

**Lowestoft Town Council**  
**Meeting of the Planning Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18.45 on Thursday 26 October 2023**

**MINUTES**

**Present:** Cllrs Wendy Brooks, Alan Green, Jen Jones (Chair) and Andy Pearce

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

**93. Welcome**

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

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

Apologies were received from Cllrs Newsome and Smith with reasons provided.

Cllr Pearce proposed approval of Cllr Smith’s apology; seconded by Cllr Green; three votes in favour and one against.

Cllr Pearce proposed approval of Cllr Newsome’s apology; seconded by Cllr Green; all in favour.

**95. 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 – There were no declarations.

b. To consider written requests for dispensations and note dispensations granted – No written requests for dispensations were received.

**96. Public Forum**

a. To consider any advance comments from the public on any matters on this agenda – Advanced comments had been received in relation to item 100 and would be considered with the item.

**97. Minutes**

a. To consider the draft Minutes of 12 October 2023 – Cllr Pearce proposed approval of the draft minutes of the 28 September and 12 October; seconded by Cllr Brooks; all in favour. Further information had been received concerning application DC/23/2832/RG3 and the Planning Authority had requested a recommendation. Cllr Green declared an interest in the application as it had been submitted by East Suffolk Council. As the meeting would be inquorate, this would be handled under delegated authority.

**98. 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/23/3881/FUL	1 Delius Close - <b><u>Single story rear extension. Existing conservatory will be removed and replaced with new extension.</u></b>	Carlton and Whitton
It was proposed by Cllr Pearce, seconded by Cllr Green and unanimously agreed to recommend approval of the application.		
DC/23/3400/FUL	315 Whapload Road - <b><u>The proposal sets out the plans for a refurbished, reduced commercial unit with trade counter type frontage to 315 Whapload Road, removing the smaller protrusions to the front (South). The proposal is 784m2 (GEA) Use Class E(a). This proposal includes the demolition of 250.1m2 (GEA) commercial space to the front to allow a necessary refurbishment of existing walls and roof, and allowing a forecourt with associated frontage and parking to work on the development site.</u></b>	Harbour and Normanston
It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed to recommend refusal of the application. The Town Council were supportive of the concerns raised in the HAZ and Conservation Area Officer’s report and, in particular, do not support the demolition of historic buildings.		

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Reference	Address and Description	District Ward
DC/23/3670/FUL	11 Regent Road - <b><u>Change of Use from Office to Residential</u></b>	Harbour and Normanston
It was proposed by Cllr Green, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		
DC/23/3673/FUL	Basement 128 London Road North - <b><u>Change of Use from commercial retail to sale of alcohol in form of micro pub. There will be no structural changes from the current layout of the building. it is a small scale project, we expect capacity to be approximately 30 persons. Initially opening will be limited to weekends.</u></b>	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application, subject to regulations regarding fire, safety and licensing.		
DC/23/3754/FUL	Flint House 80 High Street - <b><u>Renewal of Consent for continuation of restaurant use with associated outdoor oven structure</u></b>	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application, subject to any condition the Planning Officer may impose to mitigate the neighbours' concerns on noise and smoke.		
DC/23/3714/FUL	3 Kensington Road - <b><u>Replacement windows</u></b>	Kirkley and Pakefield
It was proposed by Cllr Pearce, seconded by Cllr Green and unanimously agreed that the replacement of the heritage windows with uPVC should be considered in line with the Historic Environment Supplementary Planning document, Window Replacement Guidance paragraphs 10.25 and 10.26		
DC/23/3806/FUL	3 Durban Road - <b><u>Rear first floor extension</u></b>	Kirkley and Pakefield
It was proposed by Cllr Pearce, seconded by Cllr Green and unanimously agreed to recommend approval of the application.		
DC/23/3849/FUL	136 London Road South - <b><u>Change of use from storage building to residential unit.</u></b>	Kirkley and Pakefield
It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed to recommend refusal of the application due to over-development and poor design.		
DC/23/3856/FUL	69 Saxon Road - <b><u>Retrospective Application - Erection of balustrade on rear flat roof existing extension.</u></b>	Kirkley and Pakefield
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend refusal of the application, and to further recommend removal of the balustrade as it was not fit for purpose and was an unnecessary construction just for aesthetic reasons.		

b. Applications for tree works – 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) were noted.

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Reference	Address and Description	District Ward
DC/23/3932/TCA	26 Uplands Road North - <b><u>G2 of TPO No. 047/2021 1no. Oak (T1 on plan) - Reduce limb over garden by 1.8 metres</u></b>	Carlton and Whitton
DC/23/3903/TCA	32 High Street - <b><u>1no. Sycamore (T1 on plan) - Reduction of total tree height and crown width by 50%</u></b>	Harbour and Normanston
DC/23/3904/TCA	30 High Street - <b><u>1no. Horse chestnut (T2 on plan) - Cut back to boundary line of no. 30 and no. 31</u></b>	Harbour and Normanston
DC/23/3795/TPO	25 Thornham Close - <b><u>T1 + T2: Oak. Lift the lower canopy of both trees to the height of 4.5m to allow adequate clearance over the highway. Thin the canopy of both trees via the removal of dead, suppressed and crossing branches.</u></b>	Kirkley and Pakefield

- 99.** To receive an update on the Lowestoft Neighbourhood Development Plan – The second consultation was due to commence Monday 30 October 2023 and would last for six weeks with drop-in events.
- 100.** To consider concerns raised on the new mini mart in the Kirkley Heritage Action Zone, 219-221 London Road South – There was a live enforcement case for this. It was proposed by Cllr Brooks, seconded by Cllr Jones and unanimously agreed that the Town Council endorsed the comments of residents and be kept informed of the case. Comments which were included on East Suffolk Council’s acknowledge of the planning enforcement case regarding strains on the planning department were questioned as the Town Council had been lead to believe the department was now fully staffed.
- 101.** To consider the East Suffolk Council Referral process for the determination of planning applications

*Cllr Green left the chamber for discussion on this item*

It was queried if there would be a response for the request for representation at the review process. This item would be added to the agenda of the East Suffolk Council Quarterly Liaison meeting for an update.

- 102.** Date and time of the next meeting – 18.45 Thursday 9 November 2023.
- 103.** Items for the next agenda.