

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; Meeting Booker at 18:30 on Tuesday 4 August 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
28 July 2026

Lowestoft Town Council

Planning Committee

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE; Meeting Booker

18:30 on Tuesday 4 August 2026

AGENDA

47 Welcome

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

48 To receive and consider approval of apologies for absence

49 Declarations of Interests and dispensations

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

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

50 To consider the draft minutes of the meeting on 21 July 2026

51 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.

52 Planning Applications

52.1 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/26/2446/FUL	11 Whitton Close - Single storey rear extension and replacement flat roof to pitched	Carlton and Whitton
DC/26/2528/FUL	9 The Gap - Single storey rear extension, internal alterations, replace windows and render externally.	Carlton and Whitton
DC/26/1692/FUL	48 Stevens Street - Two storey Rear Extension	Harbour and Normanston
DC/26/2165/FUL	139 High Street - Change of use from disused retail storage to residential.	Harbour and Normanston
DC/26/2202/FUL	Christ Church Christ Church Square - Replacement external south doorway and replacement/widen door to west elevation for ambulant disabled access to Parish Office	Harbour and Normanston

Lowestoft Town Council

Planning Committee

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE; Meeting Booked
18:30 on Tuesday 4 August 2026

DC/26/2260/FUL	Corner Of Elim Terrace And Factory Street - Construction of 6 dwellings, (two bedroom terraced and semi detached affordable homes)	Harbour and Normanston
DC/26/2192/FUL	54 Ship Road - Removal of garage up and over door. Studwork opening with door and window. Cladding on outside with acoustic insulation. Change of use from garage to dog groomers.	Kirkley and Pakefield
DC/26/2429/FUL	5 Walmer Close - Single storey and extension, new detached garage.	Kirkley and Pakefield
DC/26/2494/FUL	Causeway Cottage Causeway Pakefield Street - Extension and retrofit of single family house, including new external wall materials	Kirkley and Pakefield
DC/26/2531/VOC	Land Between Hall Lane And Union Lane - Variation of Condition No. 12 of DC/23/3191/FUL - Phased Hybrid Planning Application on 8.27 hectares of land to the north of Hall Lane and south of Union Lane, seeking outline planning permission for up to 159 no. dwellings, associated infrastructure, and public open space and a pre-school site (if required). Together with full application for 26 no. dwellings, vehicular access, associated infrastructure, and public open space. - reflect offsite BNG Credit Purchase	Oulton Broad

52.2 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/26/2169/TPO	365 Yarmouth Road - TPO/016/2021 - G1 1no. Oak (Red circle on submitted plan) - A gentle crown reduction to reduce the longest limbs.	Gunton and St Margarets

52.3 Applications for window works

Reference	Address and Description	District Ward
DC/26/2189/LBC	10 St Margarets Road - Listed Building Consent - Replace 2 front faulty/damaged old wooden sash windows with new PVC casement windows.	Harbour and Normanston
DC/26/1642/FUL	87 - 91 London Road South - Replacement windows to front and rear elevations and replacement dormers.	Kirkley and Pakefield

53 Licensing

53.1 To consider an application for a new pavement licence for Joseph Conrad, Station Square, Lowestoft, NR32 1BA

This application is for 6 tables and 12 chairs.

Size of seating area: front of the premises 16m X 1m

Lowestoft Town Council

Planning Committee

**Hamilton House, Battery Green Road, Lowestoft, NR32 1DE; Meeting Booker
18:30 on Tuesday 4 August 2026**

Times will be Monday to Sunday 08:00 to 22:00

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.

The consultation period ends on 11 August 2026.

54 Date of next meeting

Tuesday 18 August 18:30

55 Items for the next agenda and close

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

MINUTES

Present: Cllrs Wendy Brooks, Kinsey Foster, Joseph Hynes, Jen Jones (Chair) and Andy Pearce

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

37 Welcome

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

38 To receive and consider approval of apologies for absence

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

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 – There were no declarations.

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

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

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

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

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
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		
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
It as proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		

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

DC/26/2315/FUL	6 Monckton Avenue - Single and two storey rear extensions	Harbour and Normanston
It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed to request a holding objection in support of the requested Land Contamination Questionnaire and Environmental Search by Environmental Protection. If the applicant provides the information to the satisfaction of Environmental Protection, then the Committee requests the application be brought back to them for consideration.		
DC/26/2273/FUL	177 The Avenue - Single storey extensions	Kirkley and Pakefield
It was proposed by Cllr Brooks, seconded by Cllr Foster and unanimously agreed to recommend approval of the application.		
DC/26/2280/FUL	136 Morton Road - Two storey rear extension	Kirkley and Pakefield
It was proposed by Cllr Hynes, seconded by Cllr Foster and unanimously agreed to recommend approval of the application.		

42.2 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/26/2453/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

Cllr Brooks proposed the Case Officer for DC/26/2453/TCA be contacted to query the reasons for the felling and to check a Tree Officer would be attending the site to evaluate the tree; seconded by Cllr Foster; all in favour.

42.3 Applications for window works

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.

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

Cllr Hynes proposed the comments submitted by the Climate and Ecological Emergency Committee be approved and form the consultation response; seconded by Cllr Pearce; all in favour.

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

Cllr Pearce raised a query on the drafted response for question six on the consultation document. The current response stated the Kirkely Waterfront was not an appropriate location for housing development. Cllr Pearce proposed the response instead state that references to large-scale development in the existing Waveney Local Plan, including the Kirkley Waterfront development, should be removed from the new East Suffolk Local Plan as it implied pre-approval, instead any applications to develop a specific site should go through due process. Cllr Brooks seconded the proposal and a vote was held with all in favour.

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

Cllr Pearce proposed to approve all drafted responses for the consultation so far (questions one to seven) and for the consultation response include the town's stance on the Marmot Initiative. This statement would highlight the requirement of the Local Planning Authority to be mindful of the commitments made on the Marmot Initiative and that the existing levels of deprivation must be considered with large-scale developments so as not to compound deprivation, in particular through sectors such as education and health.

Cllr Pearce proposed a further standalone meeting be scheduled to complete the questionnaire and submit the consultation response; seconded by Cllr Hynes; all in favour.

45 Date of next meeting

Tuesday 4 August 18:30

46 Items for the next agenda and close

No items were requested for the next agenda.

The Chair closed the meeting at 19:30

Signed:

4 August 2026