

Lowestoft Town Council
Extraordinary Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 4 December 2025 18:45

MINUTES

Present: Cllrs Nasima Begum (ex officio), Neil Coleby, Jen Jones (Chair) and Christian Newsome

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

134 Welcome

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

135 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Wendy Brooks, John Murray, Bernie Rappensberger and Elise Youngman with reasons provided. Cllr Begum proposed approval of the apologies received; seconded by Cllr Newsome, all in favour.

136 Declarations of interests and dispensations

136.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – There were no declarations.

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

137 To consider the draft minutes of the meeting on 13 November 2025

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

138 Public Forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – No members of the public were in attendance. A public comment had been submitted in relation to item 143 and would be considered with that item.

139 Planning Applications

139.1 The Committee considered the following planning applications (all available on www.eastsuffolk.gov.uk) and made recommendations:

Reference	Address and Description	District Ward
DC/25/4309/FUL	6 Elm Tree Road West - Proposed First Floor, Extensions & Front Boundary Wall	Carlton and Whitton
It was proposed by Cllr Coleby, seconded by Cllr Newsome and unanimously agreed to recommend approval of the application.		
DC/25/4277/FUL	20 Gunton Church Lane - Construction of a new dwelling	Gunton and St Margarets
It was proposed by Cllr Newsome, seconded by Cllr Coleby and unanimously agreed to recommend approval of the application.		

139.2 Applications for tree works

The Committee noted the Planning Authority received the following applications for works for trees subject to a tree preservation order (TPO) and/or proposed works to trees within a Conservation Area (TCA):

Reference	Address and Description	District Ward
DC/25/4495/TPO	Premier Inn Yarmouth Road - 1no. Oak (marked on submitted plan) - Crown raise to 5m from ground level, reduce west lateral limb to	Gunton and St Margarets

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	2m from building 2no. Ash (marked on submitted plan) - Reduce away from building to give 3-4m clearance	
DC/25/4549/TPO	14 Rembrandt Close - TPO 1-4(2) - T19 1no. Oak (marked on submitted plan) - Raise crown by removing three lowest limbs and removing epicormic growth	Gunton and St Margarets
DC/25/4364/TCA	261 London Road South - T1 Leylandii - Fell to ground level Reason - Tree offers no amenity value to the area and is causing friction between neighbouring properties	Kirkley and Pakefield
DC/25/4548/TCA	97 The Avenue - 1no. Sycamore (T1 on submitted plan) - Re-pollard to previous pollard points 1no. Cherry (T2 on submitted plan) - Crown thin by 30%, raise crown to 2.5m from ground level 2no. Beech (T3 & T4 on submitted plan) - Crown thin by 40%, Reduce to shape 1no. Macrocarpa (T5 on submitted plan) - Reduce sides 1no. Lombardy Poplar (T6 on submitted plan) - Reduce to 10ft from ground level 1no. Holly (T7 on submitted plan) - Trim to shape	Kirkley and Pakefield

140 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://suffolkwaternetwork.co.uk>.

The Committee had no objections to raise in relation to the project, noting if the intent was to protect supplies in the future, then it was a necessary development.

Cllr Begum proposed the consultation be sent to all Councillors and they be invited to submit their own individual response, but for no official response to be sent from Lowestoft Town Council (LTC); seconded by Cllr Coleby; all in favour.

141 To note East Suffolk Council's new Street Trading Policy and consider relevant actions

Roads listed as undesignated would be the responsibility of Lowestoft Town Council in terms of applications for, and renewal of, street trading licenses.

There was a suggestion to consider creating a Licensing Sub-Committee to handle any applications. It was instead agreed to have such applications handled by the Planning Committee.

Cllr Coleby proposed the Terms of Reference for this Committee be amended and recommended to Full Council to include responsibilities for reviewing and approving applications for Street Trading licenses; seconded by Cllr Begum; all in favour.

142 To note the auctioning of property 144/145 on the High Street and discuss its progress

The property has not been sold, and a second auction was planned in the New Year. It was requested an item be added to the agenda, either at the end of January or beginning of February, to revisit the progress. It was suggested this also be added to the next East Suffolk Council Quarterly Liaison agenda.

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143 To consider if the Town Council should support a request from a member of the public for double yellow lines, or a no parking sign, on Royal Avenue NR32 4HH

Cllr Begum proposed the Town Council support the request from the member of public. The Committee also suggested the member of public consider petitioning to have traffic wardens survey the area. Cllr Newsome seconded the proposal and a vote was held with all in favour.

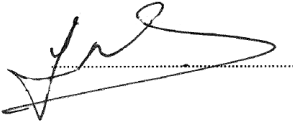
144 Date of next meeting

Thursday 18 December 18:45

145 Items for the next agenda and close

No items were requested for the next agenda.

The Chair closed the meeting at 19:09

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

Signed:

8 January 2026