

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**16.00 on Thursday 7 October 2021**

**MINUTES**

**Present:** Cllrs Sonia Barker (Chair), Wendy Brooks, Graham Parker, Andy Pearce and John Pitts

**In attendance:** Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

**Public:** There was one member of the public in attendance (in person)

**41. Welcome**

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. The Chair offered thanks to the Councillors who have attended and supported recent events, particularly Heritage Open Days. The events were well attended and appreciated by the public.

**42. Apologies for absence**

Cllr Elise Youngman had given apologies. Cllr Parker advised he would need to leave the meeting at 17:00. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Brooks; all in favour.

**43. Declarations of Interests and Dispensations**

Cllr Pearce declared that he had been appointed Chair of the Gunton Residents' Association and Treasurer of the Jack Rose Old Lowestoft Society. Cllr Pearce also declared that regarding items 47.1 and 47.2 he had been one of nominating Councillors in each case. Cllr Brooks declared that she had been appointed Vice Chair of the Gunton Residents' Association. Cllr Barker declared that she is a member of Unite and attended the Waveney Coalition for COP26 initial meeting, but has not attended any further meetings since she learnt that a proposal regarding COP26 was being brought to Lowestoft Town Council to consider.

**44. Public Forum**

The member of the public thanked the Town Council for bringing forward this meeting and listening to the proposal at its Full Council meeting. The member of the public would like the Town Council to participate with or organise an event for COP26 on 6 November, and asked the Town Council to consider bringing forward its next Full Council meeting to give more time for plans to be drawn up.

**45. The draft minutes of the meetings on 13 September and 17 September 2021**

Cllr Pearce proposed acceptance of both sets of minutes; seconded by Cllr Brooks; all in favour.

**46. Events**

**46.1 Applications for events on Town Council owned land**

46.1a A proposed COP26 event on 6 November at Ness Point/The Ness/Sparrows Nest including grant of permission to use land (in conjunction with other tenants) and consideration as to whether Lowestoft Town Council would be prepared to be involved with organising the event in any way and any licences which may be required – The Sub-Committee supports the intention to highlight the climate emergency, but had concerns about a proposed event on The Ness and the role that the Town Council is being asked to play. The decision can be made by this Sub-Committee so there would be no need to reschedule the Full Council meeting. Part of the itinerary involves land which the Town Council does not own. It was clarified that the Town Council can only consider granting landowner permission for land which it owns. If there is a political movement behind the event it would be preferable for the event to be organised externally. Councillors and officers can help with the completion of the application

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form and risk assessment. The Town Council has a public liability insurance requirement of requests to host events on its land. Regardless of the merits of the event these requirements cannot be waived, but the Council may be able to consider grant funding towards the cost of insurance. When organising a major event, the applicant should consider toilet provision and the practicalities of progressing an event during the pandemic. Plans for this event would have to be considered by the Safety Advisory Group, which convenes on the second Thursday of the month. Cllr Pearce proposed that the Town Council declines the request for it to host the event, but in supporting climate awareness, invites the applicant to run the event on its land, subject to the usual requirements of the completed application form being approved and accompanied by an appropriate risk assessment and confirmation of relevant public liability insurance. Officers and Councillors can assist with completion of the forms and will consider grant funding if there are any difficulties with the cost of insurance. The Town Council cannot grant permission for any aspect of the event not on its land. The proposal was seconded by Cllr Brooks and all Councillors voted in favour.

- 46.1b A report of permissions granted for events on Town Council owned land - Ness Fest is going to take place during the October half term, using Sparrows Nest, Normanston Park and Fen Park. The Continental Market is proceeding and will incorporate the Triangle Market. Some stone painting events will be taking place in Kensington Gardens.

46.2 Events:

Date	Item
Ongoing	Banksy Art Trail, working with East Suffolk Council, Great Yarmouth Borough Council and Oulton Broad Parish Council - The Town Council's input is not needed at present, so it was agreed to defer this item to the next meeting. The concept was explained to Cllr Parker, who is a new member of this Sub-Committee. This concept was also expanded to include the Suffolk Wildlife Trust artworks and a proposed sculpture trail. There have been no firm decisions to work with other authorities at this stage.
Ongoing	Joint City of Culture Bid – The longlisting was due to be complete by the end of September. Officers will request an update.
Ongoing	Sponsorship of a sporting event – This was proposed earlier in the year as part of the Council's efforts to promote outdoor recreational activities. Lowestoft Vision currently sponsors the Scores Race and would welcome discussions about a co-sponsoring arrangement, but the event is not taking place this year. It was suggested that the Council may wish to consider sponsoring a Park Run event instead.
October	Black History Month – Cllr Brooks proposed that the Council runs a competition for infants, juniors and secondary school students, asking them to write about a person who has inspired them. Prizes can be given to the winning individual entry and the winning school. Cllr Pearce seconded the proposal but declared that he is a member of the Roman Hill Primary School's Committee. Cllr Brooks further proposed giving delegated authority, in conjunction with members of this Sub-Committee, to agree the details of the competition and appoint the judging panel, with a delegated maximum budget of £600 to purchase prizes. All Councillors voted in favour of supporting the proposal.
October	Progress on films of 2021 commemorative events. Heritage Open Days 2022 – <i>The Clerk temporarily left the meeting 16:40</i> Two commemorative plaque unveiling events took place during Heritage Open Days. The events were recorded and the films are being prepared. <i>The Clerk returned 16:41</i>

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	<p>A provisional budget of £200 had been approved for the films. The events were later expanded and as a result more footage and audio files have been produced. The commercial rate would £880 for the two. An overall budget of £2,000 was agreed for the events. The plaques will cost £820 approximately. Cllr Pearce proposed increasing the £200 previously approved for the films to £880, in the knowledge that it would not exceed the overall budget of £2,000 for the two events; seconded by Cllr Brooks; all in favour. It has been decided that Heritage Open Days will be treated as a major event from 2022. Cllr Pearce proposed that planning for Heritage Open Days should commence around April and the Town Council may wish to consider planning more events as part of this; seconded by Cllr Brooks; all in favour.</p>
11 November	<p>Armistice Day – This is a more straightforward event in comparison to the next one. The Finance and Governance Committee meeting planned for that day may be rescheduled. Previously, Cllrs Lang and Pearce laid a wreath at the Cross of Sacrifice at Lowestoft Cemetery on Armistice Day and would like to be considered to do the same this year. Cllr Brooks seconded this and other Councillors would be welcome to join. All Councillors voted in favour.</p>
14 November	<p>Remembrance Sunday, including centenaries of War Memorial and Royal British Legion (some aspects may be confidential) - Planning is progressing well. This is a high profile event with a large attendance and will be considered by the Safety Advisory Group on 14 October. Formal permission is being sought from East Suffolk Council for the use of Royal Plain. Commemoration of the centenary of the war memorial at Royal Plain is being considered. A commemorative film is being made of the stories of the Lowestoft war memorials as part of this and the centenary of the Royal British Legion. A budget of £500 was previously agreed and filming will be taking place this month. Cllr Pearce proposed adding a contingency of £200 to the filming budget, and liaising with the Marina Theatre about a public showing of the films recorded both this year and last year; seconded by Cllr Brooks; all in favour.</p>
27 November	<p>National Tree Week. Tree Council Branching Out Grant. Arrangements/events for the planting of trees provided via this grant – Numerous trees will be planted at different sites. A condition of the funding is that this must involve children. This could not be progressed last year due to the pandemic. Some of the trees have been dedicated to the Queen's Green Canopy. Cllr Pearce proposed delegating authority to officers, in conjunction with this Sub-Committee, to progress a planting plan, including identifying which sites have volunteer support, including Friends Groups, liaising with schools and where there is likely to be additional costs. It is understood there is budget provision for watering costs as part of the horticultural budget. Some of the tree species requested initially have been replaced by alternatives as there were difficulties in sourcing them. The Council has a desire to plant more trees generally and this can be taken forward separately by the Parks and Open Spaces Sub-Committee.  <i>Cllr Parker left the meeting 17:00</i>  Cllr Brooks seconded the proposal and all Councillors voted in favour.</p>
December	<p>Kindertransport themed event in Dec 2021 (some aspects may be confidential) – To be discussed during the confidential session.</p>
December	<p>Christmas Market Event (noting involvement of Market Working Group) – The Heritage Open Days market was successful and another market is being held tomorrow. Regular traders have been made aware of plans for a</p>

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	Christmas market on 18 December. An additional regular market is due to take place earlier in December. Cllr Pearce proposed delegating authority to officers, in conjunction with this Sub-Committee and the Triangle Market Working Group, to make arrangements for the two December markets and liaise with Lowestoft Vision regarding the Christmas lights switch-on; seconded by Cllr Brooks; all in favour.
January 2022	Eastern Coach Works commemorating the dual anniversaries of the founding and closure of ( <i>35th anniversary of closure January 2022</i> ) – <i>working with</i> East Anglian Transport Museum – 2021 marks the ninetieth anniversary of the founding of the Eastern Coach Works, and 2022 marks the thirty-fifth anniversary of its closure. Cllr Pearce has been liaising with the East Anglian Transport Museum regarding a possible event there. The Museum is planning on constructing a new hall based on the Coach Works. The Council may wish to consider making a donation towards the hall. Cllrs Pearce and Pitts will ask the Museum whether it would be possible to run park and ride facilities to complement any planned event and this will be considered further at the next meeting.
13 January 2022	Waller's Raid 80th anniversary commemoration – A plaque was installed to commemorate the fiftieth anniversary. A talk and film showing is taking place at the Marina Theatre on 8 January. Cllr Pearce proposed delegating authority to officers, in conjunction with this Sub-Committee, to decide what can be done alongside the talk and film showing. It was suggested this should involve liaison with the Marina Theatre and Waterstones as this was the site of Waller's Raid. Cllrs Barker, Brooks, Pearce and Pitts offered to liaise with the Theatre. It was suggested that the earlier discussion about asking the Marina Theatre to show the films commissioned by Lowestoft Town Council could also be picked up with this. Cllr Brooks seconded the proposal and all Councillors voted in favour.
27 January 2022	Holocaust Memorial Day including art piece at Railway Station – There is already agreement for a commemorative film to be made, focussing on the Kindertransport. A local historian will oversee the process. Cllr Barker has contacts within the Holocaust Education Trust who may be able to contribute. Cllr Pearce proposed delegating authority to officers, in conjunction with this Sub-Committee and the Community Rail Partnership, to progress the film; seconded by Cllr Brooks; all in favour.
8 March	International Women's Day – The Sub-Committee was asked to give early thought to this and feed in any ideas at the next meeting. Planning will begin properly at the end of the year.
28 May 2022	East Anglian Transport Museum 50 <sup>th</sup> – This was covered with the discussion of the Eastern Coach Works item.
2/3 June 2022	HM Queen Elizabeth's Platinum Jubilee – Officers have attended a briefing event and have been liaising with the Lieutenancy Office about this and the Festival of Suffolk, which will be around the same time. The Sparrows Nest beacon needs to be replaced and this will be considered by the Assets, Inclusion and Development and Finance and Governance Committees. A symphonic band has been booked and plans are progressing.
June 2022	Festival of Suffolk – This was included in the discussion of the previous item. It is hoped that Lowestoft will lead on this.
June 2022	First Light Festival – The Festival was cancelled in 2020 and 2021. Grant funding of £5,000 was approved by the Council in 2020, which was subsequently returned. Before last year's cancellation, a funding request of £8,000 was received, but was not supported by an explanation as to why a

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	higher sum was required. East Suffolk Council has donated £200,000 towards the Festival this year. Should Lowestoft Town Council receive an approach for funding it was agreed that it should clearly identify the exact purpose of the additional funding, and request written confirmation that any funding from the Town Council would only be used towards the free to access element of the event. Cllr Barker has been appointed to the Steering Group but has not yet been notified of any meetings. There were some concerns regarding the commercial element to some of the tents and that not all of the music acts were from lowestoft.
June 2022	Armed Forces Day – It is understood that this will be taking place in 2022. An application can be submitted for Lowestoft to be the host town in a future year (2023 onwards). Cllr Pearce proposed asking the Deputy Town Clerk to look into applying to become a host town; seconded by Cllr Brooks; all in favour.
May to July 2022	175th anniversary of the coming of the railway to Lowestoft - 1 July 2022 will mark the anniversary of the opening of Lowestoft railway station and passenger connection) – The Town Council has appointed a representative to the Community Rail Partnership. Cllr Pearce proposed delegating authority to officers, in conjunction with this Sub-Committee, to initiate discussions with the Partnership and other parties involved to see how the Town Council may assist; seconded by Cllr Brooks; all in favour. At around the same time as this anniversary is the 175 <sup>th</sup> anniversary of the restoration of the harbour and 180 <sup>th</sup> anniversary of Lowestoft becoming a port town. Cllr Pearce proposed that between now and the end of the year, discussions are initiated with Associated British Ports to see if they intend to commemorate these anniversaries and if so how the Town Council may be involved.
September 2022	Great British Beach Spring Clean – An beach cleaning event did take place, but at Pakefield only. Consideration can be given to this early next year, in conjunction with the Climate Emergency Committee. Any future planned events should involve the North Beach as well.
19 November 2022	Anniversary Commemoration of the loss of the 'Reclaim', joint working with ABP, South Pier Lowestoft Ltd and Kessingland Parish Council – This will likely involve a memorial service and plaque. South Pier Lowestoft Ltd and Associated British Ports have offered their support and consented to a plaque being installed on the pier. The Jack Rose Old Lowestoft Society can assist with the plaque inscription. It was agreed that planning should begin during the first quarter of the new year. Cllr Pearce proposed delegating authority to officers, in conjunction with this Sub-Committee, to formally contact Kessingland Parish Council, South Pier Lowestoft Ltd and Associated British Ports to make arrangements; seconded by Cllr Brooks; all in favour. <i>The member of the public left the meeting 17:55</i>

#### **47. Freedom of the Town**

47.1 Arrangements to make formal presentation of Freedom of the Town (as previously approved).

Some aspects may be confidential – The presentation to Christopher Brooks was deferred. It has been confirmed that it can take place at Lowestoft Train Station and a date is to be agreed.

47.2 An application for Freedom of the Town (confidential) – To be discussed during the confidential session.

#### **48. Communications**

It was agreed to defer all items under this heading until an Events and Communications Officer has been appointed.

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48.1 Town Council communications

48.2 A promotional video

48.3 An Electronic newsletter

48.4 Improved use of Lowestoft Library as a communication tool

**49. Date of next meeting**

The next scheduled meeting would be 22 December. It was agreed that a meeting should be held before this to allow preparation for Christmas events. Cllr Pearce proposed the date as 25 November 2021 at 16:00; seconded by Cllr Brooks; all in favour.

**50. Items for the next Agenda and Close**

It was requested that an item is added to notify the Sub-Committee of the result of the recruitment process. It was requested that Climate Action Day is added to the events calendar.

Cllr Pearce proposed moving the meeting into confidential session; seconded by Cllr Brooks; all in favour.

Cllr Pearce proposed suspending Standing Order 3y to allow the meeting to continue for fifteen minutes; seconded by Cllr Brooks; all in favour.

**51. Resolution to close the meeting to the public**

Kindertransport themed event in December 2021 (some aspects may be confidential) – An update was given. Cllr Pearce made a confidential proposal; seconded by Cllr Brooks; all in favour.

47.2. An application for Freedom of the Town (confidential) – This has been agreed in principle by Full Council. This Sub-Committee has delegated authority to make the overall decision. Cllr Pearce made a confidential proposal; seconded by Cllr Brooks; all in favour.

The Chair closed the meeting 18:07.