

Lowestoft Town Council
Meeting of the Community Safety Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft NR32 1DE
15.30 on Wednesday 23 November 2022

MINUTES

Present: Cllrs Peter Lang (Chair), Alan Green, Andy Pearce, Wendy Brooks

In attendance: Lauren Elliott (Project and Committee Clerk) and Taylor Williams (Committee Clerk)

Public: Mr Andy Gallant from Suffolk Police

Welcome

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

56. **Approval of apologies for absence**

Apologies were received from Cllrs Jones, Parker and Page with reasons provided. Cllr Pearce proposed acceptance of apologies; seconded by Cllr Green; all in favour.

57.

Declarations of Interests and dispensations

58.1. To receive declarations of disclosable pecuniary, other registerable and non-registerable Interests from Councillors on items on the agenda and to note that there are no written requests and grants of dispensations for disclosable pecuniary interests
Cllr Pearce declared a non-registerable interest in item 67.1, if it is in reference to the application opposite Tesco, as the Chair of Gunton Residents Association.

59. **To consider the draft minutes of the meeting of 28 September 2022 and the extraordinary meeting of 12 October 2022**

Cllr Pearce proposed approval; seconded by Cllr Lang; all in favour.

60.

Public forum

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

60.2. To receive PC Andrew Gallant from Suffolk Police to discuss lighting in Town Council Parks.

The Project and Committee Clerk temporarily left the chamber at 15:41

The Project and Committee Clerk returned to the chamber at 15:42

PC Gallant confirmed if the Council identified a park, he would be available to attend a site visit and complete a survey, and lighting would form a part of the recommendations from the survey. PC Gallant raised three points: adequate lighting is needed to identify people on CCTV, a qualified lighting engineer is required for advice and natural surveillance should be considered (such as areas overlooked by houses and volume of passing traffic). PC Gallant remarked it can be difficult to justify installation of lighting to deter illicit activity when it is based on anecdotal evidence, unless the Council decided to mount CCTV in the area to gain evidence.

It was queried how the Council could discourage people from using certain routes and PC Gallant remarked barriers, gates and signage could be used. PC Gallant remarked there is a **Street Safe Scheme**, which provides funding for projects, and he will gather further information to be provided to this Committee.

PC Gallant confirmed the Council can request his attendance at a park to perform a crime analysis and crime prevention survey. It was agreed to have Fen Park surveyed. It was suggested, with the skate park as an example, the wattage of street lights could be increased to illuminate a wider area at a minimal cost. PC Gallant suggested speaking with a light engineer who can confirm the illumination capabilities of different bulbs. **It was requested staff email PC Gallant with the request to survey Fen Park.**

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Andrew Gallant left the chamber at 16:01

To review and adopt Terms of Reference

61. It was confirmed one amendment was put forward for recommendation by this Committee to install four defibrillators per year and match funded applications would be considered through grant applications. **It was noted an adjustment was required as there was a financial delegation to the Community Safety budget and reserves in addition to the Defibrillator budget and reserves and that no amount is provided as each case varied.**
- As the Terms of Reference are reviewed annually it was agreed that the decision of removing items on the COVID pandemic be deferred to next year.
- Cllr Pearce proposed a delegation to approve the amendment, adjust the financial delegation to remove the amounts and to add budget and reserves; seconded by Cllr Brooks; all in favour.**

To review any expenditure by this Committee from its delegated budget

62. The Project and Committee Clerk (PCC) confirmed there is pending expenditure: an intrusive geo-environmental survey of Britten Road for £15,000; two defibrillators purchased for Fen Park and Kensington Gardens for £5,394 pending an invoice; the last expenditure was on 28 September for defibrillator pads for £56. There was also a battery replacement for Sparrows Nest, **which the PCC will check the cost of.**

63. **To consider measures to improve the security of the Town Council's assets, including the following:**

- 63.1. To note vandalism and crime record of Town Council assets and consider which sites to prioritise – The PCC confirmed they will check if the new matting removed at Britten Green was taken from the site. It was reported at Great East Linear Park (GELP) the bins were ripped off from the concrete base and **the PCC will check if the police were informed of this.** Cllr Brooks proposed **any vandalism or anti-social behaviour should be reported to police; seconded by Cllr Green; all in favour. It was remarked that knowing the time of when vandalism occurs, or when discovered, would be helpful.** The PCC confirmed facilities staff usually discover vandalism during standard checks.

It was confirmed due to recurring issues at Fen Park, the Council are looking to have the issues resolved soon. It was noted that there is difficulty in prioritising the sites due to the variance of locations and types of assets being vandalised.

It was remarked that the Council have not yet decided whether to have localised CCTV on assets or see what new generation CCTV was going to be available at ESC with the potential of organisations such as Lowestoft Town Council buying into the service, or comparing it against other options. It was requested **an item be on the next agenda to consider what CCTV is available from East Suffolk Council (ESC) for the Council to purchase, otherwise the Council need to consider alternatives such as lighting and in person security.**

- 63.2. To consider measures to prevent continued vandalism at Town Council public conveniences, particularly Lowestoft Cemetery – It was confirmed the Cemetery toilets are open for 24 hours and it was assumed the vandalism occurred at night. It was suggested running a trial of closing the toilets from 6pm-8am, which would cost £12 per day, over winter with the potential of closing the toilets earlier than 6pm. **It was requested the PCC check the viability of earlier closures with the cleaners. Cllr Pearce proposed a five month trial, to commence from 1 December 2022, with a budget of £1,800 funded from the Community Safety Earmarked Reserve to offset costs of rectifying vandalism. At the end of the trial period the Council will assess if there was any reduction in vandalism. Seconded by Cllr Green; all in favour.**
- 64.

Defibrillators

- 64.1. To consider locations for directly-funded defibrillators – It was confirmed the current locations are: Denes Oval, Sparrows Nest, Normanston Park and Gunton Drive telephone kiosk. It was

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noted defibrillators were purchased for Fen Park and Kensington Gardens and the Chair of the Allotment Association was contacted for possible locations of match-funded defibrillators. It was requested the PCC recirculate the map of defibrillators. It was suggested Gainsborough Drive, Rosedale Park and Clarkes Lane be reviewed at the next meeting to consider provision of battery operated defibrillators.

- 64.2. To consider a grant awarding application from Disability Advice North East Suffolk for defibrillator pads to the cost of £380.34 – Cllr Pearce proposed updating the defibrillator policy to consider match funding applications for replacement parts on existing defibrillators on an individual basis, to advertise this enhanced policy, approve this application and have a delegation to staff to request information should documents such as constitutions or safeguarding policy be required for the grant applications and to make payment without being required to report back to the Committee. Seconded by Cllr Brooks; all in favour. It was requested the Communications Officer include a message on the importance of defibrillators when promoting the enhanced policy.

Vehicle Activated Signs

65. 65.1. To receive a report on site suitability – It was confirmed if the Council proceeded with the nine sites suggested in the report then a formal Highways Assessment will be required alongside a budget of £10,000 to purchase the devices (two speed indicator devices, brackets and batteries). Cllr Pearce proposed approval of recommendation and submit the nine sites for assessment. It will be requested at the Finance and Governance meeting in December to endorse the recommendation for a £10,000 budget to be funded from the Community Safety Earmarked Reserve, with expenditure not authorised until the successful completion of the Highways Assessment. Seconded by Cllr Brooks; all in favour. It was requested the PCC recirculate the site suitability report to Cllr Brooks.

66. **To consider how the Town Council can support the cost of living crisis and warm homes initiative**

It was confirmed there was an agreement offering the use of Gunton and Whitton Halls as warm spaces for the duration of the project with funding provided by the Council. Cllr Pearce proposed contacting Natter and Chatter for a collaboration, with the Council providing the community halls (with the agreement of the hall managers) and funding whilst Natter and Chatter host the events and activities. On the condition that these arrangement do not delay the public meeting and election of the Gunton Hall Committee and for the Communications Officer to convey a public message that those using Whitton Hall must be prepared to run the activities themselves; seconded by Cllr Brooks; all in favour.

67. **To consider matters relating to third party assets:**
68. 67.1. The implications of a third McDonalds in Lowestoft – It was noted there is a potential health issue and the possibility of anti-social behaviour in large carparks. It was agreed the Council should deal fairly with all businesses requesting for license to trade on land.
69. 67.2. Multi-agency working for highway arrangements and road safety outside schools – Cllr Pearce proposed Peter Aldous MP is contacted to arrange a zoom meeting with this Committee in 2023 to discuss this item; seconded by Cllr Brooks; all in favour.

Date of the next meeting

Wednesday 25 January 2023 at 15:30 pm

Items for the next agenda and close

Cllr Green requested the Committee consider whether to offer East Anglia Air Ambulance permission to park on a suitable park for emergency use with access to road ambulance. Cllr Pearce requested the Committee consider security options per the accumulated reserve.

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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, namely any legal issues relating to the matters on this agenda

70. *The Chair closed the meeting at 17:13*

Signed:
25 January 2023