

Lowestoft Town Council
Extraordinary Meeting of the Community Safety Sub-Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft NR32 1DE
15.00 on Thursday 1 August 2024

MINUTES

Present: Cllrs Jen Jones, Andy Pearce, Nick Webb and Elise Youngman

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

1. To appoint the Chair of the Community Safety Sub-Committee

Cllr Youngman nominated Cllr Jones; seconded by Cllr Pearce.

There were no further nominations.

A vote was held to appoint Cllr Jones as Chair of the Sub-Committee with all in favour.

2. Welcome

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

3. To receive and consider acceptance of apologies for absence

No apologies were received as all members were in attendance.

4. Declarations of Interests and dispensations

4.1. 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 – Cllrs Jones and Pearce noted they had been named in the letter received from the member of public per item 10.2.

5. To consider the draft minutes and confidential note of the meeting of 19 and 27 March 2024

Cllr Pearce proposed approval; seconded by Cllr Youngman; three in favour and one abstention from Cllr Webb who was not a member of the Sub-Committee at the time of the meetings.

6. Public forum

6.1. An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – Members of the public had raised concerns on cyclists in Rosedale Park, which would be reviewed under item 9.3. A member of the public had sent in a letter regarding their concerns for the defibrillator stationed at Gainsborough Drive Pond, which would be reviewed under item 10.2.

7. To review and make recommendations on Sub-Committee arrangements

7.1. To note membership of the Community Safety Sub-Committee – Members of the Committee included Cllrs Jen Jones, Andy Pearce, Nick Webb and Elise Youngman.

7.2. To appoint the Deputy Chair of the Community Safety Sub-Committee – Cllr Pearce nominated Cllr Webb, who accepted the nomination; seconded by Cllr Jones; all in favour.

7.3. To review and consider adoption of the Terms of Reference, and make any necessary recommendations – Cllr Pearce proposed to adopt the Terms of Reference; seconded by Cllr Youngman; all in favour.

7.4. To review and recommend the meeting schedule – Cllr Pearce proposed the schedule be set for the third Wednesday of the month at 13:00 on a bi-monthly basis; seconded by Cllr Youngman; all in favour.

7.5. To review the delegations of the Community Safety Sub-Committee – Cllr Pearce proposed to approve the delegations as set out in the Terms of Reference; seconded by Cllr Webb; all in favour.

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8. Finance

8.1. To review any expenditure by this Sub-Committee from its delegated budget – The expenditure report was reviewed and it was noted over £800 had been spent on security provision for the Sparrows Nest Bowls Club.

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

9.1. To note vandalism and crime record of Town Council assets and consider which sites to prioritise – The report was reviewed. Cllr Pearce proposed the Fen Park toilets be locked at 17:00 (rather than 20:00) and monitor the situation to gauge if the earlier closure has an impact on the frequency of vandalism; seconded by Cllr Youngman; all in favour.

9.2. To receive and note the report on the Sparrows Nest Bowls security measures – The report was reviewed and it was noted the presence of security had helped to avert an escalating incident on several occasions.

Cllr Pearce proposed the security provision be expressly budgeted for next year, whilst continuing to work with the police to ensure there would be no incidents of security duplicating police presence; seconded by Cllr Webb; all in favour.

9.3. To consider safety measures for pedestrians at Rosedale Park following several reports of dangerous cycling in the area – Members of public had written in to express their concerns of cyclists speeding around corners and endangering pedestrians, with many requesting more signage be installed in the area warning cyclists to slow down. There were signs at the entrance closest to the doctor's surgery that indicated the path was shared between cyclists and pedestrians and that the route was a cycling route.

Cllr Pearce proposed the officer who provided the Design Out Crime report for Fen Park be contacted for guidance on what practical measures can be done to mitigate the concerns, noting the area is a designated cycle path; seconded by Cllr Webb; all in favour.

10. Defibrillators:

10.1. To consider sites for 2024-2025 – Cllr Pearce proposed a delegation be made to the officers to consider Pakefield Street toilets, Nightingale Road and Wellington Road and decide which of the sites would be selected depending on need and proximity of nearby defibrillators, with feedback on the decision to be provided at the next meeting; seconded by Cllr Youngman; all in favour.

10.2. To note and consider an approach from a member of the public regarding the relocation of a Town Council defibrillator on Gainsborough Drive Pond – The member of public raised concerns on the location of Lowestoft Town Council's (LTC) defibrillator as it was near a device at the Gunton Primary School, that it was not installed at the correct height, and requested the LTC defibrillator be relocated. It was noted the member of public was a defibrillator supplier.

The Sub-Committee felt it was not common knowledge that the nearby school had a publicly available defibrillator and agreed there was no need to relocate the LTC device. The comments on the device being installed at the incorrect height would be investigated to determine if the height needed adjusting.

Cllr Pearce proposed the concerns be provided to LTC's current defibrillator suppliers and request their view on whether the defibrillator was correctly installed, with any necessary adjustments to the height to be actioned; seconded by Cllr Webb; all in favour. Cllr Pearce requested a further question on this item be raised in confidential session.

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11. To consider the provision of CCTV for Lowestoft Town Council assets

- 11.1. To consider a report for quotations for provision of CCTV at Fen Park – Cllr Pearce proposed to arrange site visits with the potential suppliers and engage a former Councillor of LTC for advice; seconded by Cllr Jones; all in favour.
- 11.2. To note a timescale for evaluation of CCTV in Fen Park with a view to identify which assets would benefit from CCTV coverage – This item would also be informed by the site visits and advice being sought, with a view for officers providing information to a future meeting to make a recommendation, or providing the information directly to the Assets, Inclusion and Development Committee.
- 11.3. To receive and consider quotes from the Sparrows Nest Bowls club regarding CCTV – The Sparrows Nest Bowls Club would own and maintain the CCTV system with LTC to fund the cost of purchase. It was agreed to install the system over the winter, ready for the 2025 season.

Cllr Pearce proposed the Sub-Committee reiterate the in-principle resolution to install CCTV on the pavilion building to monitor the bowls green, in line with the original police recommendation. A delegation was made to officers to decide on whether LTC or the club would operate and maintain the CCTV system, and then implement the relevant notification and compliance procedures as required. Officers would also obtain three quotes and make the decision on procurement within a maximum budget of £1,500. Cllr Youngman seconded the proposal and a vote was held with all in favour.

12. To consider support for a campaign to improve the safety and disposal of lithium batteries

Cllr Pearce proposed to endorse the decision of the Climate and Ecological Emergency Committee and support the campaign; seconded by Cllr Webb; all in favour.

13. Date of the next meeting

21st August 13:00.

14. Items for the next agenda and close

No items were requested.

15. 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 Pearce proposed the meeting be closed to the public and moved into confidential session; seconded by Cllr Youngman; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 16:06

- 10.2. To note and consider an approach from a member of the public regarding the relocation of a Town Council defibrillator on Gainsborough Drive Pond – A confidential query was raised and it was agreed the council's current provider be contact to provide a view.

The Chair closed the meeting at 16:21

Signed:



18 September 2024