

# Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend an **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 1 September 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*

.....  
Sarah Foote, Town Clerk  
1 September 2025

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

**AGENDA**

**38 Welcome**

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

**39 To receive and consider approval of apologies for absence**

**40 Declarations of Interests and dispensations**

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

**40.2 To consider written requests for dispensations for interests and note dispensations granted**

**41 To consider the draft minutes of the meeting on 4 August 2025**

**42 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.

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

**44 Parks and Open Spaces:**

**44.1 To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 19 August 2025**

**45 Allotments:**

**45.1 To receive and note the draft minutes of the Allotments Sub-Committee meeting on 20 August 2025**

**45.2 To review the updated tenancy agreement of the Lowestoft and District Allotments Ltd (some aspects may be confidential)**

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**46 Community Safety:**

**46.1 To receive and note the draft minutes of the Community Safety Sub-Committee meeting on 20 August 2025**

**47 To consider the purchase of ten bins with a maximum budget of £4,250**

**48 Toilets**

**48.1 To consider the possibility of reinstating of the Belle Vue Park toilets**

**48.2 To consider the future of the public toilets on Kirkley Cliff Road (some aspects may be confidential)**

**49 To consider an approach from a member of public regarding the purchase of a Lowestoft Porcelain piece (some aspects may be confidential)**

**50 To receive and consider applications for nominations to award Freedom of the Town**

**51 Date of next meeting**

Monday 6 October 19:00

**52 Items for the next agenda and close**

**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

**Lowestoft Town Council**  
**Parks and Open Spaces**  
**Hamilton House, Battery Green Road, Lowestoft, NR32 1DE**  
**Tuesday 19 August 2025 19:00**

**MINUTES**

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

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

**27 Welcome**

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

**28 To receive and consider approval of apologies for absence**

Cllrs Neil Coleby, Christine Moore and John Pitts were absent with no apologies received.

**29 Declarations of interests and dispensations**

29.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – Cllr Pearce declared he was Chair of the Gunton Residents Association, as some assets discussed in items 33.3 and 34 were located in the Gunton ward. Cllr Brooks declared she was a member of Suffolk Wildlife Trust.

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

**30 To consider the draft minutes of the meeting on 15 July 2025**

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

**31 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.

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

There were no updates on expenditure.

**33 Play Areas**

33.1 To receive an update on quotes for repairs for Sparrows Nest play area equipment – No quotes were required as the work would be undertaken inhouse at no cost.

33.2 To receive an update on the proposed development of the Clarkes Lane play area – The proposal was for a new accessible and inclusive facility. This would be a major project for Lowestoft Town Council (LTC) and may require budgeting over a few years. The development would include the creation of a car park to complement the area, and officers have had positive discussions on this topic with East Suffolk Planning and have identified an area for the car park, further suggesting the car park be for blue-badge holders only.

A query was raised on whether the car park should only be for blue-badge holders as there was a general lack of parking in the area. Officers noted there would only be ten spaces maximum, as the Local Planning Authority was keen to ensure the development did not detract from the open space, thus there may be a need to prioritise residents who would have physical difficulties in reaching the play area. Further consideration was needed on the balance of car parking spaces and the enforcement of parking.

# Lowestoft Town Council

## Parks and Open Spaces

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Tuesday 19 August 2025 19:00

The Sub-Committee requested the total indicative cost for the project, how much would be directly funded, where grant funding could be sought and if there would be a match-funding element, be provided by December 2025 for consideration and a recommendation made to Full Council. It was suggested the Waveney Disability Forum be contacted for advice.

- 33.3 To receive an assessment of play areas for 2026/2027 budget considerations – Officers were thanked for their work on the report. There was no need for a complete renovation on the sites, rather component pieces that required refurbishment were to be identified as assets.

Where it has been identified that LTC may wish to budget for the replacement of an individual piece of equipment that is broken or approaching end-of-life, on the assumption all such replacements would be progressed in 2026-2027, it was requested an indicative budget be submitted to the Budget and Loan Sub-Committee so that consideration could be given on how to accommodate the replacements.

It had previously been agreed to develop a policy on fencing for play areas, though each site would be considered individually based on need and risk, and officers would draft an initial policy outline for the Sub-Committee to consider and reach a consensus before it is progressed further, as there was no delegation from Full Council to create a new policy or amend an existing policy. It was also noted that at this time there was no agreed rationale for fencing (save for the possible safety aspects and LTC's public liability position).

Should fencing be recommended based on the draft policy, priorities and budget requirements would need to be provided to the Sub-Committee considered.

It was suggested the external inspectors who carry out the annual play area inspections be asked for advice on drafting the policy.

Funding had previously been allocated within the 2023-2024 budget for specific works on Fen Park, including the replacement of the tower unit. Approximately £15,000-£16,000 remained of the allocation and it was requested the Finance Manager ensure the ring-fenced amount remained for replacement of play equipment at Fen Park.

The Grounds Maintenance Team had proposed grounds improvement works at Ness Park. Cllr Brooks proposed to approve the team proceeding with the work, and to schedule the works at the most appropriate time, with a £1,000 budget from the Parks Repair and Maintenance budget, though should costs exceed this budget it will be returned to the next Assets, Inclusion and Development meeting in September; seconded by Cllr Pearce; all in favour.

### **34 To receive feedback from a meeting to consider priorities for the Five-Year Plan**

The Five-Year Plan had been rated on the basis of which projects were able to proceed, which projects required further information or permissions and which projects were outline concepts at this stage. As many projects had been categorised under the first rating, they had been reviewed further and put into a table to prioritise according to cost and ward in the parish. It was then intended to categorise all projects by the year they would be progressed, then the priorities for years one to five could be formally agreed.

It had previously been resolved to purchase bicycle racks and games tables, however there were issues with storage at Unit 2, therefore the works needed to be staggered. It was requested the installation of bicycle racks be treated as top priority to free up storage space at Unit 2 for the games tables.

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**Parks and Open Spaces**  
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**Tuesday 19 August 2025 19:00**

Cllr Pearce proposed the date for installation of the bicycle racks be scheduled and an item on the next agenda to confirm the scheduled date; seconded by Cllr Youngman.

It was requested there be further consideration of outdoor fitness equipment for Fen Park in the 2027-2028 budget as residents in the area had expressed a desire to see fitness equipment installed at the park and were not happy with the assault style equipment that had been installed previously. It was noted that LTC had installed the assault style equipment as that was what the public consultation feedback had indicated people wanted in the area. The Budget and Loan Sub-Committee would need to consider the priorities carefully in the context of the entire budget.

A vote was held on Cllr Pearce's proposal with all in favour.

**35 To receive a report on the Normanston Park changing rooms**

Three options were presented: option one to refurbish the existing building in a phased approach with costs totalling approximately £85,000 spread over time, this would not be eligible for external funding. Option two was for the demolition of the existing building to be replaced with modular, prefabricated changing rooms with external funding. Option three was for the creation of a new six-room pavilion within Normanston Park.

It was suggested there be no decision made at this time and the proposals be given further consideration. Whilst the second and third options would result in a longer-term, major project, the potential multi-use of the building could benefit the public and the park, as there were considerations to expand the use of the park with projects such as the pump and active tracks.

A comment was made that the first option would be more flexible and would allow LTC to budget for the project with certainty, as options two and three relied on funders who had already altered their indicative provision from 75% to 50%, though this could be remedied with a funding agreement.

It was queried if the facility built under option two would be available for other park users, or if it would be a condition of the funding for its use to be restricted to footballers. Furthermore, the second option necessitated the demolition of the building and due to the declared climate emergency demolition should be avoided where possible. It was suggested the third option be excluded and officers be asked to obtain further information for the first and second options.

The Sub-Committee agreed to not exclude any options at this time and instead requested officers gather more information on any implications or limitations with all options and the funding opportunities. Once these queries have been answered, the budget and delivery time could be considered and form part of the recommendation made to Full Council.

**36 To receive a report on the proposed pump track and active track**

At this time there was no need to choose one project over the other, a recommendation would need to be made to Full Council after the Sub-Committee have confirmed the total cost of both projects, what proportion would be directly funded and what proportion could be grant funded, if there would be a match-funding element and whether funding would be required next year or budgeted over the next few years.

Cllr Pearce proposed for officers to provide a total indicative cost for both projects, how much would be directly funded, where grant funding could be sought and how much, if there would be a match-funding element and whether funding would be required next year or budgeted over a few years. It was requested the information to be provided by quarter four of the 2025-2026 financial year so

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**Parks and Open Spaces**  
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preparations could begin for match-funding requirements and to aid in planning and submitting a recommendation on both projects to Full Council. Cllr Rappensberger seconded the proposal and a vote was held with all in favour.

An item was requested on the next agenda to discuss lighting for the Normanston Park skate park. Officers noted that in the report the Sub-Committee received the implementation of lighting was consider unfeasible at this time.

**37 Date of next meeting and reports**

Tuesday 16 September 19:00

**38 Items for the next agenda and close**

No further items were requested for the next agenda.

**39 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 20:25*

Signed: .....

16 September 2025

**Lowestoft Town Council**  
**Allotments Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, NR32 1DE**  
**Wednesday 20 August 2025 10:30**

**MINUTES**

**Present:** Cllrs Andy Pearce (Deputy Chair) and Elise Youngman (Chair). Non-Councillor member Betty Jarrod (Lowestoft and District Allotments Ltd)

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

**12 Welcome**

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

**13 To receive and consider approval of apologies for absence**

Cllr Coleby was absent with no apologies received.

**14 Declarations of interests and dispensations**

14.1 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 Chairperson of LDAL.

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

**15 To consider the draft minutes of the meeting on 18 June 2025**

Cllr Pearce proposed approval of the draft minutes; seconded by Betty Jarrod; two in favour and one abstention as the member was not in attendance on 18 June.

**16 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.

**17 To consider the removal of two trees at the Fen Park allotments**

A quote had been received for the removal of two trees, as sheds were located directly beneath the trees, the plot holder would need to consent to the removal of the sheds, or a quote would need to be sought to install scaffolding to progress the works without the risk of damaging the sheds. There would also need to be consideration of whether this cost would be covered by LTC or LDAL.

Cllr Pearce proposed approval of the tree removal and the costs per the received quotes; seconded by Cllr Youngman; all in favour.

Scheduling the removal of the trees would be dependent on liaison with the plot holder who owns the sheds. Officers would liaise with the Chair of LDAL and the relevant plot holder to clarify if they wished to keep the shed, potentially the sheds could be removed and replaced as opposed to installing scaffolding, as it would be a more cost-effective option.

If the information and relevant quotes have been received in time it would sent to the next Assets, Inclusion and Development (AID) meeting, where there would also be a resolution on who would cover the costs.

# **Lowestoft Town Council**

## **Allotments Sub-Committee**

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

**Wednesday 20 August 2025 10:30**

**18 To review the updated tenancy agreement of the Lowestoft and District Allotments Ltd (some aspects may be confidential)**

This item would be discussed in confidential session.

**19 To receive an update on the trial installation of a defibrillator for allotments users and members of the public**

The Facilities and Contracts Manager had suggested the Kirkley Cemetery car park be considered to site the defibrillator, which would require landowner permission but would allow the defibrillator to be accessible to plot holders and members of the public. Another location had been identified further along the allotment site down London Road South, but it would not be as accessible or visible in an emergency situation.

The Chair of LDAL raised the issue of fencing to deter muntjacs. Officers confirmed the Site Representative would need to ensure the relevant sites were cleared to allow the works to proceed, in which case the Facilities and Contracts Manager anticipated the installation should be able to commence in October 2025.

Cllr Pearce requested item 17 be revisited to note that if the information does go to AID and the costs are confirmed to be low, then it be suggested to the Committee that the costs be shared between the LTC and LDAL.

**20 To consider any capital/legacy requirements on Town Council owned allotments sites**

The Chair of LDAL was asked to confirm if any capital or legacy works were required and requested any capital issues be sent to the office so that it could be individually itemised on the agenda.

The Chair of LDAL noted they were seeking grant funding for more equipment, such as hedge trimmers and a metal container, and raised beds for disabled use. The fencing to deter muntjac deer was considered capital work and they would not be able to secure grant funding for this, but a maximum budget had already been set by LTC and the next steps had been confirmed to clear the sites ready for installation.

It was noted that LDAL could return to LTC for further assistance depending on the outcome of their grant applications.

The Chair of LDAL informed the Sub-Committee that they may need a table for one of their members for work and queried if there could be assistance from LTC in procuring this. The Sub-Committee noted a separate budget of £1,000 had been set for LDAL to use for administrative support and would be ideal to procure a tablet. As the budget was already approved it was requested the Chair of LDAL liaise further with the office.

**21 Date of next meeting**

Wednesday 15 October 10:30

**22 Items for the next agenda and close**

No items were requested for the next agenda.

**23 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 – As the Chair of LDAL would need to leave the meeting for the

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**Allotments Sub-Committee**

**Hamilton House, Battery Green Road, Lowestoft, NR32 1DE**  
**Wednesday 20 August 2025 10:30**

confidential update and the meeting would no longer be quorate, a confidential update would be provided to the remaining members but no decisions would be made. Cllr Pearce proposed the meeting be closed to the public and a confidential update be received; seconded by Cllr Youngman; all in favour.

*The Chair closed the meeting to the public and moved into confidential session at 10:55*

*The Chair of LDAL left the meeting at 10:55*

**18 To review the updated tenancy agreement of the Lowestoft and District Allotments Ltd (some aspects may be confidential)**

A confidential update was provided to remaining members on the updated tenancy agreement of the Lowestoft and District Allotments Ltd. The Sub-Committee was not required to formally approve or amend the tenancy agreement as it is a legal document between LDAL and allotment plot holders. The Sub-Committee agreed to forward the document to AID to receive comments.

*The Chair closed the meeting at 11:03*

Signed: .....

15 October 2025

**Lowestoft Town Council**  
**Community Safety Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, NR32 1DE**  
**Wednesday 20 August 2025 13:00**

**MINUTES**

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

**In attendance:** Sarah Foote (Town Clerk, via the webinar) 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 Connor Blowers and Nick Webb with reasons provided. Cllr Pearce proposed approval; seconded by Cllr Rappensberger; all in favour.

Cllrs Neil Coleby and John Pitts were 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 from Councillors on items on the agenda – Cllr Pearce declared he was the Chair of 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 18 June 2025**

Cllr Rappensberger proposed approval; seconded by Cllr Pearce; 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 appoint the Deputy Chair of the Community Safety Sub-Committee**

Cllr Pearce nominated Cllr Youngman who accepted the nomination; seconded by Cllr Rappensberger; all in favour.

**20 Finance**

20.1 To review any expenditure by this sub-committee from its delegated budget – It was requested the individual budget tab delegated to the Sub-Committee be provided at its future meetings.

**21 To review and understand how to address all responsibilities delegated to this Sub-Committee under its Terms of Reference**

An update would be provided on Martyn's Law pending further meetings to discuss the legislation, its impact and the requirements of the Town Council.

An item was requested for the next agenda to consider the health emergency declaration, with the document attached as a briefing paper, and what the Sub-Committee could do to implement the policy. The Sports Development Officer was asked to provide comments on the document.

**Lowestoft Town Council**  
**Community Safety Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, NR32 1DE**  
**Wednesday 20 August 2025 13:00**

The Sub-Committee annually considered the installation of defibrillators and an item was requested on the next agenda to review the defibrillator policy.

Cllr Pearce proposed an update be provided at a later meeting on Martyn's Law and the two items on the health emergency declaration and defibrillator policy be added to the next agenda as requested; seconded by Cllr Youngman; all in favour.

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

- 22.1 To note the vandalism and crime record of Town Council assets and consider which sites to prioritise – The Finance Manager was asked to extract the costs to repair, replace and make good on vandalism with a collated figure for this year and last year to be provided.

The Town Clerk informed the Sub-Committee that repair works tended to be undertaken in house, therefore often the cost was time taken from the Grounds Maintenance Team's regular schedule of works.

Where repair work was undertaken internally and there was no external cost, a log would be kept of the hours taken for repair and replacement in order to provide an overview of the accumulative hours, with an average wage to be used as a cost equivalent.

**23 Defibrillators**

- 23.1 To consider replacement of defibrillator for Clarkes Lane – The defibrillator had been deployed but never returned, this has been investigated by the police who contacted the patient who was attended to, but they have not been able to recover the defibrillator. The casing had not been damaged so only the defibrillator would need to be replaced. Cllr Pearce proposed to approve the replacement of the defibrillator; seconded by Cllr Rappensberger; all in favour.
- 23.2 To review the installation of defibrillators and agree any additional sites – The sites identified in 2024-2025 have been delivered. An item was requested for the next agenda to consider the 2025-2026 priority sites, with a request to the Sports Development Officer to comment on any areas with physical activity that would benefit from a defibrillator installation.

**24 Vehicle Activated Signs**

- 24.1 To consider the Town Council's position on purchase and operation of vehicle activated signs – A Local Council has the power to install and operate vehicle activated signs, subject to approval from Suffolk Highways on location, they can only be in a 30-mph speed limit and sited there for 28 days before it needs to move to another location. The Town Council had previously considered this and work had been undertaken to identify potential sites with a £10,000 budget set aside for the project funding. Officers were seeking a steer from the Sub-Committee as to whether this project was still a priority and to progress. The Grounds Maintenance Team would be able to manage the operation of the signs.

Cllr Pearce proposed to in principle continue with the project and have an extraordinary meeting in September to consider the sites that had been previously identified, with the actions and recommendations from the meeting to inform the budget requirements; seconded by Cllr Rappensberger; all in favour.

- 24.2 To consider financing of vehicle activated signs – This item was resolved under item 24.1.

**25 CCTV**

- 25.1 To receive an update on improvements to existing CCTV provision on Town Council land – The Town Clerk confirmed, after discussions with East Suffolk Council, that all locations with existing CCTV would be improved and fully operational by the end of September. Further details on the

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**Community Safety Sub-Committee**  
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improvement of CCTV provision, the relevant legal work and consideration of contracts would be provided in confidential session.

- 25.2 To consider any legal and licensing matters relating to the above (some aspects may be confidential) – This item would be discussed in confidential session.
- 25.3 To consider any supplementary CCTV provision (confidential) – This item would be discussed in confidential session.

**26 Date of next meeting**

Wednesday 15 October 13:00

**27 Items for the next agenda and close**

It was requested the extraordinary meeting have a copy of the budget tab to consider the Community Safety budget recommendations for 2026-2027.

**28 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 Rappensberger proposed the meeting be moved into confidential session; seconded by Cllr Youngman; all in favour.

*The Chair closed the meeting to the public and moved into confidential session at 13:44*

- 25.1 To receive an update on improvements to existing CCTV provision on Town Council land
- 25.2 To consider any legal and licensing matters relating to the above (some aspects may be confidential)

Further information was provided concerning existing CCTV provision. Cllr Pearce made a confidential proposal; seconded by Cllr Rappensberger; all in favour.

*Cllr Youngman left the chamber at 13:56*

- 25.3 To consider any supplementary CCTV provision (confidential)
- There was a discussion on options for supplementary CCTV provision and it was agreed to have costs for potential sites provided at the extraordinary meeting.

*The Chair closed the meeting at 14:24*

Signed: .....

15 October 2025