

Lowestoft Town Council
Meeting of the Community Safety Sub-Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft NR32 1DE
13.00 on Wednesday 20 November 2024

MINUTES

Present: Cllrs Andy Pearce, Nick Webb (Deputy Chair) and Elise Youngman

In Attendance: Sarah Foote (Acting Town Clerk) and Taylor Williams (Committee Clerk and Planning Assistant)

27. Welcome

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

28. To receive and consider acceptance of apologies for absence

Apologies were received from Cllr Jen Jones with reasons provided. Cllr Youngman proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

29. Declarations of Interests and dispensations

29.1. 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.

30. To consider the draft minutes and confidential note of the meeting of 18 September 2024

There was no confidential note to consider. Cllr Pearce proposed approval of the draft minutes; seconded by Cllr Youngman; all in favour.

31. Public forum

31.1. 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.

32. Finance

32.1. To review any expenditure by this Sub-Committee from its delegated budget – Officers would check if there was pending expenditure for the purchase of defibrillators and if so, request the Finance Manager to put that in as committed expenditure in the budget.

32.2. To consider budget requirements for the 2025-2026 financial year and make a recommendation to Budget and Loan Working Group for consideration – The only known budget requirements was the purchase of defibrillators. CCTV and lighting for Fen Park were due to be considered further with a decision to be reached on whether to progress pending receipt of quotes.

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

33.1. To note vandalism and crime record of Town Council assets and consider which sites to prioritise – The Sub-Committee noted the frequency of vandalism on the toilets and requested the Grounds Maintenance Team (GMT) make recommendations on what materials would be required for walls in future toilet refurbishment as an anti-graffiti measure.

Officers were asked to check if the equipment on St Margaret's Plain was due to be replaced.

An opinion was requested from the GMT on whether a coffee kiosk in Fen Park would

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be an effective amenity provision to increase footfall in the park and potentially deter vandalism.

34. Site and Event Security

34.1. To receive a report and consider the merits of the Town Council purchasing a CCTV system – The Sub-Committee first considered CCTV provision for Sparrows Nest. There had been discussions on CCTV provision with the Sparrows Nest Bowls Club and the Sub-Committee had resolved to fund or part-fund the CCTV cameras for the club. The police had recommended CCTV centred on the pavilion to oversee the bowls greens due to the anti-social behaviour in the area and the intimidation of bowls club members.

In response to a previous queried on whether Lowestoft Town Council (LTC) or the bowls club should take on ownership and responsibility of the CCTV system, officers recommended the club take on the responsibility for the system.

The Sub-Committee requested the Facilities and Contracts Manager meet with the bowls club to discuss the logistics and timescales of the CCTV provision, including whether the system would be constantly active or only used to cover their games. Officers could also provide the appropriate guidance to assist the bowls club with the code of practice and data protection. If a further decision was required then it was requested it be taken either to the Assets, Inclusion and Development Committee or an Extraordinary Community Safety meeting.

The Sub-Committee next considered CCTV provision for Fen Park and Cllr Pearce noted he had received an email from a third-party concerning CCTV in the park and requested the communication be discussed in confidential session.

A CCTV tower and cameras were currently in situ in Fen Park and officers were asked to ascertain if the system had passed over to LTC's ownership.

Regarding the required coverage, the Sub-Committee agreed the toilets and play areas needed to be covered by the CCTV system to enable the police to view footage should an incident be reported. It was queried if one tower would be able to cover these areas effectively.

Additional lighting options would also need to be considered for the park as it would alleviate concerns of camera quality and effective operation of the CCTV system. Incidents had also been reported on the other side of the park by the picnic benches and wooded area, therefore lighting would need to be considered for this area in addition to further security aids to deter future incidents. Additional lighting would need to be considered with regards to its effect on the nocturnal wildlife in the area. Officers noted the extensive responsibilities that LTC would be required to fulfil under the Data Protection Act 2018 and other relevant legislation.

The Sub-Committee agreed that there was currently no need to have CCTV near the pond.

The Sub-Committee requested the Facilities and Contracts Manager consider these points and provide specific recommendations for both locations.

This item would be discussed further regarding the communication received from a third party in confidential session.

34.2. To consider the impact of the Terrorism (Protection of Premises) Bill (Martyn's Law) – The report was noted and it was requested the Assets, Inclusion and Development

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Committee and the Events and Communications Sub-Committee also review the report in December.

The report would also be provided to the Town Hall Project Committee to ensure the Heritage Manager and Officer were aware of the implications of the Bill when planning events for the Town Hall pre and post opening.

35. Date of the next meeting

Wednesday 15 January 2025 13:00

36. Items for the next agenda and close

An item was requested to discuss park security in Fen Park to consider alternative methods of security.

37. 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

Cllr Youngman proposed the meeting be moved into confidential session; seconded by Cllr Pearce; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 13:43

34.1. To receive a report and consider the merits of the Town Council purchasing a CCTV system – There was a confidential discussion regarding an email Cllr Pearce had received regarding CCTV at Fen Park.

It was agreed to discuss CCTV provision further in January 2025 with the ESC CCTV Manager to be invited to the meeting.

The Chair closed the meeting at 13:57

Signed:

15 January 2025