

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 4 August 2026 18:30

MINUTES

Present: Cllrs Wendy Brooks (Deputy Chair) Joseph Hynes, John Murray and Bernie Rappensberger

Also in attendance: Sarah Foote (Town Clerk)

47 Welcome

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

48 To receive and consider approval of apologies for absence

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

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 – There were no declarations.

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

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

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

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

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
It was proposed by Cllr Hynes, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		
DC/26/2528/FUL	9 The Gap - Single storey rear extension, internal alterations, replace windows and render externally.	Carlton and Whitton
It was proposed by Cllr Murray, seconded by Cllr Hynes and unanimously agreed to recommend approval of the application.		
DC/26/1692/FUL	48 Stevens Street - Two storey Rear Extension	Harbour and Normanston
It was proposed by Cllr Hynes, seconded by Cllr Brooks and unanimously agreed to support the comments on loss of light from the consultees and request that the appropriate Planning Officer visit the site to determine if refusal on loss of light is valid or if it is not, in this instance, a material consideration.		
DC/26/2165/FUL	139 High Street - Change of use from disused retail storage to residential.	Harbour and Normanston

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It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to recommend refusal as the application was contrary to the Lowestoft Neighbourhood Plan LOW6, policies 9.13-9.15, which encourages retail at ground floor in the High Street.		
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
It was proposed by Cllr Murray, seconded by Cllr Hynes and unanimously agreed to recommend approval of the application.		
DC/26/2260/FUL	Corner Of Elm Terrace And Factory Street - Construction of 6 dwellings, (two bedroom terraced and semi detached affordable homes)	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed that whilst supportive of the construction of these dwellings, to ask for reference to LOW 9 of the Lowestoft Neighbourhood Plan in determining the design and character of these dwellings and consideration be given to a mix of two- and three-bedroom properties. The Town Council is supportive of the comments of Environmental Protection in relation to conditions 7,8,9,10 and 11 of DC/23/3058/FUL being applied.		
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
It was proposed by Cllr Rappensberger, seconded by Cllr Murray and unanimously agreed that more information on business operation was required before a formal recommendation could be made. Of particular concern were details of what resources were required in terms of waste disposal and water supply/use.		
DC/26/2429/FUL	5 Walmer Close - Single storey and extension, new detached garage.	Kirkley and Pakefield
It was proposed by Cllr Hynes, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.		
DC/26/2494/FUL	Causeway Cottage Causeway Pakefield Street - Extension and retrofit of single family house, including new external wall materials	Kirkley and Pakefield
It was proposed by Cllr Hynes, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		
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
It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to recommend refusal of the application as the variation of conditions would be contrary to the original permission given and all the original conditions of planning consent should apply.		

52.2 Applications for tree works

It was noted 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
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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
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52.3 Applications for window works

It was noted the Planning Authority received the following applications for repair/replacement windows within a Conservation Area, which would 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/26/2189/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

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

It was proposed by Cllr Hynes, seconded by Cllr Murray and unanimously agreed to recommend support of this application.

54 Date of next meeting

Tuesday 18 August 18:30

55 Items for the next agenda and close

No items were requested for the next agenda.

The Chair closed the meeting at 19:22



Signed:

1 September 2026