

**Lowestoft Town Council**  
**Meeting of the Planning Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18.45 on Thursday 23 May 2024**

**MINUTES**

**Present:** Cllrs Wendy Brooks, Jen Jones (Chair), John Murray, Andy Pearce, Bernadette Rappensberger and Elise Youngman

**In Attendance:** Sarah Foote (Acting Town Clerk) and Taylor Williams (Committee Clerk)

**228. Welcome**

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

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

Apologies were received from Cllrs Blowers, Coleby, Newsome and Ray with reasons provided. It was proposed by Cllr Pearce, seconded by Cllr Rappensberger and unanimously agreed to approve the apologies received.

**230. 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 Brooks declared she was acquainted with the applicant of DC/24/1390/FUL and would leave the chamber whilst the application was considered. Cllr Pearce declared he was the Chair of the Gunton Residents Association.

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

**231. Minutes**

a. To consider the draft Minutes of 9 May 2024 – It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to approve the draft minutes.

**232. Public Forum**

a. To consider any advance comments from the public on any matters on this agenda – A member of public was in attendance to speak on the two applications under item 234.

The member of public informed the Committee that the Beach Road application was for single occupancy use and they were working with Access Community Trust to support local people with affordable accommodation. Highways had confirmed their proposed parking was adequate. Furthermore, a property on the same road for a similar purpose had been recommended for approval with no parking spaces and therefore the member of public felt there had been inconsistency in the assessment of applications.

The application for Crown House was also intended to provide affordable housing and help the local community. The member of public disagreed with the previous resolution that the property was over-developed and they were in dialogue with Highways to increase the cycling storage.

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

a. To note the membership of the Planning Committee – Membership of the Committee was noted to be Cllrs Connor Blowers, Wendy Brooks, Neil Coleby, Jen Jones (Chair), John Murray, Christian Newsome, Andy Pearce, Bernadette Rappensberger, Deborah Ray and Elise Youngman.

b. To appoint the Deputy Chair of the Planning Committee – Cllr Pearce nominated Cllr Murray. Cllr Brooks nominated herself. Cllr Rappensberger seconded the nomination for Cllr Murray and Cllr Brooks' nomination was not seconded. A vote was held for Cllr Murray to be appointed the Deputy Chair with in favour.

c. To review the Terms of Reference of the Planning Committee – It was proposed by Cllr Pearce, seconded by Cllr Rappensberger and unanimously agreed to accept the Terms of Reference and keep them under review.

d. To review the Planning Committee's meeting schedule – It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed for officers to email all members for their preferences on the meeting schedule (with Monday evenings being suggested by the attendees) and make a decision at the next meeting.

**Lowestoft Town Council**  
**Meeting of the Planning Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18.45 on Thursday 23 May 2024**

**234. To reconsider the applications DC/23/4373/FUL and DC/23/3859/FUL which this Committee had previously recommended rejection of:**

Reference	Address and Description	District Ward
DC/23/3859/FUL	14 Beach Road - <b><u>Change of Use from residential to HMO</u></b>	Harbour and Normanston
<p>It was proposed by Cllr Pearce to recommend approval of the application, as the property was not in a flat saturation zone and Highways had confirmed the parking provided was adequate, subject to compliance with the provisions of the Highways consultee response relating to sustainable modes of transport, in particular cycling, seconded by Cllr Youngman, five votes in favour (Cllrs Jones, Murray, Pearce, Rappensberger and Youngman) and one vote against (Cllr Brooks).</p>		
DC/23/4373/FUL	Crown House Crown Street West - <b><u>Retaining all internal structural elements that exists and the complete refit to internal spaces except stairways to form the 5 Apartments</u></b>	Harbour and Normanston
<p>Cllr Brooks proposed to maintain the recommendation of refusal, this was not seconded.</p> <p>Cllr Pearce proposed to recommend approval as the information provided addressed the Committee's previous concerns and there were no material objections to the application, seconded by Cllr Youngman, five votes in favour (Cllrs Jones, Murray, Pearce, Rappensberger and Youngman) and one vote against (Cllr Brooks).</p>		

**235.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/24/1390/FUL	Avalon Warren Road - <b><u>Retrospective Application - Remove garage door at the front. Brick up the existing front garage door (off the existing concrete floor) using matching red bricks and blockwork on the internal leaf. Install 1 x electrical box for the proposed electric meter. Brick up the existing side window/door opening using matching red bricks and blockwork on the internal leaf. Install a new Anthracite (Grey) UPVC half glazed 'A' rated personnel door and reinstate the existing window in new location at front of the garage.</u></b>	Gunton and St Margarets
<p><i>Cllr Brooks temporarily left the chamber for consideration of the application at 19:32</i></p> <p>It was proposed by Cllr Youngman, seconded by Cllr Pearce and unanimously agreed to recommend approval.</p> <p><i>Cllr Brooks returned to the chamber at 19:34</i></p>		
DC/24/1461/FUL	71 Gunton Drive - <b><u>Removal of garage and existing extension and provision of new rear extension</u></b>	Gunton and St Margarets
<p>It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval.</p>		
DC/24/1645/FUL	37A Spexhall Way - <b><u>Ramped access with galvanised hand rails</u></b>	Gunton and St Margarets

**Lowestoft Town Council**  
**Meeting of the Planning Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18.45 on Thursday 23 May 2024**

Reference	Address and Description	District Ward
It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed to recommend approval.		
DC/24/1678/FUL	99 Yarmouth Road - <b><u>Two storey side extension and single storey flat roofed rear extension</u></b>	Gunton and St Margarets
It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed to recommend approval.		
DC/24/1499/FUL	Staffbank Battery Green Road - <b><u>Change of use from office (Use Class E) to a (Sui Generis) Massage and Hot Stone Therapy.</u></b>	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval, subject to compliance with fire and rescue and access and there being no material objection from National Highways.		
DC/24/1500/ADN	Staffbank Battery Green Road - <b><u>Illuminated Advertisement Consent - Various signage</u></b>	Harbour and Normanston
It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed to recommend approval subject to there being no objection from National Highways in relation to distraction to drivers, or from environmental consultees regarding light pollution and disturbance to nocturnal wildlife. The Committee requests that the applicant and Local Planning Authority to agree the nature of the signage and ensure it is compatible with other local cultural outlets, particularly with it being located on the boundary of the Cultural Quarter.		
DC/24/1552/FUL	9 Quay View Business Park Barnards Way - <b><u>Proposed elevation changes to create additional entrances and a small yard area</u></b>	Harbour and Normanston
It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed to recommend approval but request clarification on the number of parking spaces as detailed on point 10 of the application form.		
DC/24/1549/FUL	6 Sunningdale Avenue - <b><u>Proposed single storey side and rear extension</u></b>	Kirkley and Pakefield
It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed to endorse the Highways holding objection until details on parking provision have been supplied and request the application return to this Committee once all necessary information for full consideration of the application has been received.		

b. To note that the Planning Authority has received the following applications for repair/replacement windows within a Conservation Area and this 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/24/1654/FUL	4 St Peters Road - <b><u>Replace rotten windows at front of property with Victorian style UPVC windows</u></b>	Kirkley and Pakefield

**236. To note the requirement of Biodiversity Net Gain under Schedule 7A of the Town and Country Planning Act 1990 (as inserted by Schedule 14 of the Environment Act 2021)**

It was agreed to receive the information on the requirement of Biodiversity Net Gain at the planning training session for the new civic year.

**237. Date and time of the next meeting - 18.45 Thursday 13 June 2024 (to be confirmed)**

**Lowestoft Town Council**  
**Meeting of the Planning Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18.45 on Thursday 23 May 2024**

**238. Items for the next agenda**

An item was requested to discuss two recent applications that went through the call-in process and agree a response. It was requested that a planning officer for Lowestoft and the cabinet member for Planning be invited to the meeting.

*The Chair closed the meeting at 19:57*

Signed: .....

13 June 2024