

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Assets, Inclusion and Development Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **19:00** on **Monday, July 7, 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](#). 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
04 July 2025

Lowestoft Town Council
Assets, Inclusion and Development Committee [In-person]
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
19:00 on Monday, July 7, 2025

AGENDA

16 Welcome

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

17 To receive and consider approval of apologies for absence

18 Declarations of Interests and dispensations

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

18.2 To consider written requests for dispensations for interests and note dispensations granted

19 To consider the draft minutes of the meeting on 2 June 2025

20 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.

21 To monitor expenditure by this Committee and its Sub-Committees from their delegated budgets

22 Parks and Open Spaces:

22.1 To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 17 June 2025

22.2 To consider a request from the Lowestoft Town Cricket Club for a storage facility at the Denes Oval

22.3 To consider a request from the Lowestoft Town Tennis Club for a leaflet display on the Denes Oval tennis courts

23 Allotments

Lowestoft Town Council
Assets, Inclusion and Development Committee [In-person]

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE

19:00 on Monday, July 7, 2025

23.1 To receive and note the draft minutes of the Allotments Sub-Committee meeting on 18 June 2025

24 Community Safety:

24.1 To receive and note the draft minutes of the Community Safety Sub-Committee meeting on 18 June 2025

25 Events and Communications:

25.1 To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 25 June 2025

26 To consider a request from the Grounds Maintenance Team for the re-allocation of funding from a trailer to a wood chipper

This item will be a recommendation to Full Council

27 To consider approval of a maximum budget for external drainage works to the rear of the Marina Theatre

1. Including to make a recommendation to the Finance and Governance Committee on the budget allocation

#budget

28 To receive an update on the Belle Vue Thatched Cottage and consider its future usage (confidential)

29 Date of next meeting

Monday 4 August 19:00

30 Items for the next agenda and close

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 2 June 2025

MINUTES

Present: Cllrs Wendy Brooks, Neil Coleby, Jen Jones, Andy Pearce, John Pitts, Bernie Rappensberger (Chair), Deborah Ray and Elise Youngman

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

1. Welcome

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

2. To receive and consider approval of apologies for absence

Apologies were received from Cllrs John Murray and Nick Webb with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Coleby; all in favour.

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 – Cllr Pearce declared he was the Chair of the Gunton Residents Association in relation to item 8.2.
- 3.2. To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

4. To consider the draft minutes of the meeting on 12 May 2025

Cllr Jones proposed approval of the draft minutes; seconded by Cllr Youngman; five votes in favour and three abstentions.

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

6. To review and adopt Committee arrangements:

- 6.1. To note the membership of the Assets, Inclusion and Development Committee – Membership was noted to include Cllrs Wendy Brooks, Neil Coleby, Jen Jones, John Murray, Andy Pearce, John Pitts, Bernie Rappensberger (Chair), Deborah Ray, Nick Webb (Deputy Chair) and Elise Youngman.
- 6.2. To appoint the Deputy Chair of the Assets, Inclusion and Development Committee – Cllr Jones nominated Cllr Webb who had expressed an interest in being appointed Deputy Chair, the nomination was seconded by Cllr Pearce. There were no further nominations and a vote was held with seven votes in favour and one vote against.
- 6.3. To note the Terms of Reference – Cllr Pearce proposed the Terms of Reference be adopted with the amendments as follows:
 - 3.1 – Officers to check and ensure the wording presents no legal impediment with how meetings are called, as it seems to infer the Committee meets on an ad hoc basis when it is scheduled as a monthly meeting.
 - 4.1 – Officers to check the wording as it seems to infer that the Committee meets on an ad hoc basis when it is scheduled as a monthly meeting.
 - Section 4 – A separate item to be added to state the approved minutes are the official record of the meeting.
 - 5.4 – To be reworded to state ‘in the absence of the Chair and Deputy Chair’.

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19:00 on 2 June 2025

- 5.7 – To be reworded to explain the Mayor and Deputy Mayor can attend meetings in an ex officio capacity and if both are in attendance ex-officio then only one may have voting rights for the meeting.
- 5.8 – To be reworded to ‘within the public forum’.
- 6.1.2 – The wording to be checked in case it was intended to be ‘acquisition’ and not ‘accrual’.
- 6.1.4 – The wording to be checked to ensure it does not override the existing officer delegation to apply for grants.
- 6.1.6 – ‘Improved’ to be changed to ‘approved’.
- 6.1.7 – The wording to be checked to ensure it does not override the existing delegation to the Sports Officer.
- 7.1.1 and 8.3 – Officers to check if the Community Infrastructure Levy Reserve was delegated to this Committee or if it was only under the jurisdiction of Full Council.
- 8.3.2 – In addition to the Events budget, the Communications budget has also been delegated to the Events and Communications Sub-Committee.
- The wording of the bold footnote to be checked in case it was intended to be ‘acquisition’ and not ‘accrual’.

It was noted that as these were clarifications to reflect pre-agreed and existing decisions, therefore the changes could be made without a recommendation to Full Council.

Cllr Coleby seconded Cllr Pearce’s proposal. A vote was held with seven votes in favour and one abstention.

- 6.4. To agree the meeting schedule – Cllr Youngman proposed the meeting schedule remain as the first Monday of the month at 19:00; seconded by Cllr Brooks; all in favour.
- 6.5. To review the delegations of this Committee – Cllr Pearce proposed to adopt the delegations as set out in the Terms of Reference; seconded by Cllr Coleby; all in favour.
- 6.6. To note this Committee’s responsibilities with regard to reviewing the Risk Register and consider the relevant risks and ensure implementation of the control measures – The Committee noted the Risk Register and officers confirmed relevant items would be tabled quarterly for consideration, with information and evidence of risk management to be provided to the Committee.

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

There was no update to provide on expenditure.

8. Parks and Open Spaces:

- 8.1. To review and adopt Parks and Open Spaces Sub-Committee arrangements, including the following:

8.1a. To consider composition – Requests for membership had been received from Cllrs Wendy Brooks, Neil Coleby, Christine Moore, John Murray, Andy Pearce, John Pitts, Bernadette Rappensberger and Elise Youngman.

Cllr Youngman proposed approval of the requests received; seconded by Cllr Jones; all in favour.

- 8.1b. To review and consider adoption of the Terms of Reference – Cllr Pearce proposed adoption of the Terms of Reference with the following amendments, and noting that the Sub-Committee can make further recommendations:

- 3.1 - Officers to check and ensure the wording presents no legal impediment with how meetings are called, as it seems to infer the Committee meets on an ad hoc basis when it is scheduled as a monthly meeting.

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First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:00 on 2 June 2025

- 4.1 - Officers to check the wording as it seems to infer that the Committee meets on an ad hoc basis when it is scheduled as a monthly meeting.
- Section 4 - A separate item be added to state the approved minutes are the official record of the meeting.
- 5.2 – To be amended to state the Chair and Deputy Chair are elected at the first meeting of the Sub-Committee.
- 5.4 - To be reworded to state ‘in the absence of the Chair and Deputy Chair’.
- 5.7 - To be reworded to explain the Mayor and Deputy Mayor can attend meetings in an ex officio capacity and if both are in attendance ex-officio then only one may have voting rights for the meeting.
- 5.8 - To be reworded to ‘within the public forum’.

Cllr Youngman seconded the proposal and a vote was held with all in favour.

- 8.1c. To agree the meeting schedule – Cllr Pearce proposed to approve the current schedule of the third Tuesday of the month at 19:00 and allow the Sub-Committee to make recommendations to change the schedule; seconded by Cllr Youngman; all in favour.
- 8.1d. To review the delegations of the Sub-Committee – Cllr Pearce proposed to approve the delegations to the Sub-Committee; seconded by Cllr Coleby; all in favour.
- 8.2. To consider the purchase of a replacement willow tree for the Gainsborough Drive pond, within a maximum budget of £450 – This was a recommendation from the Parks and Grounds Maintenance Manager following an onsite meeting with residents. Cllr Pearce proposed approval of the purchase and maximum budget with a delegation to officers to decide the location of the willow tree; seconded by Cllr Coleby; all in favour.
- 8.3. To consider a maximum budget for replacement and additional goal posts at Gunton Community Park and Rosedale Park – Cllr Brooks proposed approval of the maximum budget of £1,750; seconded by Cllr Jones. Cllr Pearce requested an amendment to specify that the funding be allocated from the Parks Capital budget, which was agreed by Cllrs Brooks and Jones. A vote was held with all in favour.
- 8.4. To receive an update on the assessment of playing surfaces on the Town Council’s Multi-Use Games Areas – Cllr Brooks proposed to support the officer recommendation that only minor improvement works may be required for the playing surfaces in the future, such as line painting; seconded by Cllr Youngman; all in favour.
- 8.5. To review the bids for the Thirlmere Walk play area tender and make a recommendation to Full Council on the awarding of the contract (confidential) – This item would be discussed in confidential session.

9. Events and Communications:

- 9.1. To review and adopt Events and Communications Sub-Committee arrangements, including the following:
- 9.1a. To consider composition – Requests for membership had been received from Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, Neil Coleby, Christine Moore, Christian Newsome, Andy Pearce, John Pitts, Bernadette Rappensberger and Nick Webb.
Cllr Pearce proposed approval of the requests received; seconded by Cllr Jones; all in favour.
- 9.1b. To review and consider adoption of the Terms of Reference – Cllr Pearce proposed the Terms of Reference be adopted with the following amendments:
- 3.1 - Officers to check and ensure the wording presents no legal impediment with how meetings are called, as it seems to infer the Committee meets on an ad hoc basis when it is scheduled as a monthly meeting.

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- 4.1 - Officers to check the wording as it seems to infer that the Committee meets on an ad hoc basis when it is scheduled as a monthly meeting.
- Section 4 - A separate item be added to state the approved minutes are the official record of the meeting.
- 5.2 - To be amended to state the Chair and Deputy Chair are elected at the first meeting of the Sub-Committee.
- 5.4 - To be reworded to state 'in the absence of the Chair and Deputy Chair'.
- 5.7 - To be reworded to explain the Mayor and Deputy Mayor can attend meetings in an ex officio capacity and if both are in attendance ex-officio then only one may have voting rights for the meeting.
- 5.8 - To be reworded to 'within the public forum'.

Cllr Youngman seconded the proposal and a vote was held with all in favour.

- 9.1c. To agree the meeting schedule – Cllr Pearce proposed to approve the current schedule of the fourth Wednesday of the month at 10:00 and allow the Sub-Committee to make recommendations to change the schedule; seconded by Cllr Youngman; all in favour.
- 9.1d. To review the delegations of the Sub-Committee – Cllr Pearce proposed to adopt the delegations per the Terms of Reference; seconded by Cllr Coleby; all in favour.
- 9.2. To consider an additional maximum budget of £2,500 for Suffolk Day – Cllr Pearce proposed to approve the budget and request officers to follow up the event with monitoring and evaluation to assess if desired aims of Suffolk Day (to promote this part of Suffolk) were successful; seconded by Cllr Brooks. It was requested officers pass on the Committee's feedback to the Suffolk Day organisers on ensuring the event was appropriately and adequately advertised. A vote was held with all in favour.

10. Allotments:

- 10.1. To review and adopt Allotments Sub-Committee arrangements, including the following:

- 10.1a. To consider composition – Requests for membership had been received from Cllrs Neil Coleby, Andy Pearce and Elise Youngman. The Chair of Lowestoft and District Allotments Ltd (LDAL) was a non-Councillor member.

Cllr Pearce proposed approval of the requests received; seconded by Cllr Coleby.

A query was raised on whether it would be more appropriate to form the Sub-Committee as a working group instead as the new lease with LDAL was nearing completion. The Committee agreed it should remain as a Sub-Committee as it assisted in overseeing fourteen allotment sites.

Cllr Pearce proposed approval of the requests received; seconded by Cllr Jones; all in favour.

Cllr Brooks temporarily left the chamber at 19:55

- 10.1b. To review and consider adoption of the Terms of Reference – Cllr Pearce proposed to adopt the Terms of Reference with the following amendments:

- 3.1 - Officers to check and ensure the wording presents no legal impediment with how meetings are called, as it seems to infer the Committee meets on an ad hoc basis when it is scheduled as a monthly meeting.
- 4.1 - Officers to check the wording as it seems to infer that the Committee meets on an ad hoc basis when it is scheduled as a monthly meeting.
- Section 4 - A separate item be added to state the approved minutes are the official record of the meeting.

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- 5.2 - To be amended to state the Chair and Deputy Chair are elected at the first meeting of the Sub-Committee.
- 5.4 - To be reworded to state 'in the absence of the Chair and Deputy Chair'.
- 5.7 - To be reworded to explain the Mayor and Deputy Mayor can attend meetings in an ex officio capacity and if both are in attendance ex-officio then only one may have voting rights for the meeting.
- 5.8 - To be reworded to 'within the public forum'.
- 6.1.2 – To be amended to include health and safety considerations.

Cllr Brooks returned to the chamber at 19:57

- 6.1.4 – To be amended to explain a representative of the Town Council is appointed to attend LDAL meetings.

Cllr Coleby seconded the proposal and a vote was held with seven votes in favour and one abstention.

- 10.1c. To agree the meeting schedule – Cllr Pearce proposed to approve the current schedule of the third Wednesday of the month, on a bi-monthly basis, at 10:00, and allow for the Sub-Committee to make their own recommendations on the schedule; seconded by Cllr Coleby; all in favour.
- 10.1d. To review the delegations of the Sub-Committee – Cllr Pearce proposed to adopt the delegations per the Terms of Reference; seconded by Cllr Youngman; all in favour.

11. Community Safety:

- 11.1. To review and adopt Community Safety Sub-Committee arrangements, including the following:

- 11.1a. To consider composition – Requests for membership had been received from Cllrs Connor Blowers, Neil Coleby, Jen Jones, Andy Pearce, John Pitts, Bernadette Rappensberger, Elise Youngman and Nick Webb. Cllr Jones proposed approval of the requests received; seconded by Cllr Pearce; all in favour.
- 11.1b. To review and consider adoption of the Terms of Reference – Cllr Pearce proposed adoption of the Terms of Reference with the following amendments:
- 3.1 - Officers to check and ensure the wording presents no legal impediment with how meetings are called, as it seems to infer the Committee meets on an ad hoc basis when it is scheduled as a monthly meeting.
 - 4.1 - Officers to check the wording as it seems to infer that the Committee meets on an ad hoc basis when it is scheduled as a monthly meeting.
 - Section 4 - A separate item be added to state the approved minutes are the official record of the meeting.
 - 5.2 - To be amended to state the Chair and Deputy Chair are elected at the first meeting of the Sub-Committee.
 - 5.4 - To be reworded to state 'in the absence of the Chair and Deputy Chair'.
 - 5.7 - To be reworded to explain the Mayor and Deputy Mayor can attend meetings in an ex officio capacity and if both are in attendance ex-officio then only one may have voting rights for the meeting.
 - 5.8 - To be reworded to 'within the public forum'.

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- 6.1.2 – To be amended to include working with other local authorities on issues relating to emergencies and public safety issues.
Cllr Coleby seconded the proposal and a vote was held with all in favour.

It was suggested at the next Sub-Committee meeting that the Health Declaration be reviewed.

- 11.1c. To agree the meeting schedule – Cllr Jones proposed to approve the current schedule of third Wednesday of the month, on a bi-monthly basis, at 14:00 and allow the Sub-Committee to make recommendations on its schedule; seconded by Cllr Pearce; all in favour.
- 11.1d. To review the delegations of the Sub-Committee – Cllr Pearce proposed to adopt the delegations per the Terms of Reference; seconded by Cllr Coleby; all in favour.

12. To review and consider adoption of Working Group arrangements for the Triangle Market Working Group, The Ness Working Group and The Tree Working Group

All matters originally considered by these working groups were now at a stage where it required Committee agreement on projects and expenditure and therefore the working groups had fulfilled their purpose.

It was noted that the charter for the Triangle Market was being progressed via the legal items considered by Full Council.

Cllr Brooks proposed to abolish the working groups as all matters were now dealt with by this Committee or the Parks and Open Spaces Sub-Committee; seconded by Cllr Pearce; all in favour.

It was noted that a standalone meeting was required to continue reviewing the Five-Year Plan, with an update to be provided at the next Committee meeting.

13. Date of the next meeting

Monday 7 July 19:00

14. Items for the next agenda and close

An item was requested to receive an update on the Triangle Market charter, unless the charter is already being considered by Full Council.

An item was requested for the agenda in the next three months for an initial review of the Risk Register.

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:

- 15.1. To consider any legal issues, including those above as required – Cllr Coleby proposed the meeting be moved to confidential session; seconded by Cllr Youngman; all in favour.

*The Chair closed the meeting to the public and moved to confidential session at 20:18
Cllr Jones temporarily left the chamber at 20:18*

- 8.5. To review the bids for the Thirlmere Walk play area tender and make a recommendation

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Meeting of the Assets, Inclusion and Development Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:00 on 2 June 2025

to Full Council on the awarding of the contract (confidential) – The two bids were reviewed with some clarifications requested.

Cllr Jones returned to the chamber at 20:21

Cllr Pearce proposed a delegation be made to the Parks and Open Spaces Sub-Committee to make a recommendation directly to Full Council; seconded by Cllr Youngman; all in favour.

The Chair closed the meeting at 20:31

Signed:
7 July 2025

Lowestoft Town Council
Parks and Open Spaces Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 17 June 2025 at 7:00 PM

MINUTES

Present: Cllrs Neil Coleby, John Murray, Andy Pearce, Bernadette Rappensberger and Elise Youngman

In attendance: Lauren Elliott (Senior Project and Committee Clerk) and Taylor Williams (Committee Clerk and Planning Assistant)

1 To appoint the Chair of the Parks and Open Spaces Sub-Committee

Cllr Rappensberger nominated Cllr Youngman, the nomination was accepted; seconded by Cllr Coleby. There were no further nominations and a vote was held 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 approval of apologies for absence

Apologies were received from Cllrs Wendy Brooks, Christine Moore and John Pitts with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Rappensberger; all in favour.

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 – Cllr Pearce declared a Non-Registerable Interest as current Chair of the Gunton Residents Association, relating to discussions under item nine concerning the Gainsborough Drive Pond.
- 4.2 To consider written requests for dispensations for interests and note dispensations granted – No written requests had been received.

5 To consider the draft minutes of the meeting on 15 April 2025

Cllr Rappensberger proposed approval of the draft minutes; seconded by Cllr Coleby; four votes in favour and one abstention as the Councillor was not member at the time of the meeting.

6 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.

7 To review and make recommendation on Sub-Committee arrangements

- 7.1 To note membership of the Parks and Open Spaces Sub-Committee – Cllrs Brooks, Coleby, Moore, Murray, Pearce, Pitts, Rappensberger and Youngman were noted as members of the Sub-Committee.
- 7.2 To appoint the Deputy Chair for the Parks and Open Spaces Sub-Committee – Cllr Rappensberger nominated Cllr Coleby, the nomination was accepted; seconded by Cllr Pearce. There were no further nominations and a vote was held with all in favour.
- 7.3 To review and consider adoption of the Terms of Reference and make any necessary recommendations – Cllr Pearce proposed adoption of the Terms of Reference, with an amendment to be made to section 7.1 to clarify that the delegations to a Sub-Committee also apply to its Parent Committee, but would normally be exercised by this Sub-Committee; seconded by Cllr Coleby; all in favour.

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Parks and Open Spaces Sub-Committee
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Tuesday 17 June 2025 at 7:00 PM

- 7.4 To review and recommend the meeting schedule – Cllr Youngman proposed the schedule remain as the third Tuesday of the month at 19:00; seconded by Cllr Pearce; all in favour.
- 7.5 To review the delegations of the Parks and Open Spaces Sub-Committee and make any necessary recommendations – Cllr Pearce proposed the delegations be accepted as reflected in the Terms of Reference; seconded by Cllr Rappensberger; all in favour.

8 To monitor expenditure by this Sub-Committee from its delegated budgets

There was no update to provide on expenditure and the next Full Council meeting would receive the year-end accounts.

9 To receive feedback from the horticulture meeting

The notes of the meeting were reviewed and attendees agreed it was a positive meeting.

It was noted that limited clearance work on the Gainsborough Drive Pond had previously been carried out by the Gunton Residents Association with relevant permissions and a formal risk assessment in place, but since the pond was dredged and grounds maintenance was brought inhouse, it was agreed that the work would only be undertaken annually by the Grounds Maintenance Team (GMT).

Officers recommended these meetings continue on a quarterly basis to enable members of the Assets, Inclusion and Development Committee and the Parks and Open Spaces Sub-Committee to speak about ongoing and upcoming work and plan for the next quarter.

Cllr Pearce proposed to endorse the officer recommendation for quarterly meetings to be held with the GMT and members of the Assets, Inclusion and Development Committee and members of the Parks and Open Spaces Sub-Committee, with members of the GMT to also attend meetings of the Sub-Committee when needed; seconded by Cllr Rappensberger; all in favour.

10 To review bids for the Thirlmere Walk play area tender and make a recommendation to Full Council on the awarding of the contract (confidential)

This item would be discussed in confidential session.

11 Date of next meeting

Tuesday 15 July 2025 - 19:00

12 Items for the next agenda and close

No items were requested for the next agenda.

13 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 – 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 19:19

10 To review bids for the Thirlmere Walk play area tender and make a recommendation to Full Council on the awarding of the contract (confidential)

The tender had been advertised under the new procurement regulations and system and two bids were received. The bids were reviewed and Cllr Pearce made a confidential proposal with a

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Parks and Open Spaces Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 17 June 2025 at 7:00 PM

recommendation to Full Council on the awarding of the contract; seconded by Cllr Youngman; all in favour.

Cllr Coleby temporarily left the chamber at 19:31

Cllr Coleby returned to the chamber at 19:32

Officers would approach the bidders to obtain quotes to add a blackboard to the play area, separate to this tender.

An update was requested for the next agenda on the installation of blackboards and games tables in play areas.

The Chair closed the meeting at 19:40

Signed:

15 July 2025

Lowestoft Town Council
Allotments Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Wednesday 18 June 2025 at 10:30 AM

MINUTES

Present: Cllrs Neil Coleby and Andy Pearce. Non-Councillor member Betty Jarrod (Lowestoft and District Allotments Ltd)

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

1 To appoint the chair of the Allotments Sub-Committee

Cllr Pearce nominated Cllr Elise Youngman who had submitted a request to be considered for Chair; seconded by Cllr Coleby. There were no further nominations and a vote was held with all in favour.

In the absence of the Chair, Cllr Coleby nominated Cllr Pearce to preside over the meeting; seconded by Betty Jarrod; 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 approval of apologies for absence

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

4 Declarations of Interests and dispensations

4.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from members on items on the agenda – Cllr Pearce declared he was the Lowestoft Town Council (LTC) representative on Lowestoft and District Allotments Ltd (LDAL). Betty Jarrod declared she was the Chair of LDAL.

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

5 To consider the draft minutes of the meeting on 16 April 2025

Cllr Pearce requested item 73 be amended to correct the delegation of the Sub-Committee from £3,250 to £3,750 and item 74 paragraph 2 be amended to read as ‘personal responsibility to have a first aid kit’. Cllr Pearce proposed to accept the minutes and confidential note with the requested amendments; seconded by Cllr Coleby; all in favour.

6 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.

7 To review and make recommendations on Sub-Committee arrangements

7.1 To note membership of the Allotments Sub-Committee – Cllrs Neil Coleby, Andy Pearce and Elise Youngman were members and Betty Jarrod was a non-Councillor member of the Sub-Committee.

7.2 To appoint the Deputy Chair for the Allotments Sub-Committee – Cllr Coleby nominated Cllr Pearce as Deputy Chair; seconded by Betty Jarrod; all in favour.

7.3 To review and consider adoption of the Terms of Reference – It was requested section 5.9 be amended to ‘permitted to attend’. It was requested section 6.1.4 be amended to include that the LTC representative to LDAL can ‘otherwise liaise with the Allotments Committee and the representatives as required’. It was requested section 7.1.1. be amended to reflect that the

Lowestoft Town Council
Allotments Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Wednesday 18 June 2025 at 10:30 AM

financial delegations also apply to the Parent Committee. Cllr Pearce proposed to recommend adoption of the Terms of Reference, subject to the requested amendments; seconded by Cllr Coleby; all in favour.

- 7.4 To review the meeting schedule – Cllr Pearce proposed to maintain the current bi-monthly schedule on the third Wednesday at 10:30; seconded by Cllr Coleby; all in favour.
- 7.5 To review the delegations of the Allotments Sub-Committee – Cllr Pearce proposed this be considered resolved as delegations are covered under the Terms of Reference which have been accepted; seconded by Cllr Coleby; all in favour.

8 To receive an update on the trial installation of a defibrillator at Kirkley Gardens

Officers were unable to install the defibrillator at Kirkley Gardens as requested since the location identified was not under the ownership of LTC. Betty Jarrod added that the location was narrow and a defibrillator may obstruct access to the site.

Cllr Pearce proposed the Facilities and Contracts Manager liaise with Betty Jarrod to identify a suitable site accessible to all allotment users, and members of the public if possible, and if the site was not on LTC land, then officers are to seek permission from the landowner to install the defibrillator on the basis that LTC would cover the cost and maintenance and highlight the public safety benefit, with an update to be provided at the next meeting; seconded by Cllr Coleby; all in favour.

An item was requested for the next agenda to consider the accessibility of allotment sites and options for improvement, with a request to the Facilities and Contracts Manager and Betty Jarrod to review the sites and consider what funding was needed.

9 Date of next meeting

Wednesday 20 August 2025 - 10:30

It was requested officers liaise with Betty Jarrod to potentially agree a date for an extraordinary meeting in July. Betty Jarrod informed the Sub-Committee she would not be able to attend a meeting in the last week of July.

10 Items for the next agenda and close

An item was requested to receive an update on the installation of fencing to deter muntjacs.

An item was requested to consider other capital works for the allotments in 2025/2026, including accessibility.

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 – There were no resolutions.

The Chair closed the meeting at 10:55

Signed:

20 August 2025



MEETING PAPER

Subject: Item 26 Reallocation of funding from a trailer to a woodchipper

Meeting: Assets, Inclusion and Development Committee

Date: 7 July 2025

Following specific budget requests made by the Grounds Maintenance Team for the 2025 – 2026 budget, there is currently budget provision of £10,000 for a trailer and £4,500 for the hire of a woodchipper.

In the months which have followed since, it has become apparent that the purchase of a woodchipper would be far more beneficial and cost effective than the purchase of a trailer and the hire of a woodchipper.

The Parks and Grounds Maintenance Manager has provided the following detail:

Below are some reasons for the possible purchase of the Ohashi chipper, as well as a link to a video as well as a quote. This is the cheapest of 3 quotes that I received, we would want to go for the new machine as the ex-demo doesn't have enough reduction on it to purchase.

<https://www.youtube.com/watch?v=GQpJnxwjvvg>

We currently hire a chipper at a rate of £135 per day or £540 per week as well as organise insurance via Zurich.

Having our own chipper would make our work schedule a lot easier to manage. To make the most of the hire period, we currently cut and stock and branches/cuttings etc. This uses/wastes quite a lot of time. Having own chipper would make a lot of difference in regards to efficient time management of the GMT.

We would also be able to complete our own work when we need to rather than be dependent on free periods of time for a hired machine. This will also mean that we can complete tasks quicker than we already do so.

The Ohashi Chipper was preferred due to its small size yet ability to chip branches up to 6 inch wide. The Ohashi chipper will fit in a small van and will also go on a tail lift of a vehicle, these aspects will make moving the chipper extremely easy. As space at Unit 2 is at a premium, being a small machine will also help with storage. The machine that we currently hire is quite a large in comparison.

The Ohashi chipper is also tracked, therefore it doesn't have to be towed. When it is on site, it can be moved to the exact location and then chip on site.

A demonstration of the Ohashi chipper was recently provided at Denes Oval, all of the GMT who were present were very happy with its performance and capability for the role.



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QUOTATION

Lowestoft Town Council
Lowestoft

13th June 2025

For the attention of Jonny Hawes

Reference Number AK13625

Dear Jonny

Further to our recent demonstration, we have pleasure in offering the following quotation

1 x New Ohashi ES151GH Tracked Chipper

- 730mm Transport Width
- 150mm Diameter Capacity
- 23hp Petrol Engine
- Hydraulic 'No Stress' Infeed Rollers
- 24 month warranty



Nett Price £14,000.00

1 x Ex Demo Ohashi ES151GH Tracked Chipper

- 730mm Transport Width
- 150mm Diameter Capacity
- 23hp Petrol Engine
- Hydraulic 'No Stress' Infeed Rollers
- 15 hours
- 24 month warranty

Nett Price £13,900.00

Chairman: C E Doe Managing Director: A E Doe Sales Director: G C K Parker
Registered No: 431173 in England Registered Office: Ulling, Maldon, Essex CM9 6QH Tel: 01245 380311
Contracts for all goods and services supplied by the Company are subject to the Terms and Conditions of the Company, a copy of which is available online at ernestdoe.com/terms.
We are committed to safeguarding all personal data handled by us. Please refer to ernestdoe.com/privacy for a full copy of our privacy policy.

1 x Ex Demo Ohashi ES150GH Tracked Chipper

- 730mm Transport Width
- 150mm Diameter Capacity
- 23hp Petrol Engine
- Hydraulic 'No Stress' Infeed Rollers
- 32 hours
- 24 month warranty

Nett Price £13,480.00



All prices are subject to Vat @ 20%

I trust the above will meet with your approval however if you need any further assistance, please do not hesitate to contact me on 07775 791370. Assuring you of our best attention at all times.

Yours Sincerely,

Adrian Kersey

Pro Groundcare Area Sales Manager

Mobile 07775 791370

E-mail adriankersey@ernestdoe.com

Directors: C E Doe (Chairman) Angus E Doe (Managing) G C K Parker (Sales)
Registered No 431173 In England Registered Office: Ulting, Maldon, Essex CM9 6QH Tel: 01245 380311
Ernest Doe Power is a trading name of Ernest Doe & Sons Ltd

Contracts for all goods and services supplied by the Company are subject to the Terms and Conditions of the Company, a copy of which is printed overleaf. We are committed to safeguarding all personal data handled by us. Please refer to ernestdoe.com/privacy for a full copy of our privacy policy.

ERNEST DOE AND SONS LIMITED
TERMS AND CONDITIONS OF SALE

1. DEFINITIONS

'The Company' – Ernest Doe & Sons Limited and all companies within the Doe Holdings Group.

'The Conditions' – The terms and conditions of sale or purchase and the supply of services as set out in this document. 'The Customer' – Any legal entity or person placing an order for, or receiving, Goods or Services supplied by the Company.

'Goods and Services' – Any product or service the Customer agrees to purchase, supplied by the Company, in accordance with these terms.

2. DELIVERY

All orders for Goods and Services are accepted by the Company in good faith, on the basis of the Conditions. However, any dates quoted for the delivery are approximate only and the Company cannot guarantee delivery or completion by any particular date and shall not be liable for any delay in delivery or consequential loss which may result.

3. PRICE AND PAYMENT

The price ("Price") shall be as set out on the relevant invoice. Prices are stated exclusive of VAT and other applicable taxes and on an ex works basis. Where appropriate, Value Added Tax will be applied at the effective rate at the date of invoice. The Company reserves the right to change the Price on giving written notice.

Estimates and quotations for Goods and Services are given in good faith and the Company reserves the right to amend an estimate or quotation value where economically necessary.

Unless otherwise agreed in writing between the Company and the Customer, all machinery purchases must be paid for in full on or before delivery. For all other purchases, for Customers with a Company credit account, payment is due on or before the 23rd of the month following the date of the invoice. If the Customer is not a credit account holder, payment is due immediately on transfer of Goods and Services. Time for payment shall be of the essence. The Company reserves the right to charge interest on any unpaid amount at 4 percent above Barclays Bank Base Rate. The Company reserves the right to instruct solicitors to recover aged debt. If the Customer should be in default of payment due to the Company, the Company shall have the right to suspend deliveries of Goods and Services. The Customer will remain liable for payment for all Goods delivered or Services performed for them up to that time.

4. ACCEPTANCE, TITLE, RISK & LIEN

The Customer shall be deemed to have accepted the Goods upon either collection from the Company or delivery to the Customer. The Goods shall be at the Customer's risk immediately from delivery or collection. However, irrespective of delivery, the Company retains full title and rights to the Goods and Services supplied until full payment has been received from or on behalf of the Customer.

If the Company fails to receive payment for the Goods, the Customer accepts that the Company may enter upon any premises owned, occupied or controlled by the Customer where the Goods are situated and repossess the Goods. The Company shall have a general lien on all goods or materials in its possession, custody or control for all sums due at any time from the Customer.

5. WARRANTIES

Subject to as expressly provided in these Conditions, all warranties, conditions or other terms implied by statute or common law are excluded to the fullest extent permitted by law. The Company will, if required to do so, provide the opportunity for a Customer to inspect Goods prior to ordering to ensure suitability for their requirements and the Company warrants that the Goods will at the time of delivery correspond to the description given by the Company. The Customer shall be entitled to the benefit of any warranty or guarantee given by the manufacturer to the Company to the extent that the Company is able to pass such warranty or guarantee on to the Customer.

6. CANCELLATION

Cancellation of orders cannot be accepted without the prior agreement in writing of the Company. The Company shall not be liable for any loss or damage whatever arising from such cancellation.

7. LIMITATION OF LIABILITY

In the event of any breach of this contract by the Company the remedies of the Customer shall be limited to damages only. Except in respect of death or personal injury caused by the Company's negligence or fraudulent misrepresentation (a) the Company shall not be liable to the Customer for any indirect or consequential loss (including loss of profit) which arise out of, or in connection with the contract or these Conditions; and (b) the Company's entire liability to the Customer arising under or in connection with these Conditions whether for negligence, breach of contract or otherwise shall be the greater of (i) the price of the Goods or Services supplied on the invoice; and (ii) the amounts of insurance held and then available to the Seller under its insurance policies in respect of the Customer's loss.

8. FORCE MAJEURE

Neither party shall be liable for any failure, delay or default in performing its obligations due to any act of 'Force Majeure'. This includes Acts of God, war, terrorism, riot, strike, lockout, industrial action, fire, flood, failure of energy sources or transport network, breakdown of plant or machinery, loss at sea, malicious damage, drought, tempest, storms, natural disasters or extreme adverse weather conditions, default of suppliers or subcontractors or other event beyond the reasonable control of either party (which, by its nature, could not have been foreseen and was unavoidable).

9. THIRD PARTY RIGHTS

For the avoidance of doubt nothing in this contract is intended to confer on any third party any benefit or right to enforce any terms of the agreement.

10. ENGLISH LAW

The formation, existence, construction, performance, validity and all aspects of this Contract shall be governed by English Law.