

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

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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

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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:

05 August 2025