

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 March 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
25 March 2026

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

AGENDA

211 Welcome

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

212 To receive and consider approval of apologies for absence

213 Declarations of Interests and dispensations

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

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

214 To consider the draft minutes of the meeting on 12 March 2026

215 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.

216 To receive information on application DC/25/4455/FUL for which the Committee requested a holding objection and decide the recommendation of the Council

217 To receive information on application DC/26/0580/FUL for which the Committee requested a holding objection and decide the recommendation of the Council

218 Planning Applications

218.1 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/26/0611/FUL	15 Gunton Cliff - Creation of two vehicular accesses	Gunton and St Margarets
DC/26/0819/FUL	45 Bourne Road - Two storey rear extension, new tiled roof on garage	Gunton and St Margarets

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DC/26/0607/FUL	Lowestoft Sixth Form College Rotterdam Road - Replacement of existing MUGA (Multi Use Games Area) with three Padel courts and a storage container / cabin for equipment storage and shelter. New 3m high fencing is to be erected around the courts.	Harbour and Normanston
DC/26/0704/ADI	58 High Street - Illuminated Advertisement Consent - Front Shop having an illuminated back light, Wave logo with 'tattoo artistry', and Swinging logo	Harbour and Normanston
DC/26/0919/TEL	Shell Filling Station High Street - Prior Notification - Telecommunication - Installation of a telecommunications base station comprising of a 20 metre high monopole with a wrap around cabinet at the base, supporting 9 no. antennas and 2 no. transmission dishes, 3 no. equipment cabinets and ancillary development thereto.	Harbour and Normanston
DC/26/0855/FUL	127 Kirkley Run - First floor rear extension	Kirkley and Pakefield

218.2 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/26/0841/TPO	Petrol Filling Station Leisure Way - TPO/101/2021 - T8 1no. Holm Oak (T80 on submitted plan) - Pollard at 10m from ground level	Gunton and St Margarets
DC/26/0897/TPO	11 Rubens Walk - TPO 1-4(4) - T35 1no. Oak (marked on submitted plan) - Raise crown by removing lowest ring of branches, remove low epicormic growth	Gunton and St Margarets

219 Licensing

219.1 To consider an application for a new pavement licence for The Salty Crow, 12 London Road North, Lowestoft, NR32 1LZ

This application is for 2 tables and 4 chairs.

Size of seating area: front of the premises 7.2 x 3.2m

Monday to Saturday 08:00 to 17:00

Sunday 09:00 to 15:00

220 To consider a response to the Broads Authority Landscape Character Assessment Consultation (Supplementary Planning Document)

The Broads Authority originally undertook this consultation in January - February, the Planning Committee was unable to meet the deadline to submit a comment. The consultation has been reopened as page 4 of the Strategic Environmental Assessment (SEA) Screening was updated and mapping issues related to Section 3 Landscape Character Areas were resolved - as such this new consultation period relates only to the maps in Section 3

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and the SEA Screening.

The draft document and the Strategic Environmental Assessment (SEA) screening can be found on the Broads Authority website [here](#).

The consultation closes Tuesday 7 April 2026.

221 Date of next meeting

Thursday 9 April 18:45

222 Items for the next agenda and close

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Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 12 March 2026 18:45

MINUTES

Present: Cllrs Wendy Brooks, Christian Newsome, John Murray, Deborah Ray

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

203 Welcome

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

204 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Jen Jones and Bernie Rappensberger with reasons provided. Cllr Newsome proposed approval of the apologies received; seconded by Cllr Ray; all in favour. Cllr Neil Coleby was absent with no apologies received.

205 Declarations of interests and dispensations

- 205.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – Cllr Newsome declared his workplace was located opposite the site of application DC/26/0460/FUL but had no financial interests in the matter.
- 205.2 To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

206 To consider the draft minutes of the meeting on 26 February 2026

Cllr Newsome proposed approval of the draft minutes; seconded by Cllr Murray; three votes in favour and one abstention as the member was absent at the time of the meeting.

207 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.

208 Planning Applications

- 208.1 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/26/0580/FUL	48 Pinewood Avenue - Single storey rear extension, single storey front porch extension and new front elevation boundary wall and side elevation gates	Carlton and Whitton
It was proposed by Cllr Brooks, seconded by Cllr Ray and unanimously agreed to request a holding objection on the application until the information requested by Suffolk Highways has been received, the Committee agreed there was not enough information to make an informed decision.		
DC/26/0073/FUL	127 Elm Tree Road - Construction of a three bedroom detached chalet bungalow	Carlton and Whitton
It was proposed by Cllr Brooks, seconded by Cllr Ray and unanimously agreed to request a holding objection until the conditions set by Suffolk Highways have been met.		
DC/25/4455/FUL	7 Briar Close - Retrospective application - Erection of entertainment / study office room in garden.	Gunton and St Margarets
Cllr Ray proposed approval of the application; seconded by Cllr Murray.		

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The Committee discussed concerns over the term 'entertainment' and its commercial connotations. The proposal was revoked and it was proposed by Cllr Murray; seconded by Cllr Ray and unanimously agreed to request a holding objection until clarification is provided on the term 'entertainment'.		
DC/26/0382/ADI	The Nexus Newcombe Road - Illuminated Advertisement Consent - Signage for own company.	Harbour and Normanston
It was proposed by Cllr Newsome, seconded by Cllr Ray and unanimously agreed to recommend approval of the applications.		
DC/26/0460/FUL	22 Gordon Road - Change of use from an Office (Class E) and beauty training facility (Class F1) to a 8 bedroom Sui generis (House of Multiple Occupation) and the rebuilding of the existing rear extension.	Harbour and Normanston
It was proposed by Cllr Newsome, seconded by Cllr Ray and unanimously agreed to recommend refusal of the application as it contravened LOW3.3, due to the loss of the commercial use of the building and the concerns over the suitability of the living environment and its overdevelopment, and LOW19, with regards to suitable provision of parking and electric charging points.		
DC/26/0472/FUL	126 Denmark Road - Convert One Dwelling into Two Dwellings.	Harbour and Normanston
It was proposed by Cllr Newsome, seconded by Cllr Brooks and unanimously agreed to request a holding objection until more information is provided on the street scene and evidence is produced to demonstrate that the mitigating measures against risks identified in the supporting documentation had been addressed.		
DC/26/0696/FUL	Pakefield Caravan Park Arbor Lane - Retrospective Application - Retention of Decking Associated with Static Holiday Caravan	Kirkley and Pakefield
It was proposed by Cllr Murray, seconded by Cllr Ray and unanimously agreed to recommend approval of the application.		
DC/26/0715/FUL	1A Florence Road - Retrospective Application - Change of Use from C3 to Childminder	Kirkley and Pakefield
It was proposed by Cllr Brooks, seconded by Cllr Newsome and unanimously agreed to recommend approval of the application.		
DC/26/0753/FUL	124 Stradbroke Road - Rear and side extension. Internal alterations	Kirkley and Pakefield
It was proposed by Cllr Ray, seconded by Cllr Murray and unanimously agreed to recommend refusal of the application as it contravenes LOW9.2 due to concerns of the development encroaching the neighbour's boundaries.		

208.2 Applications for tree works

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/26/0668/TPO	1 Foxes Walk - TPO/157/2022 - T3 1no. Sycamore (T1 on submitted plan) - Reduce whole crown by 2m (height from 10m to 8m, lateral spread from 7m to 5m), remove co-dominant stem.	Gunton and St Margarets
DC/26/0681/TCA	Bandstand At Sparrows Nest Whapload Road - 5no. Holm Oak (T527, T528, T529, T530 & T531 on submitted plan) - Raise crown to 5m from ground level, reduce limbs overhanging buildings and footpaths by up to 4m. 2no. Poplar (T523 & T524 on submitted plan) - Reduce whole crown by 40%, raise crown to 4m from ground level, remove dead wood.	Harbour and Normanston

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209 Date of next meeting

Thursday 26 March 18:45

210 Items for the next agenda and close

No items were requested for the next agenda.

The Chair closed the meeting at 19:25

Signed:

26 March 2026



MEETING PAPER

Subject: Agenda Item 216 – DC/25/4455/FUL

Meeting: Planning Committee

Date: 26 March 2026

Author: Taylor Williams, Committee Clerk and Planning Assistant

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Background Information

Application DC/25/4455/FUL (7 Briar Close) Retrospective application – [Erection of entertainment / study office room in garden](#) was considered by the Planning Committee on Thursday 12 March and the Committee requested a holding objection pending clarification from the applicant on the term 'entertainment' as there were concerns over the commercial connotations.

Detail

The holding objection request was submitted and the case officer responded with the following:

I have sought clarification from the applicant who confirmed the following: 'The building is currently being used as a personal gym space however in the future it could be used as a garden room/summer house or indeed an office room... entertainment is referring to the potential garden/summer use of the building.'

Please can it be confirmed whether the Town Council wish to uphold or remove their objection.

Committee to resolve whether to maintain the holding objection or whether they to recommend approval or refusal of the application.



MEETING PAPER

Subject: Agenda Item 217 – DC/26/0580/FUL

Meeting: Planning Committee

Date: 26 March 2026

Author: Taylor Williams, Committee Clerk and Planning Assistant

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Background Information

Application DC/26/0580/FUL (48 Pinewood Avenue) [Single storey rear extension, single storey front porch extension and new front elevation boundary wall and side elevation gates](#) was considered by the Planning Committee on Thursday 12 March and the Committee requested a holding objection until the information requested by Suffolk Highways has been received as there was not enough information to make an informed decision.

Detail

The holding objection request was submitted and the case officer responded with the following:

The information from the highways department related to the proposed vehicular access which has now been removed from the application as it does not require planning permission in this instance.

It should also be noted that revised plans have been submitted showing the proposed boundary wall as 1.2 metres instead of 1.5.

Therefore, please can revised comments be provided. Please can it also be confirmed whether the town council wish to uphold or remove their holding objection.

Committee to decide whether to remove the holding objection or resolve to recommend approval or refusal of the application.



MEETING PAPER

Subject: Agenda Item 220

Meeting: Planning Committee

Date: 26 March 2026

Author: Taylor Williams, Committee Clerk and Planning Assistant

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Background Information

The Climate and Ecological Emergency Committee were asked to contribute to the response to the Broads Authority Landscape Character Assessment Consultation. This information was due to be relayed to the Planning Committee to consider as part of their submission to the consultation.

Detail

The following comments were submitted by the Climate and Ecological Emergency Committee:

Cllr Ray suggested the following points be provided to the Planning Committee for consideration:

DM16 Development and Landscape, pg. five, paragraph five – it stated that in exceptional circumstances the economic benefits of a development, if considered to outweigh the impact on landscape character, may be permitted. Cllr Ray suggested the policy be reworded to not allow economic benefits to outweigh the impact on habitats.

DM43 Design Section pg. five, item J – it stated that development must aim to protect biodiversity. Cllr Ray suggested the wording be stronger and instead state that development must protect biodiversity.