

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Full Council** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **18:30** on **Tuesday, October 28, 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
22 October 2025

Lowestoft Town Council

Full Council

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

18:30 on Tuesday, October 28, 2025

AGENDA

133 Welcome

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

134 To receive and consider approval of apologies for absence from any Councillors not in attendance

135 Declarations and dispensations

135.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests, and of bias and pre-determination on items on the agenda

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

136 To consider the draft minutes and confidential note of the Full Council meeting on 23 September 2025

137 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.

138 Finance and Governance

138.1 To receive and consider the following:

1. 2025 - 2026 budget and reserves
2. Any bank reconciliations
3. Payments and income for the month ending 30 September 2025 and October 2025 to date (see schedules)
4. Payments for approval, including the following:

4a. £2,300 for a fence post puller

138.2 To consider the following recommendations from the Finance and Governance Committee:

Lowestoft Town Council

Full Council

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

18:30 on Tuesday, October 28, 2025

- a. To move £5,000 from the 2025-2026 Community Engagement budget to a new 'Communications' budget line, for promotional work for the Neighbourhood Development and Business Plans.
- b. To approve a three-year lease of two new vehicles, at an annual cost of £13,516 (£6,275 within the current financial year), to be allocated to the Repairs and Maintenance budget

138.3 To note the External Audit Report for the year ending March 2025

138.4 To consider approval of the executive summary for the Business Plan

138.5 To note the outcome report from the Working Group formed to take forward actions following receipt of a complaint (confidential)

139 Town Hall Project

139.1 To receive and note the draft minutes of the Town Hall Project Committee meeting on 9 October 2025

139.2 To receive and note a progress report from the Project Manager (some aspects may be confidential)

139.3 To consider the following recommendations from the Town Hall Project Committee:

- a. A recommendation regarding the drawing down of funds from the Public Works Loan (confidential)

139.4 To consider forming a Working Group to develop collection management framework policies for the Town Council

140 Marina Theatre

140.1 To receive and note the draft minutes of the Marina Theatre Project Committee meeting on 9 October 2025

140.2 To receive and note a progress report from the Project Manager

140.3 To note the appointment to the Marina Theatre Options Appraisal contract

Lowestoft Town Council

Full Council

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

18:30 on Tuesday, October 28, 2025

141 Assets, Inclusion and Development

141.1 To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 6 October 2025

141.2 To consider the following recommendations from the Assets, Inclusion and Development Committee:

- a. To endorse the recommendation from the Parks and Open Spaces Sub-Committee regarding the Normanston Park changing rooms, to proceed with Option D as presented on the meeting paper, and to consider the additional cost of cladding/screening options.
- b. To proceed with the installation of a refreshments kiosk in Fen Park in the 2026 - 2027 financial year.
- c. To proceed with the installation of two pieces of outdoor fitness equipment in Fen Park in the 2026 - 2027 financial year.
- d. To proceed with the reinstatement of the Belle Vue Park public toilets in the 2026 - 2027 financial year (provisionally half of the funds to be included in the precept and half to be taken from reserves).
- e. To consider a recommendation regarding the Kirkley Cliff Road public toilets (some aspects may be confidential).

141.3 To consider whether to proceed with a project to develop a fully inclusive play area at Clarkes Lane, and to decide the development timescale

141.4 To consider closure and future management of a wooded area at Fen Park

142 Planning

142.1 To receive and note the draft minutes of the Planning Committee meetings on 9 and 23 October 2025

142.2 To consider the Planning Committee's meeting schedule

142.3 To consider the appointment of substitute members to the Planning Committee and changes to Terms of Reference

142.4 To consider a request from Cllr Pearce to join the Planning Committee as a substitute member

143 Personnel

Lowestoft Town Council

Full Council

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

18:30 on Tuesday, October 28, 2025

143.1 To receive and note the draft minutes of the Personnel Committee meeting on 2 October 2025

143.2 To consider the following recommendations from the Personnel Committee:

- a. For sight tests to be offered to Councillors upon request, on the same basis that they are made available to staff.
- b. To make a statement that the Town Council recognises Trade Unions, and to arrange for an appropriate representative to speak with staff.
- c. A recommendation regarding a pay review (confidential)

143.3 To consider a recommendation from the interview panel regarding the appointment of the Town Hall Manager (confidential)

144 Climate and Ecological Emergency

144.1 To receive and note the minutes of the Climate and Ecological Emergency Committee meeting on 15 September 2025

144.2 To consider a request from Cllr Pearce to join the Climate and Ecological Emergency Committee

145 Outside bodies

145.1 To appoint two representatives to attend the launch of East Suffolk's Marmot Place Programme on Thursday 27 November at High Lodge, Darsham (10:00-15:30)

145.2 To appoint a representative to attend a meeting on One Suffolk proposal for Local Government Reorganisation and to form a position statement to be reported at meeting

Teams meeting takes place on Thursday 13 November 19:00 - 20:00.

145.3 To appoint two representatives to join the East Suffolk Council and Joint Emergency Planning Unit webinar 'Emergency Preparedness and Building Community Resilience'

Webinar takes place on Thursday 6 November 17:00 - 18:30.

145.4 To note Cllrs Barker and Ray's report of the First Light Festival Steering Group meeting on 18 September 2025

146 To consider the following legal matters (confidential):

Lowestoft Town Council

Full Council

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

18:30 on Tuesday, October 28, 2025

146.1 To receive an update report on legal matters

146.2 To consider legal advice regarding tree works at Gunton Cliff

147 Date of next meeting

Tuesday 25 November 2025 at 18:30.

148 Items for the next agenda and close

149 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 legal and employment issues relating to the matters on this agenda, including the following:

Any matters, including those above as required

Lowestoft Town Council

Full Council

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

Tuesday 23 September 2025 at 18:30

MINUTES

Present: Cllrs Sonia Barker, Connor Blowers, Wendy Brooks, Jen Jones, Christine Moore, John Murray, Graham Parker, Andy Pearce, Deborah Ray, Nick Webb and Elise Youngman (Deputy Mayor)

In attendance: Sarah Foote (Town Clerk) and Lauren Elliott (Senior Committee and Project Clerk)

Also in attendance: Sheila Moss King (Town Hall Project Manager) and Emma Bellward (Marina Theatre Project Manager)

Public: There were no members of the public in attendance

116 Welcome

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

117 Apologies for absence

Apologies were received from Cllrs Nasima Begum, Robert Breakspear, Neil Coleby, Janet Craig, Christian Newsome, Paul Page, Keith Patience, John Pitts and Bernie Rappensberger, with reasons provided. Cllr Jones proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

118 Declarations and dispensations

118.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests, and of bias and pre-determination on items on the agenda – Regarding item 124.2b, Cllr Pearce declared he was one of the two nominating Councillors for the Freedom of the Town applications, but this was not an outside interest, and he did not consider himself to be biased or pre-determined. Regarding item 124.4, Cllrs Barker, Brooks, Ray and Webb declared they are members of Suffolk Wildlife Trust. Cllr Moore declared she is an East Suffolk Council officer.

118.2 Written requests for dispensations for interests and note dispensations granted –
There were none.

119 The draft minutes and confidential notes of the Full Council meetings on 26 august and 9 September 2025

Cllr Brooks proposed to approve both sets of minutes and confidential notes; seconded by Cllr Pearce; all in favour.

120 Public forum

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

121 Finance and Governance:

121.1 Receipt and consideration of the following:

1. 2025 – 2026 budget and reserves – The budget was being reviewed regularly by the Budget and Loan Sub-Committee, the Finance and Governance Committee and the Finance Manager, and there were no current concerns.

Lowestoft Town Council

Full Council

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

Tuesday 23 September 2025 at 18:30

2. Any bank reconciliations – There was no update to report.
3. Payments and income for the month ending 31 August 2025 and September 2025 to date (see schedules) – Cllr Pearce proposed to accept the income and expenditure reports as a true and accurate record of the period in question; seconded by Cllr Barker; all in favour. It was explained that payment marked ‘REV’ on one of the reports referred to a reversed payment.
4. Payments for approval – There were none.

121.2 The minutes of the Finance and Governance Committee meeting on 13 August 2025 – The minutes were received and noted.

121.3 Recommendations from the Finance and Governance Committee:

- a. Amending the IT Policy to include necessary security measures regarding lost equipment (some aspects may be confidential) – The Finance and Governance Committee had considered this and made a proposal to amend the IT Policy for any lost Town Council device to be wiped at the point it is reported missing, to avoid any potential data breaches. Cllr Pearce proposed to approve this recommendation; seconded by Cllr Brooks; all in favour.
- b. Applying the following amendments to Standing Orders:
 - bi. For the rules of debate to be applied to all meetings – Section 1 of Standing Orders referred primarily to motions, however very little of the Town Council’s business arose from pre-submitted motions. At the Annual Meeting, it had been agreed that Standing Orders should refer to proposals made in meetings, as well as pre-submitted motions, and the Finance and Governance Committee had subsequently recommended for the rules of debate to apply to both. Cllr Pearce proposed to approve this recommendation, for a trial period of six months, with a review at the half-way point; seconded by Cllr Jones; ten Councillors voted in favour; one Councillor abstained from the vote.

Cllr Brooks temporarily left the meeting 18:53

- bii. Amending Section 6d to allow for two members to convene an Extraordinary Meeting of a Committee or Sub-Committee, if not convened by the Chair – There appeared to be an anomaly in Standing Orders, in that two Councillors could convene an Extraordinary Full Council meeting, should the Chair of the Council refuse to do so, however, five Councillors were required to call an Extraordinary Meeting of a Committee or Sub-Committee, should the Chair refuse to do so. Some of the Sub-Committees did not have five members. Cllr Pearce proposed to approve the amendment, for consistency; seconded by Cllr Youngman; all in favour.
 - biii. Amending Section 7a to allow the motion to reverse a prior resolution to be submitted by the quorum of the Committee or Sub-Committee –

Cllr Brooks returned 18:55

- This related to the rule that decisions of the Council, its Committees or Sub-Committees could not usually be revisited within six months. Section 7a currently stated that written notice had to be provided by at least eleven Councillors, however it was considered this should be amended to clarify this should only apply to Full Council, and for Committees and Sub-Committees the quorum number of Councillors should instead apply. Cllr Pearce proposed to approve this amendment; seconded by Cllr Barker; all in favour.
- biv. Amending Section 7a to add that a motion to reverse a prior resolution could be brought about by pertinent new information – It was explained this should be information relevant to the resolution, which may have led to a different decision if it

Lowestoft Town Council

Full Council

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

Tuesday 23 September 2025 at 18:30

had been available at the time. This would apply to Full Council, Committees and Sub-Committees, though Committees and Sub-Committees would not be able to overturn a Full Council decision. Cllr Pearce proposed to approve the amendment; seconded by Cllr Barker; all in favour.

121.4 Adoption of the Business Plan (some aspects may be confidential)

To be considered during the confidential session.

122 Town Hall project:

122.1 The minutes of the Town Hall Project Committee meeting on 14 August 2025 – The minutes were received and noted.

122.2 A progress report from the Project Manager (some aspects may be confidential) –

The Town Hall Project Manager joined the meeting 19:01

Roof works were progressing well and the foundations for the event hall had been laid. UKPN would be installing the substation the following week and there would be no power outages for surrounding properties. The legal work surrounding this had also been completed. A schedule of the condition and necessary repairs to the lime plaster in the Council Chamber was being prepared, and was a complex piece of work. The acoustic ceiling in the Council Chamber had been completed and the audio-visual designs for the building had been signed off. The Heritage Apprentice had started and had been involved in engagement and outreach activities. The Heritage Skills Market had recently taken place and was well attended. Two tours of the Town Hall had been offered to members of the public as part of Heritage Open Days, and the feedback had been positive. A drop-in session had also been arranged for members of the public to find out more about the project from the Barnes Construction and Town Hall teams, and this had been well attended, despite poor weather conditions. The Town Hall Manager role was being advertised, with applications to be submitted by 1 October. The spend to date was £2.278million. As of 9 September, £221,000 had been expended from the £1.58million contingency funding. The Project Manager was calculating the impact of the Town Hall project on the 2026 – 2027 budget, and integrating the finances with the Business Plan. Cllr Brooks had had a conversation with a member of the Project Team who had a good insight into the High Street, and requested arrangements be made for this individual to speak with the Project Committee. Cllr Brooks would pass details to the Project Manager to progress this. Thanks were offered to the Project Manager for her work on the finances and budgeting.

The Town Hall Project Manager left the meeting 19:12

122.3 The budget and delegation to proceed with the Council directly funding PVP panels

for the Town Hall – This was understood to be a maximum budget of £90,000 over two to three years. £40,000 - £45,000 was already available in the budget. It was clarified this would be an energy efficiency measure which would result in a cost saving over time. An application for external funding had been unsuccessful, however other sources of funding may be available. Cllr Brooks proposed to approve this item; seconded by Cllr Pearce, on the basis that the first half of the funding was already available in the budget; all in favour.

123 Marina Theatre:

123.1 A progress report from the Project Manager –

The Marina Theatre Project Manager joined the meeting 19:16

Lowestoft Town Council

Full Council

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

Tuesday 23 September 2025 at 18:30

Cllr Parker temporarily left the meeting 19:16

The Theatre was due to reopen on 23 October. The Fire Service were a critical consultee and would liaise with Building Control prior to the building re-opening.

Cllr Parker returned 19:19

It was considered the contingency funding appeared to be quite low. Ahead of the next Project Committee meeting, it was requested for the Project Manager and Facilities and Contracts Manager to give a view on whether there was still a risk with the link building, or whether it had since been capped. An updated cost report would be provided for the next Project Committee meeting. Cllr Brooks had items relating to the Risk Register to raise in confidential session and it was agreed for the Project Manager to re-join the meeting at that time.

The Marina Theatre Project Manager temporarily left the meeting 19:21

124 Assets, Inclusion and Development:

124.1 The draft minutes of the Assets, Inclusion and Development Committee meeting on 1 September 2025 – The draft minutes were received and noted.

124.2 The following matters arising from the Assets, Inclusion and Development Committee:

- a. An approach from a member of the public regarding the purchase of a piece of Lowestoft Porcelain (some aspects may be confidential) – To be considered during the confidential session.
- b. A recommendation to approve two applications for Freedom of the Town (confidential) – To be considered during the confidential session.

124.3 Noting the project tracker is now in operation – Thanks were offered to officers who had been involved in developing the tracker. This included meeting resolutions made since the Town Council had moved to the Decisions system, but officers were manually adding ongoing projects prior to the move to Decisions.

124.4 Gunton Cliff:

- a. The completion of tree works – This was noted.
- b. Further works, cost and environmental impact (some aspects may be confidential) – To be considered during the confidential session.

124.5 A request from Cllr Newsome to join the Assets, Inclusion and Development Committee – Cllr Pearce proposed to approve this request; seconded by Cllr Jones; all in favour.

125 Planning:

125.1 The draft minutes of the planning committee meeting on 11 September 2025 – The draft minutes were received and noted.

126 Personnel:

126.1 The draft minutes of the Personnel Committee meeting on 4 September 2025 – The draft minutes were received and noted.

126.2 Recommendations from the Personnel Committee:

- a. Offering the same terms for hearing tests as currently offered for sight tests – This was considered particularly important for members of the Grounds Maintenance Team, who were working with machinery. Cllr Brooks proposed to approve this recommendation; seconded by Cllr Pearce; all in favour.
- b. A recommendation regarding pay reviews (confidential) – To be considered during

Lowestoft Town Council

Full Council

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

Tuesday 23 September 2025 at 18:30

the confidential session.

c. Approving the adoption of a premier package Employee Assistance Programme, on a 36 month contract, at a cost of £1,771 (pro rata for remainder of 25-26 financial year) plus VAT per annum until 31 March 2028 to work in conjunction with Town Council HR support contract – Cllr Brooks considered this to be good value for money, in terms of the support the package would offer to staff, and proposed to approve the recommendation; seconded by Cllr Webb; all in favour.

d. A recommendation relating to terms and conditions for annual leave entitlement (confidential) – To be considered during the confidential session.

An external training provider had recently recorded Cllr Barker as a ‘no show’ to a training session. Though Cllr Barker had been late, she had attended the session and requested this be amended.

126.3 Appointing the interview panel for the Town Hall Manager position – Some Councillors had put their names forward at recent Personnel and Town Hall Project Committee meetings. The interview panel would consist of three Councillors and the Acting Town Clerk, with the Town Hall Project Manager providing advisory scoring. Five Councillors had put their names forward. Cllr Pearce offered to withdraw his name. Cllr Pearce proposed to delegate authority to the Town Clerk to contact the remaining Councillors to check their availability to attend the interviews on 10 October, then draw names for the interview panel at random, should it still be oversubscribed. With some previous recruitment processes, it had been agreed that those not selected for the interview panel would undertake the shortlisting instead. Cllr Pearce amended his proposal to include this. Cllr Brooks seconded the proposal and all Councillors voted in favour.

127 Climate and Ecological Emergency:

127.1 The minutes of the Climate and Ecological Emergency Committee meeting on 18 August 2025 – The minutes were received and noted.

127.2 A recommendation from the Climate and Ecological Emergency Committee to approve three applications for non-Councillor members – Cllr Brooks considered that the three who had applied had a commitment to the environment and relevant experience, and proposed to approve all three applications; seconded by Cllr Ray; all in favour.

128 Outside bodies:

128.1 Lowestoft Town Council's representation on the Lowestoft Place Board – It was considered that the Place Board's position to specifically request the Mayor as the Town Council's representative was dictatorial. The Mayor had been unable to attend a recent Place Board meeting, which had left the Town Council without a voting representative in attendance. One officer from each organisation was able to attend meetings as an observer. Each organisation had one voting representative but could send a substitute. Cllr Pearce proposed for the Deputy Mayor to attend Place Board meetings as substitute, should the Mayor be unable to attend, or another named substitute if the Deputy Mayor is also unavailable.

129 Legal matters (confidential):

129.1 An update report on legal matters – To be considered during the confidential session.

Lowestoft Town Council

Full Council

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

Tuesday 23 September 2025 at 18:30

129.2 A consultancy brief and budget to explore future options for lease and management of an asset – To be considered during the confidential session.

130 Date of next meeting

Tuesday 28 October 2025 at 18:30.

131 Items for the next agenda and close

Cllr Barker had an agenda item request to make in confidential session.

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

132 Admission to meetings

A comfort break was taken 19:50 and the meeting resumed 19:56

The Marina Theatre Project Manager re-joined the meeting 19:56

123.1 A progress report from the Marina Theatre Project Manager – It was observed there was an 'x' percentage on the report with no figure against it. This was the progress through the project programme, but the figure had been omitted and would be included in the next highlight report. The project was nearing the end of its timeline. A matter regarding the Risk Register was considered, and it was agreed for the Project Manager to liaise with the Town Clerk regarding the wording and take this to the next Project Committee meeting.

The Marina Theatre Project Manager left the meeting 20:13

121.4 Adoption of the Business Plan (some aspects may be confidential) – Cllr Pearce was generally supportive of the Plan and had raised some comments when it was reviewed. Cllr Pearce proposed to adopt the Business Plan as an internal working paper rather than a public facing document at this stage, with an executive summary to be published on the website, subject to it being shared with Councillors and the Town Clerk first. Cllr Webb seconded the proposal. It was requested that the 'Climate Action Plan' be referred to by its full title (Climate and Ecological Emergency Action Plan). The vote was taken and ten Councillors voted in favour; one Councillor abstained from the vote. Cllr Murray had been unable to open the document and would be provided with a copy.

124.2a An approach from a member of the public regarding the purchase of a piece of Lowestoft Porcelain (some aspects may be confidential) – It was considered this would be a significant expenditure. Advice had been sought from independent experts. Cllr Youngman proposed not to proceed with the purchase of the item of Lowestoft Porcelain; seconded by Cllr Brooks; seven Councillors voted in favour; four Councillors abstained from the vote.

124.2b A recommendation to approve two applications for Freedom of the Town (confidential) – The applications were considered in detail by the Assets, Inclusion and Development Committee, which had made a recommendation to Full Council to award Freedom of the Town to the two named individuals. Cllr Pearce proposed to approve this recommendation; seconded by Cllr Barker; all in favour.

124.4b Gunton Cliff further works, cost and environmental impact (some aspects may be confidential) – Cllr Brooks had been lobbied by a resident, but had responded to

Lowestoft Town Council

Full Council

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

Tuesday 23 September 2025 at 18:30

advise that the matter would be considered by Full Council, and she did not consider herself to be pre-determined. The Town Clerk was seeking legal advice on the Town Council's options.

At 20:30, Cllr Pearce proposed to suspend Standing Order 3y for thirty minutes, to enable the meeting to continue; seconded by Cllr Barker; all in favour.

Cllr Pearce proposed to progress seeking the legal advice, and in the meantime for the Town Council to show solidarity with the stance of its Grounds Maintenance Team; seconded by Cllr Murray; all in favour.

Cllr Parker left the meeting 20:35

126.2b A recommendation regarding pay reviews (confidential) – A meeting paper had been provided, giving details of the recommendations of the Personnel Committee. Cllr Pearce proposed to approve the recommendations; seconded by Cllr Barker; all in favour.

126.2d A recommendation relating to terms and conditions for annual leave entitlement (confidential) – It was agreed to move this item to the end of the meeting, to be considered without officers in attendance.

129.1 An update report on legal matters – The legal update report had been provided. Two legal documents were to be signed after the meeting. The number of outstanding legacy issues was reducing. The UKPN matters relating to the Town Hall had been resolved. The Town Clerk provided an overview of the remaining outstanding legal matters.

129.2 A consultancy brief and budget to explore future options for lease and management of an asset – Cllr Pearce proposed to approve the recommendations in the meeting paper and proceed accordingly; seconded by Cllr Barker; all in favour.

At the August Full Council meeting, Cllr Barker had made a proposal for the Town Council to receive information regarding a workshop. An East Suffolk Council officer had delivered a presentation to an East Suffolk Clerks' meeting on this subject, and the Town Clerk had asked for the officer to deliver the same presentation to the Town Council.

126.2d A recommendation relating to terms and conditions for annual leave entitlement (confidential) –

The Town Clerk and Senior Committee and Project Clerk left the meeting 20:44 for the consideration of this item. Cllr Pearce recorded the notes for this agenda item

Cllr Pearce summarised the recommendation from the Personnel Committee meeting of 4 September 2025.

Cllr Brooks said that this was different to her understanding of what had previously been discussed. She further suggested that Councillors might not have been clear on what they were voting on, and that this needed further discussion.

Cllr Pearce asked that Full Council not be misled in this matter - if Councillors did not agree with the proposal, they were free to vote against it, but it had been made

Lowestoft Town Council

Full Council

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

Tuesday 23 September 2025 at 18:30

perfectly clear during detailed discussion at the Personnel Committee meeting on 4 September 2025 what this proposal was and what it wasn't.

Cllr Pearce explained that the Personnel Committee was perfectly aware of what it was considering in this regard when it made its recommendation on 4 September 2025, and that this had been discussed and considered at length during that meeting. Cllr Barker also attested to the fact that the detail of this proposal had been considered exhaustively by the Personnel Committee before making its recommendation to Full Council.

The matter then proceeded to vote as follows:

Proposer: Cllr Pearce

Seconder: Cllr Webb

Voting on the proposed recommendation: One abstention, all others present in favour

The meeting was closed at 20:53.

Signed:

01 October 2025

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Lowestoft Town Council – SF0432**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

21/09/2025

Lowestoft Town Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
22 September 2025
Our Ref:
SF0432
SAAA Ref:
SB10103

Lowestoft Town Council
Completion of the limited assurance review for the year ended 31 March 2025

Dear Ms Foote

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Lowestoft Town Council for the year ended 31 March 2025. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2025, which must include publication on the smaller authority’s website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the “Notice” must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference SF0432 or Lowestoft Town Council as a reference when paying by BACS.

Timetable for 2025/26

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Wednesday 1 July 2026. It is anticipated that the instructions will be sent out during March 2026, subject to arrangements for the 2025/26 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2026, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Wednesday 3 June and Tuesday 14 July 2026; and
 - at the latest, between Wednesday 1 July and Tuesday 11 August 2026.

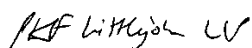
As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2025 which is mandatory for the 2025/26 period. Paragraphs 1.47 to 1.54 relate to an additional assertion to be included in the 2025-26 AGAR, Assertion 10, regarding email management, websites, compliance with both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018 and the requirement to have an IT policy. The requirements in relation to Assertion 10 are listed in Paragraphs 1.47 to 1.54 and the local authority should review these requirements and take appropriate steps to ensure compliance.

Feedback on 2024/25

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2025. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Lowestoft Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Lowestoft Town Council for the year ended 31 March 2025 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Lowestoft Town Council on application to:	
(a) _____ _____ _____ _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) _____ _____ _____	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice

Ms Sarah Foote
Lowestoft Town Council
Lowestoft Town Council
Hamilton House
Battery Green Road
Lowestoft
Suffolk
NR32 1DE

Our ref SF0432
SAAA Ref SB10103
Invoice No. SB20252369
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 22 September 2025

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2025	£3,360.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£3,360.00
VAT @ 20%	£672.00
TOTAL PAYABLE	£4,032.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include SF0432 or Lowestoft Town Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
[pkf-l.com](mailto:sba@pkf-l.com)

Ms Sarah Foote
Lowestoft Town Council
Lowestoft Town Council
Hamilton House
Battery Green Road
Lowestoft
Suffolk
NR32 1DE

Our ref SF0432
SAAA Ref SB10103
Invoice No. SB20252369
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 22 September 2025

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2025	£3,360.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£3,360.00
VAT @ 20%	£672.00
TOTAL PAYABLE	£4,032.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include SF0432 or Lowestoft Town Council as the reference.

For account queries, contact sba@pkf-l.com

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

EN Lowestoft Town Council TY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2025

and recorded as minute reference:

FC 250624 54.4/1

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk



SIGNATURE REQUIRED



SIGNATURE REQUIRED

www.lowestofttowncouncil.gov.uk

AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY Lowestoft Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	2,523,414	2,165,985	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,975,790	2,090,222	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	980,362	2,764,132	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	687,521	988,873	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	13,645	13,406	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	2,612,415	3,006,121	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,165,985	3,011,939	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2,151,081	2,554,534	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,575,384	1,735,940	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	145,000	135,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature]

Date

24/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2025

as recorded in minute reference:

FC 250624 54.4/2

Signed by Chair of the meeting where the Accounting Statements were approved

[Signature] SIGNATURE REQUIRED

LOWESTOFT TOWN COUNCIL

BUSINESS PLAN

OCTOBER 2025 –
MARCH 2029

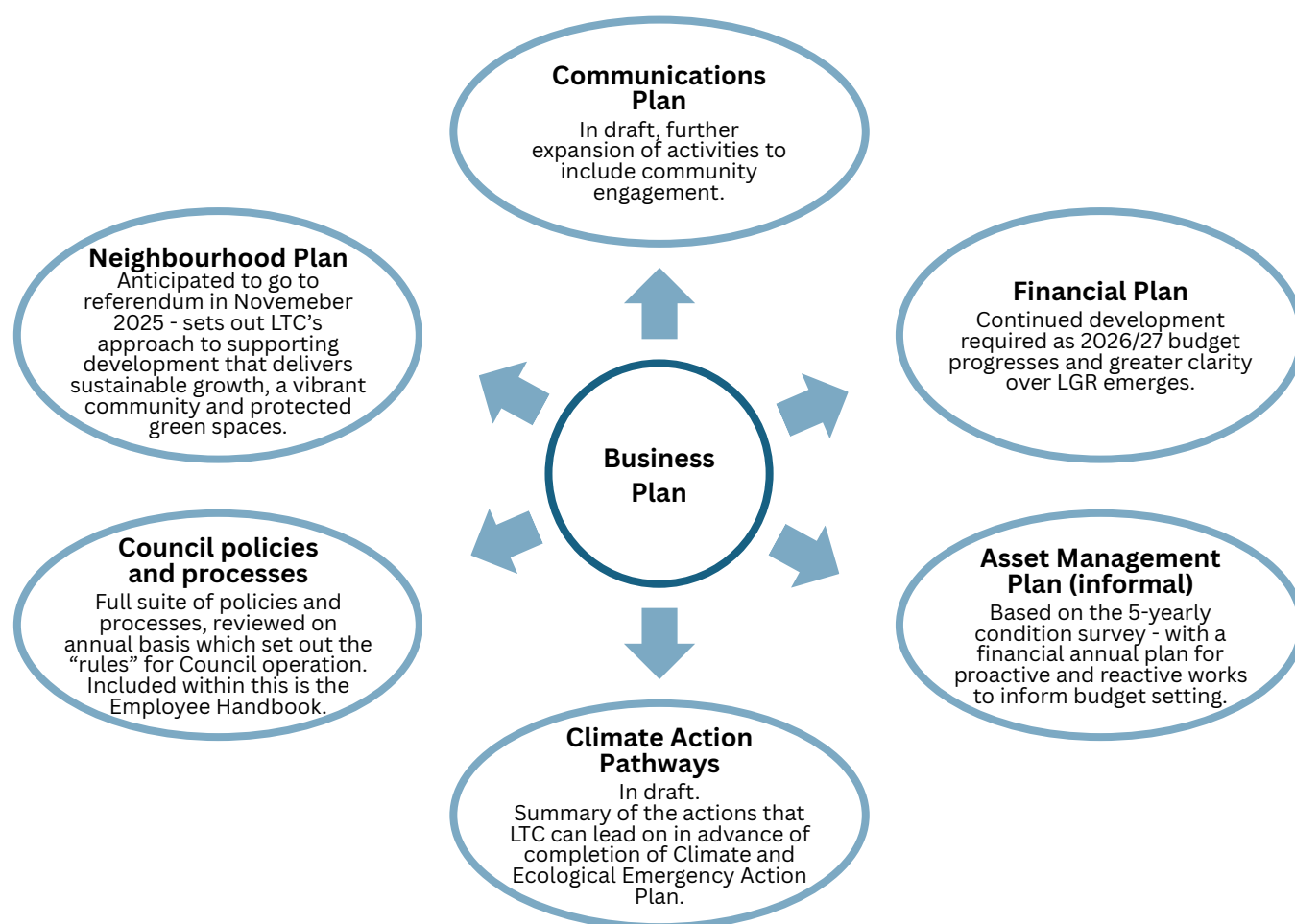


SUMMARY DOCUMENT

Introduction

This Business Plan sets the focus for Lowestoft Town Council for the period October 2025 – March 2029. This is a time of major transition for the Council as it moves its base from rented premises at Hamilton House into the Council owned and managed, restored and refurbished historic Town Hall located in the heart of the town centre. The Plan includes the Council's objectives and actions that will deliver either directly or by working with partners.

The Plan is a living document which must be regularly reviewed and updated to reflect changing circumstances and priorities and should help determine the direction and content of other internal strategies. The graphic below sets out the relationship of the Business Plan to other core documents of the Council.



Further information about Lowestoft Town Council can be found on our website: [Lowestoft Town Council](#)

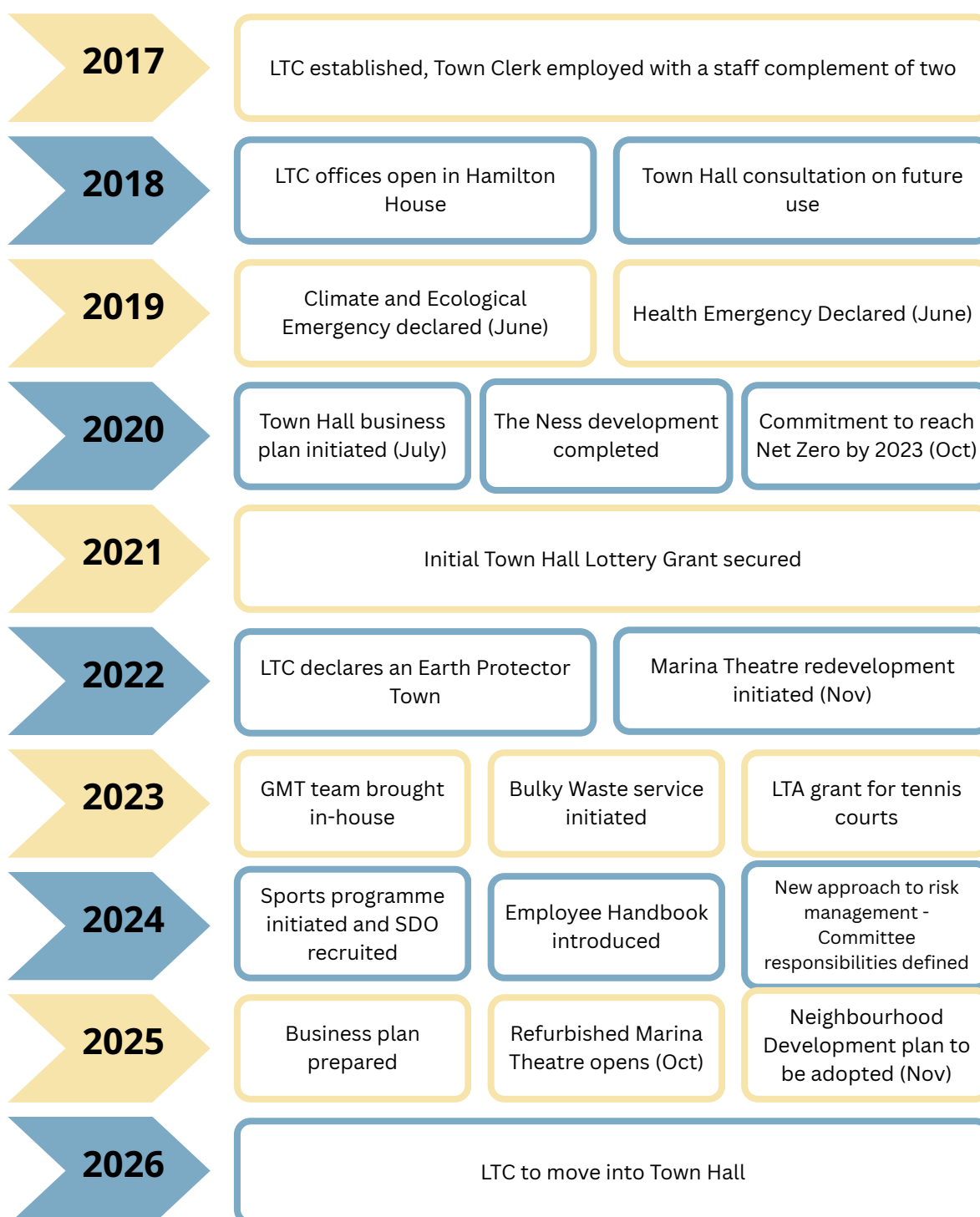
Local Government in Lowestoft

There are currently three tiers of local government in Lowestoft, each having responsibility for specific functions. The Town Council is the most local tier and has an important role to play in community engagement, promoting the Town, representing its interests and delivering key activities and services to benefit residents and the wider community.

East Suffolk Council is the second tier and is responsible for various services including local planning, housing, waste management and environmental protection.

Suffolk County Council is the final tier and has responsibility for highways, education, public health and social services and libraries, among other functions.

Lowestoft Town Council was created in 2017, with the figure below setting out a number of major milestones that have been achieved since inception.



Council Objectives and Key Actions

The Council's objectives and key actions are to:

OBJECTIVE 1

Maintain and improve all our assets and deliver our services in an environmentally sustainable manner, in keeping with our declared climate and ecological emergency, for the benefit of current and future generations

Where we are:

- Major Capital Projects, including Town Hall and Marina Theatre
- Maintain and refurbish assets as required
- Play area inspections and refurbishment programme
- Parks and open spaces maintenance and improvements
- Provide allotments to LDAA
- Delivering the Bulky Waste Collection Scheme

Where we are heading:

- Integration of Town Hall asset maintenance programme within the wider LTC budget
- Further development of longer term maintenance and refurbishment programme for all assets to monitor reduction in reactive spend based on improved maintenance
- Consideration of longer term operation for the Marina Theatre

OBJECTIVE 2

Support Lowestoft residents through events, activities and grants programmes aimed at building community cohesion; improving social wellbeing and civic pride; and addressing our declared health emergency

Where we are:

- Deliver free to access sports classes and fitness activities
- Secure funding and delivery partners as required to expand sport and fitness programme
- To provide an annual programme of events - both those led by the Town Council and those led by third-party partners
- To deliver a regular programme of markets
- To provide grants and sponsorship to community groups
- Promote civic pride by ensuring the Mayor attends relevant events and openings

Where we are heading:

- Expansion of annual sporting events
- Consideration of an annual Mayor's event to fund raise for LTC grants and/or supporting charities

OBJECTIVE 3

Ensure Lowestoft Town Council is well managed and governed, delivering value for money for local residents and communities

Where we are:

- Well executed staff management, including training and development for officers and councillors
- All Council and Committee meetings are well run and procedurally compliant
- Ensure robust financial management
- Promote LTC through an effective and efficient communications strategy
- Ensure LTC has an efficient and resilient IT programme
- Manage risk and deliver manage assets in a legally compliant manner

Where we are heading:

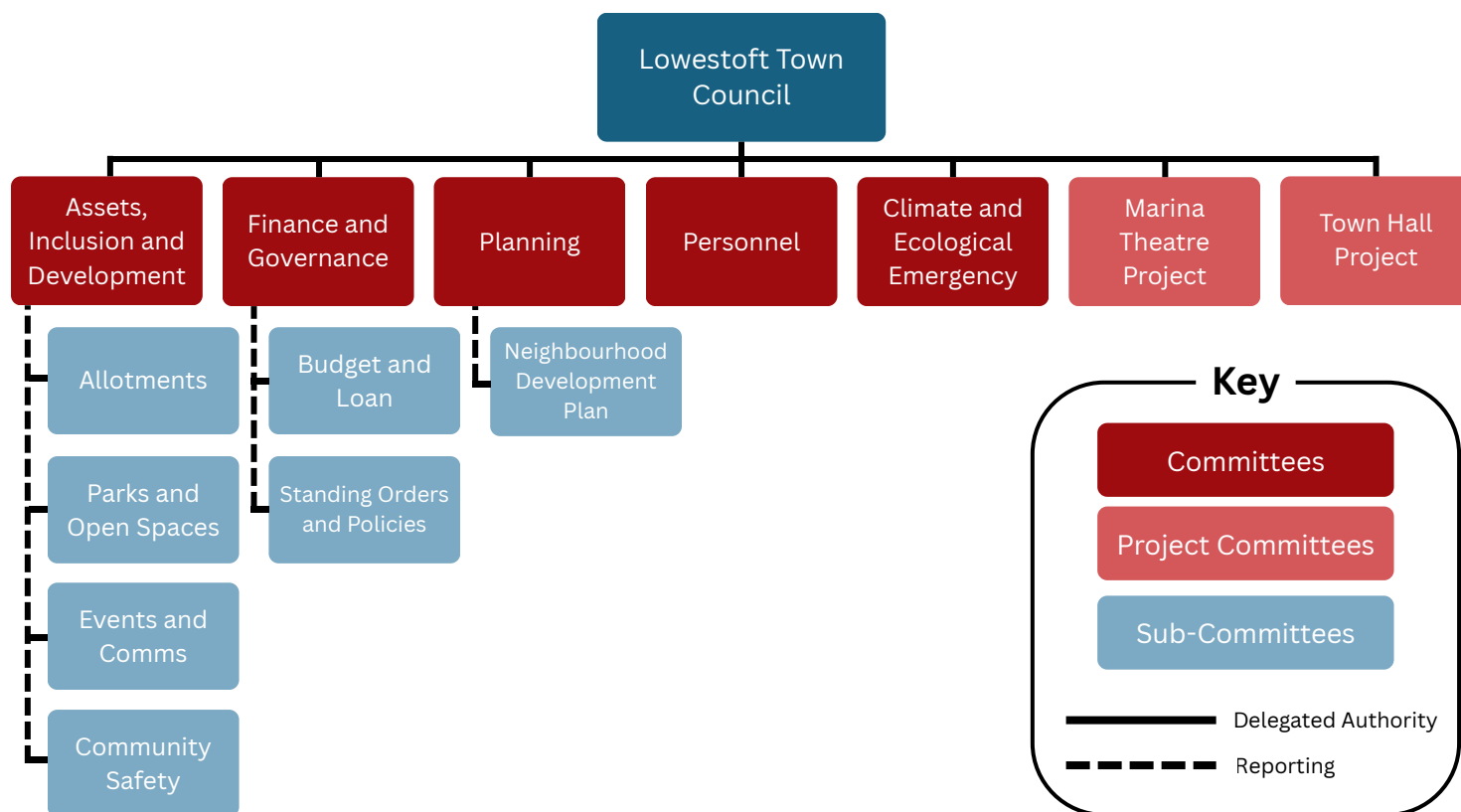
- Development and integration of all Town Hall functions into LTC annual financial plan
- Consideration of disability confident employer status
- Implementation of a training and development programme for Grounds Maintenance Team (GMT).
- Preparation and adoption of a Council wide Climate and Ecological Emergency Action Plan

The Council, Councillors and Committees

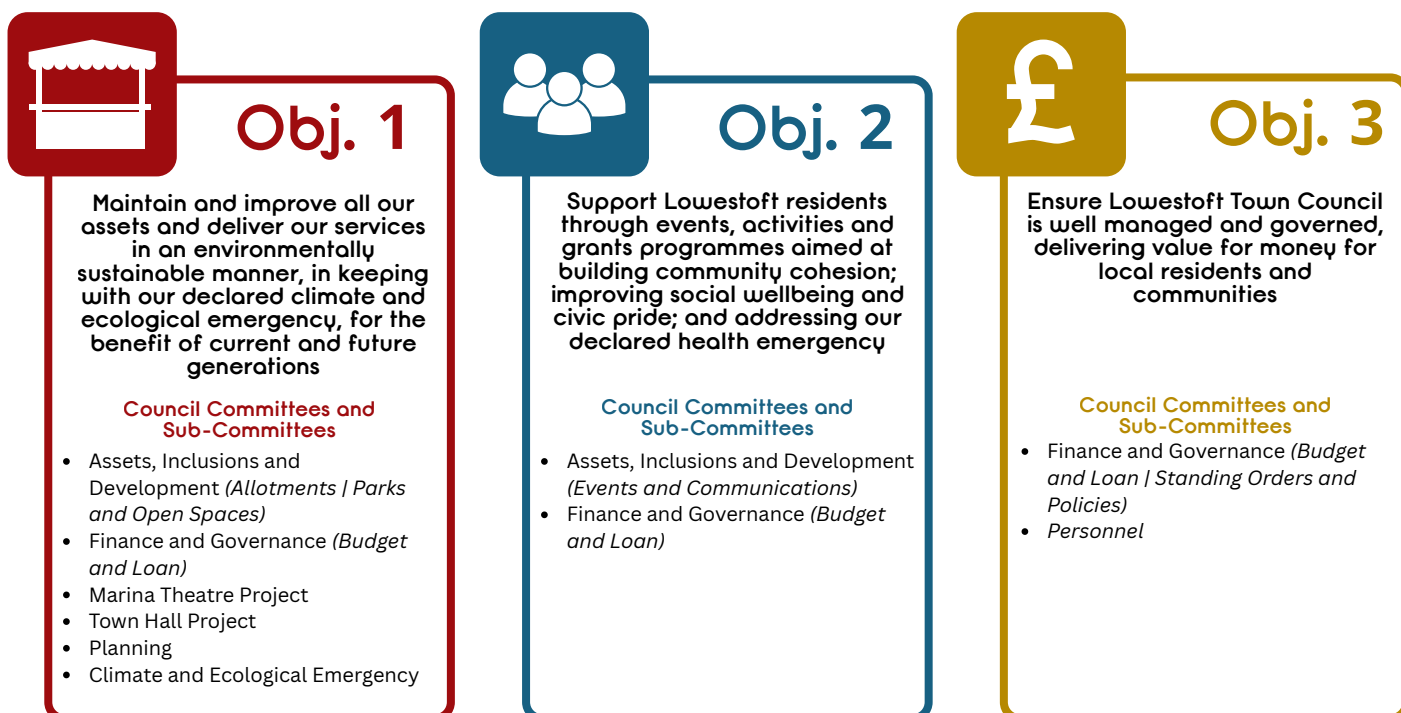
There are 20 Town Councillors on Lowestoft Town Council, serving a four year term. The next elections will be held in May 2027. The Council is led by a Mayor, who is elected by councillors on an annual basis.

The chart below shows the current Council and committee structure at LTC.

Staff at the Town Council are managed by the Town Clerk. More information on how to contact the Town Clerk can be found here: [Contact Us](#)



The role of each Committee is to consider information relevant to the Council objectives for which they are responsible – as shown below. All decisions are made by Full Council after consideration at the Committee stage.



Lowestoft Town Council
Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 09 October 2025 at 10:00

MINUTES

Present: Cllrs Wendy Brooks (Chair), Neil Coleby, Andy Pearce, Bernie Rappensberger and Nick Webb, plus non-Councillor members Helen Johnson and Ben Porter (East Suffolk Council)

In attendance: Sarah Foote (Town Clerk), James Cox (Finance Manager), John Chamberlain (Town Hall Heritage Officer), Holly Bryant (Town Hall Heritage Apprentice) and Lauren Elliott (Senior Committee and Project Clerk)

Also in attendance: Sheila Moss King (Town Hall Project Manager) and Dr Harriet Foster (Evaluation Consultant)(remotely via Teams)

Public: There were no members of the public in attendance

50 Welcome

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

51 Apologies for absence

Apologies were received from Cllrs Sonia Barker and Nasima Begum, with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Webb; all in favour.

52 Declarations of interests and dispensations:

52.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests from Councillors on items on the agenda – There were none.

52.2 Written requests for dispensations for disclosable pecuniary interests and note dispensations granted – There were none.

53 The draft minutes and confidential note of the meeting on 11 September 2025

Cllr Pearce proposed to approve the minutes and confidential note of the meeting on 11 September 2025; seconded by Cllr Rappensberger; all in favour.

54 Public forum

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

55 An update report from the Project Manager, including the following (some aspects may be confidential):

55.1 An update on contractual matters – Two consultants from Free Range Collective had been appointed to look after the Pop Culture activity stream, following a procurement process. The consultants would be delivering a range of activities, starting in the spring, then co-curating the inaugural exhibition within the Town Hall.

55.2 Any planned actions to be authorised for progression – The roof was structurally sound, and the Compass Street elevation had been completed. The UKPN substation enclosure had been completed and the transformer delivered. Progress through the project had been slower than anticipated, and this would be discussed with the contractors. The issues discovered with the roof structure had caused a twelve-week delay. Barnes Construction had appointed a second site manager, and the Project Manager would establish the

Lowestoft Town Council
Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 09 October 2025 at 10:00

reasoning behind this. It had been discovered there was a mix of materials on the Council Chambers walls, and it would be a major piece of work to establish what to retain and what to remove, and how best to do this without causing damage. A false wall was also being removed from the Council Chamber. The Project Manager had an item to raise regarding the AV design in confidential session.

55.3 The Risk Register – The Risk Register, quality and extension of time application would be discussed during the confidential session. The Project Manager would provide an answer on the rationale for a second site manager ahead of the next Project Committee meeting.

55.4 Updated Business Plan, including budgetary requirements for the town council for the 2026-2027 financial year – To be considered during the confidential session.

55.5 An update on the Activity Plan –

The Evaluation Consultant joined the meeting 10:16

The Evaluation Consultant delivered a presentation on the review of evaluating the Activity Plan. The public engagement which has taken place over the last year was detailed, via surveys, engaging with visitors to the High Street and at Town Hall events. The positive aspects of the project were discussed. Members of the public had been relieved and excited to see work begin on the Town Hall, and the improvements being made to the building in the plans. Members of the public had also been interested to learn more about the building's history as the project progresses. Engagement with the Heritage Focus Group and local businesses had been positive. Requirements of the Lottery funding were visibly being delivered. The challenges of the project were discussed. There was no direct bus route to the High Street and the lack of car parking facilities had also been raised as a concern. Members of the public had also expressed disappointment over the appearance of the High Street. The Town Hall tours had been well received and there was further demand for them. A dedicated blog to provide project updates had been requested. The Evaluation Consultant would continue to monitor and evaluate the Activity Plan. Details of forthcoming activities were given. Helen Johnson would feed back the comments on the visual appearance of the High Street internally to East Suffolk Council. Though not part of its statutory duties, the Town Council did have a Public Transport Working Group and was engaging with other stakeholders to try to make improvements to the public transport network in Lowestoft. Part of the frustration for residents was not knowing which authority to contact in order to effect change. Positive feedback had been received from members of the public regarding officers and their engagement with the public.

The Evaluation Consultant left the meeting 10:50

The Heritage Officer provided an update on the Activity Plan. Multimedia and Employability Workshops were scheduled. The Heritage Focus Group was holding an open day early in 2026 and was seeking volunteer support for the museums. The Town Hall talks would be resuming and speakers were being sought. Planning for the 2026 Heritage Skills Market was in the early stages.

55.6 An update on the registrars' lease and charges – To be considered during the confidential session

56 Finance, budget monitoring and payments (see report):

56.1 Monitoring the budget - £2.533million had been spent on the project so far, and £323,000 of the contingency funding had been spent, which was well within the budget for contingency expenditure.

56.2 Any payments for approval – There were none.

Lowestoft Town Council
Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 09 October 2025 at 10:00

57 An update on baseline evaluation of the High Street context

This had been covered during the presentation delivered at item 55.5.

58 An update on the Towns Fund from East Suffolk Council

East Suffolk Council had been advised the Towns Fund and Levelling Up Fund would be under one single fund, called the Local Regeneration Fund. Ben Porter would check the grant agreements in place to see if they needed to be varied. There was no longer a requirement to undertake any change requests and decision making had been devolved to the local level. There was also no longer a requirement to submit multiple monitoring returns. The deadline for expenditure had been extended to March 2028.

59 The future use of the land behind the Town Hall (confidential)

To be considered during the confidential session.

60 Date of next meeting

Thursday 13 November 2025 at 10:00.

61 Items for the next agenda and close

Members were advised to send any requests to the office.

Cllr Coleby proposed to move the meeting into confidential session; seconded by Cllr Rappensberger; all in favour.

62 Admission to meetings

55.3 Risk Register – The Project Manager explained a new risk which had been added.

The extension of time request and its implications were discussed.

The review of the AV design was discussed. Cllr Brooks proposed to approve the use of contingency funding for the purchase of additional equipment; seconded by Cllr Pearce; all in favour.

The Town Hall Heritage Officer temporarily left the meeting 11:24

55.4 Updated Business Plan, including budgetary requirements for the Town Council for the 2026-2027 financial year – The Town Council was asked to consider draw down options for the Public Works Loan.

The Town Hall Heritage Officer returned 11:26

At 11:57, Cllr Coleby proposed to suspend Standing Order 3y for thirty minutes, to enable the meeting to continue; seconded by Cllr Rappensberger; all in favour.

Cllr Coleby proposed a recommendation to Full Council regarding the drawing down of the Public Works Loan; seconded by Cllr Pearce; all in favour.

55.6 An update on the Registrars' lease and charges – The Registrars' had submitted their IT requirements and the implications were being worked through.

59 The future use of the land behind the Town Hall (confidential) – Helen Johnson had been asked to write an outline business case to identify options. Cllr Pearce proposed for Helen Johnson, the Project Manager, and a Town Council officer to meet ahead of the next meeting to consider the requirements and feed back to the Committee; seconded by Cllr Coleby; all in favour.

Lowestoft Town Council
Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 09 October 2025 at 10:00

The meeting was closed at 12:12

Signed:
15 October 2025

Lowestoft Town Council
Marina Theatre Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 09 October 2025 at 14:00

MINUTES

Present: Cllrs Wendy Brooks, Neil Coleby, Christine Moore and Andy Pearce (Chair), plus non-Councillor members David Blyth, Norman Cullingford, Andy Gallant and Sam Vallerius (Marina Theatre Trust)

In attendance: Sarah Foote (Town Clerk) and Lauren Elliott (Senior Committee and Project Clerk)

Also in attendance: Emma Chapman (Marina Theatre Project Manager)

Public: There were no members of the public in attendance

As the Chair had given apologies for this meeting, the Committee was asked to appoint a Councillor to preside over the meeting. Cllr Brooks nominated Cllr Pearce; seconded by Cllr Coleby; all in favour.

33 Welcome

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

34 Apologies for absence

Apologies were received from Cllrs Sonia Barker and Nasima Begum, with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Coleby; all in favour.

35 Declarations of interests and dispensations:

35.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests from Councillors on items on the agenda – There were none.

35.2 Written requests for dispensations for disclosable pecuniary interests and note dispensations granted – There were none.

36 The draft minutes and confidential note of the meeting on 10 July 2025

Cllr Brooks proposed approval of the minutes and confidential note of the meeting on 10 July 2025; seconded by Cllr Pearce; all in favour.

37 Public forum

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

38 An update report from the Project Manager, including the following:

38.1 The Highlight Report update (some aspects may be confidential) – The Theatre was due to reopen to the public in approximately two weeks. Regular handover meetings were taking place and Theatre staff were receiving the appropriate training. Regular liaison with the Building Control Officer was taking place, to ensure that aspects such as the lift and fire alarms were in good working order. The estimated project cost was 3.2million, and there was nine percent of the contingency fund remaining. Given that the project was nearing completion, the amount of contingency funding remaining was not considered a concern, but the finances would continue to be monitored closely. At the Town Hall Project Committee meeting earlier that day, the Town Council had been advised that the date for

Lowestoft Town Council
Marina Theatre Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 09 October 2025 at 14:00

committing Towns Fund expenditure had been extended from 31 March 2026 to 31 March 2028.

38.2 The Risk Register (some aspects may be confidential) – To be considered during the confidential session.

39 Date of next meeting

Thursday 13 November at 14:00.

40 Items for the next agenda and close

As the project was nearing completion, it was suggested consideration be given to closing the Project Committee and re-establishing the Quarterly Liaison Meetings. The Project Committee would remain in place until the project had been delivered and signed off. The Quarterly Liaison Meetings had a separate brief, to consider the working relationship and governance documents between the Marina Theatre Trust and the Town Council. The Town Clerk would organise a date for the meeting.

41 Admission to meetings

38.2 The Risk Register (some aspects may be confidential) – The two amber risks were discussed, and Cllr Pearce made a proposal relating to one; seconded by Cllr Coleby; all in favour.

The red risk was discussed and it was considered the status should remain unchanged for now.

Details were provided of a new risk which had been added, and the implications of this were discussed.

The meeting was closed at 14:50.

Signed:

20 October 2025

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 06 October 2025 at 19:00

MINUTES

Present: Cllrs Wendy Brooks, Jen Jones, John Murray, Christian Newsome, Andy Pearce, Bernie Rappensberger (Chair), Deborah Ray and Nick Webb

In attendance: Mark Smith (Facilities and Contracts Manager) and Lauren Elliott (Senior Committee and Project Clerk)

Public: There were no members of the public in attendance

54 Welcome

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

55 Apologies for absence

Apologies were received from Cllr Elise Youngman, with reasons provided. Cllr Jones proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

56 Declarations of interests and dispensations:

56.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests from Councillors on items on the agenda – Cllr Brooks declared she is a member of Suffolk Wildlife Trust, and attended meetings of the Waveney Disability Forum as the substitute representative.

56.2 Written requests for dispensations for interests and noting dispensations granted – There were none.

57 The draft minutes of the meeting on 1 September 2025

Cllr Pearce proposed approval of the draft minutes and confidential note of the meeting on 1 September 2025; seconded by Cllr Jones; seven Councillors voted in favour; one Councillor abstained from the vote. Cllr Brooks had abstained from the vote as she understood she had not been in attendance at the meeting, however, the minutes recorded her as being in attendance, and it was established that it was the recent Extraordinary Parks and Open Spaces Sub-Committee meeting which Cllr Brooks had not been in attendance for.

58 Public forum

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

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

The budget-monitoring spreadsheet had been provided. There were no comments.

60 Parks and open spaces:

60.1 The draft minutes of the Extraordinary Parks and Open Spaces meeting on 30 September 2025 – The draft minutes were received and noted.

60.2 Any recommendations from the parks and open spaces sub-committee on the following items:

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 06 October 2025 at 19:00

1 Scheduling of the Clarkes Lane play area project – A meeting paper had been provided, which had also been received by the Parks and Open Spaces Sub-Committee. Officers had proposed for the car park to be done as the first stage of the project, however, if this were potentially up to a year in the advance of the play area being developed, there were concerns that it would either have to be fenced off, or visitors may become accustomed to using it for purposes other than visiting the play area. It was considered that it would be feasible for the car park to be developed at the same time as the play area. In the meantime, officers were asked to discuss any options for parking enforcement with East Suffolk Council, and this would be crucial, as the Town Council would likely not be seeking to develop a car park at this location otherwise. Should the Town Council be directly funding the project, it was anticipated this would be done over two to three years. Some potential external funding sources had been identified. Officers were asked to speak with external funders to understand the requirements, and what degree of match funding may be possible. The Town Council had secured CIL funding from East Suffolk Council for play area projects previously, but only at the stage where the projects were ready to be progressed.

2 Options for development of the Normanston Park changing rooms – Three options had previously been presented for consideration and none had been ruled out. A meeting paper was provided to the Parks and Open Spaces Sub-Committee with a fourth option. The Sub-Committee considered the new option offered more flexibility, should the need arise, including the option to spread the cost over a number of years. Having spoken with the football teams currently using the facilities, the Sports Development Officer had established there was not a demand for showers or additional toilet facilities at the moment. Options for installing additional facilities in the future would be limited, due to the location of the existing services. There were concerns regarding the aesthetic of the containers in that environment, but cladding, screening or trellis would be possible. Cllr Pearce proposed a recommendation to Full Council to endorse the recommendation from the Parks and Open Spaces Sub-Committee to proceed with Option D, as presented on the meeting paper (£50,000 for five modular containers). It was clarified that the referee's changing area was not designated male or female, but separate facilities for both could be accommodated in one container. As part of the proposal, it was requested that officers provide the additional cost of cladding or screening options to Full Council. Cllr Webb seconded the proposal and all Councillors voted in favour.

60.3 The feasibility of a refreshment kiosk for Fen Park – A meeting paper had been provided. It was considered a refreshment kiosk would attract more footfall to the park, and thus become a deterrent to certain behaviours. The meeting paper had identified that a small kiosk would be feasible. Cllr Pearce proposed a recommendation to Full Council to proceed with the installation of a refreshment kiosk in Fen Park in 2026 – 2027, ideally with completion ahead of the summer season. In preparation for this, officers were asked to put together a full specification and cost, for inclusion in the budget. It was intended for the kiosk to be owned by the Town Council and run by a tenant. Cllr Jones seconded the proposal and all Councillors voted in favour.

60.4 Options and a maximum budget for adult gym equipment in Fen Park – A meeting paper had been provided. The Sports Development Officer had suggested a range of equipment options. Cllr Brooks proposed a recommendation to Full Council to initially install two pieces of outdoor fitness equipment in Fen Park in 2026 – 2027, with the Sports Development Officer to provide a recommendation on two appropriate pieces of equipment. Cllr Pearce seconded the proposal; seven Councillors voted in favour; one

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 06 October 2025 at 19:00

Councillor abstained from the vote. It was understood there was £9,000 remaining in a reserve for outdoor fitness equipment, and this would be checked ahead of the Full Council meeting.

61 Events and communications:

61.1 A recommendation from the Events and Communications Sub-Committee for a budget to hold a Santa Dash event in December – A budget of up to £5,000 was discussed by the Events and Communications and Budget and Loan Sub-Committees. An entry fee would be charged, and all sums raised donated to a local charity.

Cllr Jones temporarily left the meeting 19:53

Cllr Pearce proposed to approve the request of the two Sub-Committees; seconded by Cllr Brooks; all in favour.

62 Toilets:

62.1 A report on the feasibility of reinstating the Belle Vue Park toilets and consideration of options (some aspects may be confidential) – A meeting paper had been provided.

Cllr Jones returned 19:57

Following a site visit by officers, it had been established that it would be feasible to reinstate the facilities. The external appearance of the building would not change, and replacement doors and windows would be in an appropriate heritage style. Budget projections had allowed for this. The timescale of other large-scale projects was considered, however projects such as the Denes Oval perimeter wall and pavilion refurbishment were unlikely to be direct funded and would not therefore be competing for the same funds. Another proposed project for the park would likely increase the footfall, and it was suggested the opening hours of the toilets could align with this, which may lessen the risk of anti-social behaviour. Cllr Pearce proposed a recommendation to Full Council to proceed with the reinstatement of the Belle Vue Park toilets in 2026 – 2027, with a provisional suggestion to precept half of the funds and take the other half from reserves, to be replenished in the following year; seconded by Cllr Webb; all in favour.

62.2 A report on the Kirkley Cliff Road toilets and consideration of options (some aspects may be confidential) – To be considered during the confidential session.

63 Recommendations for the 2026-2027 budget

It was clarified this would be a standing item on most agendas for the remainder of the year, for any recommendations to be made to the Budget and Loan Sub-Committee. A further standalone meeting to discuss the five-year plans would be arranged. Cllr Pearce proposed a recommendation to the Budget and Loan Sub-Committee to ensure the parks capital budget for 2026 – 2027 is no less than 2025 – 2026 budget plus RPI, and to be increased further if possible. Cllr Murray seconded the proposal and all Councillors voted in favour.

64 Feedback on the various summer sport events hosted in Town Council parks

A meeting paper and spreadsheet had been provided. Thanks were offered to the Sports Development Officer for the range of work he has undertaken and the number of people he has engaged in the various activities. The Budget and Loan Sub-Committee had expressed its support for the Sports Development Officer's work and building on this in future, including addressing gender inequalities. The Sports Development Officer welcomed ideas and suggestions.

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 06 October 2025 at 19:00

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

This item had been considered by this Committee at its meeting in April and deferred for six months. Cllr Brooks had informally approached two Suffolk-based sculptors to gauge their interest. Both had said it would be too time consuming to provide a full specification to Council for consideration unless the work was guaranteed. The Town Council had not yet formally decided to proceed with the project. A map of The Ness existed, which identified the areas covered by the impermeable seal, which would limit the locations available for installation of the sculpture. The benefit of more public art and a sculpture dedicated to women, versus the cost and other demands on the budget was discussed. Cllr Pearce proposed for Cllr Brooks to pass the contact details of the two sculptors to the office, for exploratory discussions to take place, and enquiries made about external funding options and any match-funding requirements. It was proposed for this information to be brought the November's Parks and Open Spaces Sub-Committee meeting. Cllr Brooks seconded the proposal; seven Councillors voted in favour; one Councillor abstained from the vote.

66 Date of next meeting

Monday 3 November 2025 at 19:00.

67 Items for the next agenda and close

Councillors 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.

Cllr Brooks temporarily left the meeting 20:26

Admissions to Meeting

62.2 A report on the Kirkley Cliff Road toilets and consideration of options (some aspects may be confidential) – Meeting notes had been provided. A verbal report was provided to the Committee on the issues being experienced.

Cllr Brooks returned 20:28

Officers had made a recommendation and Cllr Jones proposed a recommendation to Full Council to support this. Cllr Murray seconded the proposal and all Councillors voted in favour.

64 Feedback on the various summer sport events hosted in Town Council parks – The Budget and Loan Sub-Committee had discussed the gender balance in attendance at the various sports sessions held during the summer. Suggestions had been put forward, which the Sports Development Officer had been supportive of.

The meeting was closed at 20:46.

Signed:
13 October 2025



MEETING PAPER

Subject: Development of the Normanston Park Changing Rooms

Meeting: Assets, Inclusion and Development (AID) Committee

Date: 6 October 2025

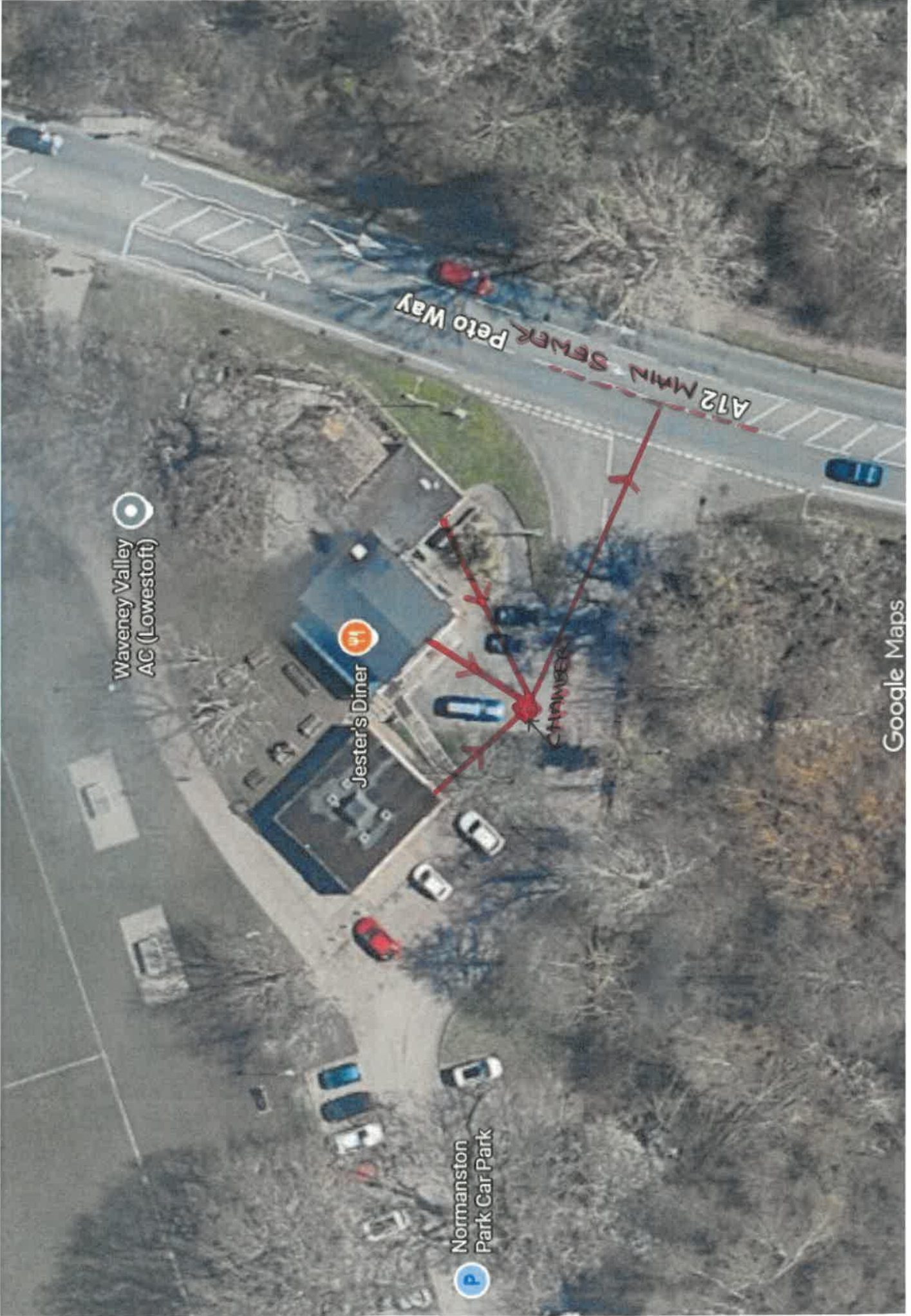
~~CONFIDENTIAL~~/NON-CONFIDENTIAL

AID Committee members will see that a meeting paper has been uploaded with the agenda, giving four potential options for the Normanston Park changing rooms.

At its meeting on Tuesday 30 September, the Parks and Open Spaces Sub-Committee made a recommendation to the AID Committee to proceed with Option D.

The Parks and Open Spaces Sub-Committee did however note that this option did not provide toilet or shower facilities. Having spoken with the Lowestoft and District Football League, the Sports Development Officer has advised that they do not consider showers to be essential, and public toilets are available separately on site. The Parks and Open Spaces Sub-Committee did however still request a view from the Facilities and Contracts Manager on the feasibility of providing shower facilities and toilets at a later date, if required.

Given the proposed new location of the changing rooms that option D on the meeting paper presents, options for the installation of new toilets would be limited, as there is no drainage at this location in the park. The map below shows the current drainage location, which is the only drainage on site:



Waveney Valley
AC (Lowestoft)

Jester's Diner

Normanston
Park Car Park

Google Maps

Showers or additional toilets could only therefore be installed on the footprint of the additional changing rooms, which it is proposed are levelled as part of the works proposed in option D.

The AID Committee is asked to consider whether or not to endorse the recommendation of the Parks and Open Spaces Sub-Committee as an onward recommendation to Full Council.

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.

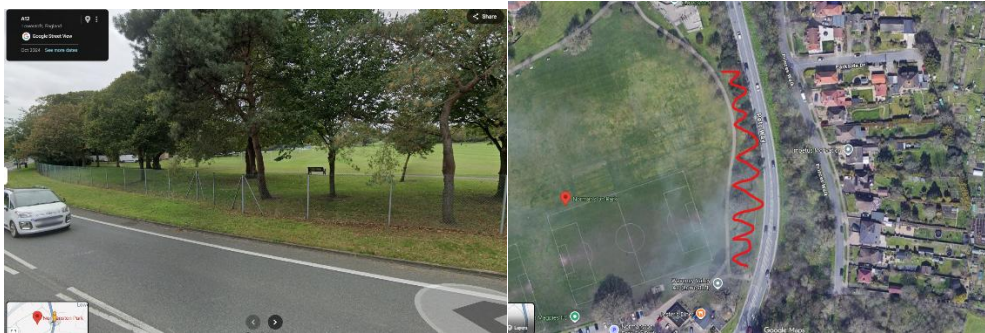
Please see below a 4th option, that myself and Mark have been working on, which we feel provides the best value for money.

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

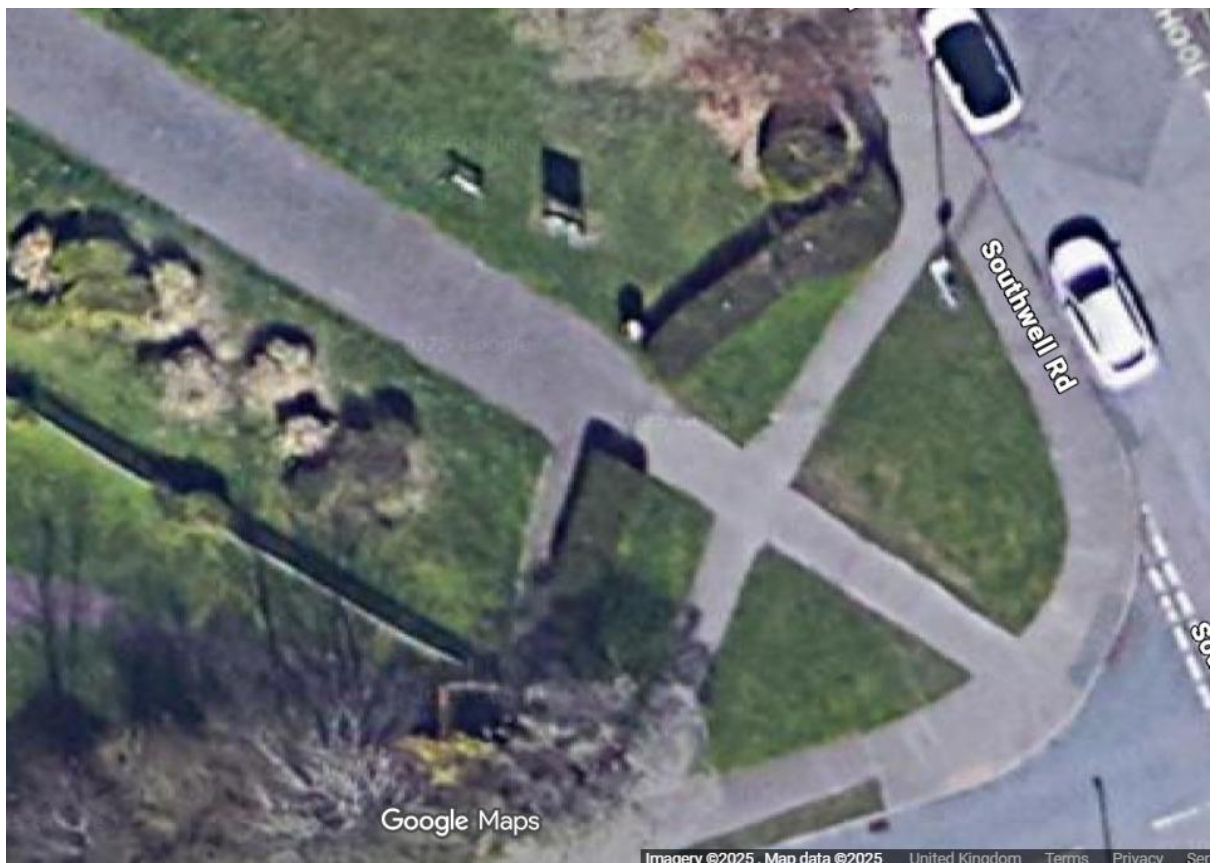
Meeting: Assets, Inclusion and Development (AID) Committee

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.

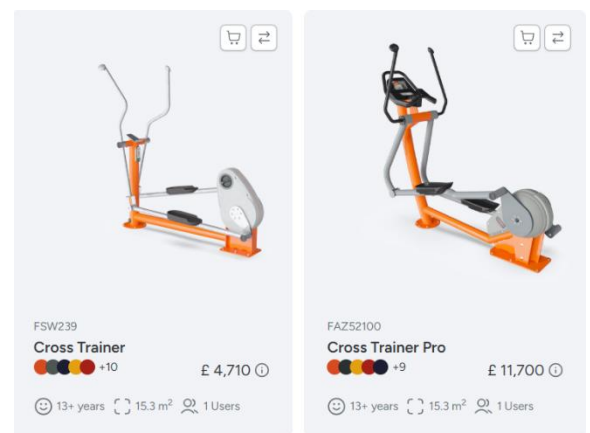
Fen Park – Installation of Outdoor Gym Equipment

Full Council Meeting – Tuesday 28th October 2025

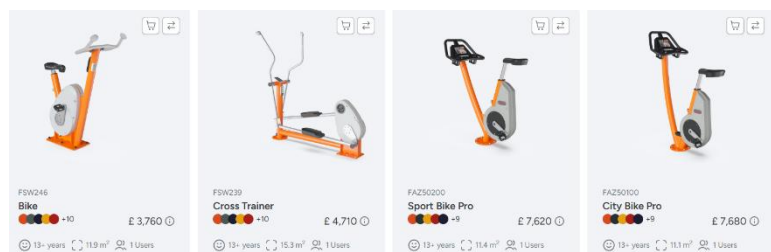
Written by Ewan, Sports Development Officer.

Task: 'The AID Committee has made a recommendation to Full Council to proceed with the installation of two pieces of adult gym equipment in Fen Park in 2026 - 2027. Ewan they would like you to make a recommendation to Full Council on what two pieces of equipment you would recommend (the Committee was quite keen on a cross trainer as one of them) and an appropriate budget.'

A choice needs to be made between the standard and Pro versions of the cross trainer. The Pro version includes an app connection and more advanced resistance settings, but it is much more expensive. The standard version also allows users to adjust the resistance and but does not have app connectivity. In my opinion, the extra features of the Pro version are not necessary. The standard cross trainer will provide good exercise options for users at a more reasonable cost. It is therefore recommended that the standard cross trainer is chosen for installation at Fen Park.



For the second piece of equipment, my suggestion would be an exercise bike. As with the cross trainer, there are different models and specifications, but I think the most basic version would be the best



choice. It still offers resistance settings but doesn't have app connectivity. For the kind of use it will get at Fen Park — mostly recreational or occasional fitness users — I don't think an app to track stats would be necessary. The basic version would be more than suitable and is also much cheaper.

Depending on which cross trainer and exercise bike the council decide to choose, if my suggestions are taken, the total cost would be around **£8,500** for these two items. Please note that this is only an estimate and does not include delivery fees. I will obtain three quotes from different suppliers to ensure good value for money. We will also need to allow for delivery costs and any additional signage that may be required. My suggestion would be to set a **budget of £10,000** for these two items to cover all associated expenses.

Additional Items:

AID only suggested having two pieces of equipment, but I would like to propose adding more. With just two items, it won't really feel or look like a proper outdoor gym area. Two cardio machines on their own would look quite isolated in the park and might not attract much attention. My suggestion would be to include some calisthenic bars, which were mentioned in my previous paper. Adding a few more pieces would make the area look more complete and inviting, and it would help draw people over to see and use the equipment.

Having a wider range of equipment would also allow me to run open sessions during the summer to show people how the equipment can be used. This would help encourage more community use and engagement. If there are only two cardio machines, this kind of session wouldn't really be possible. I have listed below some additional equipment items that I think would work well for the council to consider.



The addition of these three extra pieces would cost approximately £3600.

My suggestion would be to include these items as well as the two cardio pieces. With a total budget of £20,000. At the moment, installation costs are not clear, however, the aim would be for this project to come in around £15,000. But a budget of £20,000 is requested so I don't have to come back and ask for additional funds.



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:



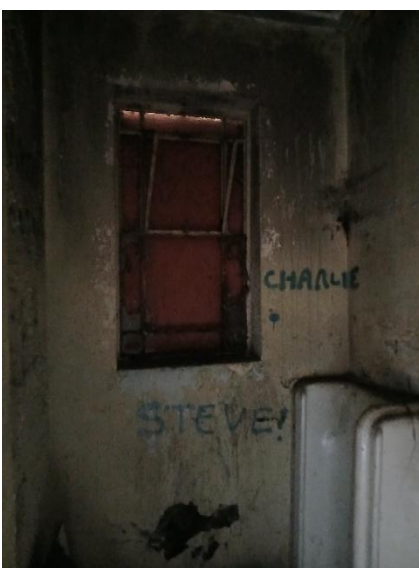
Members of our facilities and grounds maintenance staff were recently able to gain access to the building, and found that the existing drainage is still in place, and mains water and a water meter are still in existence, though have been disconnected.

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.





Lowestoft Town Council

Planning Committee

Thursday 09 October 2025 AT 18:45

MINUTES

Present: Cllrs Wendy Brooks, Jen Jones, John Murray and Bernie Rappensberger.

In attendance: Lauren Elliott (Senior Project and Committee Clerk) and Chris Meek (Events and Office Manager).

92 Welcome

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

93 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby and Elise Youngman with reasons provided. Cllr Rappensberger proposed approval; seconded by Cllr Murray; all in favour.

94 Declarations of interests and dispensations

94.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests from councillors on items on the agenda - There were no declarations.

94.2 To consider written requests for dispensations for interests and note dispensations granted - No written requests for dispensations had been received.

95 To consider the draft minutes of the meeting on 11 September 2025

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

96 Public forum

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

97 Planning applications

97.1 TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS (ALL AVAILABLE ON WWW.EASTSUFFOLK.GOV.UK) AND DECIDE THE RECOMMENDATIONS OF THE COUNCIL:

Reference	Address and Description	District Ward
DC/25/3494/FUL	14 Farm Close - First floor rear bedroom extension with en-suite and new roof to conservatory.	Carlton And Whitton
It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		
DC/25/3604/FUL	97B Elm Tree Road - Proposed single storey annexe	Carlton And Whitton
It was proposed by Cllr Brooks with a holding objection- members wanted further clarification of number of trees and hedgerows that would be affected in the proposed plan, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		
DC/25/3633/FUL	14 Breckland Way - First floor side extension	Gunton And St Margarets
It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		

Lowestoft Town Council

Planning Committee

Thursday 09 October 2025 AT 18:45

DC/25/3463/LBC	10 Kirkley Cliff - Solar Panels to the rear extension	Kirkley And Pakefield
It was proposed by Cllr Rappensberger, seconded by Cllr Brooks and unanimously agreed to recommend approval of the application.		
DC/25/3692/ADN	Part Land Adjacent And Rear Of 1A To 7 Durban Road - Non-Illuminated Advertisement Consent - Erection of Billboard for multiple advertisements	Kirkley And Pakefield
It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		

97.2 APPLICATIONS FOR TREE WORKS

Reference	Address and Description	District Ward
DC/25/3493/TPO	8 Vermeer Close - TPO 1-4(4) - G24 1no. Oak Reduce select laterals by 2.5m, Remove epicormic growth & deadwood, Raise crown to 5m from ground level	Gunton And St Margarets
DC/25/3751/TPO	Land Adjacent And Front Of 1 Cotman Close - TPO No. 1-4(4) - G26 1no. Oak (marked T1 on submitted plan) - Crown lift to 4m from ground level, Reshape crown over 1 Cotman Close by 1.5m	Gunton And St Margarets
DC/25/3538/TCA	13 Yarmouth Road - 1no. Elm (marked on submitted plan) - Reduce crown by up to 5m	Harbour And Normanston
DC/25/3514/TPO	First Light Hotel 41 London Road South Pakefield - TPO/145/2022 3no. Lime (T1-T3 on submitted plan) - Raise crown to 5m from ground level, remove epicormic growth up to 5m from ground level, this specification is ongoing regular permitted maintenance. 2no. Lime (T4-T5 on submitted plan) - Re-pollard	Kirkley And Pakefield
It was noted that the Planning Authority received the above applications for works on trees subject to a tree preservation order (TPO) and/or proposed works to trees within a Conservation Area (TCA).		

98 To note the referendum date for the neighbourhood plan and the published decision statement.

The Senior Project and Committee Clerk confirmed that the referendum would take place on Thursday 20 November 2025. Cllr Murray raised concerns about the removal of reference to flood defences within the neighbourhood plan. The Events and Office Manager advised we would be able to get the Communications Officer to answer his question directly via email.

99 Licensing

To consider the following application:

Lowestoft Town Council

Planning Committee

Thursday 09 October 2025 AT 18:45

Renewal Application for Street Trading Licence – Lamarti’s Ice Cream – All consent streets within the North of East Suffolk District. To sell ice cream, lollies, soft drinks and confectionary. Monday to Sunday 12:00 to 19:00

It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.

Cllr Newsome enters chamber at 18:54

- 100** To consider a response for the East Suffolk Council consultation 'neighbourhood planning guidance - implementation and monitoring'

The committee gave comments that it felt this document was more for applicants.

Committee members noted the training that would be given to Councillors and wanted further information on this and if this needs to be included future planning training given to committee members. Committee members if there was an expiry date for this response – there was no date contained within any supporting documents.

- 101** To consider whether to support a resident's request to implement a residents parking scheme in myrtle close nr32 2se

The Committee discussed the high volume of permit and yellow line requests. They have asked Officers to contact East Suffolk Council to understand their approach and guidance for managing such requests on their land. The item was unanimously deferred pending this information.

- 102** To receive an update on the current progress on the site of the former Lowestoft Hospital
Cllr Murray gave a verbal report to committee members.

- 103** Date of next meeting
Thursday 23 October 18:45hrs

- 104** Items for the next agenda and close
Only those items from today's agenda requiring further action will be brought back before the committee.
To review timings and dates of future planning committee meetings.

The meeting was closed.

Lowestoft Town Council
Personnel Committee Meeting
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 2 October 2025 at 10:00

MINUTES

Present: Cllrs Wendy Brooks, Jen Jones, Christian Newsome (Chair), Keith Patience, Andy Pearce and Nick Webb

In attendance: Sarah Foote (Town Clerk) and Lauren Elliott (Senior Committee and Project Clerk)

Public: There were no members of the public in attendance

51 Welcome

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

52 Apologies for absence

Apologies were received from Cllrs Sonia Barker, John Murray and Graham Parker, with reasons provided. Cllr Nasima Begum had advised she would be late. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Jones; all in favour.

53 Declarations of interests and dispensations:

53.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests, and of bias and pre-determination on items on the agenda – Cllr Patience declared he is a member of the GMB trade union. Cllr Newsome declared he is a member of the RMT and Unite trade unions.

53.2 Written requests for dispensations for interests and note dispensations granted – There were none.

54 The draft minutes and confidential note of the meeting on 4 September 2025

Cllr Pearce proposed approval of the minutes and confidential note of the meeting on 4 September 2025; seconded by Cllr Brooks; all in favour.

55 Public forum

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

56 Monitoring expenditure from the staffing contingency budget

The budget monitoring document had been provided. The known contingencies had been communicated but there were no implications for the budget or contingencies. Annual contingency was made in anticipation of the Local Government Pay Award, as this differed year on year.

57 Monitoring the Risk Register and implementation of control measures, including the following:

57.1 To review risk S.1 in light of the Business Plan – The risk and control measures were reviewed. The Business Plan had since been adopted by Full Council as a working document. It would not be possible to eliminate the risk altogether, but the control measures in place were sufficient, and it was considered this Committee should maintain a watching brief. At a Personnel Working Group meeting held prior to this Committee meeting, it had been agreed for the Town Clerk to seek advice on notice periods, and any

Lowestoft Town Council
Personnel Committee Meeting
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 2 October 2025 at 10:00

vulnerabilities the Town Council may be exposed to until any vacancies could be filled. It was considered whether Councillors should be added to the Risk Register, in terms of the risk of the Town Council losing the General Power of Competence and the issue of attendance at meetings. This had been discussed previously and was considered more of a governance issue, and had been included on the Risk Register as item G2.

Cllr Jones temporarily left the meeting 10:09

The Town Clerk agreed the issue of inquorate meetings should be highlighted, and recommended that the Finance and Governance Committee considers the risks listed under the 'G' section of the register. The Personnel Committee's remit included Councillor wellbeing, which may be creating barriers to attendance, so it was considered there may be some crossover between the two Committees in analysing these risks.

58 The offer of sight and hearing tests for Councillors

This had been agreed for staff and a request made at the last meeting to consider extending the offer to Councillors, particularly if there were an issue affecting a Councillor's ability to fulfil their role. It was considered the Town Council had a duty of care, and should be made aware of any needs arising from sight and hearing tests to see how these may be facilitated.

Cllr Jones returned 10:13

All Councillors had been offered a hearing assistance device. One Councillor had come forward but was not in attendance at the meeting to test it. It was considered that whilst the Town Council could decide to offer sight and hearing tests to Councillors, it could not commit to funding any equipment requirements arising from these tests, which was the same for staff. Cllr Pearce proposed a recommendation to Full Council for sight and hearing tests to be offered to Councillors upon request, on the same basis that they are made available to staff. It was noted that most hearing tests are free of charge anyway. Cllr Webb seconded the proposal; five Councillors voted in favour; one Councillor abstained from the vote.

59 Staffing (confidential):

59.1 Options for officers to become members of a Union – To be considered during the confidential session.

59.2 Staff terms and conditions, including the following (confidential):

1. Pay reviews – To be considered during the confidential session.
2. An external report on Pay Review Policy – To be considered during the confidential session.

59.3 Arrangements for staff cover (confidential) – To be considered during the confidential session.

60 Any recommendations from the Personnel Working Group, following its review of the model contract of employment and employee handbook

There were no recommendations at this stage. The documents had been reviewed and the Town Clerk had been asked to seek advice regarding notice periods and any vulnerabilities the Town Council may be exposed to, which would be brought back to this Committee as a standalone item.

61 Matters relating to recruitment process (confidential)

To be considered during the confidential session.

62 Date of next meeting

Lowestoft Town Council
Personnel Committee Meeting
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 2 October 2025 at 10:00

Thursday 6 November 2025 at 10:00.

63 Items for the next agenda and close

There were no requests.

Cllr Pearce proposed to move the meeting into confidential session; seconded by Cllr Webb; all in favour.

64 Admission to meetings

59.1 Options for officers to become members of a Union – Cllr Jones declared she is a member of the Unite trade union. It was clarified that the Association of Local Council Clerks, as referenced in the meeting paper, was a trade union, which Lowestoft Town Council Clerks would be entitled to join. Cllr Pearce proposed a recommendation to Full Council for the Town Council to make a statement that it recognises trade unions, and in order to enable staff to make an informed choice as to whether or not to join a union, arrangements will be made for a union representative to speak with them; seconded by Cllr Brooks; all in favour.

59.2.1 Pay reviews – A meeting paper had been provided. Cllr Pearce proposed a recommendation to Full Council to approve the recommendation in the meeting paper; seconded by Cllr Brooks; all in favour.

59.2.2 An external report on Pay Review Policy – A meeting paper and a draft proposed policy had been provided. The Town Clerk would scale band the roles to the staffing structure, in order to develop a job evaluation and pay review policy. In order to move to a different salary band, there would need to be a change to that officer's role or responsibilities. Banding would be a challenging task, as the individual staff roles within the Town Council were quite unique.

Cllr Jones temporarily left the meeting 10:45

It was agreed a more robust pay review mechanism was required, and pay reviews should be justifiable.

Cllr Jones returned 10:47

The current and future processes for pay reviews were discussed. It was considered that the document provided should be adopted as a working document, and reviewed again in light of the initial salary scale banding work, which the Town Clerk anticipated would be available for the next Personnel Committee meeting. All staff appraisals would also be completed by the next meeting and a report would be available. The process for internal recruitment would be considered further under item 61.

59.3 Arrangements for staff cover (confidential) – It was agreed for this item to be moved to the end of the meeting, to be considered without the Senior Committee and Project Clerk in attendance.

Cllr Patience left the meeting 11:03

61 Matters relating to recruitment process (confidential) – A meeting paper had been provided. The process for internal recruitment was discussed, and Cllr Pearce made a proposal regarding this; seconded by Cllr Newsome.

The Committee was asked to consider to what extent Councillors would wish to be involved in the recruitment process. Cllr Brooks proposed that recruitment of staff would still need to

Lowestoft Town Council
Personnel Committee Meeting
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 2 October 2025 at 10:00

be approved by the Personnel Committee and Full Council, and Councillors would still wish to see the advertisements, but otherwise the Town Clerk should decide at which salary scale band Councillors would then become involved in the recruitment process; seconded by Cllr Pearce.

There had been a previous decision of Full Council that shortlisting panels and interview panels would have different Councillor members. It was considered the process used to select panel members for the Town Hall Manager recruitment was the fairest, in that any Councillor interested in joining the shortlisting or interview panel should notify the office, then names should be selected at random if the panels are oversubscribed.

Staff would be notified of any internal recruitment opportunities via the staff newsletter. The Town Clerk would develop a Recruitment and Selection Policy based on the points agreed above. Cllr Pearce proposed approval of the previous proposals made during the consideration of this agenda item, and for the Town Hall Project Manager to be consulted regarding the recruitment of Town Hall staff; seconded by Cllr Webb; all in favour.

It was requested for the Town Clerk's appraisal to be added to the next agenda. As previously agreed by the Committee, there would be an item covering all staff appraisals, which would be completed in time for the next meeting.

59.3 Arrangements for staff cover (confidential)

The Senior Committee and Project Clerk left the meeting 11:23 for the consideration of this item

Signed:
09 October 2025

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 15 September 2025 15:30 PM

MINUTES

Present: Cllrs Wendy Brooks, Paul Page (Chair), Graham Parker and Deborah Ray (Deputy Chair). Non-Councillor member Cathy Williams

In attendance: Taylor Williams (Committee Clerk and Planning Assistant)

50 Welcome

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

51 To receive and consider approval of apologies for absence

Apologies were received from Cllrs John Murray and John Pitts with reasons provided. Cllr Parker proposed approval; seconded by Cllr Brooks; all in favour.
Cllr Neil Coleby and non-Councillor member Rachel Bunn were absent with no apologies received.

52 Declarations of interests and dispensations

- 52.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from Councillors on items on the agenda – Cllr Parker declared he was a member of East Suffolk Council (ESC), was part of their Resilience Group and, in relation to item 58.1, noted ESC was responsible for litter picking in the area.
- 52.2 To consider written requests for dispensations for disclosable pecuniary interests and note dispensations granted – No written requests for dispensations had been received.

53 To consider the draft minutes of the meeting on 18 August 2025

Cllr Page proposed approval of the draft minutes; seconded by Cllr Parker; all in favour.

54 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.

55 Finance and Budget

- 55.1 To monitor expenditure by this Committee from the Climate Emergency budget, under delegated authority – The expenditure was reviewed.

56 To consider applications to be a Non-Councillor member of this Committee and make recommendations to Full Council

Cllr Brooks proposed a recommendation be made to Full Council to approval all three applications; seconded by Cllr Parker; all in favour.

57 To consider the following in relation to the natural environment in Lowestoft's parks and open spaces and relevant actions:

- 57.1 Discuss the changing coastline and coastal erosion – Cllr Pitts had requested this item but as he was not in attendance it was requested the item be deferred to the next agenda.
- 57.2 To receive an update on actions taken to assist with the improvements of the town's flood barrier – The Committee received an update on the actions completed and responses received from the relevant authorities. Associated British Ports had been contacted and agreed to a meeting to discuss the history of the flood barrier project, their role and perspective, and how

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 15 September 2025 15:30 PM

to move forward. Cllr Page proposed a meeting be arranged with Associated British Ports on Tuesday 23 September 11:00, with all Councillors invited to attend; seconded by Cllr Ray; all in favour.

58 To consider avenues of community engagement and relevant actions:

58.1 Discuss dates for the next litter pick – The Committee suggested the litter pick be held during the October half-term and it was requested officers check if the Town Council's insurance allowed children to be involved in the event.

Cllr Brooks proposed the litter pick be scheduled for Wednesday 29 October, beginning at 10:00 at the Roman Hill School and finishing at 12:00; seconded by Cllr Ray. It was requested leaflets be arranged again and the Councillors offered to drop the leaflets at the surrounding houses. Officers requested the specific roads to cover and start location as this would need to be on the leaflets. Cllr Ray offered to send the details in this week. A vote was held with all in favour.

59 Date of next meeting

Monday 20 October 15:30

60 Items for the next agenda and close

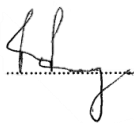
An item was requested to discuss the bulky waste arrangements for 2026/2027 and the potential to expand the service.

An item was requested to review the Planet Positive event.

61 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 16:14


.....

Signed:

20 October 2025

Councillor Representation Reporting Form

Councillor: Sonia Barker & Deborah Ray

Body: First Light Festival CIC

Report Date: 20.10.25

**Meetings
attended and
dates**

**First Light Steering Group held at The Kirkley Centre on
Thursday 18.9.25.**

**Key issues
discussed at
the
meeting(s)
(relevant to
LTC and its
constituents)**

Attendees:

The meeting was well attended. Apologies were received and accepted. The meeting was Chaired by Lizzie Hall of First Light Festival CIC . Lizzie was welcomed back from her Maternity Leave. In attendance were: Karen Read from The Seagull Theatre, David Lawrence & Matt Grafton: Kirkley People's Forum, Kim Boundy: Friends Kensington Gardens, Josh Freemantle: Access Community Trust, Connor Blowers: Kirkley Youth Forum, Angela Grey: Lowestoft Vision, Sue Medley: ESDC, Jo Leverett: FL, Stephen Dye: CEFAS and LTC Cllrs Sonia Barker & Deborah Ray.

Key Issues covered in the Debrief of the FL Festival as follows:-

1. Internet and WiFi connections were poor on the upper prom and in Kensington Gardens for the stall holders who had lost sales due to poor connections. LTC was mentioned as a possible provider of the Passwords for the WiFi Access – which had caused problems to traders. Both Cllr Ray and Cllr Barker strongly disputed this and said that they were aware that ESDC were responsible for WiFi connection. Cllr Barker said she would get back to FL asap to clarify the situation.
2. Cllr Barker emailed the Office Manager at LTC the same day and confirmed back to FL that it is indeed ESDC who are responsible for all WiFi connections and asked that this updated information be forward to all members of the Steering Group who were in attendance on the 18.9.25.

3. LTC Issues raised by Cllr Barker & Cllr Ray:-

- Collection of rubbish from bins in Kensington Gardens (as previously agreed by FL with LTC) difficulties were noted.
- Lack of accessibility re the toilets in Kensington Gardens were raised.
- FL Map incorrectly showed a water point inside Kensington Gardens. The standpipe was actually in the adjacent Kensington Road (near the prom end) not clearly marked. FL apologised and took on all the issues raised above for 2026.

Key Statistics from the Festival:-

C40K in attendance over the weekend – busiest weekend to date, due to the good weather.

22 events

589 facilities

126 volunteers – 452 hours worth of volunteer time

14 schools/colleges involved

28 food and drink outlets

18 craft/artisan stalls

24 charities

Average spend per person: £41.00

Average Lowestoft spend was £31.00

Two new wheelchair ramps

BSL – three BSL practitioners worked with deaf co-ordinators to deliver support at various venues.

FL Steering Committee Member Updates:

- LTC Town Hall Project Committee progress to date.
- LTC Marina Theatre Project Committee progress to date.
- Sue Medley (ESDC) agreed to send out to all members of the Steering Group the responses of the c 250 young people who wrote on two large sheets their comments about how to improve Lowestoft for young people aged 11-18 whilst in the FL Chill Tent over the weekend. Also a Community Help Hub Food Programme had been held for young people.
- Lowestoft Film Festival update re 2025 - Josh Freemantle at Access Community Trust said that over 600 films were shown and the British Film Institute (BFI) will use their survey as an exemplar.
- Stephen Dye (Cefas) mentioned their information packs for schools and the work experience offered. There will also be open evening lectures at Cefas this Autumn.
- Karen Read was thanked for all the effort put into the Lowestoft Carnival by The Seagull Theatre team, which had been a huge success. There would be a debrief about the Carnival on the 3.11.25 – details to follow. The Marina Theatre and The Seagull Theatre would be working together on a musical – details later.
- ESDC also mentioned the games event planned at The Battery in October and the support of Sizewell for FL.

	Issues at the end of the evenings outside of the FL Festival:- There was no anti-social behaviour on site, but concerns re incidents (one of which was violent) outside the FL footprint was mentioned. It was explained that incorrect information was given in the local press. FL Festival Plans for next year:- 13 Moons – so space and planets. Issue re no funding for ESDC staffing in the financial year 26/27 to support the staffing of the festival – to be chased up and reported back at the next meeting.
20.10.25	Cllr Sonia Barker & Cllr Deborah Ray