

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15:00 on Thursday 13 February 2020**

**MINUTES**

**Present:** Cllrs Sue Barnard, Neil Coleby (Chair), Graham Parker, Andy Pearce, John Pitts and Alice Taylor

**In attendance:** Lauren Elliott (Committee Clerk)

**Public:** There were no members of the public in attendance

**81. Welcome**

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

**82. Apologies for absence**

There were none.

**83. Declarations of Interests and Dispensations**

The following declarations had previously been declared and agreed would stand for the term of this Council unless Councillors notified otherwise.

Cllr Taylor non-pecuniary interests in Heritage Open Days, First Light Festival, Sea Faring Festival and the Cultural Board.

Cllr Barnard non-pecuniary interests in Heritage Open Days and the Cultural Board.

Cllr Coleby non-pecuniary interests in the Jack Rose Society and Lowestoft in Bloom.

Cllr Pearce a non-pecuniary interests in Heritage Open Days and the Jack Rose Society.

**84. Public Forum**

There were no members of the public in attendance.

**85. Accuracy of the minutes of 9 January 2020**

Accepted as accurate. Proposed by Cllr Taylor; seconded by Cllr Barnard; all in favour.

**86. Sub-Committee Membership**

Any changes in membership – It was noted that Nick Webb had resigned from his position as a Lowestoft Town Councillor.

**87. Events**

87.1 Applications received for events on Town Council land – It has been confirmed that the First Light Festival is going ahead this year and will be held on 21 June. No event application form for Kensington Gardens has yet been received. The Excelsior Trust are progressing plans for the Vessels Festival. Cllrs Frost and Hardie are the Town Council's appointed representatives on the Steering Group. Cllr Taylor is also a member, but not in her capacity as a Town Councillor. The Town Council has previously made a decision in principle to support the Vessels Festival. A date has not yet been set for the festival. Cllr Pearce is meeting informally with a group interested in running a regular market at the Triangle Marketplace, and this Sub-Committee is happy for them to be invited in for a more formal meeting with the Market Working Group. The Market Working Group has met with an individual who would like to run quarterly markets in Sparrows Nest. A market has been arranged for 11 April and if successful the Council will need to consider whether to agree a regular schedule of markets in Sparrows Nest and if a fee should be charged. The Friends of The Ness have expressed an interest in running a Christmas Market in

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Sparrows Nest on 29 November. This request will need to be included in any considerations of a regular market at Sparrows Nest.

*Cllr Taylor left the meeting 15:14*

It was queried whether the Bands of Hope and Glory event is taking place this year. Cllr Pitts knows the organiser and will contact them. Cllr Pitts also knows of some musical acts who may be interested in performing at the VE Day event. The current plans for the day were relayed to the Sub-Committee, which includes a swing band and a concert band. It was queried whether plans could be made for a ceremony to formally open the recently renovated Nightingale Road play area. Full Council has approved the expenditure for replacement fencing and East Suffolk Norse should be laying grass seed to replenish the areas affected by the works. The Sub-Committee would like the site to be ready for a formal opening in April, to coincide with the Easter school holiday. It was reported that the Fen Park Friends are planning litter picks for Fen Park. It was queried whether they have provided evidence of their public liability insurance and this will be checked. It was suggested that locality funding may be available to support the purchase of equipment for the litter picks. Keep Britain Tidy has launched its Great British Spring Clean initiative. The Climate Emergency Committee will be considering the Town Council's involvement. The Fen Park Friends have submitted an application for an Easter Egg Hunt in Fen Park on 13 April and the Lowestoft Lions have submitted an application for an Easter Egg Hunt in Sparrows Nest on 12 April. Staff are supporting the arrangements for these events. Local schools would like to complete a litter pick of sections of the Great Eastern Linear Park, with support from the Broads Authority, between 30 March – 1 April. Once a date has been secured it was suggested that it could be checked whether Councillors would be able to lend support. It has been reported that there is damage to the boardwalk and the non-slip wire across it. Costings for repair will be obtained from East Suffolk Norse.

87.2 To consider request from Lowestoft and Plaisir Twinning Association to host guest for a reception at Hamilton House and agree a budget request for this event as appropriate. To consider request for Lowestoft Town Council to formally invite the Mayor of Plaisir to visit Lowestoft – The Sub-Committee agreed that it would support a reception at Hamilton House and agreed that the Town Council should extend a formal invitation to the Mayor of Plaisir. It was suggested that local independent food businesses, such as Sam's Café, should be considered for the buffet. Cllr Pearce proposed a recommendation to the Finance and Governance Committee to approve a maximum budget of £400 for the Town Council to host a reception for the Lowestoft and Plaisir Twinning Association in July 2020; seconded by Cllr Parker; all in favour. It was also requested that the Finance and Governance Committee consider a budget for the purchase of a gift to be presented to the visitors from Plaisir during the reception.

87.3 To note seasonal markets/events to be held in Sparrows Nest Park – This item was covered by discussions earlier in the meeting.

87.4 To note expressions of interest to hire the Ammunition Bunker at Kensington Gardens during FL2 weekend and agree terms and conditions of any hire arrangement – A formal request to hire the Ammunition Bunker for the First Light Festival has been received. The Sub-Committee requested that this item be deferred to the next meeting, for staff to find out details of the pitch fee being charged to other stallholders at the event, and how the request ties in with any permissions granted to other stallholders who have applied for a pitch at the festival.

87.5 To note plans for VE Day 8 May 2020 commemoration – The proposed plans for the Town Council's event in Sparrows Nest were relayed to the Sub-Committee. The Jack Rose Old Lowestoft Society is holding a VE Day themed talk and film screening at the Marina Theatre

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and it was queried whether there was any scope for some informal joint working and joint promotion between the Town Council and the Jack Rose Old Lowestoft Society. Staff will explore this.

### **88. Communications**

88.1 To consider initial development of the Town Council's Communication Strategy – It was suggested that this could be progressed once the Town Council has appointed an Events and Communications Officer. The Sub-Committee agreed that it would like to work with the Events and Communications Officer through its meetings, to improve the Town Council's communication with the electorate. Improvements are needed to the website and Facebook page, but consideration also needs to be given to how to reach those who do not use the internet. In turn, the Sub-Committee would like to explore ways to combat social isolation and promote organisations and groups in the town who offer companionship or the opportunity to take up a new hobby. There also seems to be a lack of information for those considering a holiday or visit to Lowestoft. The Sub-Committee discussed the idea of the Town Council producing a quarterly magazine, to be distributed widely and made available in public places, and would like to explore these ideas with the Events and Communications Officer.

### **78. Date of next meeting**

A meeting schedule has been agreed for meetings of this Sub-Committee to precede the meetings of the Finance and Governance Committee. It was therefore noted that the next meeting is on 12 March at 15:00.

### **79. Items for the next Agenda and Close**

This year marks the 80<sup>th</sup> anniversaries of Dunkirk and the Battle of Britain. It was suggested that a commemoration should be considered, such as by way of plaques. It was agreed that Cllr Pearce should speak with the Jack Rose Old Lowestoft Society about wording for the plaques. It was queried whether this Sub-Committee still has a delegated budget of £10,000, staff will check this and add to the Finance and Governance Committee agenda to consider if not. Cllr Coleby proposed a recommendation to the Finance and Governance Committee to approve a maximum budget of £500 for the purchase of two plaques, to commemorate the 80<sup>th</sup> anniversaries of Dunkirk and the Battle of Britain, and a small unveiling reception for both; seconded by Cllr Pearce; all in favour. It was suggested that Hamilton House could be considered as the location for the Battle of Britain commemorative plaque, and the Bethel could be considered as the location for the Dunkirk commemorative plaque. Staff will seek landowner permissions, subject to the approval of the recommendation by the Finance and Governance Committee. The Sub-Committee agreed it would like to see more events on Town Council land. This can be explored with the Events and Communications Officer, but it was requested that at the next meeting consideration be given to organising a dog show, potentially at Sparrows Nest.

### **80. Resolution to close the meeting to the public**

There were no confidential matters for discussion.

Signed: .....

12 March 2020