

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Extraordinary Climate and Ecological Emergency Committee** meeting of Lowestoft Town Council, which will be held at **Lowestoft Town Council** at **5:30 PM** on **Monday, June 9, 2025**.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via [Teams](#) and the meeting can also be observed via [YouTube](#).

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with relevant interests in matters on the agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S. L. Foote

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Sarah Foote, Acting Town Clerk and Responsible Financial Officer
06 June 2025

Lowestoft Town Council
Extraordinary Climate and Ecological Emergency Committee

Lowestoft Town Council
5:30 PM on Monday, June 9, 2025

AGENDA

1 Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

2 To receive and consider approval of apologies for absence

3 Declarations of Interests and dispensations

3.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda

3.2 To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted

4 To consider the draft minutes of the meeting on 28 April 2025

5 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.

6 To review and adopt Committee arrangements:

6.1 To note the membership of the Climate and Ecological Emergency Committee

6.2 To consider the appointment of a non-Councillor member

6.3 To appoint the Deputy Chair of the Climate and Ecological Emergency Committee

6.4 To note the Terms of Reference

6.5 To agree the meeting schedule

6.6 To review the delegations of this Committee

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7 To review and adopt the Working Group arrangements for the Public Transport Working Group

8 To consider avenues of community engagement and relevant actions

8.1 To consider a consultation submission for the Local Nature Recovery Strategy Consultation Engagement

A toolkit for recovering nature in Suffolk has been created to map locations and actions to help link up and restore the county's wildlife. [The public consultation is open until 11th June 2025.](#)

9 Date of next meeting

Monday 16 June 15:30 - To be confirmed.

10 Items for the next agenda and close

11 Admission to meetings

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 employment matters and legal issues relating to the matters on this agenda

Lowestoft Town Council
Meeting of the Climate and Ecological Emergency Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:30 on 28 April 2025

MINUTES

Present: Cllrs Wendy Brooks, Janet Craig, Paul Page (Chair), Graham Parker and John Pitts. Non-Councillor members John Sillett and Cathy Williams

In Attendance: Taylor Williams (Committee Clerk and Planning Assistant)

Also in Attendance: Cllr Deborah Ray (via zoom)

149. Welcome

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

150. To receive and consider approval of apologies for absence

Apologies were received from non-Councillor member Benjamin Poole with reasons provided. Cllr Parker proposed approval of the apologies received; seconded by Cllr Page; all in favour. Cllr Neil Coleby and non-Councillor member Rachel Bunn were absent with no apologies received.

151. Declarations of Interests and dispensations

151.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from members on items on the Agenda – Cllrs Craig and Parker declared they were members of East Suffolk Council. John Sillett declared he was a member of East Suffolk Travel Association (ESTA).

151.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted – No written requests for dispensations had been received.

152. To consider the draft minutes of the meeting on 17 March 2025

Cllr Brooks proposed approval; seconded by Cllr Parker; all in favour.

153. 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 advance comments had been received and no members of the public were in attendance.

154. Finance and Budget

154.1. To monitor expenditure by this Committee from the climate emergency budget, under delegated authority – There was no update for expenditure.

155. To consider issues relating to the energy and water supply of the built environment of Lowestoft and relevant actions

155.1. Receive feedback from a meeting with the MP to discuss the decision by National Grid to build pylons through Waveney Valley – Attendees reported the meeting was successful with interesting information provided on alternative options for the grid, such as offshore and tidal energy.

Cllr Brooks proposed a recommendation be made to Full Council to support Suffolk County Council's opposition to the pylons due to the effect pylons would have on the county and urge the government to seek alternative methods; seconded by John Sillett.

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15:30 on 28 April 2025

Cllr Pitts noted the speakers at the meeting had raised the potential in Lowestoft of renewable energy research into tidal energy and requested an amendment to the proposal to have the speaker from Suffolk Energy Action Solutions (SEAS) invited to speak with the Committee to discuss the feasibility and potential of tidal energy in Lowestoft.

Cllr Brooks amended the proposal to invite the speak from SEAS to discuss tidal energy further and how Lowestoft Town Council (LTC) could support advancing these ideas. John Sillett seconded the amended proposal. A vote was held with six in favour and one abstention as the member was not in attendance at the meeting.

The minutes of the meeting with the MP had been uploaded to LTC's website. It was requested the minutes be sent directly to all members.

- 155.2. A recommendation to Full Council on whether to support Suffolk County Council's opposition to the proposal by National Grid to build pylons through Waveney Valley as opposed to underground cables – This item was covered per the proposal under 155.1.

156. To consider public transport and alternative methods of travel, and relevant actions:

- 156.1. Receive notes from a meeting of the Public Transport Working Group and approve its project – The working group had met with representatives invited from ESTA and Wherry Lines to attend future meetings. The working group had proposed its new purpose be to submit a Scheme on a Page proposal to provide a new bus route in Lowestoft. Cllr Parker proposed approval of the working group's new project and purpose; seconded by Cllr Brooks; all in favour.

The Committee noted that information had been received on the potential reinstatement of a bus route in Lowestoft, though this was in its early stages.

The working group would meet on a monthly basis with the next meeting to be schedule in late May after the Annual General Meeting. The working group requested an officer be present at all meetings to take notes.

157. To consider Lowestoft Town Council's draft Climate Action Plan and relevant actions:

- 157.1. Receive an update on the draft Climate Action Plan – The plan was being progressed with new dates to be sent to all Committee members for further meetings. Once the draft plan has been completed, there would be a final review before it is presented to this Committee for review and onward recommendation to Full Council.
Cllr Ray note it would be good to have more members of this Committee attend the meetings and provide input for the draft.

158. To consider avenues of community engagement and relevant actions:

- 158.1. Discuss dates for Plastic Free events – The Committee noted that the last litter pick seemed to have helped improve the area.
It was suggested weekend dates be considered for June and the litter pick be held in alleyways near Norwich Road. Officers would review potential dates for June and bring feedback to the next meeting.
- 158.2. Receive an update on support for the Living Streets initiative from the Quarterly Liaison meeting with East Suffolk Council – East Suffolk Council expressed interest in this initiative and would be supportive to Lowestoft Town Council, but were unable to take the lead on the initiative. A suggestion was made to contact Ipswich Borough Council on information and how to progress.

Lowestoft Town Council
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15:30 on 28 April 2025

159. Date of the next meeting

Monday 19 May 2025 – 15:30

160. Items for the next agenda and close

An item was requested to discuss information received on 3G pitches and rubber crumb infill.
An item was requested to receive an update on the Plastic Free Communities Steering Group.
It was requested the Kittiwake Officer be invited to speak to the Committee regarding communications to be sent out after the inflammatory article by Lowestoft Journal on kittiwakes.

161. 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 16:16

Signed:

19 May 2025



Lowestoft Town Council

Terms of Reference for the Climate and Ecological Emergency Committee

1. Appointment

- 1.1. The Climate and Ecological Emergency Committee is appointed by and solely responsible to Lowestoft Town Council.

2. Duties

- 2.1. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's term.

3. Meetings

- 3.1. Meetings are to be held on a monthly basis, with extraordinary meetings to be scheduled when needed.

4. Record of Proceedings

- 4.1. The Committee will meet monthly to fulfil the responsibilities below (see section 6).
- 4.2. Written minutes will be taken to record the Committee's decisions and will be received at the next Full Council meeting and tabled as an appendix.
- 4.3. The Clerk will be responsible for arranging the recording and distribution of the minutes.
- 4.4. The approved, written minutes will be the official recording of the meeting.

5. Membership

- 5.1. The membership of the Committee will be no fewer than quorum plus one (i.e. five Councillors) and may include any number of members of the public as non-Councillor members, so long as the number of non-Councillor members does not exceed 50% of the elected members present at the meeting.
- 5.2. Full Council will elect a Chair for the Committee at the Annual Meeting of the Council, from among the Councillor members of the Committee.
- 5.3. All members of the Committee are expected to represent the interest of the whole Council area.
- 5.4. Any elected member can preside by agreement in the absence of the Chair and Deputy Chair.
- 5.5. A quorum will be four members of the Committee.
- 5.6. Substitutes may be appointed to ensure that meetings are quorate.



5.7. The Mayor and Deputy Mayor may attend meetings in an ex-officio capacity, if both are in attendance in this capacity then only one may have voting rights.

5.8. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed within the Public Forum.

6. Responsibilities

6.1. The Committee has been set up as part of the Council's response to declaring a climate and ecological emergency and its implementation of the Earth Protector Town status, and all responsibilities are focused on determining achievable changes to the Council's activities as far as is practicable and proportionate. All recommendations to be in line with the powers available to the Council and to be of benefit to the Lowestoft taxpayer and parish area. The Committee is not a campaigning or political group. The Committee will ensure its Climate and Ecological Emergency Declarations and Earth Protector Town status is integral to all relevant activities of the Council

The Committee has delegated authority from the Council to work with the Clerk, as appropriate, to fulfil the following responsibilities:

- 6.1.1. Recommend to Full Council the measures it considers necessary to be considered in order to respond to the Council's declaration that a climate emergency exists and recommend to Full Council the means of assessing measurements of current performance in order to establish the level of success.
- 6.1.2. Recommend to any relevant Committee the measures it considers necessary to respond to the Council's declaration of a climate emergency. This will include reviewing the actions of the Council and relevant Committees.
- 6.1.3. Researching available data and information on relevant climate emergency impacts and response measures.
- 6.1.4. Exploring options for measures which might ameliorate climate impacts and provide environmental benefits in line with, for example, the Council's existing duty to consider biodiversity in relevant decisions.
- 6.1.5. Sending a representative to observe/advise other Committees on relevant matters.
- 6.1.6. Ensuring that a Climate Emergency policy and any other related essential policies (not covered by other Committees) are developed, maintained and adhered to with appropriate recommendations to Full Council for amendment and/or adoption.



- 6.1.7. Make recommendations on responses to any consultations on significant policy matters directly affecting Lowestoft, as appropriate.
- 6.1.8. Consider climate emergency action by local groups and public services providers, and whether liaison with these groups might assist the Council's own climate emergency activities.
- 6.1.9. Consider new legislative and national local policy developments relating to the environment, and incorporate any positive or mandatory aspects where possible.
- 6.1.10. Explore ways of providing a biodiversity net gain, where practical and reasonable possible.
- 6.1.11. Take account of the high level of carbon emissions from building, demolitions and refurbishment work, when such work is undertaken by the Council.
- 6.1.12. Be mindful of the amount of paper used by the Council and consider measures to reduce paper usage, such as the purchase of laptops for Councillors.
- 6.1.13. Promote cycling, walking and public transport as more environmentally friendly means of travel
- 6.1.14. Review its own remit and make recommendations to Full Council annually on its Terms of Reference.

7. Financial Delegations

- 7.1. Full Council has approved the following financial delegations to the Climate and Ecological Emergency Committee:

- 7.1.1. £25,000 Climate Emergency budget.

The per-item expenditure limit is £7,500 and expenditure will not exceed the total amount of each budget delegated to this Committee. A standing item on the Committee's agenda will ensure expenditure is monitored.

8. Public Representatives

- 8.1.1. All meetings are held in public, except for confidential matters.
- 8.1.2. The members of the public who are members of the Committee are not permitted to remain in meetings where confidential matters are under consideration.
- 8.1.3. The positions on the Committee for members of the public will be widely advertised.



- 8.1.4. The Committee will take steps to try to ensure the members of the public sitting on the Committee have a broad interest and knowledge of climate-linked matters and can contribute to decisions in the interests of the Council and its taxpayers, specifically as determined by the Council's policies. In order to assist the Committee's consideration of the suitable public representatives to be selected, any interested persons will be asked to submit a written expression of interest outlining their offer. The decision of which representative to select shall be made in public and recommended to Full Council.
- 8.1.5. Representatives from other bodies and speakers with specific expertise to offer will be invited, as required, to attend meetings.



MEETING PAPER

Subject: Request to join the Committee as a non-Councillor member

Meeting: Extraordinary Climate and Ecological Emergency Committee

Date: 9 June 2025

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

A submission received from Rachel Bunn to join the Climate and Ecological Emergency Committee as a non-Councillor member:

As someone born and raised in Lowestoft, I am passionate about making a real difference to our local environment and future sustainability. I bring not only a strong commitment to climate action but also a deep understanding of the local context, challenges, and opportunities unique to our area.

Over my time on the committee, I have sought to combine fresh thinking with practical solutions—bridging new ideas with grounded, community-led action. I believe my skills and experience continue to add value, particularly in ensuring local voices are heard and innovative approaches are explored.

I would be grateful for the opportunity to continue supporting the committee's important work and driving forward our shared climate goals.