

Lowestoft Town Council
Extraordinary Meeting of the Community Safety Sub-Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft NR32 1DE
13.00 on Tuesday 18 February 2025

MINUTES

Present: Cllrs Jen Jones (Chair), Andy Pearce and Elise Youngman

In Attendance: Sarah Foote (Acting Town Clerk), Mark Smith (Facilities and Contracts Manager) and Taylor Williams (Committee Clerk and Planning Assistant)

38. Welcome

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

39. To receive and consider acceptance of apologies for absence

Apologies were received from Cllr Neil Coleby with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Youngman; all in favour.
Cllr Nick Webb was absent with no apologies received.

40. Declarations of Interests and dispensations

40.1. 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 – There were no declarations.

41. To consider the draft minutes and confidential note of the meeting of 20 November 2024

Cllr Pearce proposed approval of the draft minutes and confidential note; seconded by Cllr Youngman; all in favour.

42. Public forum

42.1. An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – No advance comments had been received and no members of the public were in attendance.

43. Finance

43.1. To review any expenditure by this Sub-Committee from its delegated budget – The defibrillators approved for purchase this year have been installed with all invoices received and paid.

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

44.1. To note vandalism and crime record of Town Council assets and consider which sites to prioritise – The vandalism report was reviewed.

45. Site Security

45.1. To consider the merits of the Town Council providing of a CCTV system – It was explained that the Town Council had withdrawn from an existing CCTV contract in 2019 and had since been considering the potential of CCTV provision through a scheme being developed by East Suffolk Council.

The Sub-Committee acknowledged each site's requirements for security would need to be considered and CCTV would likely not be applied across all sites, noting that the recent Design Out Crime report had recommended the Town Council consider installing CCTV as a deterrent of vandalism and as a security measure for a particular site.

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The Facilities and Contracts Manager was asked to comment on the feasibility of providing CCTV and if high priority assets should be considered first. The Facilities and Contracts Manager noted the Design Out Crime report, whilst it had made a recommendation on CCTV, had highlighted the issues with CCTV systems and the high quality needed to make the system an effective deterrent and security measure.

The main issue with CCTV at Fen Park would be the cameras overlooking the surrounding areas. In order to position the system on Lowestoft Town Council land and cover the areas of vandalism, there would be the risk of the cameras overlooking the primary school, the entrance to the toilets or the Kirkley Children's Centre. Therefore, it would be unlikely that the CCTV system would be approved on the site.

For the Sparrows Nest bowls green, the police had suggested a CCTV camera be installed on the pavilion to cover the bowls green. However, the specification provided demonstrated the camera would only cover a 15% of the green, and the camera itself would be prone to vandalism as due to its low height on the pavilion. The camera would also not have guaranteed quality as additional lighting and cameras would be required.

The Facilities and Contracts Manager advised the Sub-Committee to consider fencing off the bowls green as it would provide security to the bowls club members and would stop vandalism of the bowls green. This had been previously discussed by the Parks and Open Spaces Sub-Committee and concerns had been expressed on the impact of the fence on the aesthetic of the park. The Facilities and Contracts Manager reassured the Sub-Committee the specification included a dark bottle-green powder coating on the fence so it blended into the nearby greenery.

Cllr Pearce proposed the details and cost for a fence around the bowls green be sent to the Assets, Inclusion and Development Committee for consideration, with officers to contact East Suffolk Council Planning for advice on the planning requirements for the fence, in particular what planning permission was required and if it would be permissible in the park as it is in a conservation area; seconded by Cllr Jones; all in favour.

- 45.2. To discuss park security in Fen Park and consider alternative methods of security – There had been numerous incidents of vandalism in the park in 2024. Officers informed the Sub-Committee a Police Officer had contacted the officer concerning these incidents and had offered to meet with the Sub-Committee to discuss potential resolutions.

Cllr Pearce proposed a stand-alone meeting be arranged with the police to discuss the issues of security in Fen Park and the difficulties in siting CCTV cameras as discussed in this meeting, with the representative from East Suffolk Council for CCTV to also be invited (however if the scheduling is not compatible then this would be set as a separate meetings) as well as the Facilities and Contracts Manager; seconded by Cllr Jones; all in favour.

46. Defibrillators:

- 46.1. To consider the provision of defibrillators to allotment sites in collaboration with the Allotments Sub-Committee – It was suggested Kirkley Gardens be considered by the Allotments Sub-Committee. It was also requested bleed kit be considered for provision to the allotment sites.

47. Date of the next meeting

Wednesday 19 March 2025 13:00

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48. Items for the next agenda and close

No items were requested for the next agenda.

49. 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

There were no resolutions.

The Chair closed the meeting at 13:36

Signed:

18 March 2025