

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend an **Assets, Inclusion and Development Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **19:00** on **Monday 1 December 2025**.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via [Teams](#). The meeting can also be observed via [YouTube](#).

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with relevant interests in matters on the agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S. L. Foote

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Sarah Foote, Town Clerk
1 December 2025

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

AGENDA

105 Welcome

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

106 To receive and consider approval of apologies for absence

107 Declarations of Interests and dispensations

107.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors

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

108 To consider the draft minutes and confidential note of the extraordinary meeting on 10 November 2025

109 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.

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

111 To receive a presentation on Padel Tennis and potential future opportunities

112 Parks and Open Spaces:

112.1 To receive a memorial bench application for Kensington Gardens

112.2 To consider acceptance of a grant fund for a new four-locker Box-Up unit at Kensington Gardens and provide the required match-funding

112.3 To consider granting landowner permission to Lowestoft Town Tennis and Pickleball Club for signage at Denes Oval

113 Events and Communications:

113.1 To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 22 October 2025

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114 Allotments

114.1 To receive and note the draft minutes of the Extraordinary Allotments Sub-Committee meeting on 25 November 2025

114.2 To receive a recommendation from the Allotments Sub-Committee regarding their Terms of Reference

115 To receive an update on exploratory discussions for a possible twinning arrangement

116 Date of next meeting
Monday 5 January 2026

117 Items for the next agenda and close

118 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

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Monday 10 November 2025 19:00

MINUTES

Present: Cllrs Neil Coleby, Jen Jones, Christian Newsome, Andy Pearce, Nick Webb (Deputy Chair) and Elise Youngman

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

87 Welcome

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

88 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Wendy Brooks, John Murray, Bernie Rappensberger and Deborah Ray with reasons provided. Cllr Neil Coleby sent his apologies that he may be late to the meeting. Cllr Youngman proposed approval of apologies received; seconded by Cllr Pearce; all in favour. Cllr John Pitts was absent with no apologies received.

89 Declarations of interests and dispensations

89.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on agenda items – There were no declarations.

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

90 To consider the draft minutes of the meeting on 6 October 2025

Cllr Pearce proposed approval of both the draft minutes and confidential note; seconded by Cllr Youngman; all in favour.

91 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.

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

Cllr Pearce proposed approval of the report as a true and accurate record expenditure; seconded by Cllr Youngman; all in favour.

93 Parks and Open Spaces:

93.1 To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 21 October 2025 – The draft minutes were received and noted.

93.2 To receive advice regarding parking enforcement at Clarkes Lane and note further information regarding external funding for the project – The Committee noted the intention was for the carpark to be attached to the play area in order to offer accessible parking for users of the play area. Advice had been sought on how to enforce the carpark so that it would not be misused as a general amenity carpark. Two options had been received from Parking Enforcement, one was to attach the play area to East Suffolk Council's Off-Street Parking Order, which they can then enforce, or opt for private land enforcement.

Cllr Pearce proposed officers explore the option of the play area being attached to East Suffolk Council's Off-Street Parking Order (such as whether this would provide enforcement and if a

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management fee would be required) and bring the information back to next appropriate meeting to discuss the viability and cost; seconded by Cllr Newsome; all in favour.

On to topic of funding for the project, officers had reviewed a potential grant funding body, and it was estimated the amount granted would be £50,000 and with 20% match-funding required. Unless further funding bodies could be identified, the remainder of the project cost would be directly funded by the Town Council. Whilst Community Infrastructure Levy funding could be applied for, a full specification of the project would be needed as well as all other funding accounted for before an application could be submitted. Should a majority of the project budget need to be directly funded, delivery of the project would need to be considered over a two-to-three-year period.

Cllr Pearce proposed the query on funding be deferred to the same meeting when further information will be received on parking enforcement, with consideration of delivering the project over a minimum of two years, depending on the grant funding available, and consider if contributory funding should be set aside in the 2026-2027 budget so that the costs could be spread over three years; seconded by Cllr Youngman; all in favour.

93.3 To consider a maximum budget of £660 for rockery planting in Sparrows Nest around the bowls green – Cllr Youngman proposed approval with the budget allocated from the Horticulture budget; seconded by Cllr Pearce; all in favour.

93.4 To consider a recommendation from officers regarding the closure of steps in Sparrows Nest and remedial actions (some aspects may be confidential) – The Committee noted these steps were not a main route of access to the public and a public safety issue had been raised with the steps remaining open in their current conditions. Two options were provided, either to undertake remedial works at a significant cost, or to close the steps and plant over the area at a cost of £500.

Cllr Coleby entered the chamber at 19:16

Cllr Youngman proposed to close the steps and plant over the area, as the entrance has been closed for a significant amount of time, it was not a main route of access to the area and no members of the public have raised an issue with the closure with the office; seconded by Cllr Pearce; five votes in favour and one abstention.

Cllr Pearce proposed the £500 for the closure and planting works be allocated from the Parks Repair and Maintenance budget; seconded by Cllr Youngman; all in favour.

94 Allotments

94.1 To receive and note the draft minutes of the extraordinary Allotments Sub-Committee meeting on 29 October 2025 – The draft minutes were received and noted.

95 Community Safety:

95.1 To receive and note the draft minutes of the Community Safety Sub-Committee meeting on 15 October 2025 – The draft minutes were received and noted.

96 To note data received from recent bird ringing at the North Denes

The data was noted.

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97 To receive and consider a meeting paper for the development of a pump track and an active track in Normanston Park

The Committee noted there was a nearby housing development that was due to build a pump track and concerns were expressed on its proximity to the proposed track at Normanston Park.

The Sports Development Officer had attempted to start submissions from grant funding, only to find that a major funding body had already received an application from the Town Council for the Town Hall project, therefore a grant application could not be submitted until June 2026, as the funding body only accepted one grant application per year from an organisation.

Cllr Pearce proposed a recommendation be made to Full Council to make provision for the requested grant match-funding to be allocated from the Reserves so that the amount would not be precepted in the 2026-2027 budget, and if the grant applications were successful in 2026, then the amount could be precepted in the following financial year to replenish the Reserves as an Earmarked Reserve Recovery. This would enable budgeting preparation and provide the Sports Development Officer with the financial commitment from the Town Council when submitting applications for grant funding. In the meantime, the Sports Development Officer would follow up on the concerns raised about the pump track at the nearby housing development and provide alternative sites for the pump track, in particular the south of Lowestoft, such as Fen Park or the Elm Tree ward. Cllr Coleby seconded the proposal and a vote was held with all in favour.

For the active track, potential funding sources had been identified but would fall into the 2027-2028 financial year. Cllr Pearce proposed the Sports Development Officer establish the feasibility of the development, and if considered feasible, then there would need to be an internal, in-principal commitment in 2027-2028 to ring-fence the amount for the development from the Reserves; seconded by Cllr Youngman; all in favour.

98 To receive a draft policy for fencing and consider recommendation to the Finance and Governance Committee

This policy would not make a recommendation on which play areas must be fenced, it would identify factors to consider and inform decisions on individual play areas.

Cllr Pearce proposed to accept the draft policy as a working document and recommend it to Full Council; seconded by Cllr Coleby; all in favour.

99 To consider a recommendation and budget on the provision of Christmas lights on the Town Hall for 2026-2027

The Town Council's existing contract was due to end in 2026, therefore officers recommended the existing contract not be amended, unless the Town Council wishes to continue to contract with the same provider, as any additional provision at the Town Hall could be progressed under a separate arrangement.

Officers were asked to check the current contract due to expire in 2026 would still cover the Town Council for the 2026 Christmas period.

A decision would need to be made by February/March 2026, particularly if the Town Council were to opt with the same contractor on a separate arrangement, in order to accommodate the lead-in time.

Cllr Coleby proposed officers have exploratory conversations with consideration of whether to pursue this provision with the current contractor or seek different contractors, noting this would consider

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what to do for the Town Hall in isolation for Christmas lights in 2026 and note the lead-in times with a decision to be made in the first quarter of 2026. The Conservation Officer should also be engaged in the process. Cllr Pearce seconded the proposal and a vote was held with all in favour.

100 To consider whether and how to progress exploratory discussions for a possible twinning arrangement

At a previous Mayoral visit to Geesthacht in 2024, a town also twinned with Plaisir, an invitation to twin with Geesthacht had been received from the Municipal Authority. Officers were working to put together a briefing paper outlining the formal process to twin with a town.

Cllr Pearce proposed no decision be made at this time and to receive the briefing paper at the next meeting when a decision could be made on whether to have formal correspondence with the town and how to progress a potential twinning arrangement; seconded by Cllr Webb; all in favour.

101 To consider making a formal approach to East Suffolk Council regarding a potential transfer of land and confirm the boundaries (some aspects may be confidential)

This item would be discussed in confidential session.

102 Date of next meeting

Monday 1 December 2025

103 Items for the next agenda and close

No items were requested for the next agenda.

104 Admissions to Meeting

To resolve that under the Public Bodies (Admission to meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any employment matters and legal issues relating to the matters on this agenda – Cllr Coleby proposed the meeting be moved to confidential session; seconded by Cllr Youngman; all in favour.

The Chair closed the meeting at 19:42

101 To consider making a formal approach to East Suffolk Council regarding a potential transfer of land and confirm the boundaries (some aspects may be confidential)

Cllr Pearce proposed to table the request to transfer land to East Suffolk Council and progress it accordingly with officers to confirm the boundaries of the piece of land to be transferred on the SK map and submit the map to East Suffolk Council for formal consideration; seconded by Cllr Coleby; all in favour.

The Chair closed the meeting at 19:53

Signed:

1 December 2025

Annual Budget - By Committee (Actual YTD Month 8)

Note: 21st November 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Assets, Inclusion, Development</u>												
<u>120</u>	<u>Capital Works</u>											
5105	Capital Investment	0	13,230	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	13,230	0	0	0	0	0	0	0	0	0
6000	plus Transfer from EMR	0	13,230	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	0		
<u>125</u>	<u>Compliance</u>											
4155	Compliance	0	0	0	31,333	0	0	31,333	14,345	35,000	0	0
	Overhead Expenditure	0	0	0	31,333	0	0	31,333	14,345	35,000	0	0
	Movement to/(from) Gen Reserve	0	0			0		(31,333)	(14,345)	(35,000)		
<u>150</u>	<u>Office Accommodation</u>											
1200	Room and Land Hire Income	0	80	0	0	0	0	0	160	0	0	0
	Total Income	0	80	0	0	0	0	0	160	0	0	0
4160	Parking	1,500	438	0	0	1,545	0	1,545	491	750	0	0
4300	Business Rates	9,956	9,980	0	0	10,266	0	10,266	9,980	6,654	0	0
4305	BID Levy	350	350	0	0	350	0	350	350	234	0	0
4340	Furniture & Equipment	8,941	12,023	0	-7,500	9,210	0	1,710	583	2,000	0	0
4710	IT Service Charge	19,000	26,293	0	-30,000	30,000	0	0	-54	0	0	0
4715	Hamilton House Loan Repayment	13,430	13,430	0	0	13,834	0	13,834	10,072	31,748	0	0
4720	Premises Rent	14,700	15,435	0	0	15,141	0	15,141	11,576	10,094	0	0
4725	Premises Service Charge	34,248	29,479	0	0	35,275	0	35,275	17,532	24,693	0	0
5020	Project Expenditure	0	147	0	0	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: 21st November 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		102,125	107,574	0	-37,500	115,621	0	78,121	50,531	76,173	0	0
Movement to/(from) Gen Reserve		(102,125)	(107,494)			(115,621)		(78,121)	(50,371)	(76,173)		
160	<u>Town Hall</u>											
1091	Town Hall Grant	144,717	1,456,147	0	0	0	0	0	1,940,741	0	0	0
Total Income		144,717	1,456,147	0	0	0	0	0	1,940,741	0	0	0
4305	BID Levy	1,325	1,286	0	0	1,365	0	1,365	1,286	1,286	0	0
4365	Utilities	7,983	-9,821	0	0	8,223	0	8,223	1,284	1	0	0
4465	Events	0	0	0	0	0	0	0	0	0	9,165	0
5000	Repairs & Maintenance	10,000	0	0	0	0	0	0	0	1	0	0
5020	Project Expenditure	0	651,859	0	0	0	0	0	1,849,631	127,116	0	0
5045	Climate Emergency	0	0	0	45,000	0	0	45,000	0	45,000	0	0
9980	DMO Repayments	0	0	0	0	82,683	0	82,683	0	187,785	0	82,683
Overhead Expenditure		19,308	643,324	0	45,000	92,271	0	137,271	1,852,201	361,189	9,165	82,683
Movement to/(from) Gen Reserve		125,409	812,823			(92,271)		(137,271)	88,539	(361,189)		
170	<u>Workshop</u>											
4095	Insurance	0	0	0	750	0	0	750	274	480	0	0
4300	Business Rates	7,610	7,610	0	0	7,610	0	7,610	7,610	7,610	0	0
4340	Furniture & Equipment	0	0	0	0	2,500	0	2,500	180	3,000	0	0
4365	Utilities	6,000	4,438	0	0	6,000	0	6,000	1,376	6,000	0	0
4720	Premises Rent	20,500	20,214	0	-3,500	24,000	0	20,500	13,867	20,500	0	0
4725	Premises Service Charge	0	3,563	0	2,750	0	0	2,750	1,302	2,750	0	0
Overhead Expenditure		34,110	35,824	0	0	40,110	0	40,110	24,609	40,340	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: 21st November 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	<u>(34,110)</u>	<u>(35,824)</u>			<u>(40,110)</u>		<u>(40,110)</u>	<u>(24,609)</u>	<u>(40,340)</u>		
180	Waterways and Ponds											
5000	Repairs & Maintenance	40,800	5,698	0	0	9,150	0	9,150	2,604	8,000	0	0
	Overhead Expenditure	<u>40,800</u>	<u>5,698</u>	<u>0</u>	<u>0</u>	<u>9,150</u>	<u>0</u>	<u>9,150</u>	<u>2,604</u>	<u>8,000</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(40,800)</u>	<u>(5,698)</u>			<u>(9,150)</u>		<u>(9,150)</u>	<u>(2,604)</u>	<u>(8,000)</u>		
350	Marina Theatre											
1000	Property Lettings - Exempt	0	0	0	20,000	0	0	20,000	15,000	20,000	0	0
1092	Marina Theatre Grant	0	1,012,500	0	0	0	0	0	1,525,000	0	0	0
1211	Loan Repayment	0	0	0	0	10,000	0	10,000	10,000	10,000	0	0
	Total Income	<u>0</u>	<u>1,012,500</u>	<u>0</u>	<u>20,000</u>	<u>10,000</u>	<u>0</u>	<u>30,000</u>	<u>1,550,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>
4315	Cleaning	4,562	2,648	0	0	0	0	0	0	0	0	0
4340	Furniture & Equipment	0	0	0	0	0	0	0	0	21,800	0	0
4505	Marina Theatre Management Fee	150,000	150,000	0	0	150,000	0	150,000	150,000	150,000	0	0
5000	Repairs & Maintenance	27,939	39,037	0	0	28,778	0	28,778	24,560	20,000	0	0
5020	Project Expenditure	0	785,012	0	0	244,000	0	244,000	1,707,062	0	0	0
9980	DMO Repayments	0	0	0	13,167	0	0	13,167	6,613	12,929	0	0
	Overhead Expenditure	<u>182,501</u>	<u>976,697</u>	<u>0</u>	<u>13,167</u>	<u>422,778</u>	<u>0</u>	<u>435,945</u>	<u>1,888,235</u>	<u>204,729</u>	<u>0</u>	<u>0</u>
	350 Net Income over Expenditure	<u>-182,501</u>	<u>35,803</u>	<u>0</u>	<u>6,833</u>	<u>-412,778</u>	<u>0</u>	<u>-405,945</u>	<u>-338,235</u>	<u>-174,729</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	7,508	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(182,501)</u>	<u>43,311</u>			<u>(412,778)</u>		<u>(405,945)</u>	<u>(338,235)</u>	<u>(174,729)</u>		
355	Box Office Building											
1000	Property Lettings - Exempt	20,000	20,000	0	-20,000	20,000	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: 21st November 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income		20,000	20,000	0	-20,000	20,000	0	0	0	0	0	0
9980	DMO Repayments	13,406	13,406	0	-13,167	13,167	0	0	0	0	0	0
Overhead Expenditure		13,406	13,406	0	-13,167	13,167	0	0	0	0	0	0
Movement to/(from) Gen Reserve		6,594	6,594			6,833		0	0	0		
410	<u>Great Eastern Linear Park</u>											
4625	GELP Railway Rent	24	0	0	-25	25	0	0	0	0	0	0
Overhead Expenditure		24	0	0	-25	25	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(24)	0			(25)		0	0	0		
500	<u>Public Conveniences</u>											
4315	Cleaning	8,718	15,348	0	0	9,480	0	9,480	2,895	8,000	0	0
4355	Refurbishment	70,000	77,743	0	0	0	0	0	0	0	0	0
4365	Utilities	6,000	3,463	0	0	4,000	0	4,000	2,184	4,000	0	0
5105	Capital Investment	0	200	0	0	0	0	0	0	0	0	0
Overhead Expenditure		84,718	96,755	0	0	13,480	0	13,480	5,079	12,000	0	0
6000	plus Transfer from EMR	0	77,943	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(84,718)	(18,811)			(13,480)		(13,480)	(5,079)	(12,000)		
505	<u>The Triangle Market</u>											
1020	Market Income	0	605	0	0	0	0	0	315	0	0	0
Total Income		0	605	0	0	0	0	0	315	0	0	0
4355	Refurbishment	0	0	0	0	0	0	0	12,938	0	0	0
4365	Utilities	5,356	7,789	0	0	5,517	0	5,517	5,024	8,000	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: 21st November 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4465	Events	0	3,932	0	-6,000	6,000	0	0	2,629	0	0	0
5000	Repairs & Maintenance	5,000	12,891	0	0	5,000	0	5,000	1,887	5,000	0	0
5105	Capital Investment	0	250	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	10,356	24,861	0	-6,000	16,517	0	10,517	22,478	13,000	0	0
	505 Net Income over Expenditure	-10,356	-24,256	0	6,000	-16,517	0	-10,517	-22,164	-13,000	0	0
6000	plus Transfer from EMR	0	10,420	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(10,356)</u>	<u>(13,836)</u>			<u>(16,517)</u>		<u>(10,517)</u>	<u>(22,164)</u>	<u>(13,000)</u>		
510	<u>Links Road Car Park</u>											
1200	Room and Land Hire Income	0	2,180	0	0	0	0	0	280	2,400	0	0
	Total Income	0	2,180	0	0	0	0	0	280	2,400	0	0
4300	Business Rates	2,185	2,121	0	0	2,251	0	2,251	2,121	2,121	0	0
	Overhead Expenditure	2,185	2,121	0	0	2,251	0	2,251	2,121	2,121	0	0
	Movement to/(from) Gen Reserve	<u>(2,185)</u>	<u>59</u>			<u>(2,251)</u>		<u>(2,251)</u>	<u>(1,841)</u>	<u>279</u>		
515	<u>Whitton Estate Meeting Hall</u>											
1200	Room and Land Hire Income	0	2,786	0	0	0	0	0	2,644	0	0	0
	Total Income	0	2,786	0	0	0	0	0	2,644	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>2,786</u>			<u>0</u>		<u>0</u>	<u>2,644</u>	<u>0</u>		
555	<u>Community Halls</u>											
1000	Property Lettings - Exempt	1,000	1,000	0	0	1,000	0	1,000	1,000	1,000	0	0
1200	Room and Land Hire Income	0	0	0	0	0	0	0	83	0	0	0
	Total Income	1,000	1,000	0	0	1,000	0	1,000	1,083	1,000	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: 21st November 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4115	Professional Fees and Subscrip	0	910	0	0	0	0	0	0	0	0	0
4155	Compliance	679	1,046	0	0	500	0	500	44	0	0	0
4300	Business Rates	0	1,758	0	0	0	0	0	2,197	2,197	0	0
4315	Cleaning	5,784	1,928	0	0	612	0	612	491	500	0	0
4365	Utilities	2,498	1,359	0	0	2,000	0	2,000	75	2,000	0	0
5000	Repairs & Maintenance	5,150	2,359	0	0	5,305	0	5,305	2,476	3,000	0	0
Overhead Expenditure		14,111	9,359	0	0	8,417	0	8,417	5,283	7,697	0	0
Movement to/(from) Gen Reserve		<u>(13,111)</u>	<u>(8,359)</u>			<u>(7,417)</u>		<u>(7,417)</u>	<u>(4,201)</u>	<u>(6,697)</u>		
Assets, Inclusion, Development - Income		165,717	2,495,298	0	0	31,000	0	31,000	3,495,222	33,400	0	0
Expenditure		503,644	1,928,848	0	32,808	733,787	0	766,595	3,867,487	760,249	9,165	82,683
Net Income over Expenditure		<u>-337,927</u>	<u>566,450</u>	<u>0</u>	<u>-32,808</u>	<u>-702,787</u>	<u>0</u>	<u>-735,595</u>	<u>-372,265</u>	<u>-726,849</u>	<u>-9,165</u>	<u>-82,683</u>
plus Transfer from EMR		0	109,101	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(337,927)</u>	<u>675,551</u>			<u>(702,787)</u>		<u>(735,595)</u>	<u>(372,265)</u>	<u>(726,849)</u>		
<u>Parks and Open Spaces</u>												
175	<u>Grounds Maintenance</u>											
4200	EMR Contribution	0	0	0	0	0	0	0	0	1	0	0
4335	PPE	0	0	0	7,500	0	0	7,500	5,270	7,500	0	0
4375	Van Hire	0	0	0	40,000	0	0	40,000	35,849	40,000	0	0
6500	Ground Maintenance	0	0	0	64,445	0	0	64,445	37,536	55,000	0	0
6501	Grass Cutting	0	0	0	8,320	0	0	8,320	6,350	8,320	0	0
6502	GM Equipment Maintenance	0	0	0	15,000	0	0	15,000	7,812	15,000	0	0
6503	GM Contingency	0	0	0	10,300	0	0	10,300	0	10,000	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: 21st November 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		0	0	0	145,565	0	0	145,565	92,817	135,821	0	0
Movement to/(from) Gen Reserve		0	0			0		(145,565)	(92,817)	(135,821)		
401	<u>Parks and Open Spaces</u>											
1200	Room and Land Hire Income	0	3,464	0	0	0	0	0	0	0	0	0
Total Income		0	3,464	0	0	0	0	0	0	0	0	0
4625	GELP Railway Rent	0	0	0	25	0	0	25	0	25	0	0
5000	Repairs & Maintenance	25,750	14,113	0	0	26,523	0	26,523	12,182	27,500	0	0
5030	Parks Development	0	2,120	0	0	0	0	0	0	0	0	0
5105	Capital Investment	45,000	38,762	0	0	46,350	0	46,350	49,120	55,550	0	0
Overhead Expenditure		70,750	54,995	0	25	72,873	0	72,898	61,302	83,075	0	0
401 Net Income over Expenditure		-70,750	-51,531	0	-25	-72,873	0	-72,898	-61,302	-83,075	0	0
6000	plus Transfer from EMR	0	2,120	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(70,750)	(49,411)			(72,873)		(72,898)	(61,302)	(83,075)		
425	<u>Sparrows Nest</u>											
1000	Property Lettings - Exempt	25,200	25,900	0	0	25,900	0	25,900	19,425	25,900	0	0
1205	Memorial Benches	0	325	0	0	0	0	0	82	0	0	0
Total Income		25,200	26,225	0	0	25,900	0	25,900	19,507	25,900	0	0
4300	Business Rates	1,068	1,035	0	0	1,068	0	1,068	1,035	1,035	0	0
4365	Utilities	13,905	5,311	0	0	14,323	0	14,323	3,370	5,500	0	0
5000	Repairs & Maintenance	0	4,000	0	0	0	0	0	0	0	0	0
5031	Memorial Bench	0	0	0	0	0	0	0	57	0	0	0
5100	Capital Repairs	100,000	0	0	0	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: 21st November 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5105	Capital Investment	0	36,550	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	114,973	46,896	0	0	15,391	0	15,391	4,462	6,535	0	0
	425 Net Income over Expenditure	-89,773	-20,671	0	0	10,509	0	10,509	15,045	19,365	0	0
6000	plus Transfer from EMR	0	36,550	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(89,773)</u>	<u>15,879</u>			<u>10,509</u>		<u>10,509</u>	<u>15,045</u>	<u>19,365</u>		
430	<u>Belle Vue Park</u>											
1000	Property Lettings - Exempt	2,771	1,599	0	0	0	0	0	0	0	0	0
	Total Income	2,771	1,599	0	0	0	0	0	0	0	0	0
4301	Council Tax	0	61	0	0	0	0	0	1,798	1,800	0	0
4365	Utilities	0	0	0	0	0	0	0	79	250	0	0
5000	Repairs & Maintenance	10,849	0	0	0	0	0	0	3,239	0	0	0
5030	Parks Development	0	3,566	0	0	0	0	0	0	0	0	0
5105	Capital Investment	0	0	0	0	0	0	0	23,310	40,000	0	0
	Overhead Expenditure	10,849	3,626	0	0	0	0	0	28,427	42,050	0	0
	430 Net Income over Expenditure	-8,078	-2,028	0	0	0	0	0	-28,427	-42,050	0	0
6000	plus Transfer from EMR	0	3,076	0	0	0	0	0	26,549	0	0	0
	Movement to/(from) Gen Reserve	<u>(8,078)</u>	<u>1,048</u>			<u>0</u>		<u>0</u>	<u>(1,878)</u>	<u>(42,050)</u>		
435	Denes Oval											
1085	Donations	0	8,000	0	0	0	0	0	0	0	0	0
1090	Grants	0	15,635	0	0	0	0	0	0	0	0	0
1200	Room and Land Hire Income	0	708	0	0	0	0	0	1,655	0	0	0
	Total Income	0	24,343	0	0	0	0	0	1,655	0	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: 21st November 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4365	Utilities	7,500	12,030	0	0	10,722	0	10,722	7,449	12,500	0	0
5105	Capital Investment	0	37,691	0	0	0	0	0	41,936	0	0	0
	Overhead Expenditure	7,500	49,720	0	0	10,722	0	10,722	49,385	12,500	0	0
	Movement to/(from) Gen Reserve	(7,500)	(25,377)			(10,722)		(10,722)	(47,730)	(12,500)		
440	<u>Normanston Park</u>											
1000	Property Lettings - Exempt	6,250	6,250	0	0	6,250	0	6,250	4,688	6,250	0	0
1090	Grants	0	3,900	0	0	0	0	0	0	0	0	0
1200	Room and Land Hire Income	0	115	0	0	0	0	0	-222	0	0	0
1205	Memorial Benches	0	0	0	0	0	0	0	1,485	0	0	0
1210	Recharges	0	7,783	0	0	0	0	0	0	0	0	0
	Total Income	6,250	18,048	0	0	6,250	0	6,250	5,951	6,250	0	0
4365	Utilities	6,180	10,301	0	0	5,386	0	5,386	2,815	12,000	0	0
5031	Memorial Bench	0	0	0	0	0	0	0	1,435	0	0	0
5105	Capital Investment	85,000	65,730	0	0	0	0	0	4,652	0	0	0
	Overhead Expenditure	91,180	76,031	0	0	5,386	0	5,386	8,902	12,000	0	0
	440 Net Income over Expenditure	-84,930	-57,984	0	0	864	0	864	-2,951	-5,750	0	0
6000	plus Transfer from EMR	0	5,000	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(84,930)	(52,984)			864		864	(2,951)	(5,750)		
445	<u>Kensington Garden Park</u>											
1000	Property Lettings - Exempt	3,145	3,100	0	0	3,145	0	3,145	2,325	3,100	0	0
1090	Grants	0	9,831	0	0	0	0	0	0	0	0	0
1205	Memorial Benches	0	325	0	0	0	0	0	1,584	0	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: 21st November 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1300	Capital Works	0	0	0	0	0	0	0	0	0	0	0
Total Income		3,145	13,256	0	0	3,145	0	3,145	3,909	3,100	0	0
4365	Utilities	10,000	5,207	0	0	3,506	0	3,506	4,609	5,000	0	0
5031	Memorial Bench	0	0	0	0	0	0	0	1,334	0	0	0
5105	Capital Investment	0	10,848	0	0	0	0	0	1,018	0	0	0
Overhead Expenditure		10,000	16,055	0	0	3,506	0	3,506	6,960	5,000	0	0
Movement to/(from) Gen Reserve		(6,855)	(2,800)			(361)		(361)	(3,052)	(1,900)		
450	<u>Kirkley Fen Park</u>											
4365	Utilities	5,000	142	0	0	5,150	0	5,150	59	5,000	0	0
Overhead Expenditure		5,000	142	0	0	5,150	0	5,150	59	5,000	0	0
Movement to/(from) Gen Reserve		(5,000)	(142)			(5,150)		(5,150)	(59)	(5,000)		
482	<u>Play Areas - General</u>											
4155	Compliance	6,665	7,493	0	0	8,000	0	8,000	2,728	4,400	0	0
4200	EMR Contribution	25,000	12,454	0	-25,000	25,000	0	0	0	0	0	0
4355	Refurbishment	130,000	89,505	0	0	0	0	0	0	81,454	0	0
4485	Sports and Development	0	0	0	-20,000	20,000	0	0	0	0	0	0
5000	Repairs & Maintenance	30,000	4,847	0	0	15,000	0	15,000	1,248	15,000	0	0
Overhead Expenditure		191,665	114,299	0	-45,000	68,000	0	23,000	3,977	100,854	0	0
6000	plus Transfer from EMR	0	89,505	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(191,665)	(24,794)			(68,000)		(23,000)	(3,977)	(100,854)		
655	<u>Trees & Horticulture</u>											
4365	Utilities	1,000	33	0	0	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: 21st November 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5040	Horticultural	0	0	0	0	0	0	0	0	1	0	0
6515	Bulbs	7,500	4,176	0	0	10,000	0	10,000	3,047	10,000	0	0
6520	Mulching	0	137	0	0	0	0	0	0	1	0	0
6525	Tree Planting	0	0	0	10,000	0	0	10,000	762	5,000	0	0
6530	Tree Works	0	0	0	63,750	0	0	63,750	18,380	70,000	0	0
6540	Tree Inspections	0	0	0	8,000	0	0	8,000	2,086	0	0	0
Overhead Expenditure		8,500	4,346	0	81,750	10,000	0	91,750	24,275	85,002	0	0
Movement to/(from) Gen Reserve		<u>(8,500)</u>	<u>(4,346)</u>			<u>(10,000)</u>		<u>(91,750)</u>	<u>(24,275)</u>	<u>(85,002)</u>		
Parks and Open Spaces - Income		37,366	86,934	0	0	35,295	0	35,295	31,021	35,250	0	0
Expenditure		510,417	366,111	0	182,340	191,028	0	373,368	280,567	487,837	0	0
Net Income over Expenditure		<u>-473,051</u>	<u>-279,177</u>	<u>0</u>	<u>-182,340</u>	<u>-155,733</u>	<u>0</u>	<u>-338,073</u>	<u>-249,545</u>	<u>-452,587</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR		0	136,250	0	0	0	0	0	26,549	0	0	0
Movement to/(from) Gen Reserve		<u>(473,051)</u>	<u>(142,927)</u>			<u>(155,733)</u>		<u>(338,073)</u>	<u>(222,996)</u>	<u>(452,587)</u>		

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Annual Budget - By Committee (Actual YTD Month 8)

Note: 21st November 2025

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

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Annual Budget - By Committee (Actual YTD Month 8)

Note: 21st November 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Events and Communications</u>												
<u>200</u>	<u>Art, Civic and Heritage</u>											
1000	Property Lettings - Exempt	0	25,665	0	0	0	0	0	0	0	0	0
	Total Income	0	25,665	0	0	0	0	0	0	0	0	0
4140	Civic & Ceremonial	2,400	2,440	0	0	2,400	0	2,400	1,400	2,400	0	0
4143	Arts and Heritage	30,000	24,759	0	0	30,000	0	30,000	9,978	30,000	0	0
4150	Travel Expenses	1,000	7	0	0	1,000	0	1,000	549	1,000	0	0
4460	Lowestoft and Plaisir Twinning	0	0	0	0	0	0	0	0	300	0	0
	Overhead Expenditure	33,400	27,206	0	0	33,400	0	33,400	11,928	33,700	0	0
	Movement to/(from) Gen Reserve	(33,400)	(1,542)			(33,400)		(33,400)	(11,928)	(33,700)		
<u>300</u>	<u>Events & Communications</u>											
1085	Donations	0	500	0	0	0	0	0	0	0	0	0
1090	Grants	0	1,351	0	0	0	0	0	0	0	0	0
1105	Event Income	0	0	0	0	0	0	0	11,717	10,000	0	0
	Total Income	0	1,851	0	0	0	0	0	11,717	10,000	0	0
4075	Communication	0	0	0	6,506	0	0	6,506	0	23,600	0	0
4100	Community Engagement	21,462	12,861	0	-6,506	21,506	0	15,000	8,728	0	0	0
4101	Sponsorship	23,000	22,500	0	-33,380	33,380	0	0	0	0	0	0
4450	Community Grants	65,000	46,051	0	-50,000	50,000	0	0	731	0	0	0
4451	Social and Food Relief	0	0	0	-25,000	25,000	0	0	0	0	0	0
4465	Events	15,000	8,029	0	-5,500	15,450	0	9,950	3,879	15,000	0	0
4470	Festive Lights	0	0	0	8,437	0	0	8,437	7,650	8,437	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: 21st November 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4475	Remembrance and Holocaust Day	0	0	0	5,000	0	0	5,000	2,032	5,000	0	0
4476	Music Event	0	0	0	7,210	0	0	7,210	0	0	0	0
4477	Suffolk Day	0	0	0	10,000	0	0	10,000	12,377	0	0	0
4478	VE & VJ Day	0	0	0	10,000	0	0	10,000	9,827	0	0	0
4479	Market Events	0	0	0	6,000	0	0	6,000	2,827	11,000	0	0
4480	Major Events	58,599	42,063	0	-65,540	65,540	0	0	0	0	0	0
4481	Climate Event	0	0	0	6,250	0	0	6,250	3,772	7,500	0	0
4482	Christmas Event	0	0	0	2,000	0	0	2,000	1,200	7,000	0	0
4483	Black History Month	0	0	0	1,250	0	0	1,250	0	2,500	0	0
4484	Pride Event	0	0	0	11,330	0	0	11,330	9,377	10,000	0	0
4486	Summer Events	0	0	0	3,000	0	0	3,000	2,780	6,000	0	0
4487	IWD Events	0	0	0	1,250	0	0	1,250	0	1,500	0	0
4488	Running Events	0	0	0	0	0	0	0	10,751	10,000	0	0
4489	Armed Forces Day	0	0	0	0	0	0	0	0	12,500	0	0
4490	RNPS Event	0	0	0	0	0	0	0	0	1,200	0	0
Overhead Expenditure		183,061	131,504	0	-107,693	210,876	0	103,183	75,932	121,237	0	0
300 Net Income over Expenditure		-183,061	-129,654	0	107,693	-210,876	0	-103,183	-64,215	-111,237	0	0
6000	plus Transfer from EMR	0	96	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(183,061)</u>	<u>(129,558)</u>			<u>(210,876)</u>		<u>(103,183)</u>	<u>(64,215)</u>	<u>(111,237)</u>		
320	Sports											
4200	EMR Contribution	0	0	0	25,000	0	0	25,000	0	25,000	0	0
4485	Sports and Development	0	0	0	20,000	0	0	20,000	10,291	25,000	0	0
5010	Sports Ground Maintenance	0	0	0	15,450	0	0	15,450	15,116	15,000	0	0
Overhead Expenditure		0	0	0	60,450	0	0	60,450	25,407	65,000	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: 21st November 2025

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>(60,450)</u>	<u>(25,407)</u>	<u>(65,000)</u>		
Events and Communications - Income	0	27,515	0	0	0	0	0	11,717	10,000	0	0
Expenditure	216,461	158,710	0	-47,243	244,276	0	197,033	113,267	219,937	0	0
Net Income over Expenditure	<u>-216,461</u>	<u>-131,195</u>	<u>0</u>	<u>47,243</u>	<u>-244,276</u>	<u>0</u>	<u>-197,033</u>	<u>-101,550</u>	<u>-209,937</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	96	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(216,461)</u>	<u>(131,099)</u>			<u>(244,276)</u>		<u>(197,033)</u>	<u>(101,550)</u>	<u>(209,937)</u>		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 8)

Note: 21st November 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Allotments</u>												
<u>400</u>	<u>Allotments</u>											
1100	Allotment Income	601	601	0	0	620	0	620	583	620	0	0
	Total Income	601	601	0	0	620	0	620	583	620	0	0
4600	Administration Fee - Allotment	1,812	1,812	0	0	1,867	0	1,867	0	1,867	0	0
4601	Allotment Maintenance	16,030	2,316	0	0	16,511	0	16,511	3,832	1	0	0
	Overhead Expenditure	17,842	4,128	0	0	18,378	0	18,378	3,832	1,868	0	0
	Movement to/(from) Gen Reserve	<u>(17,241)</u>	<u>(3,527)</u>			<u>(17,758)</u>		<u>(17,758)</u>	<u>(3,249)</u>	<u>(1,248)</u>		
Allotments - Income				0	0	620	0	620	583	620	0	0
Expenditure				0	0	18,378	0	18,378	3,832	1,868	0	0
Movement to/(from) Gen Reserve						<u>(17,758)</u>		<u>(17,758)</u>	<u>(3,249)</u>	<u>(1,248)</u>		
Total Budget Income				0	0	66,915	0	66,915	3,538,542	79,270	0	0
Expenditure				0	167,905	1,213,469	0	1,381,374	4,265,152	1,489,891	9,165	82,683
Movement to/(from) Gen Reserve						<u>(1,146,554)</u>		<u>(1,314,459)</u>	<u>(726,610)</u>	<u>(1,410,621)</u>		
plus Transfer from EMR				0	0	0	0	0	26,549	0	0	0
Movement to/(from) Gen Reserve						<u>(1,146,554)</u>		<u>(1,314,459)</u>	<u>(700,061)</u>	<u>(1,410,621)</u>		



MEETING PAPER

Subject: Grant Funding for a four-locker Box-Up unit at Kensington Gardens

Meeting: Assets, Inclusion and Development Committee Agenda Item 112.2

Date: 1 December 2025

Author: Taylor Williams, Committee Clerk and Planning Assistant

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

The following information was received from the Sports Development Officer:

'Dear Committee Members,

I am pleased to inform you that I recently submitted a grant application for full funding of a new four-locker Box-Up unit to be installed in Kensington Gardens. The total cost of the project is £12,276.

Our application has been reviewed and we have received an offer funding for half of the unit's cost, on the condition that we match fund the remaining amount. This means our required contribution would be £6,138.

I would be grateful if the committee could consider this offer and decide whether we wish to accept the funding and provide the required match contribution.'

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.

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

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

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

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.

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

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.	

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

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

Lowestoft Town Council
Extraordinary Allotments Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 25 November 2025 10:00

MINUTES

Present: Cllrs Neil Coleby and Andy Pearce. Non-Councillor member Betty Jarrod (Chair of Lowestoft and District Allotments Ltd (LDAL))

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

33 Welcome

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

34 To receive and consider approval of apologies for absence

Apologies were received from Cllr Elise Youngman with reasons provided. Cllr Coleby proposed approval; seconded by Betty Jarrod; all in favour.

35 Declarations of interests and dispensations

35.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from members on items on the agenda – Cllr Pearce declared he was the Lowestoft Town Council (LTC) representative to LDAL, noting that this was a non-voting role. Betty Jarrod declared she was the Chair of LDAL.

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

36 To consider the draft minutes of the extraordinary meeting on 29 October 2025

Cllr Pearce proposed approve; seconded by Betty Jarrod; all in favour.

37 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.

38 To consider a recommendation of an amendment to the Terms of Reference of the Allotments Sub-Committee

The Sub-Committee had requested section 5.9 of the Terms of Reference be reviewed to consider an amendment on whether the non-Councillor role should be given to a specific member of the LDAL Committee. Cllr Pearce proposed a recommendation be made to amend the Terms of Reference to not specifically designate the Chair of LDAL as a non-Councillor member, instead the role would be given to an authorised delegate of LDAL; seconded by Cllr Coleby; all in favour.

39 To consider any recommendations for the 2026-2027 budget

Funding had already been set for muntjac deterrent fencing and asbestos removal. The Sub-Committee had also noted the need for responsible budgeting to cover potential legacy issues for the sites.

It was suggested there be consideration of contracting a consultant to advise on how the allotments could be made more accessible and then improvement works could be built into the budget for the future.

Betty Jarrod informed the Sub-Committee the site with noted access issues was St Margarets as the driveway was concreted down the middle but was starting to deteriorate at the sides, and that would need to be rectified.

Lowestoft Town Council
Extraordinary Allotments Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 25 November 2025 10:00

Cllr Pearce proposed officers schedule in an assessment programme to be built in over the next year to produce a programme of accessibility issues across allotment site in collaboration with LDAL, YMCA and allotment plot holders. This plan will help determine if a consultant would be needed. Recommendations from that plan would then be brought to this Sub-Committee for consideration. Cllr Coleby seconded the proposal and a vote was held with all in favour.

40 To receive an update on the preparation works for the installation of muntjac deterrent fencing on the selected sites

Officers had determined at a previous site inspection that it would be easier to access the site from the adjacent cemetery and were awaiting permission from East Suffolk Council (ESC) as they owned the cemetery land. Once permission has been received the preparatory works can move to the next phase.

It was suggested an item be requested for the next ESC Quarterly Liaison meeting to receive an update should the situation not be resolved by then. Betty Jarrod also offered to contact the local ESC Ward Councillors to push the matter forward.

41 To receive an update on the removal of trees at the Fen Park allotments

The costs had been received and it was noted the Sub-Committee had previously resolved to split the costs for the replacement sheds between LTC and LDAL.

Betty Jarrod requested an update on the removal of asbestos from the Normanston allotment site, which was not on the agenda. Officers were asked to provide a brief update, and it was noted the contractor for asbestos removal needed to survey the site and provide a quote for its removal. Officers would keep in contact with LDAL regarding the removal of asbestos.

42 Date of next meeting

Wednesday 18 February 10:00. Should there be any matters for urgent consideration, an extraordinary meeting would be called, or an appropriate item would be tabled on the next available Assets, Inclusion and Development agenda.

43 Items for the next agenda and close

No items were requested.

44 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 10:20

Signed:

18 February 2025



Lowestoft Town Council

Terms of Reference for the Allotments Sub-Committee of the Assets, Inclusion and Development Committee

1. Appointment

- 1.1. The Allotments Sub-Committee has been established by the Assets, Inclusion and Development Committee.

2. Duties

- 2.1. The Sub-Committee's duties, as set out in these terms of reference, are defined and agreed by the Assets, Inclusion and Development Committee, which may vote, at any time, to modify, remove or increase the Sub-Committee's term.

3. Meetings

- 3.1. Meetings are to be held on a bi-monthly basis, with extraordinary meetings scheduled when needed.

4. Record of Proceedings

- 4.1. The Sub-Committee will meet bi-monthly to fulfil the responsibilities below (see section 6).
- 4.2. Written minutes will be taken to record the Sub-Committee's decisions and will be received at the next Assets, Inclusion and Development Committee meeting.
- 4.3. The Clerk will be responsible for arranging the recording and distribution of the minutes.
- 4.4. The approved written minutes will be the official record of the meeting.

5. Membership

- 5.1. The membership of the Sub-Committee will be no fewer than quorum plus one (i.e. four Councillors)
- 5.2. The Chair and Deputy Chair will be elected at the first meeting of the Sub-Committee each Council year.
- 5.3. All members of the Sub-Committee are expected to represent the interest of the whole Council area.
- 5.4. Any elected member can preside by agreement in the absence of the Chair and Deputy Chair.
- 5.5. A quorum will be three members of the Committee.
- 5.6. Substitutes may be appointed to ensure that meetings are quorate.



- 5.7. The Mayor and Deputy Mayor may attend meetings in an ex-officio capacity, if both are in attendance in this capacity then only one may have voting rights.
- 5.8. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed within the Public Forum.
- 5.9. An authorised delegate of ~~The Chair of~~ Lowestoft and District Allotments Ltd shall be a non-Councillor member of the Sub-Committee and able to vote on items relating to works and upgrades to allotment land, but not on decisions which confer money or privileges to Lowestoft and District Allotments Ltd. The Chair of Lowestoft and District Allotments Ltd shall be permitted to attend confidential sessions, unless asked to leave for the consideration of specific items.

6. Responsibilities

- 6.1. The Sub-Committee has delegated authority from the Assets, Inclusion and Development Committee to fulfil the following responsibilities:
 - 6.1.1. To explore any issues relating to allotments and tenancy arrangements.
 - 6.1.2. To explore the provision of defibrillators at allotment sites, in line with the Council's Defibrillator Policy, and other health and safety considerations.
 - 6.1.3. To liaise and work with Lowestoft and District Allotments Ltd for the development and promotion of all allotment sites.
 - 6.1.4. A representative of the Town Council will be appointed to attend Lowestoft and District Allotments Ltd meetings and otherwise liaise with the Allotments Association and the representatives as required.
 - 6.1.5. To review its own remit and make recommendations to the Assets, Inclusion and Development Committee annually, or as required, on its terms of reference.

7. Financial Delegations

- 7.1. Full Council has approved the following financial delegations to the Allotments Sub-Committee:
 - 7.1.1. Allotments budget
This delegation also applies to the Assets, Inclusion and Development Committee.
- 7.2. The per-item expenditure limit is £3,750 and expenditure will not exceed the total amount of each budget delegated to this Committee.
- 7.3. A standing item on the Sub-Committee's agenda will ensure expenditure is monitored.



8. Climate and Ecological Emergency

- 8.1. This Sub-Committee has an important role in examining how closely its recommendations and actions can ensure that the Climate and Ecological Emergency Declaration is properly considered in matters such as maintenance of the allotment sites and any proposed developments.
- 8.2. With regards to the Health Emergency Declaration, this Sub-Committee will consider the expansion and promotion of allotment community gardens and orchards in relation to the physical and mental health benefits.