice in East Suffolk Council's Environmental Protection report on unexpected contamination being adhered to.		
DC/25/3291/FUL	Pathways Leonard Drive - Proposed new learning center and site alterations to suit and change of use of Farm Building from Office/Meeting Rooms back to a residential dwelling	Gunton and St Margarets
It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed to recommend approval, subject to such conditions as may be necessary to manage the environmental impact of the development in accordance with the East Suffolk Council Ecology and Natural England consultee responses, and to address and mitigate the concerns raised by the public regarding increase traffic volume being attached to any consent.		
DC/25/3654/FUL	2 Burton Street - Retrospective application - Pod point attached to the property	Harbour and Normanston
It was proposed by Cllr Pearce, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application. The Committee would add a general statement, not a condition, on the need for the Government to consider a more sympathetic system for members of the public to install EV chargers, noting the increase in applications of this type and the fees members of the public have to pay. This was felt to not be a conducive method to encourage the public to use electric vehicles.		
DC/25/3742/P3G	6 Suffolk Road - Prior Notification - Change of use of ground floor into 1 bedroom flat with front part to remain as a shop, and change of first floor to a 3 bedroom flat	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend refusal of the application per the comments made by the Environmental Agency.		
DC/25/3750/DEM	Former East Suffolk Housing Department Rotterdam Road Depot - Prior Notification Demolition - Single storey obsolete and vacant office block and workshop of brick construction - approximate GIA = 1124m2. Building is obsolete and additional site car parking is required for the implementation of the better recycling scheme. Demolition will be down to ground level and a hardstanding area to go over the existing footprint to be used as car parking	Harbour and Normanston
The Committee noted this application had expired and no extension could be provided by the Planning Authority as it was permitted development.		
DC/25/3861/ADN	209 Whapload Road - Non-Illuminated Advertisement Consent - Display of 1no non-illuminated wall sign to front elevation.	Harbour and Normanston
It was proposed by Cllr Youngman, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		
DC/25/3878/FUL	54 High Street - Change of Use - Part of retail shop to be converted into a 2 bedroom flat.	Harbour and Normanston
Cllr Brooks proposed approval, noting the applicant may need to satisfy conditions on providing carparking, bike storage and an area for bins. Cllr Pearce requested an amendment that the East Suffolk Council Design and Conservation Officer be satisfied by the Design and Access Statement and the claims of low impact on the Conservation Area are accurate. Cllr Brooks amended the proposal accordingly and Cllr Pearce seconded the amended proposal. A vote was held with all in favour.		
DC/25/3977/FUL	Land Fronting 5 To 32 London Road North - Installation of 1no. BT Street Hub and removal of associated BT payphones	Harbour and Normanston

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It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend refusal of the application, supporting the statements from the East Suffolk Council Economic Development report.		
DC/25/3978/ADI	Land Fronting 5 To 32 London Road North - Illuminated Advertisement Consent - 2no. digital 75" LCD display screens, one on each side of the Street Hub unit	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend refusal of the application per the comments submitted for application DC/25/3977/FUL.		
DC/25/4153/VOC	117 London Road North - Variation of Condition No.2 of DC/25/1074/FUL - Change of Use from Offices to Apartments including external Stair & Canopy - Revised plan submitted to resolve stair layout and levels with alternative stair location	Harbour and Normanston
This application was a variation on a condition of a prior application which the Town Council had recommended approval of. It was proposed by Cllr Pearce; seconded by Cllr Youngman and unanimously agreed to recommend approval of the application, subject to the Planning Authority having no objection with the revised drawing and the variation not materially changing the original consent.		
DC/25/3826/FUL	82 Stradbroke Road - Single storey rear and side extension (existing conservatory to be removed).	Kirkley and Pakefield
It was proposed by Cllr Brooks, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
DC/25/3860/FUL	22 Kirkley Run - Erection of an outbuilding at the back of the garden comprising a Gym area.	Kirkley and Pakefield
It was proposed by Cllr Pearce, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application, subject to clarification that this was intended for private and not commercial use.		
DC/25/3790/FUL	15 Snape Drive - Single storey side and front extension	Oulton Broad
It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed to recommend approval, subject to the applicant and Local Planning Authority working to address the neighbour request concerning shared access on the boundary.		

120 To note the following recommendations had been made under delegated authority when the Planning Committee did not meet on 23 October 2025:

Reference	Address and Description	District Ward
DC/25/3604/FUL	97B Elm Tree Road Lowestoft Suffolk NR33 9ES - Proposed single storey annexe	Carlton and Whitton
It was agreed to request a holding objection until the applicant has clarified Section 7 of the application form.		
DC/25/1993/FUL	61 Hollow Grove Way Lowestoft Suffolk NR33 8NS - 1 No. New Dwelling (Self Build)	Carlton and Whitton
It was agreed to request a holding objection until the concerns from Natural England have been addressed.		
DC/25/3573/FUL	136 London Road South Lowestoft Suffolk - Change of use from storage building to 1No. 2 bedroom residential unit.	Kirkley and Pakefield
It was agreed to recommend refusal of the application as it was considered overdevelopment, furthermore the flood risk assessment needed to be clarified and the mitigations explained.		
DC/25/3754/FUL	10 Grand Avenue Lowestoft Suffolk NR33 7AR - Single storey rear extension	Kirkley and Pakefield
It was agreed to recommend approval of the application.		

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121 To note the clarifications received on application DC/25/3604/FUL and consider the recommendation of the Council

A holding objection was placed on this application and the applicant has clarified under Section 7 that there were trees or hedges on their property, or the adjoining property, that are within falling distance of the proposed development, per the drawing submitted, and that no trees or hedges will need to be removed or pruned to carry out the proposal.

Cllr Pearce proposed the holding objection be removed and the application recommended for approval; seconded by Cllr Brooks; all in favour.

122 Consultations

To consider the following consultations

122.1 Suffolk Water Recycling, Transfer and Storage - Winter Consultation 2025

The consultation runs from Wednesday 29 October to Wednesday 10 December 2025 and seeks feedback on:

- The proposed location of a new Advanced Water Recycling Plant in Lowestoft
- The proposed locations for two service reservoirs, one close to the existing Lodgewood Water Tower near Sibton and one near Eye airfield
- The pipeline corridors connecting these key infrastructure components

Consultation materials (including the brochure, Book of Plans, interactive map, Scheme Development Summary, and Q&A document) can be found here:

<https://suffolkwaternet.co.uk>

The Committee noted a consultation event was scheduled for 29 November and members were encouraged to attend. Cllr Pearce proposed to defer the consultation to allow for further consideration; seconded by Cllr Youngman; all in favour

122.2 East Suffolk Council Local Plan - Call for Sites

The Call for Sites has now opened and will take place from Monday 20th October 2025 until Friday 9th January 2026.

The Call for Sites is part of the early preparatory work for the new Local Plan. The new Local Plan will set out a spatial strategy seeking to ensure that future needs are met, identifying sites for development and setting policies against which applications for planning permission are determined. The new Local Plan will replace the Waveney Local Plan adopted in 2019 and the Suffolk Coastal Local Plan adopted in 2020, which both plan for the period up to 2036. The new Local Plan will plan up to at least 2044.

The Call for Sites invites submissions of land to be put forward for consideration for allocation in the Local Plan. This is the very start of the process, and later decisions on preferred site allocations will be informed by a range of evidence and assessments and consideration of a strategy and vision for the plan, as well as by public consultation which will be undertaken during preparation of the plan. The submission form and associated guidance can be found here <https://www.eastsuffolk.gov.uk/new-local-plan>

This phase of consultation was aimed at landowners, community groups and the wider public. It was noted the purpose was to identify areas for development to adhere to the housing

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targets set by Central Government. The Committee agreed it would be more appropriate to await the second phase when the sites submitted are considered for inclusion in the new Local Plan. When the next phase of consultation is due to commence, a standalone meeting will be arranged with Committee members to consider and discuss the proposed sites.

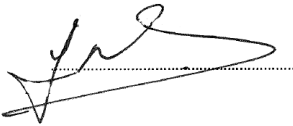
123 Date of next meeting

Thursday 27 November 18:45

124 Items for the next agenda and close

An item was requested for the next agenda to note the progress on the auctioning of 144/145 High Street.

The Chair closed the meeting at 19:22

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

Signed:

4 December 2025