

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 21 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
14 July 2026

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
18:30 on Tuesday 21 July 2026

AGENDA

37 Welcome

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

38 To receive and consider approval of apologies for absence

39 Declarations of Interests and dispensations

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

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

40 To consider the draft minutes of the meeting on 7 July 2026

41 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.

42 Planning Applications

42.1 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/26/2114/FUL	23 Broadwaters Road - The proposal comprises the demolition of the existing conservatory and study to the rear of the property, and the construction of a single storey rear extension positioned along the rear boundary line. The extension will provide additional accommodation including a bedroom with ensuite bathroom and a kitchen area. The works are intended to improve the functionality and layout of the existing dwelling.	Carlton and Whitton
DC/26/2115/FUL	Birds Eye Ltd Whapload Road - Installation of a water storage tank and pump room as part of an automatic sprinkler system for fire suppression in the Denes 1 factory on the Birds Eye site in Lowestoft.	Harbour and Normanston
DC/26/2315/FUL	6 Monckton Avenue - Single and two storey rear extensions	Harbour and Normanston

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DC/26/2273/FUL	177 The Avenue - Single storey extensions	Kirkley and Pakefield
DC/26/2280/FUL	136 Morton Road - Two storey rear extension	Kirkley and Pakefield

42.2 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/26/2453/TCA	2 Union Place - Proposal: 1no. Ash (marked T1 on submitted plan) - Fell	Kirkley and Pakefield
DC/26/2458/TCA	41 The Avenue - 1no. Leyland Cypress (marked T1 on submitted plan) - Reduce height by 4m	Kirkley and Pakefield

42.3 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/26/1313/FUL	Flat 132 High Street - Replace top floor window.	Harbour and Normanston
DC/26/1652/FUL	42 Kirkley Park Road - Replacement windows	Kirkley and Pakefield

43 To submit a consultation response for the East Suffolk Tree and Hedgerow Strategy Consultation

44 To submit a consultation response for the East Suffolk Council Local Plan Scoping Consultation

45 Date of next meeting

Tuesday 4 August 18:30

46 Items for the next agenda and close

Lowestoft Town Council
Planning Committee
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Tuesday 7 July 2026 18:30

MINUTES

Present: Cllrs Wendy Brooks, Joe Hynes, John Murray and Bernie Rappensberger

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

24 Welcome

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

25 To receive and consider approval of apologies for absence

Apologies were received from Cllr Jen Jones with reasons provided. Cllr Rappensberger proposed approval of the apologies received; seconded by Cllr Murray; all in favour.
Cllrs Kinsey Foster and Christian Newsome were absent with no apologies received.
It was noted that Cllr Elise Youngman resigned from the Committee.

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 – There were no declarations.
- 26.2 To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

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

Cllr Hynes proposed approval of the minutes; seconded by Cllr Rappensberger; all in favour.

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 – No advance comments had been received and no members of the public were in attendance.

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
It was proposed by Cllr Hynes, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		
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
It was proposed by Cllr Rappensberger, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.		
DC/26/1851/FUL	108 High Street - Part Conversion of Public House to 2 Bed Maisonette	Harbour and Normanston
It was proposed by Cllr Murray, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		

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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 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	Harbour and Normanston
It was proposed by Cllr Murray, seconded by Cllr Hynes and unanimously agreed to recommend refusal of the application as it did not comply with the Waveney Local Plan Policy 2.7 and did not maintain or enhance the vitality of the town centre. The Committee supports the concerns raised by several consultees on the lack of information provided in the application (per the deferral submitted by Suffolk County Council Highways) and the key issues highlighted in the design and layout by East Suffolk Council Design and Heritage.		
DC/26/2202/FUL	Christ Church Christ Church Square - Replacement external south doorway	Harbour and Normanston
It was proposed by Cllr Murray, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		
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
It was proposed by Cllr Rappensberger, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.		
DC/26/2133/FUL	Precision Pipework Horn Hill - Retrospective Application - Siting of Storage Containers	Kirkley and Pakefield
It was proposed by Cllr Murray, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		
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
It was proposed by Cllr Rappensberger, seconded by Cllr Brooks and unanimously agreed to recommend approval of the application.		
DC/26/2206/FUL	139 Kimberley Road - Single storey rear extension.	Kirkley and Pakefield
It was proposed by Cllr Rappensberger, seconded by Cllr Brooks and unanimously agreed to recommend approval of the application.		

29.2 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/26/2291/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

It was confirmed that Cllrs Wendy Brooks, Joe Hynes, Jen Jones, John Murray and Bernie Rappensberger, and Cllrs Andy Pearce and Deborah Ray as the substitute members, have completed the mandatory planning training.

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The Committee agreed further training should be delivered in a cast study format and cover issues such as HMO developments, application of the Neighbourhood Plan and large-scale applications.

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

The Committee agreed to arrange a standalone meeting to examine the documents for the scoping consultation and draft the consultation response ahead of the next Committee meeting when the response can be submitted.

32 To consider a consultation for a proposed base station upgrade

The upgrade will be at Lowestoft Port, ZS Hamilton House, Battery Green Road.

Cllr Hynes proposed a response be submitted that acknowledges the necessity of the upgrade, but to raise concerns on the following:

- If consideration had been given to the environmental impact of this work
- If a health and safety risk assessment (that consider matters such as electromagnetic radiation) had been undertaken, particularly in relation to staff working at the higher levels of the building
- If plans were in place to manage the future maintenance of the base in terms of gaining access to the roof through the building and whether this would be disruptive to staff in the building

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

33 To consider East Suffolk Council's planning application process

Cllr Brooks proposed that when a refusal is recommended on a significant planning application, officers be asked to contact the District Councillors to notify them of the recommended refusal and remind them of the Member Call-In Process for planning applications. This would not be done for every application where refusal is recommended, the Committee would specify when it would like this process to be taken. Cllr Rappensberger seconded the proposal and a vote was held with all in favour.

34 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)

The Committee agreed to maintain its current process and note that applications for window works would be considered in line with the Supplementary Planning Document.

35 Date of next meeting

Tuesday 21 July 18:30.

Cllr Murray tendered his apologies for the next meeting.

36 Items for the next agenda and close

No items were requested for the next agenda.

The Chair closed the meeting at 19:40

Signed:

21 July 2026