

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Events and Communications Sub-Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **10:00 AM** on **Wednesday, November 26, 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
19 November 2025

Lowestoft Town Council
Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 AM on Wednesday, November 26, 2025

AGENDA

59 Welcome

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

60 To receive and consider approval of apologies for absence

61 Declarations of Interests and dispensations

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

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

62 To consider the draft minutes of the meeting on 22 October 2025

63 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.

64 Finance

To monitor expenditure by the sub-committee from its delegated budget.

65 Communications

65.1 To receive a report on analytical data for engagement on social media and website

65.2 To consider measures to implement the Town Council's Business Plan objectives relevant to the remit of this sub-committee

66 Events

66.1 To note attendance at events of the Mayor/Deputy Mayor

66.2 To consider any applications for events on Town Council owned land.

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Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 AM on Wednesday, November 26, 2025

66.3 To receive a report of permissions granted for events on Town Council owned land.

66.4 To review and consider the following timetable of events:

Date	Item
October 2025	Black History Month including the Award Ceremony on 21 November 2025
9 November 2025	Remembrance Sunday and Parade
11 November 2025	Armistice Day and Plaque Unveiling
21 December 2025	Santa Dash 2025
27 January 2026	Holocaust Memorial Day
March 2026	International Women's Day
May 2026	Climate Event
June 2026	Lowestoft 10K
July 2026	Lowestoft Pride
11-20 September 2026	Heritage Open Days 2026
2027	Civic Event

66.5 To consider an event to mark the 50th anniversary of Benjamin Britten's death on 4th December 2026

67 To receive an update on the information board for Gunton Cliff featuring Vera Brittain and other notable people

68 To consider the purchase of equipment to support commemoration events, such as plaque unveilings

69 Date of next meeting and reports
Wednesday 17 December 2025 10:00am

70 Items for the next agenda and close

Lowestoft Town Council
Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
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71 Admissions to Meetings

To resolve 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.

Lowestoft Town Council
Events and Communications Sub- Committee Meeting
Lowestoft Town Council (Hamilton House Battery Green Road, Lowestoft, Suffolk, United Kingdom)
Wednesday 22 October 2025 AT 10:00 AM

MINUTES

Present: Cllrs Sonia Barker (Chair), Wendy Brooks, Neil Coleby, Andy Pearce and Nick Webb.

Also in attendance: Christopher Meek (Events and Office Manager), Michael Winter (Communications and IT Officer) and Ewan Gallagher (Sports Development Officer).

Public: No members of the public were present.

47 Welcome

The meeting was welcomed and the fire evacuation and reporting at meetings protocols were read out

48 To receive and consider approval of apologies for absence

Apologies with reasons were received from Cllrs Begum, Newsome, Pitts and Rappensberger. The resignation of Cllr Newsome from this sub-committee was also noted.

Cllr Coleby proposed acceptance of the apologies, seconded by Cllr Webb, all in favour.

49 Declarations of interests and dispensations

49.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests from councillors on items on the agenda

No declarations were made.

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

None were received.

50 To consider the draft minutes and confidential note of the meeting on 24 September 2025

Cllr Pearce commented that there was a typo in third paragraph of item 42.1.

Cllr Pearce proposed acceptance of the minutes, seconded by Cllr Barker, all in favour.

51 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 comments were received.

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Wednesday 22 October 2025 AT 10:00 AM

It was agreed to move item 54.5 forward for the Sports Development Officer to comment on.

Item 54.5 - To consider Summer Sports events in 2026.

The Sports Development Officer commented that the major events coming up for sports are the Santa Dash in December and the Lowestoft 10K which was scheduled for 14th June 2026.

For the Summer Sports programme in 2026, it was suggested to continue working with the same providers due to the success but changing a few arrangements following feedback. This included moving away from Clarke's Lane as those sessions were not as popular, and focusing on sessions at Rosedale Park and Normanston Park, with tennis and pickleball at Denes Oval. The Sports Development Officer noted that this sub-committee had commented on the gender gap and was looking at the possibility of running female-only sessions to encourage participation and compliment the programme. It was also commented that Fen Park could be used as a location by introduction boxing sessions.

Cllr Brooks commented that she would like to see a cycling event arranged. The Sports Development Officer commented that they would look into this. Cllr Coleby suggested looking at promotions from the National Cycling Association.

Cllr Barker suggested that dance events might be a way of encouraging young females.

Cllr Pearce commented that the sports sessions provision could be expanded with the support of specialist coaches, including looking at delivering water sports sessions.

Cllr Brooks commented that care was needed to ensure that the sessions are not replicating what local clubs are already doing. The Sports Development Officer commented that the sports clubs are helping to deliver the activities and that these sessions create a pathway to encourage young people to join the clubs.

Cllr Coleby mentions that yoga and aerobics sessions could be looked. The Sports Development Officer commented that this could be an idea for adults.

Cllr Barker thanked the Sports Development Officer for his work.

The Sports Development Officer left the meeting at 10:26.

52 Finance

The budget sheet was displayed and noted.

53 Communications

53.1 To review a draft Community Engagement Action Plan and consider next steps

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Wednesday 22 October 2025 AT 10:00 AM

The Communications and IT Officer gave an overview of the draft Community Engagement Action Plan.

Cllr Brooks commented that letting people know when the drop-in sessions are has been an issue in the past. The Communications and IT Officer commented that the Plan would cover the creation of resources and a campaign promoting all the engagement activities.

Cllr Coleby commented that targeted engagement at specific locations for engagement of projects would be good to include.

Cllr Pearce commented that the draft Community Engagement Action Plan sits well with what is outlined in the Business Plan.

Cllr Brooks commented that it might be necessary for Councillors to receive training on community engagement so that they have the tools to deliver these sessions.

Cllr Pearce proposed to commend the draft plan for adoptions, seconded by Cllr Barker, all in favour. It was noted that the draft plan would need to go to AID and Full Council for adoption.

53.2 To consider the use of Lowestoft Coat of Arms

Cllr Pearce commented that the plan was good and agreed with the proposal for the Coat of Arms not to replace the Town Council's logo but to be used alongside it for civic events.

Cllr Coleby commented that he would like it noted that this should not be used on the heritage plaques as there was already agreed iconography for these.

Cllr Pearce proposed to endorse the recommendations for the use of the Coat of Arms, noting Cllr Coleby's caveat. This was seconded by Cllr Coleby, all in favour.

54 Events

54.1 To note attendance at events of the Mayor/Deputy Mayor

The Mayor and Deputy Mayor's attendance at events was noted.

54.2 To consider any applications for events on Town Council owned land.

No applications needed consideration.

54.3 To receive a report of permissions granted for events on Town Council owned land.

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No permissions had been granted.

54.4 To review and consider the following timetable of events:

Date	Item
4 October 2025	Royal Naval Patrol Association 50th Anniversary
It was noted that the organisers had sent a letter of thanks to the Town Council for supporting this event. Cllr Pearce commented that one of the speakers who was at the event would be celebrating their 40 th anniversary of attending next year, so some thought was needed on how to celebrate this.	
October 2025	Black History Month
It was reported that entries were being received with the deadline being the coming Friday.	
9 November 2025	Remembrance Sunday and Parade
It was reported that preparations were in hand and that a slight adjustment to the parade route due to the development works on Royal Plain was being created in liaison with the parade marshal.	
11 November 2025	Armistice Day and Plaque Unveiling
The Events and Office Manager asked for confirmation on who would be leading at which location on Armistice Day. Cllr Brooks agreed to attend Belle Vue Park, Cllr Pearce agreed to attend Lowestoft Cemetery and the Mayor would be at Royal Plain.	
It was noted that there would be a Plaque Unveiling in the afternoon at Ness Park. The details for the event were being finalised and would be publicised.	
21 December 2025	Santa Dash 2025
It was noted that the ticket booking was live and that promotion for the event had started.	
27 January 2026	Holocaust Memorial Day
The Events and Office Manager commented that plans for this event were being looked at and would be presented to the sub-committee at the next meeting. It was noted that one of the options would be to hold a wreath laying event at the Railway Station with a ceremony in the afternoon at Kensington Gardens.	
March 2026	International Women's Day
The Events and Office Manager commented that it would be good to have a steer on what the event should focus on. It was reported that the market was a success.	
Cllr Brooks reported that the theme was "Accelerate Action". The Events and Office Manager asked for comments to be sent to the office on how this theme could be incorporated.	
It was agreed that the rest if the events could be deferred.	

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Wednesday 22 October 2025 AT 10:00 AM

June 2026	Lowestoft 10K
July 2026	Lowestoft Pride
11-20 September 2026	Heritage Open Days 2026

54.5 To consider Summer Sports events in 2026

This item was considered earlier in the meeting.

55 To receive an update on the information board for Gunton Cliff featuring Vera Brittain and other notable people

Cllr Barker reported that this item had been referred to the Heritage Focus Group who had suggested some names. Cllr Barker commented that the Communications and IT Officer should look at the names that have been suggested and come back with an idea for what the board could look like. The Events and Office Manager noted that there was no budget attached to this project. Cllr Pearce commented that land permissions would need to be considered.

Cllr Brooks commented that it might be an idea to ask the people in Gunton Ward about who should be on the board. The Communications and IT Officer commented that they would be happy to do this however, it was suggested that any callout was delayed as the Town Hall Project was currently running a voting and nomination campaign for a “Hall of Fame” in the Town Hall.

56 Date of next meeting

Wednesday 26 November 2025 10:00am

57 Items for the next agenda and close

58 Admissions to meetings

To resolve 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.

Meeting closed at 11:23

Signed:

26 November 2025

LTC Online Analytics

Report – November 2025

Website:

lowestofttowncouncil.gov.uk

Page views (21st August – 13th November 2025): 20.5K (up 76.6%)

Average Session Length: 44 seconds

Top pages:

- Home Page
- Neighbourhood Plan
- Town Hall Manager
- Remembrance Sunday
- Your Town Council
- Bulky Waste Collection
- Get In Touch
- Who's who
- Neighbourhood Plan Referendum News Item
- Council Services

A clear focus on the past quarter has been towards the Neighbourhood Plan. The social media campaign around this has driven traffic towards these pages, showing that the practice of adding links to specific pages for people to find out more information is one that should be continued. It is also good to see that the “core” pages of the website (home page, Your Town Council, Get In Touch and Council Services) remain in the top 10 most visited pages.

Devices Used

- Desktop – 36.1% (up 4.9%)
- Tablet – 1.7% (up 30.8%)
- Mobile – 61.5% (down 2.9%)
- Other (Kindle etc.) – 0.7% (down 22.2%)

The devices used figures have remained fairly stable since the last report in August.

How are people getting to the website?

Search Engines (Google, Bing, Yahoo etc.)

*A large number of visits come from Search Engines. Most of these head to our homepage or pages linked to possible internet searches (such as the **Neighbourhood Plan**.)*

Facebook Links

*The visits from Facebook tend to be to specific pages, matching with links that have been shared on Facebook posts, such as the **Town Hall Manager Advert, Remembrance Sunday and Neighbourhood Plan**. A high percentage of these are on mobile (over 95%) with no Facebook referrals coming from desktop.*

External Websites (Discover Lowestoft, InfoLink, Lowestoft Journal etc.)

*There is limited traffic from external websites currently however, most of the traffic is to specific pages linked to a particular event or project. For instance, the Lowestoft Journal website has generated traffic to the **Neighbourhood Plan** page.*

Social Media:

Lowestoft Town Council has three “brands” (Lowestoft Town Council, Sports and Town Hall Project), each with its own Facebook and Instagram pages.

Facebook: Lowestoft Town Council

Followers: 4,515 (*up 4.4% since August 2025*)

Top Content by Reach:

Content	Date	Type	Reach	Reactions	Comments	Shares
Remembrance Sunday Reminder	7 November 2025	Photo	22.6K	241	13	43
Belle Vue Cottage Thatching	14 October 2025	Photo	12.7K	158	23	21
Remembrance Sunday Thank You	9 November 2025	Photo	8.9K	281	16	15
Remembrance Sunday Initial Comms	23 September 2025	Photo	8.1K	71	17	24
Neighbourhood Plan Referendum Details	15 October 2025	Graphic	8.1K	12	17	22
Plaisir Football Tour	30 October 2025	Photo	7.5K	46	7	13
Triangle Traders	3 October 2025	Photo	6.7K	54	6	76
Christmas Market Announcement	27 October 2025	Graphic	6.3K	22	1	76

The Town Council Facebook page continues to grow and has passed the 4500 follower mark ahead of prediction.

Instagram: Lowestoft Town Council

Followers: 1,122 (up 2.7% since August 2025)

Top Content by Reach:

Content	Date	Type	Reach	Reactions	Comments	Shares
Halloween Market Cancellation	24 October 2025	Photo	434	3	3	1
Today at Planet Positive	20 September 2025	Video/Reel	366	3	0	0
Belle Vue Park Thatching	14 October 2025	Photo	287	14	4	0
Remembrance Sunday Reminder	7 November 2025	Photo	215	14	0	0
Remembrance Sunday Initial Comms	23 September 2025	Photo	214	8	0	0
RNSPA Event announcement	22 September 2025	Photo	204	12	0	0
Planet Positive Line-Up	19 September 2025	Photo	187	5	0	0
Halloween Market	22 September 2025	Photo	171	11	0	2

The Instagram account has slightly dipped in performance and could do with some dedicated focus with content designed specifically for Instagram, such as video reels. Instagram works best for “at the event” comms but requires a member of staff to oversee this at the event.

Facebook: Sports

Followers: 1227 (up 42% since August 2025)

Top Content by Reach:

Content	Date	Type	Reach	Reactions	Comments	Shares
Normanston Park Box-Up	29 August 2025	Photo	6.9K	21	7	7
Santa Dash Tickets	19 October 2025	Paid Advert	4.8K	58	5	16
Santa Dash Ticket Reminder	10 November 2025	Photo	2.3K	1	1	27
Santa Dash Teaser	13 October 2025	Photo	2.2K	46	13	11
Denes Oval Pickleball Sessions	27 August 2025	Photo	1.8K	4	2	4

The Sports Facebook page has continued to grow, thanks to some paid advertising and high-engagement events.

Instagram: Sports

Followers: 242 (up 10% since August 2025)

Top Content by Reach:

Content	Date	Type	Reach	Reactions	Comments	Shares
Summer Sports Football Session	26 August 2025	Photo	900	2	1	2
Summer Sports Round-Up	10 September 2025	Video/Reel	433	3	1	1
Summer Sports Cricket Wrap-Up	5 September 2025	Video/Reel	316	16	0	0
What's On This Week	4 November 2025	Video/Reel	272	0	0	0
Walking Tennis	23 September 2025	Video/Reel	222	5	0	1

Facebook: Town Hall Project

Followers: 707 (up 7.6% since August 2025)

Top Content by Reach:

Content	Date	Type	Reach	Reactions	Comments	Shares
Town Hall Drop-In Session	17 September 2025	Photo	3.8K	9	0	20
Heritage Market	13 September 2025	Photo	3K	29	6	3
Planet Positive	20 September 2025	Photo	2.3K	7	3	6
Barnes Drop-In Session	10 September 2025	Photo	2.2K	13	3	12
Barnes Drop-In Session	15 September 2025	Photo	2.1K	10	0	7

The Town Hall page has seen a steady increase in followers and will need a new focus and push over the coming year as we head towards the Town Hall's opening. Continued delivery of different parts of the engagement and activity plan will keep this page growing, including the upcoming Pop Culture project work.

Instagram: Town Hall Project

Followers: 313 (up 6.1% since August 2025)

Top Content by Reach:

Content	Date	Type	Reach	Reactions	Comments	Shares
Heritage Skills Market Countdown – 10 Days	3 September 2025	Video/Reel	182	1	0	0
Planet Positive	20 September 2025	Photo	172	4	0	1
Barnes Construction Drop-In	10 September 2025	Photo	168	17	0	1
Heritage Skills Market Countdown – 1 Day	12 September 2025	Video/Reel	168	3	0	0
Heritage Skills Market	13 September 2025	Photo	168	20	4	1

Similar to the Facebook page, the Town Hall Instagram will need a new focus over the coming year as we head towards the town hall opening.

Lowestoft Town Council – Event Application Form

Terms and Conditions of Hire

PLEASE READ CAREFULLY

1. These terms and conditions should be read with the relevant information in the Council's Good Practice and Safety Guidelines for Events and Hire of Public Spaces. The Council reserves the right to add, vary or remove any of these terms and will advise the Hirer accordingly as part of the application and permission process.
2. The Hirer must indemnify the Council against any death, personal injury, loss of or damage to property and actions, claims, demands, costs, charges and expenses (including legal expenses on an indemnity basis) which arise as a result of the Hirer's negligence or wilful misconduct or non-performance of its obligations under these conditions.
3. Compliance with legislation relating to children or vulnerable adults. For all events involving children or vulnerable adults, except private parties where the applicants is a family member, the applicant is required to have their own safeguarding policy and must ensure that those who work with young people or vulnerable adults hold a current DBS certificate. The applicant shall ensure that any activities at the venue for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. **Child Protection Policies are the responsibility of the applicant.** Note that permission for one-to-one activities with children or vulnerable adults is unlikely to be permitted. Any such use should be declared in the application form.
4. If any equipment is brought on to the site and is left on the site after the event has finished, or is left overnight if the event lasts more than one day, the Hirer shall be responsible for ensuring that any equipment is properly secured against misuse. The Council accepts no responsibility for any loss or damage to such equipment. In addition, the Hirer shall specifically ensure that the insurance cover to be provided covers all risks for all of the time that the equipment is on Council land.
5. The Hirer is responsible for controlling access to the site for the duration of the event, which shall include setting up and taking down times. In particular, the Hirer shall so operate any traffic bollards or any other device owned by the Council in such a manner as to prevent unauthorised access to the site. In the event that the Hirer permits or by his actions brings about unauthorised occupation of the site, the Hirer shall pay to the Council all costs properly incurred by it in seeking the removal of such persons from the site.
5. **Fairground** All documentation for fairground rides must be submitted to Lowestoft Town Council before the event.
The Council will require details of all equipment and units no less than six weeks prior to the event. Funfair operators are required to provide the Council with the insurance, ride inspection certificates and specific risk assessments for any rides that they intend to have at their event no less than six weeks prior to the event. Certification that the structures comply with the HSE guidance notes must be submitted a minimum of four normal office working hours prior to the event by agreement or another period, as specified by Lowestoft Town Council. Details of the electrical and structural contractor must be submitted for the council's approval no less than fifteen working days before the event by agreement, or another period, as specified by Lowestoft Town Council. Failure to provide the information required by the due date shall entitle the Council to cancel the event.

6. The event's organiser is responsible for all safety aspects of the event prior, during and after the event and must accept liability for any loss, damage injury or death, howsoever and by whomsoever caused.
7. **Fly posting in any form is not permitted** and may result in prosecution. Any breach of the condition will result in immediate cancellation of the permission to use the site. The cost of removing the fly posting will be deducted from the hirer's deposit.
8. **Bouncy castles and Inflatables are not permitted on any Town Council land.**
9. It is not permitted, without prior written agreement, to use any public address system, loudspeaker apparatus, engines or generators.
10. The giving of goldfish or other live creatures as prizes is banned.
11. No circuses with performing animals of any kind are permitted at any event.
12. No car boot or jumble sales or similar are permitted without prior agreement.
13. The siting of rides or attractions must be agreed in advance of the event, with Lowestoft Town Council and, as appropriate with East Suffolk Norse or other Council contractor.
14. Catering units are not permitted at events on Council land unless by prior arrangement and agreement has been given to the Hirer in writing. Relevant catering certificates must be produced in advance Lowestoft Town Council.
15. The Hirer shall at all times comply with any verbal or written directions or requirements by an officer of the Town Council, East Suffolk Norse or other relevant contractor during the duration of the event. Any breach of these conditions or directions by the Hirer or any participant in the event may result in the offending persons being removed from the site and/or immediate cancellation of the event.
16. Where an event takes place on a Council site normally accessible to the public, the Hirer is to use as little of the site as is reasonable and to make provision for the public access to the remainder of the site.
17. The Council reserves the right to refuse permission for any booking without being required to give a reason for any such refusal.
 - a) It reserves the right to cancel any booked event or withdraw permission to use the land any time up to and including the day of the event.
 - b) It reserves the right to cancel any booked event due to poor weather conditions.
 - c) It reserves the right to cancel the event if it has sufficient concerns or doubts about the safety of the event or if the organisers have failed to comply with advice given by the Safety Advisory Group
18. No advertising material may be issued or tickets sold until such time as permission has been granted by the Council for the event to take place.
19. For the benefit and protection of the surrounding land, environment and wildlife and to avoid the risk of damage from fire thereto (the Hirer) agrees that he/she will not release or permit anyone on the land of the Council pursuant to this (Agreement) to mass release balloons or release any sky lanterns whatsoever.

20. Where appropriate a deposit will be taken for each event and will be required on application. This is fully refundable if no issues requiring remedial action arise. The Council reserves the right to deduct from this deposit the cost of any repairs or cleaning up required after the event and to require any additional payments to ensure full repairs etc can be made. Removal of rubbish, clearing up and reinstatement work must be carried out to the standard required by Lowestoft Town Council.
21. Fees are set annually by the Council with reduced concessions for charities and community groups.
22. Lowestoft Town Council does not provide free car parking for events in its car parks. Any spaces used will need to pay the relevant charge. Loss of revenue will be charged to the event organiser should they need to block off any spaces for whatever reason and permission should be sought from the car park owner. Cars may not be parked on Lowestoft Town Council land either. Lowestoft Town Council reserves the right to deduct from your deposit a fine of £25 for each unauthorised car on site.
23. Any electricity used should be only as authorised by the Council and include from points on Sparrows Nest Gardens and will be charged at a flat rate of £10 per supply per day.
24. It is the event organiser's responsibility to make any arrangements regarding cleansing, barriers, toilets directly with East Suffolk Norse or other relevant Lowestoft Town Council contractor and pay any associated costs and to ensure that they have any necessary licenses and permissions and comply with all relevant legislation.

EVENT APPLICATION FORM

Please read the guidance notes thoroughly before completing this section. This form should be completed (in BLOCK letters) by the person who is responsible for the Event and Planning.

Name of event RUSSELLS INTERNATIONAL CIRCUS

Event location NORMANSTON PARK

(If possible, please enclose a copy of a location plan, especially if the premises or land is not generally referred to by a postal address/postcode)

Event date 27TH MAY 2026 UNTIL 31ST MAY 2026

Event Manager/Organiser

Name of organisation	REDACTED
Name of organiser	REDACTED
Address + Post Code	REDACTED
Mobile / Telephone no.	REDACTED

Email address	REDACTED
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Event public enquiries No. REDACTED

Contact on day of event REDACTED
(This must be provided)

Type of event

Fundraising Event ☐ Commercial Event ☒ Social Event ☐ Festival ☐

Pop-Up Event ☐ Virtual Event ☐ Community Event ☐

(If for charity) – Charity name _____

Charity registration number _____

Please give the percentage (%) of income raised that will go to the charity concerned _____%

Event Description + Details

Detailed description of proposed event: CIRCUS PERFORMANCE IN BIG TOP.

INTERNATIONAL CIRCUS, WE TRAVEL THE UK THROUGHOUT THE YEAR, DETAILS CAN
BE FOUND AT WWW.RUSSELLSCIRCUS.CO.UK

THE SITE WILL BE RETURNED TO ORIGINAL CONDITION AFTER OUR VISIT AND ENDEAVOUR
TO CAUSE TO NO ISSUES OR DAMAGE TO THE SITE. THIS INCLUDING REINSTATING ANY HOLES
MADE BY TENT PEGS

Date and time to access site for preparation/installation SUNDAY 24TH MAY - AFTER 8PM

Date and time the site will be vacated after event ends/de-rig SUNDAY 31ST - APPROX 7PM

Event start time 6PM DAILY Event finish time 8PM

Admission price FREE ☐ Other/Chargeable APPROX £9.99

Has this event been organised before? YES

If YES, where and when? FULL UK TOUR FOR PAST 20 YEARS.

Attendance

(Please provide an approx.)

Numbers attending event	300
Age range/Profile of those attending	FAMILY AUDIENCE / ALL AGES

Additional Information

Will any of the following be featured at this event? Please tick appropriate boxes (some may be prohibited at certain sites):

Attractions

- | | | |
|------------------------|-------------------------------------|---------------|
| Fireworks/pyrotechnics | ☐ | Details _____ |
| Fairground rides | ☐ | Details _____ |
| Live music | ☐ | Details _____ |
| Live entertainment | ☒ | Details _____ |

Services

- | | | |
|-------------------------|-------------------------------------|---------------|
| First Aid | ☒ | Details _____ |
| Security | ☐ | Details _____ |
| Stewards | ☒ | Details _____ |
| Food/Drink concessions | ☒ | Details _____ |
| Staging | ☐ | Details _____ |
| Temporary Structures | ☒ | Details _____ |
| Marquees | ☒ | Details _____ |
| Power Supply/Generators | ☒ | Details _____ |
| PA system | ☒ | Details _____ |
| Lighting | ☒ | Details _____ |
| Toilets (portaloos) | ☒ | Details _____ |
| Alcohol provision | ☐ | Details _____ |
| Water provision | ☐ | Details _____ |

Access/Event Travel

- | | | |
|---|--------------------------|---------------|
| Does your event require the use of the Public Highways? | ☐ | Details _____ |
| If YES, likely to require road closure(s)? Please detail. | ☐ | Details _____ |

Does event planners require vehicular access to the site

(if applicable)



Details ACCESS FOR VEHICLES TO ENTER SITE

Note: Please supply as much information as possible on all the above items.

After this application has been submitted, no additional items may be included without the express consent of the appropriate department in writing.

The council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers. The event organiser/s should ensure that the site is regularly litter-picked during the event and cleared of all waste/litter after the event. If the event organiser/s fail to do this, the Council reserves the right to carry out any works in default and charge the event organiser the cost incurred. If damage is sustained by the site as a result of, or in any direct action by the event and its attendees the Council reserves the right to complete works to restore and repair the site and charge the event organiser/s for any cost incurred.

Insurance

Event organisers are required to hold a current policy of insurance in respect of **Public Liability** and **Third Party risks** (including **products liability** where appropriate). The relevant limit of indemnity shall be an amount no smaller than £5 million per claim and the Council reserves the right to require a higher limit if deemed necessary. **Organisers will be required to produce evidence of their insurance cover.**

Risk Assessments & Event Safety

Event organisers must supply a copy of their risk assessment and event plan and site plan with their application. The risk assessment must cover all aspects of the proposed events. Should the risk assessment be insufficient then permission will not be granted.

Have you carried out a risk assessment(s) of your event? (Yes/No) YES

Have you carried out a fire assessment(s) of your event? (Yes/No) YES

Name and contact details of the nominated Event Safety Officer:

Name	REDACTED
Address + Post Code	REDACTED
Mobile / Telephone no.	REDACTED

Email address	REDACTED
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Note: All applications must be made a MINIMUM of 42 days before the event. Applications outside of this time will not be considered and failure to comply may result in the Council refusing to grant permission/withdrawing permission for the event.

Application

We will assess your application in consultation with Suffolk Police, East Suffolk Norse and other relevant organisations. Once we have received feedback we will advise you if your application is successful and what the costs and any specific conditions will be. It will also be passed to the Suffolk Safety Advisory Group (SAG) for their consideration

If permission is granted for this event, I hereby agree to comply with the terms and conditions of use set out by the Council and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the Council.

I confirm I have read and agree to all the terms and conditions
I confirm I have enclosed a copy of my Public Liability Insurance
Risk Assessment, Event Plan and Site Plan



Signed REDACTED Date 28.20.25
Printed REDACTED
Position in organisation REDACTED

PLEASE RETURN COMPLETED FORM BY EMAIL TO :

admin@lowestofttowncouncil.gov.uk



MEETING PAPER

Subject: Holocaust Memorial Day 2026

Meeting: Events and Communications Sub-Committee

Date: 26 November 2025

CONFIDENTIAL/NON-CONFIDENTIAL

1. Purpose

This paper outlines four potential formats for our 2026 Holocaust Memorial Day observance to facilitate a committee decision. The aim is to select an option that respectfully honours the victims, engages the community, aligns with our resources, and effectively communicates the theme for HMD 2026: **'Be the light in the darkness'**.

2. Background

Holocaust Memorial Day (27th January) is a national occasion to remember the six million Jews murdered in the Holocaust, and the millions of other people killed under Nazi persecution and in subsequent genocides. Our local authority has historically marked this day with a combination of public acts of remembrance and community education.

In previous years, we have utilised two key locations:

- **The Railway Station:** A high-footfall location for a public, symbolic act of remembrance (e.g., laying flowers, short readings).
- **Kensington Gardens:** A more contemplative space suitable for a structured event with speakers, music, and school participation.

3. Options for HMD 2026

The following options present a range of approaches, from our established format to a significant reduction or cessation of activities.

Option 1: As in Previous Years

- **Format:**
 - **Morning:** Short ceremony and laying of flowers/wreaths at the Railway Station with talks from various stakeholders.
 - **Afternoon:** Structured event in Kensington Gardens featuring a guest speaker, readings, and the participation of a local primary school.
 - **Pros:**
 - **Community Engagement:** Combines a public act with a more reflective, community-focused gathering.
 - **Cons:**
 - **Resource Intensive:** Requires significant planning, staffing for two separate events.
-

Option 2: Hybrid & Focused Engagement

- **Format:**
 - **Morning:** Simple, solemn laying of flowers at the Railway Station (no formal speeches)
 - **Afternoon:** Enhanced event in Kensington Gardens, featuring a dedicated speaker from (AJF) and a more integrated performance/presentation from the local primary school.
 - **Pros:**
 - **Strategic Focus:** Strengthens the educational impact of the gardens event with an expert speaker.
 - **Manageable Scale:** The morning event is less formal, reducing pressure and resources.
 - **Clear Narrative:** Creates a distinct journey from public remembrance to deeper learning.
 - **Cons:**
 - **Reduced Prominence:** The station event may have less impact without a formal ceremony.
 - **Potential Cost:** An AJF speaker may incur a fee, requiring budget allocation.
 - **Comms Focus:** "From a moment of remembrance to a deeper learning. Join us to honour the past and educate for the future."
-

Option 3: Kensington Gardens Only

- **Format:**
 - A single, consolidated event at Kensington Gardens in the afternoon, incorporating all elements: flower laying, speaker, school participation.
- **Pros:**
 - **Focused Resources:** Maximises impact by concentrating all planning, budget, and promotion on one high-quality event.

- **Enhanced Experience:** Allows for a longer, more immersive and contemplative ceremony.
 - **Logistically Simpler:** Easier to manage from an operations and security standpoint.
 - **Cons:**
 - **Loss of Public Reach:** The commemorative act becomes a "by invitation" or "for those who know" event, missing the general public at the station.
 - **Breaks with Tradition:** May be perceived as a downgrade or reduction in commitment by some community members.
 - **Comms Focus:** "A communal gathering for reflection. Join us in Kensington Gardens to honour and remember together."
-

Option 4: No Formal Events

- **Format:**
 - The council does not organise or fund any public events for HMD 2026.
 - **Pros:**
 - **Cost Saving:** Eliminates all associated event costs (staff time, speaker fees, materials).
 - **Avoids Logistical Burden:** Frees up committee and officer time.
 - **Cons:**
 - **Significant Reputational Damage:** Would likely attract severe negative publicity and criticism from the Jewish community, other community groups, and residents.
 - **Fails in Civic Duty:** Would be viewed as a failure to honour our moral and civic responsibility to remember.
 - **Contradicts National and Local Policy:** Goes against the spirit of national HMD.
 - **Comms Focus:** N/A – Communications would be purely reactive and defensive, dealing with the fallout.
-

4. Committee Discussion Points

To guide our decision, please consider the following questions:

1. **Impact vs. Resources:** Which option provides the most meaningful commemoration relative to the resources we have available?
2. **Audience:** Who are we primarily trying to reach? The general public, school children, or the existing community of memory?
3. **Risk:** What is the reputational risk of moving away from the Railway Station, versus the operational burden of maintaining two events?

5. Recommendation

Based on the analysis, **Option 2 (Hybrid & Focused Engagement)** is recommended. It strikes an effective balance by:

- Maintaining a visible public presence at the Railway Station.
- Enhancing the educational and reflective quality of the main event.
- Using resources more strategically than Option 1, while avoiding the significant reputational risks of Options 3 and 4.

This approach aligns strongly with the 2026 theme, 'Be the light in the darkness,' by creating a tangible journey from a simple act of remembrance to an educational event that inspires future action.

6. Next Steps

The committee is asked to:

- Debate the merits of each option.
- Consider the discussion points above.
- Vote to agree on a format for HMD 2026.

Upon decision, a detailed project plan and communications strategy will be developed.