

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

MINUTES

Present: Cllrs Wendy Brooks, Neil Coleby, Jen Jones, Andy Pearce, Bernie Rappensberger (Chair), Nick Webb (Deputy Chair) and Elise Youngman

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

38 Welcome

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

39 To receive and consider approval of apologies for absence

Apologies were received from Cllrs John Murray and John Pitts with reasons provided. Cllr Youngman proposed approval; seconded by Cllr Jones; all in favour.
Cllr Deborah Ray was absent with no apologies received.

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 – Cllrs Pearce and Rappensberger declared they were the sponsoring Councillors for the Freedom of the Town applications but were not pre-determined.

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

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

Cllr Pearce proposed approval of the draft minutes; seconded by Cllr Jones; six votes in favour and one abstention.

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

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

There was no update to provide on expenditure.

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 – The draft minutes were received and noted.

45 Allotments:

45.1 To receive and note the draft minutes of the Allotments Sub-Committee meeting on 20 August 2025 – The draft minutes were received and noted.

45.2 To review the updated Tenancy Agreement of Lowestoft and District Allotments Ltd (some aspects may be confidential) – As the landlord, Lowestoft Town Council would review the agreement to ensure it was compliant to national regulations, and its adherence had been confirmed by the lawyers.

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Cllr Youngman proposed approval; seconded by Cllr Pearce who declared he was the LTC rep on LDAL and confirmed enforcement and maintenance of allotment plots was upheld by LDAL to its tenants; all in favour.

46 Community Safety:

- 46.1 To receive and note the draft minutes of the Community Safety Sub-Committee meeting on 20 August 2025 – The draft minutes were received and noted.

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

The new bins would be installed in: Normanston Park, Stoven Close, Thirlmere Walk, Rosedale Park and Clarkes Lane, with the remainder to be used as spares to replace damaged bins.

It was queried if the specified maximum included installation costs. Officers confirmed the budget was for the bins and delivery and any installation would be an additional cost, though where possible the Grounds Maintenance Team would install the bins in existing hard standing surfaces.

Cllr Jones proposed to approve the purchase within the specified maximum budget; Cllr Pearce requested an amendment to allocate the purchase as committed expenditure from the Parks Capital budget, Cllr Jones accepted the amended and Cllr Pearce seconded the proposal; all in favour.

48 Toilets

- 48.1 To consider the possibility of reinstating of the Belle Vue Park toilets – At a recent site visit it was noted that Belle Vue Park, whilst being popular with residents, had no public conveniences. Cllr Pearce proposed to approve this in principle and requested officers prepare a feasibility paper on the reinstatement of the toilets and, if deemed feasible, to include information from East Suffolk Council's Heritage Officer on any requirements related to the park's Grade II listing; seconded by Cllr Coleby; all in favour.
- 48.2 To consider the future of the public toilets on Kirkley Cliff Road (some aspects may be confidential) – Cllr Rappensberger proposed this item be considered at the next meeting with an options paper to be submitted by officers detailing the issues with the site and the associated costs; seconded by Cllr Pearce; all in favour.

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

Concerns were expressed over the cost of the item, which was damaged, and a suggestion was made to not proceed with the purchase. An alternative suggestion was made to make an in-principle recommendation to Full Council and acquire further information on the piece, with an independent opinion to be sought on the rarity and heritage value of the piece. It was noted that the Town Council had a budget and reserve specifically for the Lowestoft Collection.

Cllr Pearce proposed the discussion be moved into confidential session; seconded by Cllr Webb; all in favour.

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

It was agreed to move this item into confidential session as the individuals to be considered were not aware of their nomination.

51 Date of next meeting

Monday 6 October 19:00

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52 Items for the next agenda and close

No items were requested for the next agenda.

53 Admissions to Meeting

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

The Chair closed the meeting to the public and moved into confidential session at 19:32

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

There was a further discussion regarding and it was requested an independent view be sought on the financial and heritage value of the piece.

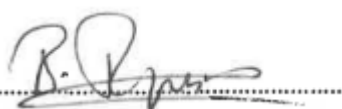
Cllr Pearce proposed the item be referred to Full Council, with the further information requested and verification from an external person; seconded by Cllr Coleby; five votes in favour and two abstentions.

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

As one of the sponsoring Councillors, Cllr Pearce spoke on the applications and the merits of those nominated for the award.

Cllr Pearce proposed to endorse the applications and make a recommendation to Full Council to confer Freedom of the Town on the nominees; seconded by Cllr Coleby; all in favour.

The Chair closed the meeting at 19:56



Signed:

6 October 2025