

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, October 6, 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

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Sarah Foote, Town Clerk
06 October 2025

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
19:00 on Monday, October 6, 2025

AGENDA

54 Welcome

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

55 To receive and consider approval of apologies for absence

56 Declarations of Interests and dispensations

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

56.2 To consider written requests for dispensations for interests and note dispensations granted

57 To consider the draft minutes of the meeting on 1 September 2025

58 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.

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

60 Parks and Open Spaces:

60.1 To receive and note the draft minutes of the Extraordinary Parks and Open Spaces meeting on 30 September 2025

60.2 To consider any recommendations from the Parks and Open Spaces Sub-Committee on the following items:

1. Scheduling of the Clarkes Lane Play Area project
2. Options for development of the Normanston Park changing rooms

60.3 To consider the feasibility of a refreshment kiosk for Fen Park

Lowestoft Town Council
Assets, Inclusion and Development Committee

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

19:00 on Monday, October 6, 2025

60.4 To consider options and a maximum budget for adult gym equipment in Fen Park

#budget

61 Events and Communications:

61.1 To consider a recommendation from the Events and Communications Sub-Committee for a budget to hold a Santa Dash event in December

The Sub-Committee were in agreement for the funding to be allocated from the Events budget

#budget

62 Toilets

62.1 To receive a report on the feasibility of reinstating the Belle Vue Park toilets and consider options (some aspects may be confidential)

62.2 To receive a report on the Kirkley Cliff Road toilets and consider options (some aspects may be confidential)

63 To consider recommendations for the 2026-2027 budget

#budget

64 To receive feedback on the various summer sport events hosted in Town Council parks

65 To consider a recommendation to Full Council on whether to install a sculpture in Ness Park

The Committee had previously considered this item in April 2025 with no conclusive agreement, and it had been requested for the item to be delayed for six months.

66 Date of next meeting and reports

Monday 3 November 19:00

67 Items for the next agenda and close

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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Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 1 September 2025 19:00

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

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

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

Annual Budget - By Committee (Actual YTD Month 6)

Note: 30th September 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Assets, Inclusion, Development</u>										
<u>120</u>	<u>Capital Works</u>									
5105	Capital Investment	0	13,230	0	0	0	0	0	0	0
	Overhead Expenditure	0	13,230	0	0	0	0	0	0	0
6000	plus Transfer from EMR	0	13,230	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
<u>150</u>	<u>Office Accommodation</u>									
1200	Room and Land Hire Income	0	80	0	160	0	0	0	0	0
	Total Income	0	80	0	160	0	0	0	0	0
4160	Parking	1,500	438	1,545	346	0	0	0	0	0
4300	Business Rates	9,956	9,980	10,266	9,980	0	0	0	0	0
4305	BID Levy	350	350	350	350	0	0	0	0	0
4340	Furniture & Equipment	8,941	12,023	9,210	3,969	0	0	0	0	0
4710	IT Service Charge	19,000	26,293	30,000	20,784	0	0	0	0	0
4715	Hamilton House Loan Repayment	13,430	13,430	13,834	6,715	0	0	0	0	0
4720	Premises Rent	14,700	15,435	15,141	7,718	0	0	0	0	0
4725	Premises Service Charge	34,248	29,479	35,275	13,094	0	0	0	0	0
5020	Project Expenditure	0	147	0	0	0	0	0	0	0
	Overhead Expenditure	102,125	107,574	115,621	62,954	0	0	0	0	0
	Movement to/(from) Gen Reserve	(102,125)	(107,494)	(115,621)	(62,794)	0		0		
<u>160</u>	<u>Town Hall</u>									
1091	Town Hall Grant	144,717	1,456,147	0	879,225	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: 30th September 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		144,717	1,456,147	0	879,225	0	0	0	0	0
4305	BID Levy	1,325	1,286	1,365	1,286	0	0	0	0	0
4365	Utilities	7,983	-9,821	8,223	946	0	0	0	0	0
5000	Repairs & Maintenance	10,000	0	0	0	0	0	0	0	0
5020	Project Expenditure	0	651,859	0	1,472,037	0	0	0	0	0
9980	DMO Repayments	0	0	82,683	0	0	0	0	0	0
Overhead Expenditure		19,308	643,324	92,271	1,474,269	0	0	0	0	0
Movement to/(from) Gen Reserve		125,409	812,823	(92,271)	(595,044)	0		0		
170	<u>Workshop</u>									
4095	Insurance	0	0	0	274	0	0	0	0	0
4300	Business Rates	7,610	7,610	7,610	7,610	0	0	0	0	0
4340	Furniture & Equipment	0	0	2,500	180	0	0	0	0	0
4365	Utilities	6,000	4,438	6,000	1,376	0	0	0	0	0
4720	Premises Rent	20,500	20,214	24,000	10,250	0	0	0	0	0
4725	Premises Service Charge	0	3,563	0	901	0	0	0	0	0
Overhead Expenditure		34,110	35,824	40,110	20,590	0	0	0	0	0
Movement to/(from) Gen Reserve		(34,110)	(35,824)	(40,110)	(20,590)	0		0		
180	<u>Waterways and Ponds</u>									
5000	Repairs & Maintenance	40,800	5,698	9,150	2,189	0	0	0	0	0
Overhead Expenditure		40,800	5,698	9,150	2,189	0	0	0	0	0
Movement to/(from) Gen Reserve		(40,800)	(5,698)	(9,150)	(2,189)	0		0		
350	<u>Marina Theatre</u>									

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Annual Budget - By Committee (Actual YTD Month 6)

Note: 30th September 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1092	Marina Theatre Grant	0	1,012,500	0	762,500	0	0	0	0	0
1211	Loan Repayment	0	0	10,000	10,000	0	0	0	0	0
Total Income		0	1,012,500	10,000	772,500	0	0	0	0	0
4315	Cleaning	4,562	2,648	0	0	0	0	0	0	0
4505	Marina Theatre Management Fee	150,000	150,000	150,000	150,000	0	0	0	0	0
5000	Repairs & Maintenance	27,939	39,037	28,778	0	0	0	0	0	0
5020	Project Expenditure	0	785,012	244,000	1,509,311	0	0	0	0	0
Overhead Expenditure		182,501	976,697	422,778	1,659,311	0	0	0	0	0
350 Net Income over Expenditure		-182,501	35,803	-412,778	-886,811	0	0	0	0	0
6000	plus Transfer from EMR	0	7,508	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(182,501)	43,311	(412,778)	(886,811)	0		0		
355	<u>Box Office Building</u>									
1000	Property Lettings - Exempt	20,000	20,000	20,000	0	0	0	0	0	0
Total Income		20,000	20,000	20,000	0	0	0	0	0	0
9980	DMO Repayments	13,406	13,406	13,167	6,613	0	0	0	0	0
Overhead Expenditure		13,406	13,406	13,167	6,613	0	0	0	0	0
Movement to/(from) Gen Reserve		6,594	6,594	6,833	(6,613)	0		0		
410	<u>Great Eastern Linear Park</u>									
4625	GELP Railway Rent	24	0	25	0	0	0	0	0	0
Overhead Expenditure		24	0	25	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(24)	0	(25)	0	0		0		

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Annual Budget - By Committee (Actual YTD Month 6)

Note: 30th September 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
500	Public Conveniences									
4315	Cleaning	8,718	15,348	9,480	2,113	0	0	0	0	0
4355	Refurbishment	70,000	77,743	0	0	0	0	0	0	0
4365	Utilities	6,000	3,463	4,000	2,061	0	0	0	0	0
5105	Capital Investment	0	200	0	0	0	0	0	0	0
	Overhead Expenditure	84,718	96,755	13,480	4,174	0	0	0	0	0
6000	plus Transfer from EMR	0	77,943	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(84,718)</u>	<u>(18,811)</u>	<u>(13,480)</u>	<u>(4,174)</u>	<u>0</u>		<u>0</u>		
505	<u>The Triangle Market</u>									
1020	Market Income	0	605	0	241	0	0	0	0	0
	Total Income	0	605	0	241	0	0	0	0	0
4355	Refurbishment	0	0	0	12,938	0	0	0	0	0
4365	Utilities	5,356	7,789	5,517	3,414	0	0	0	0	0
4465	Events	0	3,932	6,000	1,859	0	0	0	0	0
5000	Repairs & Maintenance	5,000	12,891	5,000	1,489	0	0	0	0	0
5105	Capital Investment	0	250	0	0	0	0	0	0	0
	Overhead Expenditure	10,356	24,861	16,517	19,701	0	0	0	0	0
	505 Net Income over Expenditure	-10,356	-24,256	-16,517	-19,460	0	0	0	0	0
6000	plus Transfer from EMR	0	10,420	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(10,356)</u>	<u>(13,836)</u>	<u>(16,517)</u>	<u>(19,460)</u>	<u>0</u>		<u>0</u>		
510	<u>Links Road Car Park</u>									
1200	Room and Land Hire Income	0	2,180	0	280	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: 30th September 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		0	2,180	0	280	0	0	0	0	0
4300	Business Rates	2,185	2,121	2,251	2,121	0	0	0	0	0
Overhead Expenditure		2,185	2,121	2,251	2,121	0	0	0	0	0
Movement to/(from) Gen Reserve		(2,185)	59	(2,251)	(1,841)	0		0		
515	<u>Whitton Estate Meeting Hall</u>									
1200	Room and Land Hire Income	0	2,786	0	2,119	0	0	0	0	0
Total Income		0	2,786	0	2,119	0	0	0	0	0
Movement to/(from) Gen Reserve		0	2,786	0	2,119	0		0		
555	<u>Community Halls</u>									
1000	Property Lettings - Exempt	1,000	1,000	1,000	0	0	0	0	0	0
Total Income		1,000	1,000	1,000	0	0	0	0	0	0
4115	Professional Fees and Subscrip	0	910	0	0	0	0	0	0	0
4155	Compliance	679	1,046	500	44	0	0	0	0	0
4300	Business Rates	0	1,758	0	2,197	0	0	0	0	0
4315	Cleaning	5,784	1,928	612	174	0	0	0	0	0
4365	Utilities	2,498	1,359	2,000	75	0	0	0	0	0
5000	Repairs & Maintenance	5,150	2,359	5,305	2,417	0	0	0	0	0
Overhead Expenditure		14,111	9,359	8,417	4,907	0	0	0	0	0
Movement to/(from) Gen Reserve		(13,111)	(8,359)	(7,417)	(4,907)	0		0		

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Annual Budget - By Committee (Actual YTD Month 6)

Note: 30th September 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Assets, Inclusion, Development - Income		165,717	2,495,298	31,000	1,654,524	0	0	0	0	0
Expenditure		503,644	1,928,848	733,787	3,256,829	0	0	0	0	0
Net Income over Expenditure		<u>-337,927</u>	<u>566,450</u>	<u>-702,787</u>	<u>-1,602,304</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR		0	109,101	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(337,927)</u>	<u>675,551</u>	<u>(702,787)</u>	<u>(1,602,304)</u>	<u>0</u>		<u>0</u>		
<u>Parks and Open Spaces</u>										
<u>401</u>	<u>Parks and Open Spaces</u>									
1200	Room and Land Hire Income	0	3,464	0	0	0	0	0	0	0
Total Income		<u>0</u>	<u>3,464</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5000	Repairs & Maintenance	25,750	14,113	26,523	12,082	0	0	0	0	0
5030	Parks Development	0	2,120	0	0	0	0	0	0	0
5105	Capital Investment	45,000	38,762	46,350	24,551	0	0	0	0	0
Overhead Expenditure		<u>70,750</u>	<u>54,995</u>	<u>72,873</u>	<u>36,632</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
401 Net Income over Expenditure		<u>-70,750</u>	<u>-51,531</u>	<u>-72,873</u>	<u>-36,632</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	2,120	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(70,750)</u>	<u>(49,411)</u>	<u>(72,873)</u>	<u>(36,632)</u>	<u>0</u>		<u>0</u>		
<u>425</u>	<u>Sparrows Nest</u>									
1000	Property Lettings - Exempt	25,200	25,900	25,900	12,950	0	0	0	0	0
1205	Memorial Benches	0	325	0	82	0	0	0	0	0
Total Income		<u>25,200</u>	<u>26,225</u>	<u>25,900</u>	<u>13,032</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

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Annual Budget - By Committee (Actual YTD Month 6)

Note: 30th September 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4300	Business Rates	1,068	1,035	1,068	1,035	0	0	0	0	0
4365	Utilities	13,905	5,311	14,323	2,936	0	0	0	0	0
5000	Repairs & Maintenance	0	4,000	0	0	0	0	0	0	0
5031	Memorial Bench	0	0	0	57	0	0	0	0	0
5100	Capital Repairs	100,000	0	0	0	0	0	0	0	0
5105	Capital Investment	0	36,550	0	0	0	0	0	0	0
	Overhead Expenditure	114,973	46,896	15,391	4,029	0	0	0	0	0
	425 Net Income over Expenditure	-89,773	-20,671	10,509	9,003	0	0	0	0	0
6000	plus Transfer from EMR	0	36,550	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(89,773)</u>	<u>15,879</u>	<u>10,509</u>	<u>9,003</u>	<u>0</u>		<u>0</u>		
430	Belle Vue Park									
1000	Property Lettings - Exempt	2,771	1,599	0	0	0	0	0	0	0
	Total Income	2,771	1,599	0	0	0	0	0	0	0
4301	Council Tax	0	61	0	1,798	0	0	0	0	0
5000	Repairs & Maintenance	10,849	0	0	2,172	0	0	0	0	0
5030	Parks Development	0	3,566	0	0	0	0	0	0	0
	Overhead Expenditure	10,849	3,626	0	3,970	0	0	0	0	0
	430 Net Income over Expenditure	-8,078	-2,028	0	-3,970	0	0	0	0	0
6000	plus Transfer from EMR	0	3,076	0	2,172	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(8,078)</u>	<u>1,048</u>	<u>0</u>	<u>(1,798)</u>	<u>0</u>		<u>0</u>		
435	Denes Oval									
1085	Donations	0	8,000	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: 30th September 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1090	Grants	0	15,635	0	0	0	0	0	0	0
1200	Room and Land Hire Income	0	708	0	265	0	0	0	0	0
Total Income		0	24,343	0	265	0	0	0	0	0
4365	Utilities	7,500	12,030	10,722	6,371	0	0	0	0	0
5105	Capital Investment	0	37,691	0	41,936	0	0	0	0	0
Overhead Expenditure		7,500	49,720	10,722	48,307	0	0	0	0	0
Movement to/(from) Gen Reserve		(7,500)	(25,377)	(10,722)	(48,042)	0		0		
440	<u>Normanston Park</u>									
1000	Property Lettings - Exempt	6,250	6,250	6,250	0	0	0	0	0	0
1090	Grants	0	3,900	0	0	0	0	0	0	0
1200	Room and Land Hire Income	0	115	0	-222	0	0	0	0	0
1205	Memorial Benches	0	0	0	1,485	0	0	0	0	0
1210	Recharges	0	7,783	0	0	0	0	0	0	0
Total Income		6,250	18,048	6,250	1,263	0	0	0	0	0
4365	Utilities	6,180	10,301	5,386	1,203	0	0	0	0	0
5031	Memorial Bench	0	0	0	2,769	0	0	0	0	0
5105	Capital Investment	85,000	65,730	0	4,652	0	0	0	0	0
Overhead Expenditure		91,180	76,031	5,386	8,624	0	0	0	0	0
440 Net Income over Expenditure		-84,930	-57,984	864	-7,361	0	0	0	0	0
6000	plus Transfer from EMR	0	5,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(84,930)	(52,984)	864	(7,361)	0		0		
445	<u>Kensington Garden Park</u>									

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: 30th September 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1000	Property Lettings - Exempt	3,145	3,100	3,145	0	0	0	0	0	0
1090	Grants	0	9,831	0	0	0	0	0	0	0
1205	Memorial Benches	0	325	0	1,584	0	0	0	0	0
1300	Capital Works	0	0	0	0	0	0	0	0	0
Total Income		3,145	13,256	3,145	1,584	0	0	0	0	0
4365	Utilities	10,000	5,207	3,506	3,823	0	0	0	0	0
5105	Capital Investment	0	10,848	0	1,018	0	0	0	0	0
Overhead Expenditure		10,000	16,055	3,506	4,840	0	0	0	0	0
Movement to/(from) Gen Reserve		(6,855)	(2,800)	(361)	(3,257)	0		0		
450	Kirkley Fen Park									
4365	Utilities	5,000	142	5,150	37	0	0	0	0	0
Overhead Expenditure		5,000	142	5,150	37	0	0	0	0	0
Movement to/(from) Gen Reserve		(5,000)	(142)	(5,150)	(37)	0		0		
482	Play Areas - General									
4155	Compliance	6,665	7,493	8,000	2,728	0	1,539	0	0	0
4200	EMR Contribution	25,000	12,454	25,000	0	0	0	0	0	0
4355	Refurbishment	130,000	89,505	0	0	0	0	0	0	0
4485	Sports and Development	0	0	20,000	8,596	0	0	0	0	0
5000	Repairs & Maintenance	30,000	4,847	15,000	1,073	0	0	0	0	0
Overhead Expenditure		191,665	114,299	68,000	12,398	0	1,539	0	0	0
6000	plus Transfer from EMR	0	89,505	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(191,665)	(24,794)	(68,000)	(12,398)	0		0		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: 30th September 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
655	Trees & Horticulture									
4365	Utilities	1,000	33	0	0	0	0	0	0	0
6515	Bulbs	7,500	4,176	10,000	258	0	0	0	0	0
6520	Mulching	0	137	0	0	0	0	0	0	0
	Overhead Expenditure	8,500	4,346	10,000	258	0	0	0	0	0
	Movement to/(from) Gen Reserve	(8,500)	(4,346)	(10,000)	(258)	0		0		
	Parks and Open Spaces - Income	37,366	86,934	35,295	16,144	0	0	0	0	0
	Expenditure	510,417	366,111	191,028	119,095	0	1,539	0	0	0
	Net Income over Expenditure	-473,051	-279,177	-155,733	-102,951	0	-1,539	0	0	0
	plus Transfer from EMR	0	136,250	0	2,172	0	0	0	0	0
	Movement to/(from) Gen Reserve	(473,051)	(142,927)	(155,733)	(100,779)	0		0		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: 30th September 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Community Safety</u>										
600	<u>Community Safety</u>									
5055	Defibrillators	10,300	4,769	5,000	0	0	0	0	0	0
5060	Community Safety	0	910	1,000	0	0	0	0	0	0
6505	CCTV	0	0	20,000	0	0	0	0	0	0
	Overhead Expenditure	10,300	5,679	26,000	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(10,300)	(5,679)	(26,000)	0	0		0		
	Community Safety - Income	0	0	0	0	0	0	0	0	0
	Expenditure	10,300	5,679	26,000	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(10,300)	(5,679)	(26,000)	0	0		0		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: 30th September 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Events and Communications</u>										
<u>200</u>	<u>Art, Civic and Heritage</u>									
1000	Property Lettings - Exempt	0	25,665	0	0	0	0	0	0	0
	Total Income	0	25,665	0	0	0	0	0	0	0
4140	Civic & Ceremonial	2,400	2,440	2,400	1,200	0	0	0	0	0
4143	Arts and Heritage	30,000	24,759	30,000	4,893	0	0	0	0	0
4150	Travel Expenses	1,000	7	1,000	746	0	0	0	0	0
	Overhead Expenditure	33,400	27,206	33,400	6,840	0	0	0	0	0
	Movement to/(from) Gen Reserve	(33,400)	(1,542)	(33,400)	(6,840)	0		0		
<u>300</u>	<u>Events & Communications</u>									
1085	Donations	0	500	0	0	0	0	0	0	0
1090	Grants	0	1,351	0	0	0	0	0	0	0
1105	Event Income	0	0	0	11,717	0	0	0	0	0
	Total Income	0	1,851	0	11,717	0	0	0	0	0
4100	Community Engagement	21,462	12,861	21,506	7,643	0	0	0	0	0
4101	Sponsorship	23,000	22,500	33,380	26,795	0	0	0	0	0
4450	Grants	65,000	46,051	50,000	41,133	0	957	0	0	0
4451	Social and Food Relief	0	0	25,000	2,000	0	0	0	0	0
4465	Events	15,000	8,029	15,450	16,613	0	0	0	0	0
4480	Major Events	58,599	42,063	65,540	39,706	0	1	0	0	0
	Overhead Expenditure	183,061	131,504	210,876	133,891	0	959	0	0	0
	300 Net Income over Expenditure	-183,061	-129,654	-210,876	-122,174	0	-959	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: 30th September 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	96	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(183,061)</u>	<u>(129,558)</u>	<u>(210,876)</u>	<u>(122,174)</u>	<u>0</u>		<u>0</u>		
320	<u>Sports</u>									
4200	EMR Contribution	0	0	0	0	0	0	25,000	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>(25,000)</u>		
	Events and Communications - Income	0	27,515	0	11,717	0	0	0	0	0
	Expenditure	216,461	158,710	244,276	140,730	0	959	25,000	0	0
	Net Income over Expenditure	<u>-216,461</u>	<u>-131,195</u>	<u>-244,276</u>	<u>-129,013</u>	<u>0</u>	<u>-959</u>	<u>-25,000</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	96	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(216,461)</u>	<u>(131,099)</u>	<u>(244,276)</u>	<u>(129,013)</u>	<u>0</u>		<u>(25,000)</u>		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: 30th September 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Allotments</u>										
400	Allotments									
1100	Allotment Income	601	601	620	0	0	0	0	0	0
	Total Income	601	601	620	0	0	0	0	0	0
4600	Administration Fee - Allotment	1,812	1,812	1,867	0	0	0	0	0	0
4601	Allotment Maintenance	16,030	2,316	16,511	0	0	0	0	0	0
	Overhead Expenditure	17,842	4,128	18,378	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(17,241)	(3,527)	(17,758)	0	0		0		
	Allotments - Income	601	601	620	0	0	0	0	0	0
	Expenditure	17,842	4,128	18,378	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(17,241)	(3,527)	(17,758)	0	0		0		
	Total Budget Income	203,684	2,610,348	66,915	1,682,385	0	0	0	0	0
	Expenditure	1,258,664	2,463,476	1,213,469	3,516,654	0	2,498	25,000	0	0
	Movement to/(from) Gen Reserve	(1,054,980)	146,872	(1,146,554)	(1,834,269)	0		(25,000)		
	plus Transfer from EMR	0	245,447	0	2,172	0	0	0	0	0
	Movement to/(from) Gen Reserve	(1,054,980)	392,319	(1,146,554)	(1,832,097)	0		(25,000)		

Lowestoft Town Council
Extraordinary Parks and Open Spaces Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 30 September 2025 19:00

MINUTES

Present: Cllrs John Murray, Andy Pearce and Elise Youngman (Chair)

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

52 Welcome

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

53 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Wendy Brooks, Neil Coleby, Christine Moore and John Pitts with reasons provided. Cllr Pearce proposed approval; seconded by Cllr Murray; all in favour. Cllr Bernie Rappensberger was absent with no apologies received.

54 Declarations of interests and dispensations

54.1 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 the Gunton Residents Association.

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

55 To consider the draft minutes of the meeting on 19 August 2025

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

56 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.

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

There was no update to provide on expenditure.

58 To receive the scheduled date for the installation of bicycle racks

Installation of the bicycle racks was underway. Most sites required cement to be laid for the installation with the bicycle racks to be concreted in. Groundworks have started at Sparrows Nest and Gunton Community Park.

59 To receive an update on lighting for the Normanston Park Skate Park

An organisation had been previously approached to provide a specification for lighting. Officers had not provided any steer on lighting methods and the specification received was for flood lighting. As a result, there was too much light spill on the adjacent road and Highways did not approve the plans. When officers queried the specification, the organisation explained it was the safest method to ensure clear vision in the park. The organisation had been asked to review this, but they have not returned with a revised specification.

Cllr Murray proposed in light of the report and circumstance that no further action be taken at this time, and any further action would require a new decision by the Town Council. Cllr Pearce requested an amendment that no further action be taken in relation to the current specification that was

Lowestoft Town Council
Extraordinary Parks and Open Spaces Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 30 September 2025 19:00

received, if a new specification should be received that meets the requirements then it would be considered as a new proposal with a viable option. Cllr Murray accepted the amendment and Cllr Pearce seconded the amended proposal. A vote was held with all in favour. The officers confirmed the fuseboard at Normanston Park had been upgraded for the park.

60 Five-Year Plans

- 60.1 To receive feedback from the five-year plans meeting on 11 September 2025 – The meeting notes were received and another meeting would be scheduled in October to review the spreadsheet and identify priorities, these priorities would be received by the end of November 2025 to inform recommendations for the 2026-2027 budget.
- 60.2 To consider recommendations for the 2026-2027 budget – Whilst the majority of recommendations would be covered by the Five-Year Plans, a paper had been received from officers on general repair and maintenance works in the parks. Cllr Pearce proposed the Budget and Loan Sub-Committee be asked to accommodate the recommended repair and maintenance works in parks for 2026-2027, with the overall costing of the works to be confirmed to the Sub-Committee; seconded by Cllr Youngman; all in favour.
- 60.3 To consider the scheduling of the Clarkes Lane Play Area project – It was noted the project would not be deliverable in one year, in part due to the creation of a car park and other complementary amenities in addition to the play area.

Initial thoughts were to prioritise the carpark first as it was essential to make the play area accessible and officers confirmed the carpark plans had been positively received by East Suffolk Planning. Officers also suggested the play area not be progressed in the next year.

Cllr Pearce proposed the item be sent to Full Council with no recommendation, instead a request to set a policy steer on whether to proceed with the project and to set the development timescale, in the meantime officers would contact potential funders to ascertain if they would be willing to consider funding, and what percentage, and confirm the match-funding element.

A query was raised on whether the carpark and play area could be developed simultaneously and funding could then be sought for the carpark. The issue of developing the carpark first could be local residents using it as a general amenity and therefore there could be resistance to the carpark being reserved for users of the play area.

Cllr Pearce amended his proposal for officers to speak with a known Project Manager for guidance on how to approach funding enquiries and speak with relevant officers at East Suffolk Councils on enforcement options for the carpark, with the project to be forwarded to the Assets, Inclusion and Development Committee, to make an onward recommendation to Full Council, on whether to proceed with the project and determine its schedule; seconded by Cllr Murray; all in favour.

61 To consider a recommendation on options for development of the Normanston Park changing rooms

A fourth option had been presented to demolish the existing changing room building and install modular container-style changing rooms. The Sub-Committee agreed this would allow capacity to be increased incrementally and would be a more cost-efficient approach. The other options limited the development to the footprint of the existing changing rooms building.

Cllr Pearce proposed a recommendation be made to the Assets, Inclusion and Development Committee to select Option D on the basis of the figure specified in the paper for four team containers

Lowestoft Town Council
Extraordinary Parks and Open Spaces Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 30 September 2025 19:00

and one referee container as the initial capacity, noting capacity could be increased incrementally in the future.

Concerns were raised on the lack of showers and whether the current toilet provision on the site would be sufficient. The Sub-Committee noted funds were in place to renovate the existing site toilets to existing capacity, and if required mobile toilet units could be provided at sport events, furthermore, there was no demand for showers at the park's current usage, though should this change one of the units could be adjusted to be shower units.

Cllr Pearce amended his proposal to recommend Option D and seek advice from the Facilities and Contracts Manager on whether toilet and shower provision could be added, should the demand increase; seconded by Cllr Murray; all in favour.

62 Date of next meeting

Tuesday 21 October 19:00

63 Items for the next agenda and close

64 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 19:47

Signed:
21 October 2025

MEETING PAPER

Meeting: Parks and Open Spaces Sub-Committee

Date: Tuesday 30th September 2025

NON-CONFIDENTIAL

Details

Meeting Paper: Normanston Park Football Changing Rooms V2

Prepared by: Ewan, Sports Development Officer

Summary of the last meeting paper:

Option A – Refurbish existing building

- Phased refurbishment of current changing rooms.
- Fully funded by LTC.
- Estimated cost: £135,000.
- Capacity: 4 teams.

Option B – New build (same capacity)

- Construct a new building.
- Potential 50% funding support from the Football Foundation.
- LTC estimated cost: £135,000 (assuming matched funding).
- Capacity: 4 teams.

Option C – New build (increased capacity)

- Construct a new building with 6 changing rooms.
- Potential 50% funding support from the Football Foundation.
- LTC estimated cost: £350,000 (after contribution/funding).
- Capacity: 6 teams.

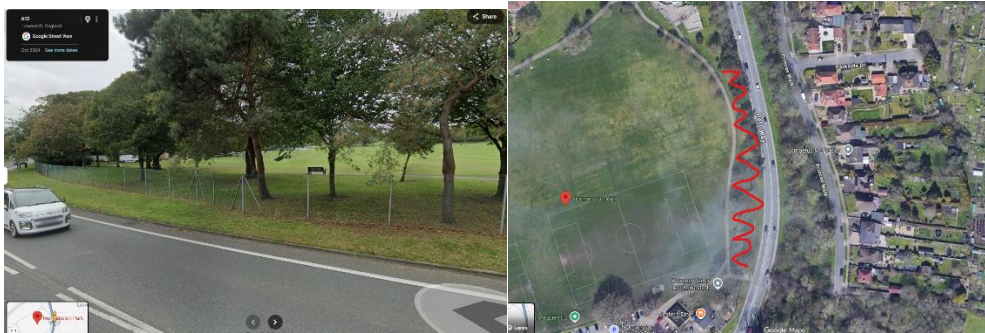
Please see below a 4th option, that myself and Mark have been working on, which we feel provides the best value for money.

Option D – Container changing rooms (“Dry Rooms”)

This option would involve demolishing the existing changing room building and instead installing modular container-style changing rooms.



These would be positioned just under the tree line alongside Petoway within the park (see area marked in red).



The units would be painted green, blending into the surroundings and barely noticeable from the roadside or within the park.

The containers have power (lights and heating) and are very easy to maintain and keep clean. They do not have showers or toilets, but public toilets are available on site. Following discussions with the Lowestoft & District League, showers are not considered essential, and in fact come with considerable costs — not just installation but also ongoing heating, water checks, and maintenance. Removing showers therefore represents a significant saving in both upfront and running costs. The league have also consulted with the teams on this matter.

With the recent fuseboard upgrade at Normanston Park, sufficient power is already available for the containers. Installation requires only four concrete pads per unit, which can either be done in-house or contracted out at relatively low cost.

- Approximate cost: **£10,000 per container**
→ **£50,000** for four team containers plus one referee container
- Capacity: **4 teams + referee** (expandable in future as demand increases)
- Benefits:

- Cost-effective compared to permanent builds
- Quick and simple to install
- Flexible — additional containers can be added as more teams come forward
- Significant aesthetic benefit from removing the existing outdated building
- Very low ongoing maintenance costs

The Lowestoft & District League have indicated strong support for Normanston Park as a future central venue for the league. They welcome the idea of scalable facilities, as containers could be added only when required (e.g. once additional teams are confirmed), rather than installing capacity that sits unused.

Currently, Normanston Park hosts four matches every Saturday afternoon (approx. 60 people using the facilities), plus two veterans' matches on Sundays. This is fully competitive grassroots football, not just friendlies. Looking ahead, for a total cost of around **£90,000**, Normanston could host **8 teams every Saturday afternoon**, with approx. 120 players and staff making use of the facilities.

In addition, removing the existing changing room building opens up opportunities to consider alternative, more attractive uses for that space in the park.

These facilities would also still be used by the Cricket Club during the summer, which would suit them well.

To answer a previous question about caveats from the Football Foundation:

On funding conditions - there are no caveats from Football Foundation grants that would restrict use of changing facilities to football only. In fact, because the Foundation's funding comes via Sport England (ultimately government funded), they encourage multi-sport use to demonstrate that investment is benefiting the wider community. What they do not want is money spent on facilities that are underused — for example, sitting idle all week and only opening for football on Saturday afternoons.

Recommendations/Decision

To consider the new option and it's feasibility.



MEETING PAPER

Subject: Feasibility of a Refreshment Kiosk in Fen Park

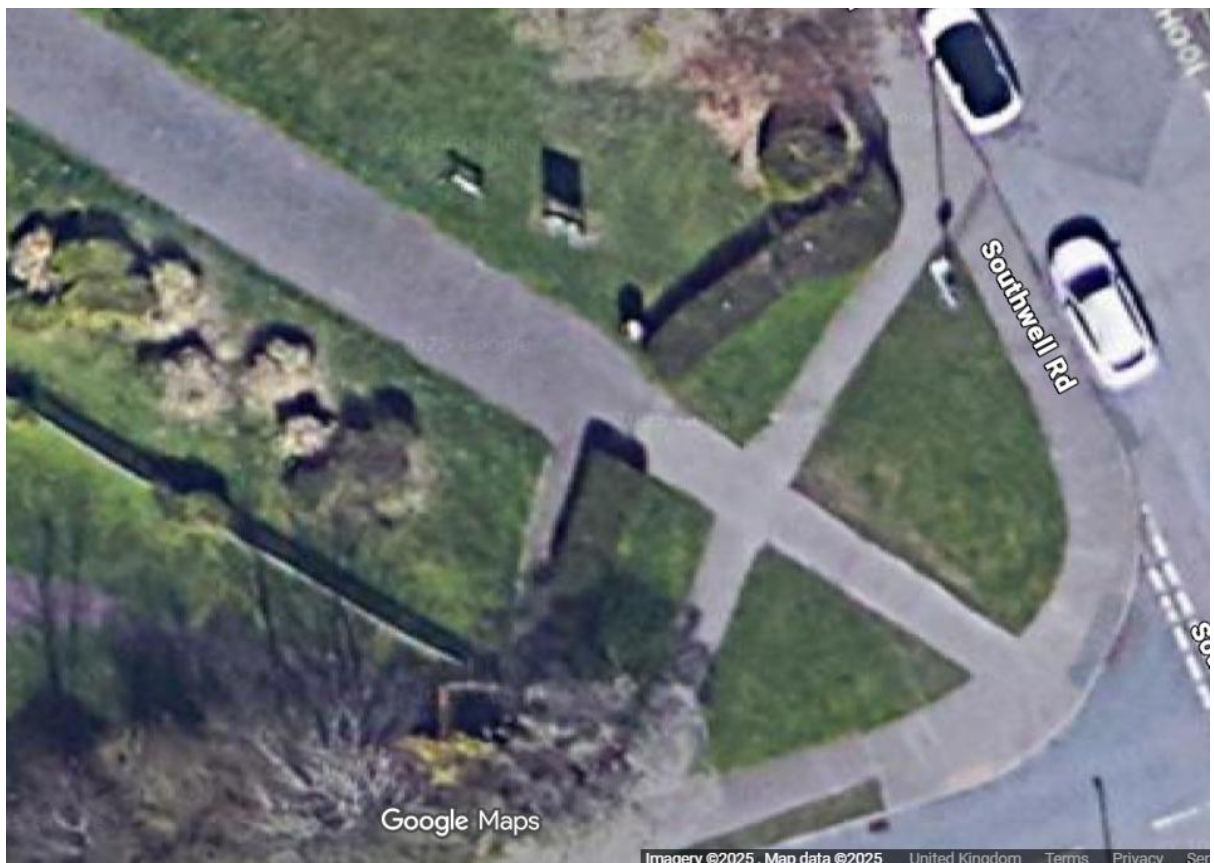
Meeting: Assets, Inclusion and Development (AID) Committee

Date: 6 October 2025

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

At a recent standalone meeting to consider the Five Year Plans, it was queried whether it would be feasible to provide a small takeaway refreshments kiosk in Fen Park. It was suggested this could be by way of a converted shipping container.

The Facilities and Contracts Manager has considered this would be possible, and power could be supplied to the kiosk from the storeroom beside the public toilets, though the capability of the power supply would need to be checked. The kiosk would therefore need to be located in this area of the park, in order to enable connection to the power supply:



The following images provide an idea of how a shipping container would look once converted into a refreshments kiosk:





The kiosk would need to be fitted out, though tenants would generally supply their own equipment, as long as the power and water supplies were in the correct place.

The proposed location of the kiosk does not seem to encroach on the space we have typically used previously to run events in the park, but we would need to also discuss

this with the Friends of Fen Park. Planning permission and appropriate trading licences would also need to be secured, and of course we would have to find a suitable tenant to occupy the kiosk. The setup of the kiosk would allow for takeaway hot and cold drinks, ice creams and hot and cold takeaway snacks.

Once officers have a decision from Council as to whether or not this is something it would wish to pursue, Council will also need to decide how soon it would like this progressed, then officers can put together formal costings and begin making the necessary enquiries.

MEETING PAPER

Meeting: Assets, Inclusion and Development

Date: Monday 6th October 2025

NON-CONFIDENTIAL

Details

Meeting Paper: Outdoor Gym Equipment at Fen Park

Prepared by: Ewan, Sports Development Officer

Since the project's still at an early stage, there isn't a set budget yet. For now, I'll put together a *Basic Spec* and then suggest some possible upgrades, depending on how much the council wants to spend. I've based the prices on a company we've used before, but given the size of the project, it will need to go out to tender anyway if we wish to exceed a total cost of £25,000.

Basic Spec:

Cross Trainer Pro: £11,700



Suspension Trainer Compact: £5520



Parallel Bars: £980



Square Pull Up Station: £1960



Push-Up Bars: £650



Total: £20,810

The Basic Spec comes in at around **£20,000**. For this price, you'd get a really solid outdoor gym setup with plenty of options for different exercises. In my view, this covers everything you actually need without adding extra pieces that don't bring much benefit.

If the council wanted to explore upgrades, a few options could be:

- Adding another piece of cardio equipment, like a Cross Trainer or Exercise Bike (**£7,680**).
- Upgrading the Suspension Trainer to the '**Pro**' version (**£10,900**).
- Including a set of **Step Blocks (£3,000)**.
- Adding a **Magnetic Kettlebell**, though these are quite expensive for what you get, starting from around **£7,500**.

Moving forward, once a budget/timeline is agreed, I can come back with a detailed spec and we can then begin the tender process. One option could be to start with the lower end of the budget, see how the equipment is used and what feedback we get, and then look at adding extra pieces if the demand is there. This way, we avoid spending money on equipment that might not actually get used.

Recommendations/Decision

Consider a budget/timeline for this project.



MEETING PAPER

Subject: Feasibility of reinstating public toilets in Belle Vue Park

Meeting: Assets, Inclusion and Development (AID) Committee

Date: 6 October 2025

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Officers have been asked by Councillors to determine whether it would be feasible to reinstate the public toilets in Belle Vue Park, which were housed in the porch entrance from Yarmouth Road:



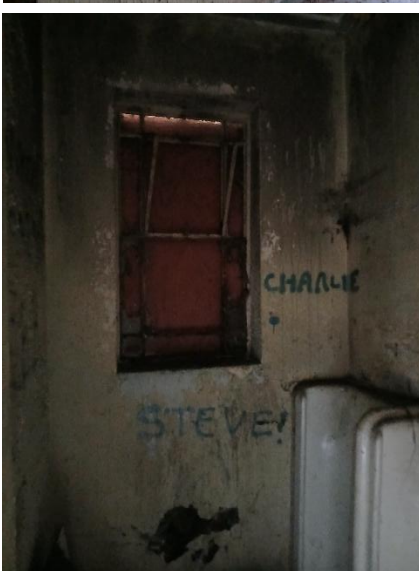
Members of our facilities and grounds maintenance staff were recently able to gain access to the building, and found that the existing drainage is still in place, and mains water and a water meter are still in existence, though have been disconnected.

Given the listed status of the park, and its location within the conservation area, the doors and windows would need to be replaced in a sympathetic heritage style, and the whole project would be subject to planning permission.

The site visit revealed that the building only housed male toilet facilities, with a cubicle on one side and urinals on the other. Should the project proceed, the Facilities and Contracts Manager would instead recommend having two unisex toilet cubicles.

It is anticipated the overall cost would be approximately £85,000, though this would need to be formally costed up if the Council decides to proceed. Council will also need to give an indication as to how soon it would like this project to go ahead if so.





Summer Sport Sessions 2025

Lowestoft Town Cricket Club Sessions (Max capacity 20 per session)

Date	4-6 yrs session	7-9 yrs session	10-13 yrs session	Week Total
7/25/2025	13	12	12	37
8/1/2025	13	17	10	40
8/8/2025	14	19	7	40
8/15/2025	15	17	5	37
8/22/2025	13	19	7	39
8/29/2025	14	18	6	38
	82	102	47	231

Total participants across all sessions: 231 Average per week: 38.5 Capacity Used: 100%

Lowestoft Town Football Club Sessions (Max capacity was 20 per session)

Date	7-10 yrs session	10-12 yrs session	12-14 yrs session	Week Total	Location
7/23/2025	20	20	6	46	Normanston
7/30/2025	20	20	8	48	Normanston
8/6/2025	14	15	5	34	Rosedale P
8/13/2025	20	13	5	38	Rosedale P
8/20/2025	18	5	3	26	Clarkes Lan
8/27/2025	10	8	3	21	Clarkes Lan
	102	81	30	213	

Total participants across all sessions: 213 Average per week: 35.5 Capacity Used: 100%

Racket Sports Academy Sessions (Max capacity was 15 per session)

Date	Aged 8	Aged 9	Aged 10	Aged 11	Aged 12
7/22/2025	2	10	2	0	1
8/19/2025	0	11	3	1	0
8/26/2025	2	8	1	0	0

Total participants across all sessions: 41 Average per session: 13.6 Capacity Used: 100%

Catch22 Sessions (Max capacity not relevant)

Date	Time	Location	Number of Participants	Normanston
7/24/2025	AM	Normanston	12	
7/24/2025	PM	Rosedale	10	Rosedale
7/31/2025	AM	Normanston	25	
7/31/2025	PM	Rosedale	14	Clarkes Lane

8/7/2025 AM	Normo	31
8/7/2025 PM	Clarkes Lane	6
8/14/2025 AM	Normo	21
8/14/2025 PM	Clarkes Lane	5
		124

Total participants across all sessions: 124

Average per session: 15.5

Capacity Utilised: 100%

Skate Suffolk Sessions (Max capacity 15 per session - data only for the five sessions available)

Total participants across all sessions: 120

Average per session: 12

Capacity Utilised: 80%

Male: 79

Female 41

66% male vs 34% female

Cost Effectiveness

Cost per participant equals total cost paid divided by number of participants

Session	Participants	Cost	Cost per participant
Lowestoft Town Cricket Club	231	£1,080	£4.67
Lowestoft Town Football Club	213	£1,380	£6.48
Racket Sports Academy	41	£810	£19.76
Catch22	124	£1,680	£13.55
Skate Suffolk	120	£2,500	£20.83
	729	£7,450	

Gender Details

Boys	Girls
58	12
83% Boys vs 17% Girls	

Utilisation: 64%

	Gender Details	Waitlist Details
	Boys: Girls	Date Age Group Locaton
n Park		
n Park	198 15	23-Jul 7-10 yrs NP
ark	93% Boys vs 7% Girls	23-Jul 10 - 12 yrs NP
ark		30-Jul 7 - 10 yrs NP
ie		30-Jul 10 - 12 yrs NP
ie		13-Aug 7 - 10 yrs RP

Utilisation: 59% CU for NP: 135% CU for RD: 62% CU for CL: 39%

Session Total	Gender Details
	Boys: Girls:
15	25 16
15	61% Boys vs 29% Girls
11	
41	

Utilisation: 91%

	Gender Details
	Boys: Girls:
o Total: 89	
le Total: 24	62 16
	79% Boys vs 21% Girls
ane Total: 11	



Waitlist numbers	
	12
	17
	25
	14
	2
	70



MEETING PAPER

Meeting: Events and Communications Sub Committee

Date: 24th September 2025

NON-CONFIDENTIAL

Details:

Review of Free Summer Sports Activities 2025

Written by: Ewan (Sports Development Officer)

Please see the attached excel spreadsheet with all the data, below is a short summary.

- Total participants: 720
- Total cost: £7,450
- Sessions delivered: 28
- Total hours of free sport: 62
- Sports included: 5 main sports, with additional multi-sport elements giving children exposure to up to 13 different sports

General Overview

The first edition of the free summer sports programme was a great success. All feedback I have received from both participants and the stakeholders delivering the sessions has been very positive. The programme structure worked well, and the organisations we partnered with delivered exactly what was agreed.

Below is a short review of each delivery partner:

Lowestoft Town Cricket Club

- The most successful partner in terms of numbers and cost per participant.
- Especially encouraging as cricket is not typically as popular as other sports.
- Uptake was slightly lower in the 10–13 age group; next year we could either:

- Lower the age bracket, or
- Promote more specifically to increase engagement in this group.

Lowestoft Town Football Club

- Very successful overall.
- Normanston Park: Some sessions had large waiting lists.
- Clarkes Lane: Sessions here were not popular – recommendation to remove these next year.
- The 12–14 age group had limited uptake, suggesting a need to adjust age brackets downwards to maximise participation.

Racket Sports Academy

- Sessions sold out quickly.
- Smooth delivery with no notable issues.

Catch22

- Successful, but some sessions were affected by poor weather.
- Normanston Park: Very popular.
- Rosedale and Clarkes Lane: Much less popular – recommendation to remove Clarkes Lane entirely, and possibly Rosedale, to save costs.
- Suggestion: explore alternative venues, such as Fen Park.

Skate Suffolk

- Delivered 5 sessions at Easter and 5 in the summer holidays.
- Almost full capacity and positive feedback.
- Coaches did, however, report some antisocial behaviour during the summer sessions, which made delivery more difficult.

(Please note: I have requested direct feedback from all delivery partners. The comments above reflect both their input and my recommendations for improvements.)

Key Themes & Areas for Improvement

1. **Gender imbalance** – Male participation was significantly higher than female, in some cases at an 80–20 ratio.
 - Suggestion: introduce some female-only sessions across different sports to encourage more girls to take part.
2. **Venues** – Clarkes Lane was consistently under-used.
 - Recommendation: focus sessions at Normanston Park and Rosedale (with consideration of alternative locations).
3. **Age groups** – Sessions for those aged 12+ had lower uptake.
 - Recommendation: adjust age brackets downward to attract stronger participation.

Funding & Future Development

- Current programme cost: **£7,450**
- Recommendation for 2026: increase budget to **£10,000** to:
 - Expand delivery,
 - Offer new and additional sessions,
 - Provide opportunities across a wider range of sports.

Conclusion

This year's programme has been an excellent first edition, delivering strong participation numbers and positive community impact. With some small adjustments – particularly around venues, age brackets, and female engagement – the second edition in 2026 has the potential to be even more successful and provide better value for money.

I look forward to hearing the committee's comments, ideas, and suggestions to shape next year's programme.

12/03/2025

Ness Sculptures

In Attendance: Cllr Wendy Brooks, Mark Smith (Facilities and Contracts Manager), Lauren Elliott (Senior Committee and Project Clerk) and Taylor Williams (Committee Clerk)

Officers queried how many sculptures were intended for the site. Initially, a member of the public had requested a sculpture to the Herring Lassies be considered for the town, this was followed by a member of the Assets, Inclusion and Development Committee informing the Committee the local historians had suggested sculptures also be considered for the Beetsters and Ransackers.

Cllr Brooks suggested the herring lassies statue be the first project.

Sculpture size and plinth size:

Cllr Brooks suggested the sculpture be 8ft high and the plinth be 3-4ft high, up to 12ft total. The Facilities and Contracts Manager estimated that 4ft would therefore be required for the foundation. Test holes in the soil would be needed to determine if the soil could hold the statue, or if it was too sandy and would therefore require an even deeper foundation.

Style:

Cllr Brooks was in favour of an abstract style.

Materials:

The Facilities and Contracts Manager noted the salt water and corrosive environment that was prone to temperature change would require careful consideration of material options. Aluminium was not advisable, clay would need to be protected from temperature changes and bronze and copper would verdigris over time.

Artist:

An initial idea was suggested by Cllr Brooks to engage with primary schools in Lowestoft on the history of the Herring Lassies and receive ideas from the students on the sculptures. This would be followed up with engagement in secondary schools, where ideas for the sculptures will also be received. These ideas would then be taken to East Coast College where the final design of the sculpture will be created.

Cllr Brooks then suggested, instead of engaging with the schools, that a brief for the sculpture be provided and a competition undertaken for a sculptor. It was queried if the artists would be required to be local, either on the parish/district/county level and Cllr Brooks advised that it not be restricted. Officers advised that the issue with opting for a competition would restrict the Town Council's control over price and the Town Council would be unable to budget appropriately as it had no foreknowledge of what the cost of the sculpture would be. Therefore, a procurement process would be best as the Town Council could provide the full specification and stipulate the timescale and budget.

Location:

The map of contamination in Ness Park was reviewed and Cllr Brooks suggested the northern area in the pink border be used for the sculpture.

Based on the information provided, the Facilities and Contracts Manager estimated the figure to be between £30,000 to £40,000. Match funding and grants could be sought for the project.