

**Lowestoft Town Council**  
**Meeting of the Planning Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**17.00 on Tuesday 23 May 2023**

**MINUTES**

**Present:** Cllr Sonia Barker, Wendy Brooks, Alan Green and Andy Pearce

**In Attendance:** Sarah Foote (Deputy Town Clerk)

It was proposed by Cllr Pearce, seconded by Cllr Green and agreed (3 votes in favour (Cllrs Pearce, Green and Barker) and one abstention (Cllr Brooks)) for Cllr Barker to preside over the meeting.

**235. Welcome**

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

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

Apologies were received from Cllr Newsome with reasons provided. Cllr Pearce proposed approval of apologies; seconded by Cllr Green; all in favour.

**237. Declarations of Interests and dispensations.**

- a. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda – Cllr Pearce declared he was Chair of the Gunton Residents Association.
- b. To consider written requests for dispensations and note dispensations granted – There were none.

**238. Minutes**

- a. To consider the draft Minutes of 2 May 2023 – Cllr Pearce proposed approval; seconded by Cllr Green; all in favour.

**239. Public Forum**

- a. To consider any advance comments from the public on any matters on this agenda – There were no members of the public in attendance and no advance comments had been received.

**240. To review and adopt Committee arrangements**

- a. To note the membership of the Planning Committee – Membership of the Committee was noted as Cllrs Green, Pearce, Brooks, Newsome and Barker.
- b. To appoint the Deputy Chair of the Planning Committee – It was agreed to defer this item.

**241. Lowestoft Neighbourhood Development Plan**

- a. To consider composition – Cllrs Pearce and Brooks requested to join the Working Group. It was agreed to defer this item to the next agenda.
- b. To review and consider adoption of the Terms of Reference – Cllr Pearce proposed adoption of the Terms of Reference; seconded by Cllr Green; all in favour.
- c. To agree the meeting schedule – It was agreed to schedule meetings when required.

**242. Planning applications**

- a. To consider the following planning applications (all available on [www.eastsuffolk.gov.uk](http://www.eastsuffolk.gov.uk)) and decide the recommendations of the Council:

*Table 1 - List of East Suffolk Planning Applications*

Reference	Address and Description	District Ward
DC/23/1672/FUL	148 Blackheath Road - <b>Single storey rear extension</b>	Kirkley and Pakefield

It was proposed by Cllr Brooks, seconded by Cllr Green and agreed (three votes in favour (Cllrs Brooks, Green and Barker) and one abstention (Cllr Pearce)) to recommend refusal of the application due to the risk of flooding and over-development.

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Reference	Address and Description	District Ward
DC/23/1772/FUL	196 London Road South - <b><u>Extending existing first floor rear bedroom. Rear staircase to Courtyard 2 for access</u></b>	Kirkley and Pakefield
It was proposed by Cllr Green, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application, subject to East Suffolk Council establishing that there are no impediments caused by the land being within the Heritage Action Zone or conservation area.		
DC/23/1744/FUL	95 Pakefield Street - <b><u>Rear extension and replacement garage</u></b>	Kirkley and Pakefield
It was proposed by Cllr Pearce, seconded by Cllr Barker and unanimously agreed to recommend approval of this application.		
DC/23/1688/FUL	13 Sunningdale Avenue - <b><u>Rear/side single storey extension.</u></b>	Kirkley and Pakefield
It was proposed by Cllr Brooks, seconded by Cllr Barker and unanimously agreed to recommend approval of this application.		
DC/23/1515/FUL	220 Carlton Road - <b><u>Extension and alterations</u></b>	Kirkley and Pakefield
It was proposed by Cllr Brooks, seconded by Cllr Barker and unanimously agreed to recommend approval of this application.		
DC/23/1489/FUL	71 Kirkley Park Road - <b><u>Change UPVC boxed sash windows like for like</u></b>	Kirkley and Pakefield
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of this application.		

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Reference	Address and Description	District Ward
DC/23/0792/FUL	Old Lowestoft Post Office 51 London Road North - <b><u>Adaptive reuse of grade II listed post office and auxiliary buildings for multifunctional art based centre. Development comprising: Conversion of listed post office building to provide 4no. artist studios, art gallery and associated facilities; Gallery use at connecting hall (former sorting hall) between post office and gault building; Conversion of Gault Building to provide gallery use, 4no. studios / residential provision, and associated facilities; New build lift, stair core and store &amp; loading area; New build Cafe with covered outdoor seating and associated facilities; New build Artist Studio and associated facilities connecting to the open flexible space at the rear of the site; and New build ground level DDA compliant accommodation in bedroom annex.</u></b>	Harbour and Normanston
Cllr Green declared an interest as an East Suffolk Councillor. It was proposed by Cllr Pearce, seconded by Cllr Barker and unanimously agreed to deal with the application under delegation.		
DC/23/1407/LBC	Planning Application Lowestoft Post Office London Road North - <b><u>Listed Building works as part of proposals for adaptive reuse of grade II listed post office (and auxiliary buildings) for multifunctional art based centre.</u></b>	Harbour and Normanston
It was proposed by Cllr Pearce, seconded by Cllr Barker and unanimously agreed to deal with the application under delegation.		
DC/23/4818/FUL	125 Bevan Street East - <b><u>Retail shop premises to be converted to Beauty and Nail Salon trading as USA Nails Lowestoft Limited</u></b>	Harbour and Normanston
It was proposed by Cllr Pearce, seconded by Cllr Green and unanimously agreed to deal with the application under delegation as Cllr Brooks was pre-determined.		
DC/23/1561/FUL	9 Gunton Cliff - <b><u>Demolition of outbuildings and construction of single storey rear extension.</u></b>	Gunton and St Margaret's
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of this application.		

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Reference	Address and Description	District Ward
DC/23/1569/ROC	<b><u>16 Gunton Drive - Removal of Condition No. 2 of DC/21/0358/COU - Change of use of two bedroom bungalow previously residential to be furnished holiday let; Condition 2 states: "The premises herein referred to shall be used for holiday letting accommodation and for no other purposes (including any other purpose in Class C3 of the Schedule to the Town and Country Planning (Use Classes) Order 1987). The duration of occupation by any one person or persons, of the holiday unit shall not exceed a period of 56 days in total in any one calendar year, unless the Local Planning Authority agrees in writing to any variation. The owner / operators of the holiday unit hereby permitted shall maintain an up to date Register of all lettings, which shall include the names and addresses of all those persons occupying the units during each individual letting. The said Register shall be made available at all reasonable times to the Local Planning Authority."</u></b>	Gunton and St Margaret's

It was proposed by Cllr Pearce, seconded by Cllr Green and agreed (three votes in favour (Cllrs Pearce, Green and Barker) and one against (Cllr Brooks)) to suggest that the applicant apply for a change of use from a furnished holiday let back to residential, rather than remove condition two.

b. To note the following applications for tree works:

*Table 2 - List of East Suffolk Planning Applications*

Reference	Address and Description	District Ward
DC/23/1712/TPO	<b><u>16 Sutherland Drive - WDC TPO 1-4 Rear garden 1 x Oak - Fell to ground level Reason: tree showing significant canopy die-back and has significant areas of loose bark around the stem of the tree approx. 80% of the circumference</u></b>	Gunton and St Margaret's

This application for tree works was noted.

**243.** To consider the Carlton Colville Neighbourhood Development Plan Regulation 16 consultation – It was proposed by Cllr Pearce, seconded by Cllr Barker and unanimously agreed to deal with this consultation under delegation.

**244. Licensing**

To consider the following application:

The Volunteer, 170 London Road North – pavement Licence. The premises is seeking approval for 20 chairs and 5 tables. Days and times: Monday to Sunday 11:00 to 21:00

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

**245. Highways**

To consider supporting a resident's request to Suffolk County Council Highways for a drain at Planters Grove NR33 9QL due to the flooding – It was proposed by Cllr Brooks, seconded by Cllr

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Barker and unanimously agreed to support the request.

**246. Date and time of the next meeting** – Tuesday 6 June at 6.45 pm.

**247. Items for the next agenda** - It was agreed to discuss a permanent meeting arrangement at the next meeting.

*The Chair closed the meeting at 17:55*

Signed: .....

6 June 2023