

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, August 4, 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
01 August 2025

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

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

19:00 on Monday, August 4, 2025

AGENDA

28 Welcome

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

29 To receive and consider approval of apologies for absence

30 Declarations of Interests and dispensations

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

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

31 To consider the draft minutes and confidential note of the meeting on 7 July 2025

32 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.

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

34 Parks and Open Spaces:

34.1 To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 15 July 2025

35 Events and Communications:

35.1 To consider a recommendation for the 10K Run to be made an annual event with an allocated budget

#budget

36 To consider a request for a memorial plaque in Kensington Gardens

Lowestoft Town Council
Assets, Inclusion and Development Committee [In-person]
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
19:00 on Monday, August 4, 2025

37 To consider a request to carry out bird ringing at the North Denes

38 Date of next meeting and reports

Monday 1 September 19:00

39 Items for the next agenda and close

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 07 July 2025 at 19:00

MINUTES

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

In attendance: Lauren Elliott (Senior Committee and Project Clerk)

Public: There were no members of the public in attendance

16 Welcome

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

17 Apologies for absence

Apologies were received from Cllrs Wendy Brooks, Neil Coleby and Nick Webb, with reasons provided. Cllr Jones proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

18 Declarations of interests and dispensations:

18.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests on items on the agenda – Regarding items 22.2 and 22.3, Cllr Pearce declared he is Chair of the Gunton Residents' Association.

18.2 Written requests for dispensations for interests and note dispensations granted – There were none.

19 The draft minutes of the meeting on 2 June 2025

Cllr Pearce proposed to approve public minutes and confidential note; seconded by Cllr Jones; all in favour.

20 Public forum

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

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

No matters were raised under this item.

22 Parks and Open Spaces:

22.1 The draft minutes of the Parks and Open spaces Sub-Committee meeting on 17 June 2025 – The draft minutes had been provided and would go to the Sub-Committee for approval.

22.2 A request from the Lowestoft Town Cricket Club for a storage facility at the Denes Oval – A briefing paper had been provided. The Committee was supportive of the Sports Development Officer's views and requested these be put to the Club for their comments to be fed back. The Committee also asked for clarity on whether the storage facility was more an amenity than a necessity. Cllr Pearce proposed for feedback on the Sports Development Officer's comments to be sought from the Club, and presented to the Parks and Open Spaces Sub-Committee for a decision, if received in time; seconded by Cllr Pitts; all in favour.

22.3 A request from the Lowestoft Town Tennis Club for a leaflet display on the Denes Oval tennis courts – A briefing paper had been provided. It was considered that commercial operators at other sites may also wish to do the same, and, from an environmental perspective, it was suggested a sign with a QR code may be more appropriate. As visitors access information in different ways, it was suggested both options should remain under consideration. Cllr Pearce proposed for feedback on points raised by the Sports Development Officer in the briefing paper to be sought from the Club, and to seek reassurances that the design will be suitably weather-proof and the facility maintained by the Club. If received in time, the feedback could be provided to the Parks and Open

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 07 July 2025 at 19:00

Spaces Sub-Committee for a decision to be made. Cllr Youngman seconded the proposal and all Councillors voted in favour.

23 Allotments:

23.1 The draft minutes of the Allotments Sub-Committee meeting on 18 June 2025 – The draft minutes had been provided, and would go to the Sub-Committee for approval.

24 Community Safety:

24.1 The draft minutes of the Community Safety Sub-Committee meeting on 18 June 2025 – The draft minutes were not available for this meeting.

25 Events and Communications:

25.1 The draft minutes of the Events and Communications Sub-Committee meeting on 25 June 2025 - The draft minutes were not available for this meeting.

26 A request from the Grounds Maintenance Team for the re-allocation of funding from a trailer to a woodchipper

A briefing paper had been provided. Officers considered it more cost effective and convenient to buy a woodchipper, and had requested a reallocation of funding already within the budget. This would require Full Council approval. The Committee requested officers provide reassurance that a request for a trailer would not then subsequently be made. If it were a possibility a trailer may be required in future, officers were asked to make this clear to Full Council. Wood chippings were used on the Town Council's assets. Cllr Pearce proposed a recommendation to Full Council to approve the request of officers to reallocate existing funds within the budget to purchase new woodchipper. Cllr Murray seconded the proposal and requested clarity be sought on the loading and unloading arrangements from the Town Council's vehicles, and secure storage arrangements. The vote was taken and all Councillors voted in favour.

27 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

There was some time sensitivity to this item, as the contractors were now working on this part of the site. The works were not part of the project as the issue was historical. Drainage pipes had not historically been laid at the correct angle and were liable to blockages. It would be more convenient and cost effective to undertake the works to replace the pipes now, whilst ground was being lifted in this area. The works would be undertaken by one of the contractors already working on site and it was queried whether this would affect the existing project timescales. Cllr Pearce proposed to approve the expenditure and ask the Finance and Governance Committee to determine the budget allocation; seconded by Cllr Youngman; all in favour.

28 An update on the Belle Vue thatched cottage and consideration of its future usage (confidential)

To be considered during the confidential session.

29 Date of next meeting

Monday 4 August 19:00

30 Items for the next agenda and close

Members were advised to send any requests to the office.

Cllr Jones proposed to move the meeting into confidential session; seconded by Cllr Pearce; all in favour.

Admission to Meetings

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 07 July 2025 at 19:00

28 An update on the Belle Vue thatched cottage and consideration of its future usage (confidential) - A briefing paper had been provided. A budget was already in place to rethatch the roof and additional works were required to repair and replace the roof timbers. Cllr Pearce proposed a recommendation to Full Council on the future usage of the property; seconded by Cllr Youngman; six Councillors voted in favour; one Councillor voted against.

Options were discussed and it was requested the Facilities and Contracts Manager provide a briefing paper to a future meeting on costs and feasibility.

The meeting was closed at 20:11.

Signed:
15 July 2025

Lowestoft Town Council
Parks and Open Spaces Sub-Committee

Microsoft Teams Meeting
Tuesday 15 July 2025 19:00

MINUTES

Present: Cllrs Wendy Brooks, John Murray, Andy Pearce, Bernie Rappensberger and Elise Youngman (Chair)

In attendance: Lauren Elliott (Senior Committee and Project Clerk), Damon Hickinbotham (Building and Grounds Maintenance Team Leader) and Taylor Williams (Committee Clerk and Planning Assistant)

14 Welcome

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

15 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby and John Pitts with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Rappensberger; all in favour. Cllr Christine Moore was absent with no apologies received.

16 Declarations of interests and dispensations

16.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests, and of bias and pre-determination – Cllr Pearce declared he was the Chair of the Gunton Residents Association.

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

17 To consider the draft minutes and confidential note of the meeting on 17 June 2025

Cllr Pearce proposed approval of the draft minutes and confidential note; seconded by Cllr Rappensberger; all in favour.

18 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.

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

There was no update on expenditure.

20 To consider the purchase of 120 mixed fruit and ornamental trees, within a maximum budget of £2,716

The Building and Grounds Maintenance Team Leader confirmed multiple sites had been identified, including Gunton Community Park (to replace trees that had been lost and extend the orchard), Rosedale Park (to replace multiple trees), Clarkes Lane (to replace some of the orchard trees and to add ornamental trees around the wildflower area). The trees would be purchased and planted in the autumn and tree bags would be used and regularly refilled with the bowser.

Cllr Brooks proposed approval of the purchase and the planting in the locations recommended by the Grounds Maintenance Team; seconded by Cllr Pearce who requested an amendment to delegate the allocation of funds to the Finance Manager from either the Parks Repair and Maintenance or Horticulture budgets, the amendment was approved and a vote was held with all in favour.

Lowestoft Town Council
Parks and Open Spaces Sub-Committee

Microsoft Teams Meeting
Tuesday 15 July 2025 19:00

21 To consider a planting plan and maximum budget for the Kensington Gardens Holocaust Memorial bed

The Grounds Maintenance Team had suggested a plan to build up the flower bed and move the lectern into its boundary, with the boundary to be re-edged with concrete. The foliage would change colour with the seasons and the main flowering period would be late-November to March.

Cllr Brooks proposed a delegation be made to officers to proceed with the planting plan as outlined; seconded by Cllr Pearce. Officers confirmed the project would cost up to £1,000. Cllr Pearce requested an amendment be made to the proposal to delegate the budget to officers and as the project concerned an existing flower bed, it would be allocated to the Horticulture budget. Cllr Brooks accepted the amendment and a vote was held with all in favour.

The Building and Grounds Maintenance Team Leader left the chamber at 19:19

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

The queries raised at the Assets, Inclusion and Development Committee meeting had been provided to the Cricket Club, who confirmed this was being sought as a convenience rather than a necessity as the facility would be used to store stumps and fielding equipment within the vicinity of the net storage area. The Cricket Club had confirmed they were only seeking landowner permission and were not seeking any financial contribution. It was suggested officers speak with East Suffolk Council, as this concerned a conservation area, to clarify if the facility needed to adhere to certain dimensions and specifications.

Cllr Pearce proposed approval of the request, subject to officers obtaining any planning consent that may be required, officers approving the design and specification with consideration of how the facility can be vandal proof and ensuring its maintenance does not become an obligation to Town Council staff, and the understanding from the Cricket Club that they would need to cover any fees for pre-planning advice. Cllr Rappensberger seconded the proposal and a vote was held with all in favour.

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

The Tennis Club confirmed the leaflet display would be fully enclosed. Cllr Brooks proposed approval of the requests; seconded by Cllr Pearce; all in favour.

24 Date of next meeting

19 August 2025 at 19:00.

25 Items for the next agenda and close

An item was requested to receive an update on the quotes for repairs for the bordered off equipment at Sparrows Nest.

An item was requested to have a general consideration on play areas, which ones could be earmarked for extension and the feasibility of this.

An item was requested to receive an update on the Clarkes Lane play area.

A meeting to discuss the Five-Year Plans would be arranged before the next meeting, with an item to received feedback.

An item was requested to receive an update and briefing paper on the proposed pump track and active track.

An item was requested to receive an update on the Normanston Park changing rooms.

26 Admission to meetings

Lowestoft Town Council
Parks and Open Spaces Sub-Committee

Microsoft Teams Meeting
Tuesday 15 July 2025 19:00

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 19:35

Signed:
19 August 2025

Good afternoon,

I am emailing to inquire about locations for a possible bird ringing site local to Lowestoft. My name is Dr. Daniel Wade, and I recently moved to Lowestoft in January. Now I am settled in, I am looking to set up a bird ringing site to scientifically monitor wild bird populations in Lowestoft.

I have been a British Trust for Ornithology licensed bird ringer since 2009, which means I am legally licensed to capture wild birds, take measurements such as weight and wing length to monitor their health and condition, and release them with a small unique metal ring, which helps to track migration and populations, for more information on the ringing scheme please see the link below:

[Bird Ringing Scheme | BTO](#)

I am particularly keen to look at areas which don't get too much footfall or disturbance. I would be looking to put up some bird feeders in this area, and would rather they didn't go missing! I would look to do a couple of sessions towards the end of the summer, but focus on the migration periods, end of August to November and in the spring, April to June. I'd be more than happy to report on my findings and for these figures to form part of environmental reporting for the council (though we would want to discuss what the data means!).

I'm keen to understand possibilities near to Lowestoft Denes/Gunton Warren, but I am very open to suggestions if the council is supportive of this kind of data collection. It's also worth noting I am open to doing demonstrations to the public periodically as some sci-comms.

All the best, and thanks for your time,

Dr. Daniel Wade.



MEETING PAPER

Subject: Request for a memorial plaque in Kensington Gardens

Meeting: Assets, Inclusion and Development Committee

Date: 4 August 2025

Author: Senior Committee and Project Clerk

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

A member of the public has contacted the office to request the installation of a small memorial plaque in Kensington Gardens. I have advised the family that we have policies for memorial benches and memorial planting, but at the moment they would just like a standalone plaque.

The Town Council does not currently have a policy on memorial plaques alone in its parks and open spaces, so this is being brought to the Committee as a standalone request.

Unbeknownst to the applicant, another member of the family had already had the plaque produced, pictured as follows:



The plaque itself measures approximately 8x6ins and the stake is 18ins. If the Committee approves the plaque, the family would like it situated in the flower bed to the right of the boating lake as you enter the gardens, but they would be open to suggestions.

I cannot see any harm in this as a standalone request, and requests for plaques alone are uncommon, however, I would suggest we may wish to avoid setting a precedent going forward.

Some time ago I tabled an agenda item for the Committee to consider how it handles applications for memorial benches going forward, as some of our parks will be reaching a stage where no additional seating is required. I put forward some suggestions for murals or small monuments we could install in parks, which could have plaques added to them. If requests for standalone plaques in our parks do become more frequent, this is something the Committee could consider again. It could also offer a more cost-effective and feasible option for families who would not otherwise be able to have a commemoration to their loved ones in our parks.

Lauren Elliott
Senior Committee and Project Clerk
30 July 2025



MEETING PAPER

Subject: Request to undertake bird ringing at the North Denes

Meeting: Assets, Inclusion and Development Committee

Date: 4 August 2025

Author: Jonny Hawes, Parks and Grounds Maintenance Manager

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Daniel Wade is a very experienced and educated ornithologist and trained bird ringer. Daniel contacted LTC regarding the possibility of conducting some bird ringing at North Denes between August and November 2025 and also additional dates next Spring and beyond.

Bird ringing is a very common practice in regards to tracking birds and their migration nationally and internationally. Very fine mist nets are situated between scrubland/hedgerows. The nets are continually monitored, when birds are caught they are carefully retrieved, weighed and measured, unique ID rings are placed round a leg and the bird is released.

In time, data will be collected by Daniel and shared with LTC, this includes which birds are rung and any data in the coming years when birds are spotted and information provided to the British Trust of Ornithology (BTO).

I met Daniel in early July, his passion for wildlife was clear to see. It would be a great addition to have his expertise in relation to the rich biodiversity of North Denes.

Below is the BTO's website as well as information about Daniel's past experience and projects:

<https://www.bto.org/get-involved/volunteer/projects/bird-ringing-scheme>

[Daniel WADE | MSc BSc | University of Hull, Kingston upon Hull | Department of Biological Sciences | Research profile](#)

Below is an example of the type of sign Daniel would display whilst he is on site:



BIRD RINGING IN PROGRESS

PLEASE TAKE CARE

In this area, fine almost invisible nets are set up between poles to catch birds for ringing purposes. The nets are visited frequently and the birds are taken to our base a short distance away. There we record details of their rings, weights and measurements before releasing them.

PLEASE DO NOT TOUCH THE NETS OR ANY BIRDS THAT HAVE BEEN CAUGHT.

Trained ringers can easily remove the birds without harming them in any way. Inexperienced hands could well hurt the birds. Do not stop beside the nets as your presence may scare the birds.

WHILE IN THE NETTING AREA PLEASE KEEP YOUR DOGS ON A LEAD AND PLEASE EXERCISE EXTREME CAUTION IF CYCLING OR ON HORSEBACK.

All the ringers involved in this study carry the appropriate permits issued by the British Trust for Ornithology on behalf of the government's Nature Conservation Agencies. You are welcome to see these on request.

Name & contact details of ringer or group