

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 12 May 2025

MINUTES

Present: Cllrs Robert Breakspear (Chair), Jen Jones, John Murray, John Pitts, Bernadette Rappensberger, Nick Webb (Deputy Chair) and Elise Youngman

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

194. Welcome

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

195. To receive and consider approval of apologies for absence

Apologies were received from Cllrs Wendy Brooks, Neil Coleby and Christian Newsome with reasons provided. Cllr Youngman proposed approval of apologies received; seconded by Cllr Rappensberger; all in favour.

196. Declarations of Interests and dispensations

196.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – Cllr Breakspear declared he was the Chair of Friends of Kensington Gardens.

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

197. To consider the draft minutes of the meeting on 7 April 2025

Cllr Jones proposed approval of the draft minutes; seconded by Cllr Rappensberger; all in favour.

198. 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.

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

There was no update to provide regarding expenditure.

200. Parks and Open Spaces:

200.1. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 15 April 2025 – The minutes were noted and no comments were raised.

200.2. To note the donation of a bowls gatherer from a member of the public for Kensington Gardens – Cllr Youngman proposed to accept the donation; seconded by Cllr Jones; all in favour.

201. Events and Communications:

201.1. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 23 April 2025 – The minutes were in progress at the time of the meeting.

202. Allotments:

202.1. To receive and note the draft minutes of the Extraordinary Allotments Sub-Committee

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meeting on 16 April 2025 – The minutes were noted and no comments were raised.

202.2. To consider a recommendation from the Allotments Sub-Committee to install fencing at the Wilmington and Blackheath sites to deter muntjacs – The Allotments Sub-Committee had approved the installation of fencing at the Kirkley Gardens site and the recommendation concerned the following sites:

- 26 metres of fencing for the Blackheath site (9 panels) at a cost of £423
- 158 metres of fencing for the Wilmington site (50 panels) at a cost of £2,309

The Facilities and Contracts Manager would liaise with the Chair of Lowestoft and District Allotments Ltd for site meetings to review the clearance work required by the allotment plot holders to enable access for the works. All works would be undertaken inhouse and the fencing would be a temporary measure prior to permanent works being undertaken once the site were adequately cleared.

Cllr Youngman proposed approval of the costs to commence the works; seconded by Cllr Jones; all in favour.

203. To consider a maximum budget to fund summer activities in collaboration with third parties (some aspects may be confidential)

A maximum budget of £7,500 was requested from the Sports Development budget to deliver summer activities during the school holidays. Cllr Jones proposed approval of the requested budget; seconded by Cllr Youngman; all in favour.

204. To consider an offer from a member of the public of seven Victorian framed prints of Lowestoft scenes by H. Trery to the Town Council

Queries had been raised at the previous meeting regarding the significance of the prints and a response had been received from a local historian.

Cllr Murray proposed to accept the offered prints and thank the member of the public; seconded by Cllr Rappensberger; all in favour.

205. To receive an update on the assessment of playing surfaces

Officers confirmed all play areas and surfaces were regularly inspected internally, with quarterly and annual inspections undertaken by external professionals, therefore the playing surfaces complied with the relevant health and safety standards.

The safety of the playing surfaces was raised with the company who undertook the quarterly inspections and whether further action could be taken to enhance the surfaces, and officers were awaiting a response.

It was requested the item be revisited at the next meeting once a response has been received.

206. To receive an update on the progress of renting out the Triangle Market stalls

The kiosks were currently being rented out on an ad-hoc basis when themed markets were held. There had been some interest in long-term hire, which officers were reviewing. Officers were also considering options to make the offer of renting a kiosk more attractive to potential stall holders, as the lack of a weekly market in the area, and therefore unreliable footfall, was often a concern to potential stall holders.

The Committee suggested Lowestoft Vision and the National Association of British Markets be engaged to discuss the feasibility of the markets from a business perspective.

207. To note the Cricket Club are applying to East Suffolk Council, as Licensing authority, for a Club Premises Certificate (some aspects may be confidential)

The Committee noted the application and Cllr Youngman proposed the Town Council approve

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and support the application; seconded by Cllr Webb; all in favour.

208. Date of the next meeting

The next meeting is provisionally scheduled for Monday 2 June 19:00, subject to confirmation at the Annual General Meeting.

209. Items for the next agenda and close

210. 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:

210.1. To consider any legal issues, including those above as required – There were no resolutions

The Chair closed the meeting at 19:30

Signed: _____

2 June 2025

