

**Lowestoft Town Council**  
**Meeting of Neighbourhood Plan Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15.00 on Monday 24 February 2020**

**MINUTES**

**Present:** Cllrs Alice Taylor (Chair), Susan Barnard (arrived 15.15) and Colin Butler

**In attendance:** Sarah Foote (Deputy Clerk). Dickon Povey and Ben Wright, Planning Policy East Suffolk Council (left the meeting at 16.00) and member of the public (arrived 16.30, left 16.55).

**Public:** There were no members of the public in attendance

**90. Welcome**

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

**91. To receive and consider acceptance of apologies for absence**

Apologies were received from Cllr Breakspear, Frost and Hardie. Acceptance was proposed by Cllr Taylor, seconded by Cllr Barnard and accepted.

**92. Declarations of Interests and dispensations**

92.1 Declarations of Disclosable Pecuniary and Non-Pecuniary Interests – Cllr Barnard declared a non-pecuniary interest in matters relating to Dip Farm.

92.2 There were no written requests for dispensations for Disclosable Pecuniary Interests.

92.3 No dispensations had previously been granted.

**93. Public Forum**

There were no members present.

**94. Approval of Minutes**

The minutes from the meeting of 3 February 2020 were agreed as an accurate record. Proposed by Cllr Barnard, seconded by Cllr Taylor.

**95. Plan Development**

95.1. Designation of Local Green Spaces – work was completed on categorisation of Local Green Spaces, Recreation and Play Areas and Parks. ESC Officers advised cross-referencing with Local Plan Policy WLP8.23, Policy Maps, the Open Spaces Needs Assessment, Green Infrastructure strategy and Open Spaces Protection Policy. In particular, the committee were asked to check if the sites allocated as Parks were included within the Green Infrastructure strategy.

95.2. It was noted that UVE consultants had been engaged to complete policy writing. ESC Officers advised consultation with landowners of any sites the Town Council were considering for inclusion in the NDP to share aspirations before policy was developed. Additional documentation which should be consulted for policy development was recommended as: HAZ Design Guide, Lowestoft Town Centre Masterplan, Flood Defence Project, South Lowestoft HAZ, Town Hall Feasibility Study, Lowestoft Place Board.

95.3 Site Allocations within the Waveney Local Plan. A member of the public with a site allocated within the Local Plan spoke of his plans for development as allocated within the policy and a broader range of ideas for use of the site.

**96. Date of the next meeting**

4.30 pm on Monday 16 March 2020.

**97. Items for next agenda – none.**

**98. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal issues relating to the matters on this agenda, including the following:** There were no confidential matters to consider.

The Chair closed the meeting at 17.05

Signed: ..... 3 February 2020.