

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 **6:30 PM** on **Tuesday, June 2, 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, Acting Town Clerk and Responsible Financial Officer
03 December 2024

Lowestoft Town Council

Planning Committee

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE

18:30 on Tuesday 2 June 2026

AGENDA

1 Welcome

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

2 To receive and consider approval of apologies for absence

3 Declarations of Interests and dispensations

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

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

4 To consider the draft minutes of the meeting on 14 May 2026

5 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.

6 To review and adopt Committee arrangements

6.1 To note the membership of the Planning Committee

6.2 To appoint the Deputy Chair of the Planning Committee

6.3 To note the Terms of Reference of the Planning Committee

6.4 To agree the meeting schedule of the Planning Committee

6.5 To review the delegations of the Planning Committee

7 Planning Applications

7.1 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/26/1538/FUL	16 Broadwaters Road - Rear single storey extension	Carlton and Whitton

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DC/26/1617/FUL	2 Tenterden Close - Single storey rear extension	Carlton and Whitton
DC/26/1685/VOC	6 Elm Tree Road West - Variation of Condition No. 2 of DC/25/4309/FUL - Proposed First Floor and Extensions - To change the opening in the kitchen area to improve layout.	Carlton and Whitton
DC/26/1109/FUL	10 Corton Road - Demolition of the existing rear conservatory and attached side garage and replacement with a single-storey ground-floor extension	Gunton and St Margarets
DC/26/1687/FUL	1 Rembrandt Close - Proposed Garage extension	Gunton and St Margarets
DC/26/1728/FUL	9 Sharon Drive - Single storey rear extension	Gunton and St Margarets
DC/26/1479/FUL	7 Halcyon Crescent - Two storey rear extension to house	Harbour and Normanston
DC/26/1611/FUL	34 - 36 London Road North - Replacement of principal entrance door, on a like-for-like basis	Harbour and Normanston
DC/26/1692/FUL	48 Stevens Street - Two storey Rear Extension	Harbour and Normanston
DC/26/1702/FUL	High Dene 105 Park Road - Extension and alterations to existing HMO to create additional bedrooms, resulting in 14no. rooms from 10no.	Harbour and Normanston
DC/26/0946/FUL	14 Willow Road - Retrospective application - Retention of a 2.7m close-boarded wooden fence to rear boundary	Kirkley and Pakefield
DC/26/1433/FUL	Former Sanyo And Survitec Sites School Road - Proposed civilisation works, drainage infrastructure, landscaping and boundary treatments.	Oulton Broad

7.2 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/26/1623/TPO	10 Farm Close - TPO/047/2021 - G3 2no. Oak (marked T1 & T2 on submitted plan) - Reduce whole crown by up to 3m, thin crown by up to 30%.	Carlton and Whitton
DC/26/1639/TPO	14 Stubbs Wood - TPO No. 1-4(4) - T57 1no. Oak (T1 on submitted plan) - Reduce whole crown by up to 3m, crown thin (removal of crossing and suppressed minor branches), raise crown to 4m from ground level.	Gunton and St Margarets

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DC/26/1716/TCA	Open Courtyard Adjacent 152 High Street - 1no. Sycamore (marked 1 on submitted plan) - Clear Street signs 1no. Maidenhair (marked 2 on submitted plan) - Fell 1no. Maidenhair (marked 3 on submitted plan) - Raise crown to 2.5m from ground level	Harbour and Normanston
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7.3 Applications for window works

The Planning Authority has received the following applications for repair/replacement windows within a Conservation Area and this 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/26/1350/FUL	333 London Road South - Replace existing white UPVC windows with more authentic style UPVC window	Kirkley and Pakefield

8 To consider further planning training for Committee members

9 Licensing

9.1 To consider an application for a new pavement licence for Starbucks, 102-104 London Road North, Lowestoft, NR32 1HA

This application is for 2 tables and 4 chairs

Size of seating area: front of the premises 120cm X 240cm

Monday to Saturday 08:00 to 18:00

Sunday 10:00 to 16:00

As these Pavement Licences are now legislated under the Levelling Up and Regeneration Act 2024, should this application be granted the licence will last for 2 years.

10 Date of next meeting

To be confirmed, currently scheduled for Tuesday 16 June 18:30

11 Items for the next agenda and close

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 14 May 2026 18:45

MINUTES

Present: Cllrs Nasima Begum (ex-officio), John Murray (Deputy Chair), Bernie Rappensberger and Andy Pearce

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

241 Welcome

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

242 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Wendy Brooks, Jen Jones and Christian Newsome with reasons provided. Cllr Rappensberger proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

Cllr Neil Coleby was absent with no apologies received.

243 Declarations of interests and dispensations

243.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – Cllr Murray declared he had a relative employed at the caravan site associated with application DC/26/1339/VOC and would not take part in the debate or vote.

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

244 To consider the draft minutes of the meeting on 23 April 2026

Cllr Rappensberger proposed to approve the draft minutes; seconded by Cllr Murray; all in favour.

245 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.

246 Planning Applications

246.1 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/26/1392/ADN	211 Long Road - Non-Illuminated Advertisement Consent - Signage on street facing elevation, with individual powder coated aluminium letters and powder coated aluminium tray.	Carlton and Whitton
It was proposed by Cllr Rappensberger, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		
DC/26/1082/FUL	61 - 63 London Road North - Installation of bird netting and points to the rear of the branch	Harbour and Normanston
Cllr Pearce declared he was the Lowestoft Town Council representative on the Lowestoft Kittiwake Partnership.		
It was proposed by Cllr Pearce, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application, subject to the Local Planning Authority, if inclined to approve, attaching		

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appropriate conditions to ensure the mesh size of the netting was suitable and for the netting to be hung taut so as not to trap birds.		
DC/26/1210/FUL	20 - 21 Commercial Road - Conversion and extension to provide 4No. self-contained flats to upper floors, retaining commercial use to ground floor.	Harbour and Normanston
It was proposed by Cllr Pearce, seconded by Cllr Rappensberger and unanimously agreed to recommend refusal of the application until the information requested by Highways and Environmental Protection has been supplied and both consultees feel they can make a decision, at which point the application would be re-considered by the Town Council.		
DC/26/1276/FUL	53 High Street - Retrospective application for single storey rear extension, Terraced garden, Boundary Fencing and Change of use of part building from Class E(C)(iii) to Residential C3	Harbour and Normanston
It was proposed by Cllr Begum, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application, subject to there being no objection from the Design and Conservation Officer.		
DC/26/1301/FUL	61 - 63 London Road North - Installation of a new smart ATM. Removal of 1No. ATM.	Harbour and Normanston
It was proposed by Cllr Pearce, seconded by Cllr Rappensberger 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 Murray, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		
DC/26/1339/VOC	Pakefield Caravan Park Arbor Lane - Variation of Condition No. 2, 10, 33, 34 & 37 of DC/22/2520/FUL - Extension of Pakefield Holiday Park to provide for the following development on land to the west of the park: 1. A new and improved access and main site entrance off the A12 2. New entrance buildings and clubhouse facility 3. The siting of additional static holiday caravans, involving the rollback of existing static caravans away from the coast 4. Environmental improvements and landscaping throughout	Kirkley and Pakefield
Cllr Pearce proposed to recommend cautious approval of the application subject to the noise levels being within the maximum levels prescribed by the original condition and the overall number of static caravans on the site would not be increased beyond the permitted eighty-six; seconded by Cllr Rappensberger; three votes in favour (Cllrs Begum, Pearce and Rappensberger) and one abstention (Cllr Murray per his declared interests). Concerns were raised over the specific conditions the applicant was seeking variation of and their reasonings, specifically condition ten.		
DC/26/1533/FUL	2 West Grove - Loft Conversion with increased ridge height	Kirkley and Pakefield
It was proposed by Cllr Begum, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.		

246.2 Applications for tree works

The Committee noted that the Planning Authority received the following application 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/26/1541/TCA	7 Kirkley Park Road - Group of Pines (G1 on submitted plan) - Reduce crown height and lateral spread by 1.5m to 2.5m Group of Limes (G2	Kirkley and Pakefield

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	on submitted plan) - Raise crown over footpath to 2.5m from ground level, raise crown over highway to 5.2m from ground level.	
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247 To receive an update on the current progress on the site of the former Lowestoft Hospital

Cllr Murray informed the Committee there had been two further meetings since the last update. A public comment letter had been sent to the Integrated Care Board on the virtues of the old hospital site being used as a new medical hub.

A representative from James Paget had indicated there were discussions on four towns to host new medical facilities and it was felt the hospital site in Lowestoft had the potential to be considered.

There needed to be consideration of public safety due to the deterioration of the building and issues of vandalism.

248 Date of next meeting

To be confirmed at the Annual General Meeting

249 Items for the next agenda and close

No items were requested for the next agenda.

The Chair closed the meeting at 19:48

Signed:

26 May 2026



Lowestoft Town Council

Terms of Reference for the Planning Committee

1. Appointment

- 1.1. The Planning Committee is appointed by and solely responsible to Lowestoft Town Council.

2. Duties

- 2.1. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's term.

3. Meetings

- 3.1. Meetings are to be held on a fortnightly basis, with extraordinary meetings scheduled when needed.

4. Record of Proceedings

- 4.1. The Committee will meet fortnightly to prepare responses to all routine planning matters, including recommendations on planning applications.
- 4.2. Written minutes will be taken to record the Committee's decisions and will be received at the next Full Council meeting and tabled as an appendix.
- 4.3. The Clerk will be responsible for arranging the recording and distribution of the minutes.
- 4.4. All decisions will be relayed to the relevant Planning Authority by the Clerk or, in the Clerk's absence, another suitable staff member or Councillor.

5. Membership

- 5.1. The membership of the Committee will be no fewer than quorum plus one (i.e. five Councillors).
- 5.2. Full Council will elect a Chair for the Committee at the Annual Meeting of the Council every May.
- 5.3. The Council will strive to appoint a minimum of one Councillor from each ward where reasonably possible and practical, however, all members of the Committee are expected to represent the interest of the whole Council area.
- 5.4. Any elected member can preside by agreement in the absence of the Chair and Deputy Chair.
- 5.5. A quorum will be four elected members of the Committee.
- 5.6. Substitutes may be appointed to ensure that meetings are quorate.
- 5.7. Members of the Committee will be required to complete the following training, as per the Councillor Training Programme:
 - The Chair of the Committee shall complete relevant Chairpersons training



- All members shall complete relevant planning training within three months of joining the Committee
 - All members shall complete Equality and Diversity training in the year of local council elections and then two years thereafter, or on any changes in legislation and policy
 - All members shall complete Safeguarding training in the year of local council elections and then two years thereafter, or on any changes in legislation and policy
 - All members shall complete Data Protection training on an annual basis
- 5.8. The Mayor and Deputy Mayor may attend meetings in an ex-officio capacity, if both are in attendance in this capacity then only one may have voting rights.
- 5.9. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed with the Public Forum.

6. Responsibilities

- 6.1. The Committee will be granted full delegated powers to make a Council Decision regarding responses on planning matters to the appropriate planning authorities and any other relevant parties. This will include delegated authority to act as per the items below:
- 6.1.1. To consider and implement the objectives of the Town Council's Business Plan relevant to this Committee.
 - 6.1.2. To consider and provide a response, to the relevant Planning Authority, to all planning applications when notified under the Town and Country Planning Act 1990 Sch 1 para 8. or otherwise, regardless of their size, controversial nature or effect on the area.
 - 6.1.3. To review and implement the Neighbourhood Plan.
 - 6.1.4. To apply relevant Neighbourhood Plan policies to all recommendations made by this Committee.
 - 6.1.5. To identify and make representations to the relevant authorities in respect of enforce action or any matters considered to be breached of planning regulations.
 - 6.1.6. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
 - 6.1.7. To comment on licensing applications and other licensing matters when notified or otherwise alerted.
 - 6.1.8. To comment on street naming consultations and similar matters relating to the identity of the area when notified or otherwise altered, taking into account related land ownership issues.
 - 6.1.9. To comment on rights of way and other highways consultations and similar matters when notified or otherwise altered, taking into account related land ownership issues.
 - 6.1.10. To comment on Asset of Community Value consultations received from East Suffolk Council.



- 6.1.11. To comment on planning and environment consultations, including those from statutory bodies, and advise the Council of any significant legal or policy developments, and to solicit input from other Committees and Sub-Committees on consultations relevant to their work.
- 6.1.12. To make recommendations on Lowestoft Town Council planning and environment policies.
- 6.1.13. To establish Sub-Committees and Working Groups as required for significant planning or environment matters, such as for progressing neighbourhood planning.
- 6.1.14. To review and approve applications where appropriate for Street Trading Licenses.
- 6.1.15. To review its own remit and make recommendations to Full Council on its terms of reference.

7. Working Groups

- 7.1. The Committee may form temporary Working Groups to carry out a task-and-finish project in the event the Committee's workload does not permit enough time to consider the project during its standard meeting schedule.
- 7.2. This Committee has a responsibility to review and monitor the progress of its Working Groups.
- 7.3. Should the Working Group require an officer to attend its meetings to take notes, a business case must be submitted to the Town Clerk for consideration and approval.

8. Climate and Ecological Emergency

- 8.1. This Committee recognises that it plays an important role in delivering climate protection and improvement measures through creating appropriate planning policies and influencing others, including the Local Planning Authority. During relevant decisions planning applications, infrastructure and consultations (including any revisions of the Local Plan), this Committee shall consider the following, in line with the Local Plan and relevant legislation:
 - 8.1.1. Biodiversity.
 - 8.1.2. Supporting new or improved renewable energy.
 - 8.1.3. Supporting alternatives to car use e.g. walking, cycling and public transport.
 - 8.1.4. Encouraging efficient car use, including through appropriate car parking provision, car sharing, differential car parking charges and the use of electric cars, including sufficient car charging points.
 - 8.1.5. Encouraging the management of land for nature and an increase in tree cover.
 - 8.1.6. Resisting the use of natural open space for development and encourage reuse of brownfield sites.
 - 8.1.7. Support homes which are energy efficient, nature friendly and located close to public transport and amenities.
 - 8.1.8. Actively support robust planning and neighbourhood plan policies.
 - 8.1.9. Where information on environmental impacts of development is absent, responses to planning applications will state that the Planning Authority has failed to provide this essential information.