

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 04 August 2025 19:00

MINUTES

Present: Cllrs Jen Jones, Andy Pearce, Bernie Rappensberger (Chair) and Elise Youngman

In attendance: Lauren Elliott (Senior Committee and Project Clerk), Jonny Hawes (Parks and Grounds Maintenance Manager) and Taylor Williams (Committee Clerk and Planning Assistant)

28 Welcome

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

29 To receive and consider approval of apologies for absence

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

Cllr Neil Coleby was absent with no apologies received.

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 – Cllr Pearce declared he was Chair of Gunton Residents Association and was the Lowestoft Town Council (LTC) representative on the Lowestoft Kittiwake Partnership.

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

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

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

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

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

This item was brought to the top of the agenda and the Parks and Grounds Maintenance Manager was invited to speak on the item.

The Parks and Grounds Maintenance Manager felt this would be a positive addition to the site as the North Denes was an important migratory route, and had met with the individual to discuss the details. Any data gathered would be shared with LTC, such as species, numbers, sex, age, weight and size. Health and safety matters had also been discussed and the Parks and Grounds Maintenance Manager noted the individual had many years of experience, was appropriately licensed and signage would be placed in the area with the site constantly monitored.

Cllr Pearce proposed to accept the approach and give permission to the individual to carry out bird ringing at the North Denes; seconded by Cllr Jones; all in favour.

The individual had queried other opportunities and it was suggested officers recommend the kittiwake colony on the Marina Theatre, as that colony was not on monitoring lists and it could be beneficial to

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receive data on nesting kittiwakes on a LTC asset. The Parks and Grounds Maintenance Manager would discuss this with the individual and provide any proposals.

The Parks and Grounds Maintenance Manager left the chamber at 19:11

- 33 To monitor expenditure by this Committee and its Sub-Committees from their delegated budgets**
There was no update on expenditure.

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 – The draft minutes were received and noted.

35 Events and Communications:

35.1 To consider a recommendation for the 10K run to be made an annual event with an allocated budget – Cllr Pearce proposed a recommendation be made to Full Council for the 10K run to be made an annual event, with funds to be ring-fenced in the Events budget to cover upfront costs that would be recouped through ticket sales, and a request to the Sports Development Officer to consider organising shorter-distance races throughout the year and advise on the feasibility; seconded by Cllr Youngman; all in favour.

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

Cllr Pearce proposed to approve this request, with the clarification that it was to be treated as a one-off approval and a precedent was not being set regarding memorial plaques, pending the potential development of a policy, with the location and any associated costs to be delegated to officers to arrange in liaison with the member of public; seconded by Cllr Jones; all in favour.

Cllr Pearce proposed officers and the Grounds Maintenance Team discuss the feasibility of a memorial plaque policy and provide feedback at a future meeting for the development of a policy, which could then be expanded to include memorial benches and memorial trees under a single memorial policy; seconded by Cllr Youngman; all in favour.

The Senior Committee and Project Clerk notified the Committee that some parks were reaching the saturation point with memorial benches and noted a paper had been submitted to the Committee previously to consider alternative options for memorials. Officers would consider this further and bring feedback to a future meeting.

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

This item was brought to the top of the agenda.

38 Date of next meeting

Monday 1 September 19:00

39 Items for the next agenda and close

No items were requested for the next agenda.

The Chair closed the meeting at 19:26

Signed: 

1 September 2025