

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 **18:30** on **Tuesday 7 July 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
30 June 2026

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
18:30 on Tuesday 7 July 2026

AGENDA

24 Welcome

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

25 To receive and consider approval of apologies for absence

26 Declarations of Interests and dispensations

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

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

27 To consider the draft minutes of the meeting on 16 June 2026

28 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.

29 Planning Applications

29.1 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/26/1970/FUL	96 Corton Road - Demolition of existing side extension, construction of replacement single-storey garage, conversion of integral garage to habitable accommodation, associated roof alteration, and extension of driveway parking provision.	Gunton and St Margarets
DC/26/2117/FUL	8 Corton Road - Construction of a single storey rear/side extension and erection of brick wall to front	Gunton and St Margarets
DC/26/1851/FUL	108 High Street - Part Conversion of Public House to 2 Bed Maisonette	Harbour and Normanston
DC/26/2118/RG3	Battery Green Car Park And Surrounding Land Marina Road - New cultural building consisting of single and two storey elements, containing multi use hall, lobby, cafe, studio spaces, creative hub, plant areas, and first floor multi use space. Construction of restaurant	Harbour and Normanston

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	building. Creation of new plazas and public realm, new soft and hard landscaping with external lighting scheme to create new linkages. Retention of Marina Centre as constructed. Realignment of Marina Road. New public toilets and changing area	
DC/26/2202/FUL	Christ Church Christ Church Square - Replacement external south doorway	Harbour and Normanston
DC/26/2037/FUL	Tortuga Saxon Road - Front porch extension, conversion of garage to sitting room, provision of new and replacement windows and provision of new cladding material to front elevation.	Kirkley and Pakefield
DC/26/2133/FUL	Precision Pipework Horn Hill - Retrospective Application - Siting of Storage Containers	Kirkley and Pakefield
DC/26/2174/P3G	216 London Road South - Prior Approval Commercial to Mixed Use - Conversion of upper floors to 2 No. self-contained flats	Kirkley and Pakefield
DC/26/2206/FUL	139 Kimberley Road - Single storey rear extension.	Kirkley and Pakefield

29.2 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/26/2291/TCA	42A Kirkley Cliff Road - 1no. Beech (T1 on submitted plan) - Fell	Kirkley and Pakefield

30 To note members who have completed their mandatory planning training and consider further training for Committee members

31 To note the East Suffolk Council Local Plan Scoping Consultation webinar and form a consultation response

32 To note the prior resolution of this Committee concerning applications for window works in line with ESC Supplementary Planning Document

Historic Environment Supplementary Planning Document | June 2021 | Windows, Doors and Porches.

33 Date of next meeting

Tuesday 21 July 18:30

34 Items for the next agenda and close

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 16 June 2026 18:30

MINUTES

Present: Cllrs Nasima Begum (ex-officio), Wendy Brooks, Jen Jones (Chair), Joe Hynes and Andy Pearce

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

12 Welcome

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

13 To receive and consider approval of apologies for absence

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

14 Declarations of interests and dispensations

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

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

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

Cllr Pearce proposed approval; seconded by Cllr Begum; four votes in favour and one abstention.

16 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.

17 To review and adopt Committee arrangements

17.1 To note the membership of the Planning Committee – Cllrs Wendy Brooks, Jose Hynes, Jen Jones, John Murray, Christian Newsome, Bernie Rappensberger and Elise Youngman were members of the Committee. Cllrs Andy Pearce and Deborah Ray were substitute members.

17.2 To appoint the Deputy Chair of the Planning Committee – Cllr Brooks nominated herself for Deputy Chair; seconded by Cllr Begum; four votes in favour and one abstention as they were a substitute member.

17.3 To review the Terms of Reference of the Planning Committee – Cllr Pearce proposed approval; seconded by Cllr Begum; all in favour.

17.4 To agree the meeting schedule of the Planning Committee – The current schedule was the first and third Tuesday of the month at 18:30. Cllr Jones informed the Committee one member was unable to attend the current schedule due to their work schedule. The Committee noted there had been scheduling issues with members over previous years. Cllr Begum proposed the schedule be maintained as is and monitored. Cllr Brooks requested the proposal be amended to include officers sending a query to East Suffolk Council on the timeframe for uploading consultee responses to the portal as at time the Committee received applications with no other consultee comments. Cllr Begum amended the proposal accordingly and it was seconded by Cllr Brooks. A vote was held with all in favour.

17.5 To review the delegations of the Planning Committee – Cllr Pearce proposed this item be considered dealt with under item 17.3; seconded by Cllr Begum; all in favour.

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18 Planning Applications

18.1 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/26/1843/FUL	189 Long Road - Single storey rear extension	Carlton and Whitton
It was proposed by Cllr Brooks, seconded by Cllr Begum and unanimously agreed to recommend approval of the application.		
DC/26/1849/FUL	29 Lyndhurst Road - Removal of existing prefabricated single garage and replacement on same ground slab with timber outbuilding.	Gunton and St Margarets
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application, subject to no issues being raised by the relevant Heritage and Conservation Officer.		
DC/26/1583/FUL	Flat 179 London Road North - Reconfiguration and extension of an existing mixed-use building to retain the ground-floor commercial unit, provide an independent residential access, and extend and alter the first-floor residential accommodation to provide additional bedrooms and a new bathroom for use as an enlarged family dwelling.	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Hynes and unanimously agreed to recommend approval of the application.		
DC/26/1948/FUL	51 Stevens Street - Two storey front infill extension to form additional space in hall and bedroom plus, single and two storey extension to rear.	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Begum and unanimously agreed to recommend approval of the application.		
DC/26/1961/CLE	Apex Scaffolding Barnards Way - Certificate of Lawfulness (Existing) - Material Commencement [see Statement of Evidence]	Harbour and Normanston
It was proposed by Cllr Pearce, seconded by Cllr Hynes and unanimously agreed to recommend approval of the application subject to the Planning Officers being content that the works were started within the timeframe provided by the prior planning consent under application DC/23/1280/FUL.		
DC/26/1629/FUL	7 Windsor Road - Installation of raised decking area to rear of property	Kirkley and Pakefield
It was proposed by Cllr Begum, seconded by Cllr Brooks and unanimously agreed to recommend approval of the application subject to the application being approved by the Heritage and Conservation Officer.		
DC/26/1834/VOC	12 Newlands Close - Variation of Condition No.2 of DC/26/0613/FUL - Construction of a single storey rear extension - To change brick finish to blocks and K-render in white	Kirkley and Pakefield
It was proposed by Cllr Pearce, seconded by Cllr Begum and unanimously agreed to recommend approval of the applications.		
DC/26/1433/FUL	Former Sanyo And Survitec Sites School Road - Proposed civilisation works, drainage infrastructure, landscaping and boundary treatments.	Oulton Broad
The Committee noted this application constituted the core infrastructure works that would enable to works allocated for under the Waveney Local Plan 2.4 to proceed. It was proposed by Cllr Pearce, seconded by Cllr Hynes and unanimously agreed to recommend approval of the application per the Waveney Local Plan policy 2.4 but the Committee would note its reservations		

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on this development in terms of the flood risks (which were exacerbated by the lack of a flood barrier) particularly as the Waveney Local Plan had allocated this development on the waterfront on the premise that the flood barrier would be completed. This recommendation was also subject to the Local Planning Authority being satisfied as to the financial capacity and viability of the development. The Committee also requested the comments submitted by Suffolk Wildlife Trust be noted by the Local Planning Authority. The Committee would add that the recommendation for approval of these civilisation works did not signal approval of the oncoming application for the full development of the site.

18.2 Applications for tree works

It was 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/26/2026/TCA	39 The Avenue - 1no. Conifer (marked on submitted plan) - Reduce to maintain boundary	Kirkley And Pakefield

18.3 Applications for window works

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

Cllr Brooks proposed an item be tabled for the next agenda to consider the prior resolution that the Committee not comment on window works; seconded by Cllr Pearce; all in favour.

Reference	Address and Description	District Ward
DC/26/0770/FUL	Thimbles 16 St Margarets Road - Replace all windows and front and rear door, remove existing sand and cement render and replace with lime render, replace where needed roof batons and felt, replace any broken roof tiles with like for like materials, replace leaking guttering and down pipe to match existing and replace current rotten porch with a new like for like	Harbour and Normanston
DC/26/0771/LBC	Thimbles 16 St Margarets Road - Listed Building Consent - Replace all windows and front and rear door, remove existing sand and cement render and replace with lime render, replace where needed roof batons and felt, Replace any broken roof tiles with like for like materials, replace leaking gutter and down pipe to match existing and replace current rotten porch with a new like for like and internal renovations to remove artex from walls and ceiling and replace with plaster. To rewire electrics throughout, add gas or electric central heating, update kitchen and bathroom, replace existing internal doors with new, expose oak timbers that have been covered with modern materials to prevent decay and rot, rebuild internal wall that has collapsed in old bricks to match existing. To place a fire wall between my property and no. 18 to prevent any damage to neighbouring properties caused by fire. To add wood burning stove into fireplace	Harbour and Normanston
DC/26/1793/FUL	262 London Road South - Replacement of windows and doors.	Kirkley and Pakefield

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19 To note the following delegations made under delegated authority when the Planning Committee did not meet on 2 June 2026

Reference	Address and Description	District Ward
DC/26/1538/FUL	16 Broadwaters Road - Rear single storey extension	Carlton and Whitton
It was agreed to recommend approval		
DC/26/1617/FUL	2 Tenterden Close - Single storey rear extension	Carlton and Whitton
It was agreed to recommend approval		
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
It was agreed to recommend approval		
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
It was agreed to recommend approval		
DC/26/1687/FUL	1 Rembrandt Close - Proposed Garage extension	Gunton and St Margarets
It was agreed to recommend approval		
DC/26/1728/FUL	9 Sharon Drive - Single storey rear extension	Gunton and St Margarets
It was agreed to recommend approval		
DC/26/1479/FUL	7 Halcyon Crescent - Two storey rear extension to house	Harbour and Normanston
It was agreed to recommend approval		
DC/26/1611/FUL	34 - 36 London Road North - Replacement of principal entrance door, on a like-for-like basis	Harbour and Normanston
It was agreed to recommend approval		
DC/26/1692/FUL	48 Stevens Street - Two storey Rear Extension	Harbour and Normanston
It was agreed to recommend approval		
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
It was agreed to recommend approval		
DC/26/0946/FUL	14 Willow Road - Retrospective application - Retention of a 2.7m close-boarded wooden fence to rear boundary	Kirkley and Pakefield
It was agreed to recommend approval		

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Reference	Address and Description	District Ward
DC/26/1433/FUL	Former Sanyo And Survitec Sites School Road - Proposed civilisation works, drainage infrastructure, landscaping and boundary treatments.	Oulton Broad
No consensus was reach and its consideration was deferred to the next meeting.		

20 To note the commencement date of the Scoping Consultation for the East Suffolk Local Plan

The Committee noted the consultation would commence on 10 June and end on 29 July and agreed the following would need to be considered for inclusion on the new Local Plan:

- The lack of a flood barrier was a key issue and its impact on commitments to regeneration of the area needed to be considered and included in the Local Plan.
- Housing development needed to be considered in terms of its viability within the existing infrastructure and where further support was needed, such where existing dentists and doctor surgeries were at capacity.
- The current system for HMO applications and exceptional circumstances needed to be carefully considered for the new Local Plan.

21 To consider further planning training for Committee members

Officers were considering further training requirements for the Committee and requested feedback from members, noting this training could be provided internally or externally.

A request was made to consider training on how the Committee should submit responses for strategic developments.

22 Date of next meeting

Per item 17.4 the next meeting was scheduled for Tuesday 7 July 18:30.

23 Items for the next agenda and close

An item was requested to consider responses on window applications.

An item was requested to discuss the East Suffolk Council Referral Panel and the referral process.

The Chair closed the meeting at 19:38

Signed:

7 July 2026