

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Planning Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **18:45** on **Thursday 26 February 2026**.

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
20 February 2026

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
18:45 on Thursday 26 February 2026

AGENDA

194 Welcome

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

195 To receive and consider approval of apologies for absence

196 Declarations of Interests and dispensations

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

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

197 To consider the draft minutes of the meeting on 12 February 2026

198 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.

199 Planning Applications

199.1 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/26/0431/FUL	211 Long Road - Replacement of HVAC system, replacement of entrance and fire doors, removal of rear plant doors with space blocked up, installation of high performance aluminium doors on rear elevation, installation of four new roof tile vents.	Carlton and Whitton
DC/25/4786/FUL	Water Lane Leisure Centre Water Lane - Proposed domestic water services, external compound layouts and acoustic perimeter fencing to the rear of the leisure centre. Proposed solar panels to existing roof.	Harbour and Normanston
DC/26/0110/RG3	18 June Avenue - Access a step lift at the back door along with the creation of a platform and rails with a step lift	Harbour and Normanston
DC/26/0150/FUL	123 Oulton Road - Retrospective Application - Creation of vehicular access	Harbour and Normanston

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DC/26/0357/VOC	5 Battery Green Road - Variation of Condition No. 3 of DC/24/2166/FUL - Change of use from Class E Offices to Sui Generis to allow for a 8 bed HMO. No significant external changes will be made as part of the proposed works.	Harbour and Normanston
DC/26/0531/P3G	6 Suffolk Road - Prior Approval (Commercial to Mixed Use) - The existing property consists of three floors - commercial at ground floor with ancillary commercial uses at first and second floor. It is proposed to convert the first and second floor to a single 3 bedroom flat with commercial use at ground floor (see also planning statement)	Harbour and Normanston
DC/25/4425/FUL	613 London Road South - Creation of vehicular access	Kirkley and Pakefield
DC/26/0613/FUL	12 Newlands Close - Construction of a single storey rear extension	Kirkley and Pakefield

200 To consider a response to the consultation on reforms to the National Planning Policy Framework

201 Date of next meeting

Thursday 12 March 18:45

202 Items for the next agenda and close

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MINUTES

Present: Cllrs Jen Jones (Chair), Christian Newsome, John Murray (Deputy Chair), Andy Pearce

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

178 Welcome

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

179 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Wendy Brooks and Bernie Rappensberger with reasons provided. Cllr Newsome proposed approval; seconded by Cllr Pearce; all in favour.

180 Declarations of interests and dispensations

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

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

181 To consider the draft minutes of the meeting on 8 January 2025

Cllr Murray proposed approval of the draft minutes; seconded by Cllr Pearce; all in favour.

182 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.

183 Planning Applications

183.1 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/25/4595/FUL	13 Surrey Street - Change of use of building from Class E (offices) to a Class C4 10-bedroom house in multiple occupation.	Harbour And Normanston
It was proposed by Cllr Pearce, seconded by Cllr Murray and unanimously agreed to recommend refusal of the application as it is contrary to the Waveney Local Plan (Policy 8.4 – Conversion of Properties to Flats) and does not meet the definition of ‘exceptional circumstances’ as set out in the Guidance Note. The development is located in Flood Zones 2 and 3 and the National Planning Policy Framework (Section 170 – Planning and flood risk) required inappropriate development in areas at risk of flooding to be avoided by directing development away from the areas at highest risk. Furthermore, the Flood Risk Assessment stated raising the ground floor level above the design flood level was not possible (6.1.6) and therefore could not meet one of the mitigating factors provided by the Environment Agency.		
DC/25/4799/FUL	265 St Peters Street - Driveway and Dropped kerb installation	Harbour And Normanston
It was proposed by Cllr Murray, seconded by Cllr Newsome and unanimously agreed to recommend approval of the application.		
DC/26/0030/VOC	97A Normanston Drive - Variation of Condition No.2 of DC/25/0872/FUL - Add first floor to existing bungalow, re-build conservatory on rear to be a single storey extension - Condition 2	Harbour And Normanston

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	references drawings - 3289.24.2E & 3289.24.3 changed so condition 2 references drawings - 3289.24.2F & 3289.24.3A	
It was proposed by Cllr Murray, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		
DC/26/0061/ADN	Owl Building Battery Green Road - Non-Illuminated Advertisement Consent - Billboard mounted to side of building for multiple advertisements	Harbour And Normanston
It was proposed by Cllr Murray, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		
DC/26/0131/FUL	8 Princes Walk - One and a half storey chalet style rear extension	Harbour And Normanston
It was proposed by Cllr Murray, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		
DC/26/0238/FUL	13 Robin Hill - Single storey rear and front kitchen extension with garden wall. Demolition of garage existing garage.	Harbour And Normanston
It was proposed by Cllr Murray, seconded by Cllr Newsome and unanimously agreed to recommend approval of the application.		
DC/25/4316/FUL	243 London Road South - Change of use from full commercial to mixed use: commercial (barbershop) at ground floor and self-contained residential accommodation at first floor.	Kirkley And Pakefield
It was proposed by Cllr Murray, seconded by Cllr Pearce and unanimously agreed to recommend a holding objection until clarification has been received on the measurements of the rooms to ensure it met the required standard. The minimum floor area required to provide one bedspace in a single bedroom was 7.5m ² and at least 2.15m wide, and to provide two bedspaces the floor area must be at least 11.5m ² .		
DC/26/0068/FUL	17 The Esplanade - Retrospective Application - Change of use of ground floor storage (previously used in connection with adjoining fish and chip shop) to residential flat.	Kirkley And Pakefield
It was proposed by Cllr Murray, seconded by Cllr Newsome and unanimously agreed to recommend approval of the application.		
DC/26/0166/FUL	136 London Road South - Extension to storage unit and dropped kerb.	Kirkley And Pakefield
It was proposed by Cllr Murray, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application, noting that whilst the development was located in a flood risk area, it was within the acceptable parameters and was not to be used as a residential dwelling.		

183.2 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/26/0168/TCA	30 Marine Parade - 2no. Ash (Located in rear garden) - Re-pollard to previous pruning points.	Kirkley And Pakefield
DC/26/0169/TCA	31 Marine Parade - 1no. Prunus (T1 on submitted plan) - Reduce lateral growth over neighbouring driveway by 1m, reshape remaining growth to balance crown.	Kirkley And Pakefield
DC/26/0333/TCA	The Gardens Tearoom Kensington Gardens Kirkley Cliff Road - 13no. Holm Oaks (TT297-TT300, TT303, TT317-TT318, TT320, TT339, TT343, TT345-TT346 & 1 within G074 all marked on submitted plan) - Reduce	Kirkley And Pakefield

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	crown by up to 5m 5no. Lime (TT309, TT311, TT313, TT315-TT316 all marked on submitted plan) - Reduce crown to previous pruning points	
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183.3 Applications for windows

It was noted that the Planning Authority received the following applications for works for repair/replacement windows within a Conservation Area, which will be assessed in line with East Suffolk Council's Historic Environment Supplementary Planning Document | June 2021 | Windows, Doors and Porches:

Reference	Address and Description	District Ward
DC/25/4706/FUL	312 London Road South - Retrospective Application - Replace timber framed windows on west elevation with UPVC	Kirkley And Pakefield

The Committee noted several retrospective applications have been received and it was acknowledged this was likely a result of applicants not being aware of the need to submit a planning application for the works being undertaken.

It was proposed by Cllr Murray; seconded by Cllr Pearce and unanimously agreed to contact East Suffolk Council (ESC) Planning to request they give consideration to community outreach and engagement to educate the public on the need for planning applications, thereby reducing the number of retrospective applications.

183.4 To note the following recommendations made under delegated authority when the Planning Committee did not meet on 22 January 2026

Reference	Address and Description	District Ward
DC/25/4940/FUL	29 The Parklands - Rear extension	Carlton and Whitton
It was agreed to recommend approval.		
DC/25/5012/FUL	55 Edgerton Road - Erection of a single-storey front porch	Carlton and Whitton
It was agreed to recommend approval.		
DC/25/4871/VOC	6 Clover Way - Variation of Condition No. 2 of DC/24/4460/FUL - Single storey front and rear extensions and extension above existing garage plus internal alterations to suit - Reduce windows in single storey front extension to 1 window but of a larger size. Increase size of window at first floor above garage door. Introduce side window to side elevation at first floor in hall.	Gunton and St Margarets
It was agreed to recommend approval.		
DC/25/4855/FUL	Lloyds Tsb Bank Plc 47 - 49 London Road North - Installing a new VRV system, condenser units as well as new, replacement AHU onto the first-floor external plant deck of the existing Lloyds bank branch	Harbour and Normanston
It was agreed to recommend approval.		

184 To receive and note a report from East Suffolk Council on Neighbourhood Plan Policy usage statistics

The report was received and noted.

The Committee agreed it was encouraging to see the Neighbourhood Plan being used by the Local Planning Authority and felt the report would help this Committee understand how to effectively apply the Neighbourhood Plan to its own responses. Officers were asked to consider how this

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information could be gathered and stored in a central database for members to access. This information could also support the periodic reviews of the Neighbourhood Plan.

185 To receive a report on the East Suffolk Council Planning Forum

The Committee Clerk's report was received and noted. The main topics covered at the Forum were the changes to the National Planning Policy Framework and ESC's work on the new Local Plan.

The Committee agreed the new Local Plan must reflect the reality of the flood barrier as the 2019 plan, its aspirations and the long-term strategic plans on flood resilience had been predicated on a completed flood barrier, therefore there was a residual risk to the town that was un-remedied. There would need to be a strategic commitment to complete the flood barrier, or the Local Plan must be updated to consider the risk imposed by an incomplete flood barrier.

The Committee also noted the Environment Agency's funding was currently being released for existing infrastructure, rather than future projects. Therefore, the lack of a flood barrier in Lowestoft meant there was a strong possibility that significant industry would not relocate to Lowestoft, as the area was known to flood, and the regeneration ambitions for Lowestoft would not be achieved.

Lowestoft Town Council (LTC) had been previously informed that the regeneration projects (such as Towns Fund) for the town were premised on stimulating economic regeneration via increased footfall and inward investment. The Committee agreed inward investment would not be achieved when there was a very clear risk of flooding.

The Committee noted Local Plans should be reviewed every five years and this had not been undertaken by ESC when they were last due to review the plan, as it had been considered valid and did not require immediate change. Despite assurance that LTC would be kept informed of the process, the information had not been forthcoming. The Committee agreed the consultation process for the new Local Plan needed to have more of an appetite for engagement and respectful dialogue with Town and Parish Councils.

186 To receive further feedback on options of parking management on Pinebanks, NR32 2QE

Cllr Newsome proposed LTC support the request for double yellow lines in Pinebanks and officers were asked to notify the member of public that they could also contact their Divisional County Councillors for further support; seconded by Cllr Pearce; all in favour.

187 To consider a request for a grit bin on the junction of Kirkley Park Road/Carlton Road

Cllr Newsome declared he had been contacted by the member of the public to request a grit bin for this location. LTC could consider requests for grit bins, but this would be subject to the request including confirmation of funding from a third party (such as a Divisional County Councillor's locality or highways budget) as LTC did not have a budget to provide grit bins, nor the capacity to refill them on land not in its ownership.

Cllr Newsome noted the danger reported on the road in winter and proposed LTC support the request for a grit bin; seconded by Cllr Pearce; all in favour. Officers would provide the member of public with the names of their Divisional County Councillors who they may also contact for support and potential funding.

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

Cllr Pearce proposed officers contact the relevant ESC Planning or Enforcement officer to confirm if the property was auctioned with planning consent for reinstatement and if there were planning or

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enforcement controls to restrict how the property could be developed in order to prevent a repetition of the situation with the Crown Hotel; seconded by Cllr Newsome; all in favour.

189 To consider matters to raise with East Suffolk Council's Head of Coastal Management

This item was requested by the Climate and Ecological Emergency Committee and the queries raised would be addressed by the Head of Coastal Management at its next meeting.

The Committee agreed Lowestoft was not only threatened by flood risk as a result of storm surges, but also ongoing coastal erosion. It was agreed to raise ESC's policy and strategy position on the areas at risk of flooding and coastal erosion and to discuss the impacts on Lowestoft, its residential communities and businesses.

190 To consider a response to the East Suffolk Council Statement of Community Involvement

ESC were reviewing their Statement of Community Involvement, which explained how and when people can be involved in local planning, and outlined the principles ESC would follow for engagement on the new Local Plan.

The Committee agreed the responses for this consultation had been addressed earlier in the meeting, namely to have maintained engagement with ESC, for ESC to listen to and reflect what the parish says and to acknowledge and address the concerns regarding Local Government Reorganisation and how involved local people will continue to be on planning matters.

For the Local Plan, LTC should be actively involved at all appropriate levels in the consultations available.

The Committee noted two years ago they had queried when a review would be undertaken for the Waveney Local Plan and requested input into the plan. LTC had instead been notified that the plan did not require an update and assured that LTC would be kept informed. The Committee felt that was not adequate community involvement and hoped with the new Local Plan being developed that Town and Parish Councils would be afforded meaningful input into the process.

Cllr Pearce proposed to submit a response that captures the comments made on in this, including the following:

- meaningful input for Town and Parish Councils
- the need for the new Local Plan to recognise that the majority of the 2019 Local Plan has been rendered obsolete due to the lack of a flood barrier and coastal erosion
- the new Local Plan will need to commit to advocacy for completion of the barrier, or the planning regime will need to be set around the new and increased flood risk

Cllr Newsome seconded the proposal and a vote was held with all in favour.

191 To consider a response to the East Suffolk Council Children's Corner Steps consultation

ESC's Coastal Management and Adaptation Team are proposing to install a set of access steps from the top of the sea wall over the rock revetment to allow safe access to the beach.

Cllr Pearce proposed to endorse the decision and submit a positive response that applauds the prioritisation of public safety; seconded by Cllr Murray; all in favour.

192 Date of next meeting

Thursday 26 February 18:45

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193 Items for the next agenda and close

No items were requested for the next agenda.

The Chair closed the meeting at 20:18

Signed:

26 February 2026



MEETING PAPER

Subject: Agenda Item 200 – Consultation on reforms to the National Planning Policy Framework
Meeting: Planning Committee
Date: 26 February 2026
Author: Taylor Williams, Committee Clerk and Planning Assistant

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

The Government is consulting on proposed reforms to the National Planning Policy Framework (NPPF). The online survey closes 10 March 2026.

The proposed changes form part of wider reforms to national planning policy and infrastructure delivery. These may affect areas such as:

- Local plan expectations
- Housing delivery
- Infrastructure planning
- The role of statutory consultees
- Community engagement

The below was previously circulated which details key areas of change that will affect Councils:

PLANNING REFORM AND WHAT IT MEANS FOR LOCAL COUNCILS

The Government is reforming the planning process to speed up the development process and to make it easier to build and deliver housing and major infrastructure. Three areas of change will impact local councils:

❖ PLANNING APPLICATIONS

Decisions on planning applications must follow national policy. National policy is set out in the National Planning Policy Framework (NPPF) and related guidance.

The Government is consulting about a major overhaul of the NPPF. The new Framework will, for the first time, include policies for determining planning applications. Up until now it has been for local planning councils to set out these policies.

In addition, the Government in the future will restrict what can be considered by committee and instead more planning applications will be decided by officers in accordance with the NPPF and local plans.

❖ LOCAL PLANS

Later this year new regulations will require local plans to be prepared more quickly. Currently the process is slow, typically taking seven years and Government has set a target of 30 months for plan preparation. This will be achieved by reducing the content of the plans (as planning application policies will be in the new NPPF) and cutting down on supporting evidence each Council must prepare.

In addition, there will be a requirement for a new level of plan known as a Spatial Development Strategy (SDS). The Strategy will be prepared at regional, or county level and will set out broad locations for growth.

❖ National Strategic Infrastructure Projects (NSIPs) (e.g. reservoirs, solar farms and energy pylons)

The changes include removing or reducing the amount of consultation, especially before a planning application is prepared. National guidance will also be reviewed and updated every 5 years and the opportunity for legal challenge will be limited.

Members can access [further information](#) on the reforms and links to the documents, including [details of changes to the planning systems](#) and the [draft text for the consultation](#).

The online survey consists of 29 pages, though the Town Council will not need to respond to all sections as not all will be relevant to its remit, advice received on consultation responses includes the following:

- Focus on the sections relevant to your Council.
- Provide concise, practical responses.
- Draw on local experience where possible.