

**Lowestoft Town Council**  
**Meeting of the Assets, Inclusion and Development Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**19:00 on 7 October 2024**

**MINUTES**

**Present:** Cllrs Robert Breakspear (Chair), Christian Newsome, Andy Pearce, Bernadette Rappensberger, Nick Webb (Deputy Chair) and Elise Youngman

**In Attendance:** Lauren Elliott (Senior Committee & Project Clerk) and Taylor Williams (Committee Clerk & Planning Assistant)

**70. Welcome**

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

**71. To receive and consider approval of apologies for absence**

Apologies were received from Cllrs Wendy Brooks, Neil Coleby, Jen Jones, John Murray and John Pitts with reasons provided. Cllr Pearce proposed approval; seconded by Cllr Webb; all in favour.

**72. Declarations of Interests and dispensations**

72.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – Cllr Pearce declared he had attended the Community Partnership meeting as the Lowestoft Town Council (LTC) representative with the Sports Development Officer in relation to item 76.3. It was noted the discussions would not confer any benefit on the partnership and Cllr Pearce requested an update be provided in confidential session.

72.2. To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

**73. To consider the draft minutes of the meeting on 2 September 2024**

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

**74. 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 – No advanced comments had been received and no members of the public were in attendance.

**75. To monitor expenditure by this Committee and its Sub-Committees from their delegated budgets**

There was no updated position to be provided at this meeting.

**76. Parks and Open Spaces:**

76.1. To receive and note the draft minutes of the Extraordinary Parks and Open Spaces Sub-Committee meeting on 10 September 2024 – The minutes would be signed off at the next meeting.

76.2. To consider a replacement bench for the St Margaret's play area – Cllr Pearce proposed to endorse the officer recommendation and purchase to the specified design with a maximum budget of £750 to be allocated from the Parks Repair and Maintenance budget (or the Parks Capital budget if there were not enough funds); seconded by Cllr Rappensberger; all in favour.

76.3. To consider extending the 'BoxUp' project to the Denes Oval, including to consider a maximum budget, if required, and a delegation to progress – BoxUp lockers provided free sports equipment and were currently located in Normanston Park and the seafront.

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An extension had been suggested with a four-box locker installed at Denes Oval and permission was being sought from LTC as the landowner.

Cllr Pearce proposed if East Suffolk Council (ESC) confirm funding was available and they wish to site the new locker on LTC land, that LTC give permission to site this in Denes Oval at no capital cost to LTC, with a delegation to officers to have discussions on the maintenance regime with ESC and reach an agreement; seconded by Cllr Rappensberger; all in favour.

This item would be discussed further in confidential session.

### **77. Events and Communications:**

77.1. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 25 September 2024 – The minutes would be signed off at the next meeting.

77.2. To consider the following recommendations from the Events and Communications Sub-Committee:

77.2a. Whether to make a recommendation for the Pride event to become an annual event – Cllr Pearce proposed a recommendation be made for Pride to become an annual event and the Budget and Loan Working Group be asked to make the relevant allowance in the 2025/2026 budget; seconded by Cllr Rappensberger; all in favour.

77.3. To approve a maximum budget of £900 for Freedom of the Town award to the RNPSA and determine the budget allocation – Cllr Pearce proposed to endorse the officer recommendation and approve a maximum budget of £900 to be allocated from the Events budget; seconded by Cllr Youngman; all in favour. Cllr Pearce requested this item be discussed further in confidential session.

### **78. Allotments:**

78.1. To receive and note the draft minutes of the Allotments Sub-Committee meeting on 18 September 2024 – The minutes would be signed off at the next meeting.

### **79. Community Safety:**

79.1. To receive and note the draft minutes of the Community Safety Sub-Committee meeting on 18 September 2024 – The minutes would be signed off at the next meeting.

### **80. To consider budget requirements for the 2025-2026 financial year and make a recommendation to Budget and Loan Working Group for consideration**

A previous consultation had informed LTC that residents near Fen Park wanted an assault course installed, but it was later found that they had wanted outdoor fitness equipment akin to Normanston Park. It was queried if the Fen Park assault course equipment could be relocated to Rosedale Park and replaced with the outdoor fitness equipment, or if the fitness equipment could be provided in addition to what is already in Fen Park.

The Senior Project and Committee Clerk confirmed the assault course equipment was concreted in and it would be more cost effective to buy the fitness equipment in addition to the existing assault course equipment rather than attempt to remove it. It was requested the Sports Development Officer provide a briefing paper on outdoor fitness equipment, including the current usage and the feedback on relocation of the existing assault course equipment.

### **81. To receive an update on the vandalised Ness Point Euroscope**

Officers had approached several suppliers and it was found that the damaged panels were not repairable and it would not be possible to source like-for-like replacements. The options available were to replace the damaged panels (which would not match the other panels) or

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replace the entire Euroscope, which would be a considerable expense. The design can be recreated and a full tender process would be required.

Cllr Pearce proposed officers obtain indicative costs for consideration in the budget recommendations, with a request to the Facilities and Contracts Manager to consider how LTC could pre-empt a repetition of this vandalism, be it via a robust design or other security measures; seconded by Cllr Newsome; all in favour.

**82. Date of the next meeting**

Monday 4 November 2024 – 19:00

**83. Items for the next agenda and close**

No items were requested for the next agenda.

**84. 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:**

84.1. To consider any legal issues, including those above as required – Cllr Pearce proposed the meeting be moved into confidential session; seconded by Cllr Rappensberger; all in favour.

*The Chair closed the meeting to the public and moved into confidential session at 19:26*

76.3. To consider extending the 'BoxUp' project to the Denes Oval, including to consider a maximum budget, if required, and a delegation to progress Boxup – There was a confidential discussion regarding the extension of the BoxUp project and a maximum budget.

Cllr Pearce made a confidential proposal; seconded by Cllr Webb; all in favour.

77.3. To approve a maximum budget of £900 for Freedom of the Town award to the RNPSA and determine the budget allocation RNPSA – There was a confidential discussion on the Freedom of the Town award to the RNPSA.

Cllr Pearce made a confidential proposal; seconded by Cllr Rappensberger; all in favour.

*The Chair closed the meeting at 19:40*

Signed: .....

4 November 2024