

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10.00am on Wednesday 20 December 2023**

**MINUTES**

**Present:** Cllrs Wendy Brooks, Sonia Barker, Bernie Rappensberger, Andy Pearce and Elise Youngman

**In attendance:** Christopher Meek (Events and Administration Officer) and Michael Winter (Communications Officer)

**Public:** Two members of public were present; the Town Hall Heritage Project Manager and a representative from the Port of Lowestoft Research Society.

**76. Welcome**

The fire evacuation and reporting at meetings protocols were read out and the meeting was welcomed.

**77. To receive and consider acceptance of apologies absence.**

Apologies were received from Cllr Pitts with reasons. Cllr Pearce proposed acceptance of the apologies, seconded by Cllr Rappensberger, all in favour.

**78. Declarations of Interests and Dispensations**

78.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda.

Cllr Brooks declared that she was a member of Suffolk Wildlife Trust. Cllr Barker also declared that she was a member of Suffolk Wildlife Trust.

78.2 To consider written requests for dispensations for interests and note dispensations granted.

None were received.

**79. To consider the draft minutes of the meeting on 22 November 2023**

Acceptance of the minutes was proposed by Cllr Brooks, seconded by Cllr Pearce, all in favour.

**80. Public Forum**

An opportunity for the public to make comments on any matters on this agenda and to consider any advance comments from the public.

Cllr Barker proposed moving item 83f to the public session, followed by items 83a and 83b. This was seconded by Cllr Pearce; all in favour.

Cllr Pearce suggested that the members of public should be treated as guests to allow for a more detailed discussion on the relevant topics and a chance for questions to be asked.

**Item 83f** – The Town Hall Heritage Project Manager circulated some images of the events that had been attended recently. These included the Food In School Holidays (FISH) events during Summer holidays and the October Half Term. These had received a good response to the

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repeated events and locations to build up connections. In August, the Scores Race was attended with 45 people spoken to on the day. In September, 126 people were spoken to over two days during heritage Open Days and in December the Oulton Broad Christmas event was attended. Across all events there was a good mix of people in favour and against the Town Hall. The Town Hall Heritage Project Manager reported that she would be attending further FISH events at the end of the year and that, as there was some money left in the original budget due to scheduling issues around some of the Summer Holidays FISH events, she was proposing to attend the FISH events in February. It was reported that the “sit down” events received a higher level of engagement compared to the takeaway events and that this would influence future event attendance.

Cllr Brooks asked whether Waterlane Leisure Centre had been considered as a venue. The Events and Administration Officer said that a suitable contact could be passed on by the office.

Cllr Brooks also asked if the beach and The Players’ Theatre might be a suitable locations for an event. The Town Hall Heritage Project Manager suggested that this might be better in the spring when the next stage of heritage activities starts.

Cllr Barker thanked the Town Hall Heritage Project Manager for her work.

**Item 83a** – The member of public and representative of the Port of Lowestoft Research Society (PLRS) recapped that a provisional location had been agreed for the memorial in the garden location outside of the Maritime Museum. This was formally discussed at a PLRS meeting on 17<sup>th</sup> November which raised a suggestion for a different location within Sparrows Nest with the feeling that the original proposal was not in a prominent enough location. The new location they are suggesting is on the corner of the grassed area opposite the Maritime Museum entrance.

Cllr Brooks commented that she thought the newly proposed location was very exposed in an area where young children play football and that a location near the café might be more suitable.

The Events and Administration Officer reported that he had passed on the original location information to be surveyed for cables and utilities which had raised some queries about the exact requirements of the memorial as this might effect a nearby gas pipe.

Cllr Pearce comment that he liked the idea of the memorial being near the Museum but had questions about the use of the grassy area for events. Cllr Youngman commented that the new location might cause issues with vehicular access for events and grounds maintenance. The Events and Administration Officer reported that the entrances are all part of the fire evacuation plan for the park, with the entrance near the Maritime Museum suitable for a small fire engine to entre the park. Any memorial would affect this accessibility to the park in case of emergency. The Events and Administration Officer suggested that an area near the boundary wall might be suitable.

The member of public commented that this would be discussed further in January by the PLRS and that it would be helpful to have more positive guidance for this sub-committee to help steer the PLRS.

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Cllr Pearce comment that a discussion on the dimensions, shape and design of the memorial would help influence the location discussions. The member of public commented that some ideas had been discussed by the PLRS with a height of 6ft being proposed.

The member of public also commented that the PLRS would like to form a small working party to discuss the memorial and that it would be good to include the Fisherman's Mission who have already declared an interest in the project. Cllr Pearce agreed with the idea of setting up a working group. Cllr Brooks suggested that the Excelsior Trust could also be included. The member of public commented that the group should not lose the message of commemorating those who lost their lives at sea and never returned. Cllr Pearce suggested that the Events and Administration Officer should attend the next PLRS meeting as a representative for the Town Council to discuss feasibility and locations. The member of public said that the PLRS would appreciate this.

The Town Hall Heritage Project Manager commented that local artists could be asked for proposals and that any families who had been bereaved might wish to be a part of the steering group.

*The Town Hall Heritage Project Manager left the meeting at 10:50 along with the Events and Administration Officer.*

The member of public reported that ideas for the designs include a ship going out to sea or someone (or a family) looking out at sea.

*The Events and Administration Officer returned to the meeting at 10:51.*

Cllr Pearce proposed for the Events and Administration Officer to attend the next PLRS meeting to represent Lowestoft Town Council, seconded by Cllr Barker, all in favour.

The member of public confirmed that the next meeting would take place on 19<sup>th</sup> January and asked if the site location was still open ended. The Events and Administration Officer said that he would get an cabling and utilities survey completed for the various locations and talk to the regular grounds workers on suitable locations.

**Item 83b** – Officers updated that there were investigations going on about quotes for the stones and more quotes were sought.

Cllr Brooks commented that she was not convinced by the location by the entrance to Belle Vue Park. Cllr Pearce confirmed that the decision on location was already made at a previous meeting.

Cllr Pearce asked if progress had been made on replacing the existing roundel at the site. Officers confirmed that this was in progress.

*Member of public left the meeting at 11:00 alongside the Events and Administration Officer.*

**81. Finance**

- a. To monitor expenditure by the sub-committee from its delegated budget. The budget sheet was displayed and noted. It was suggested to change the heading from "Remembrance Food" to "Remembrance Hospitality/Catering"

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*The Events and Administration Officer returned to the meeting at 11:04.*

**82. Events**

- a. To note any applications for events on Town Council owned land.  
It was noted that events had been agreed at Fen Park and Gainsborough Drive Pond for the Christmas period.
- b. To receive a report of permissions granted for events on Town Council owned land.  
None received.
- c. To review and consider the following timetable of events:

*Table 1 - Schedule of events*

Date	Item
2 December 2023	<p><b>Christmas Market</b></p> <p>It was reported that the event ha gone very well despite the freezing weather.</p> <p>Cllr Pearce praised the direction that the markets had been heading in, including the range of stalls and live music.</p>
27 January 2024	<p><b>Holocaust Memorial Day</b></p> <p>The Events and Administration Officer reported that a Primary School would be holding an event at Kensington Gardens on the Friday with artwork displayed in the café.</p> <p>For the main event on Saturday, it was confirmed that the Parcels Office at the Railway Station was booked and that attendance was confirmed by the High Schools, Peter Aldous MP and the Rabbi. It was asked if any councillors wishing to speak could let the office know by the first week in January so that the running order could be organised.</p> <p>Cllr Brooks asked if effort could be put in to have representatives from a wide range of faiths.</p>
8 March 2024	<p><b>International Women’s Day</b></p> <p>It was reported that the local Women’s Institutes had been contacted and that they would be discussing this in January. An approach to the Kirkley Photography Group had also been made.</p>

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Date	Item
28 May 2024	<p><b>Belle Vue 150<sup>th</sup> Year Anniversary</b></p> <p>Cllr Pearce confirmed that a walk around had been discussed with councillors and staff to look at the location.</p> <p>The Communications Officer clarified that this item was to discuss the activities and communications for the day itself. This would include the unveiling of the new information board and a possible photo exhibition.</p> <p>Cllr Pearce asked that the originally suggested wording of the green roundel was kept rather than the proposed cut. Cllr Pearce understood that the cut was suggested to not replicate the information panel.</p> <p>Cllr Brooks suggested that the event could try to replicate the grandeur and joy of the official opening and the event could also include music.</p> <p>Cllr Pearce suggested that the Town Hall Heritage Group could be asked for suggestions. The Events and Administration Officer confirmed that he would ask for an item on the next Heritage Focus Group agenda.</p>
6 June 2024	<p><b>D-Day 80<sup>th</sup> Anniversary</b></p> <p>It was reported that communications around the event and looking for entertainment would be out in the new year. The beacon lighting had already been added to the official website and a meeting had been organised in the new year to discuss the parade element.</p> <p>Cllr Pearce asked if the Twinning Association could also be invited to take part.</p>
14-16 June 2024	<p><b>Climate Event</b></p> <p>The Events and Administration Officer reported that Cllr Page had been talking to East Coast College about the Friday event and that positive conversations had also taken place with Suffolk County Council and East Suffolk Council on shared resources. Conversations had also taken place with Kensington Gardens Tea Rooms about events with a focus on Maritime Conservation.</p>

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Date	Item
22 June 2024	<p><b>First Light Festival</b></p> <p>Cllr Barker commented that she would update the sub-committee following the next steering group meeting in February.</p> <p>Cllr Brooks suggested that the Climate Committee had expressed an interest in having a presence, either with a display or a stall. Cllr Barker also suggested that some communication on the Climate Steering Group should be followed up as she was unaware of any meeting being agreed.</p> <p>Cllr Pearce commented that, following the decision of Full Council on 19<sup>th</sup> December 2023 to not grant permission for events taking place on the bowling greens at Kensington Gardens, it should not mean that the First Light Festival grant application which is traditionally given to support events on land owned by Lowestoft Town Council couldn't be support, even if that part of the event needs to be relocated.</p>
3 August 2024	<p><b>Lowestoft Pride</b></p> <p>The Events and Administration Officer reported that he would be contacting the performers from last year and talking to them about potential additional funding opportunities to support the event.</p>
August 2024	<p><b>Rock N Roll Festival</b></p> <p>The Events and Administration Officer confirmed that the event would be taking place on 24<sup>th</sup> August. So far, five out of six performers had been confirmed, alongside two retro and vintage store holders. An approach is also going to be made to the local vinyl records shop.</p>
September 2024	<p><b>Heritage Open Day</b></p> <p>The Communications Officer reported that the Steering Group would not ben meeting until the new year when an update could then be given.</p> <p>The Events and Administration Officer suggested that a HODs market could be organised with a focus on heritage skill training.</p>

### 83. Events for consideration and timetabling

- a. To receive an update on the memorial to Lowestoft boats and seafarers lost at sea. The was discussed in the public forum.
- b. To receive an update on the Amy Denny and Rose Cullender memorial. This was discussed in the public forum.
- c. To consider a civic event.

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Cllr Barker suggested to defer this item to January. Cllr Pearce commented that it would be good to settle on a date, with the official opening of the Town Hall a possible starting date followed by an annual event. Cllr Barker commented that it would be good to think ahead and come up with ideas for the next meeting.

- d. To note Suffolk Wildlife Trust events in 2024.

Cllr Barker reported that Suffolk Wildlife Trust were having an eco event in April 2024 and were asking for organisations to contact them to have a stall. Cllr Brooks commented that we would need to think about what we would be doing at the event, possibly looking at coastal erosion and wildlife in our parks. Cllr Pearce suggested that the eco-credentials of the Town Hall designs could be included.

- e. To note future Market events in 2024 and budget allocation.

Cllr Pearce suggested that a separate market budget should be set up rather than this sub-committee needing to agree every expenditure.

The Events and Administration Officer suggested future markets would include a Valentine's Market (on 10th February), and an Easter Market. Cllr Pearce suggested a market on International Women's Day with a performance element.

- f. To receive an update from the Town Hall Heritage Project Manager on the engagement activities which were commissioned by the Events and Communications Sub-Committee.

This was discussed in the public forum.

### 84. Communications

- a. To receive an update on IT provision.

The Communications Officer confirmed that a meeting had been arranged in the new year with the new website providers. It is hoped that the new website would be more interactive. Cllr Pearce was happy that the new website would focus on interactivity and would like to see the social media have an interactive feature where people can comment.

Cllr Brooks commented that establishing the rules on the social media page is an important aspect.

*At 12:00, Cllr Pearce proposed a 5-minute extension to Standing Orders 3Y, seconded by Cllr Youngman, all in favour.*

*The Events and Administration Officer left the meeting at 12:01.*

Cllr Brooks suggested that having a forum where people can comment and engage with the Town Council would be a good idea. Cllr Pearce asked if staff could feedback on whether staff have the time to manage the forum within the rules.

Cllr Brooks commented that it would be good to have a message system on the Facebook page.

### 85. Date of next meeting – Wednesday 24 January 2024 10:00am

### 86. Items for the next Agenda and Close.

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Cllr Barker asked for the Suffolk Wildlife Trust eco events to remain on the agenda and an update on the Armed Forces Day 2025. Cllr Brooks asked for Black History Month to be considered. The Communications Officer asked for a consideration on the event to award the Freedom of the Town to the Royal Naval Patrol Service Association.

- 87. 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.**

Cllr Barker thanked everyone for attending, wished everyone a Happy Christmas and New Year and closed the meeting.

*Meeting closed at 12:07*

Signed.....

24 January 2024