

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend an **Extraordinary 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 10 November 2025**.

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

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

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

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

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

S. L. Foote

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Sarah Foote, Town Clerk
06 November 2025

Lowestoft Town Council
Extraordinary Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
19:00 on Monday 10 November 2025

AGENDA

87 Welcome

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

88 To receive and consider approval of apologies for absence

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

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

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

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.

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

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

93.2 To receive advice regarding parking enforcement at Clarkes Lane and note further information regarding external funding for the project

93.3 To consider a maximum budget of £660 for rockery planting in Sparrows Nest around the bowls green

93.4 To consider a recommendation from officers regarding the closure of steps in Sparrows Nest and remedial actions
(some aspects may be confidential)

94 Allotments

94.1 To receive and note the draft minutes of the extraordinary Allotments Sub-Committee meeting on 29 October 2025

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19:00 on Monday 10 November 2025

95 Community Safety:

95.1 To receive and note the draft minutes of the Community Safety Sub-Committee meeting on 15 October 2025

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

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

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

Officers have provided an initial draft for the Committee to review, amend and consider if it is ready for recommendation.

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

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

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)

102 Date of next meeting and reports

Monday 1 December 2025

103 Items for the next agenda and close

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

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

MINUTES

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

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

Public: There were no members of the public in attendance

54 Welcome

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

55 Apologies for absence

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

56 Declarations of interests and dispensations:

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

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

57 The draft minutes of the meeting on 1 September 2025

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

58 Public forum

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

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

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

60 Parks and open spaces:

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

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

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Monday 06 October 2025 at 19:00

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

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

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

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

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

61 Events and communications:

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

Cllr Jones temporarily left the meeting 19:53

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

62 Toilets:

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

Cllr Jones returned 19:57

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

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

63 Recommendations for the 2026-2027 budget

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

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

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

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

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

66 Date of next meeting

Monday 3 November 2025 at 19:00.

67 Items for the next agenda and close

Councillors were advised to send any requests to the office.

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

Cllr Brooks temporarily left the meeting 20:26

Admissions to Meeting

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

Cllr Brooks returned 20:28

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

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

The meeting was closed at 20:46.

Signed:
13 October 2025

Lowestoft Town Council
Parks and Open Spaces Sub-Committee

Lowestoft Town Council
Tuesday 21 October 2025 19:00

MINUTES

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

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

65 Welcome

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

66 To receive and consider approval of apologies for absence

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

67 Declarations of interests and dispensations

67.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests, and of bias and pre-determination – There were no declarations.

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

68 To consider the draft minutes of the extraordinary meeting on 30 September 2025

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

69 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.

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

Expenditure to date was noted with £24,500 expenditure against the £46,300 Park Capital budget and £12,000 expenditure against the £26,500 Parks Repair and Maintenance budget.

71 Five-Year Plans

71.1 To receive feedback and any recommendations from the Five-Year Plans meeting – The majority of prospective projects had been reviewed, though another meeting was required to establish the definitive recommendations for the first year in 2026-2027 and the priorities for the remaining four years. Input would be needed from the Grounds Maintenance Team (GMT) on the feasibility and practicalities of the projects.

71.2 To consider submitting any recommendations to the Budget and Loan Sub-Committee on the 2026 - 2027 budget – Recommendations were still pending for the budget requirements of the Five-Year Plans. It had previously been recommended the Parks Capital and Parks Repair and Maintenance budgets not be less than the current year's budget plus RPI.

72 To receive notes and feedback from the quarterly meeting with the Grounds Maintenance Team

One item of feedback discussed was the boating lake in Kensington Gardens. Cllr Murray endorsed the comment in the report that the loss of the boating lake for leisure would be a shame for the community and noted that whilst there were significant costs to maintain the boating lake for leisure, the loss of an amenity, particularly for young people, should be considered.

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Parks and Open Spaces Sub-Committee

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Tuesday 21 October 2025 19:00

The Sub-Committee agreed that further discussion was needed on the future of the boating lake with exploration of opportunities for it to be maintained as an amenity.

- 73 To consider the purchase of a picnic bench for Normanston Park, for installation near the skate park**
Cllr Youngman proposed a picnic bench be purchased; seconded by Cllr Coleby. Officers suggested one set be purchased at this time with a maximum budget of £800 - £1,100. Officers also confirmed there was an existing concrete pad to use for its installation.

A suggestion was made to consider expanding the seating provision to make it more of a feature. Officers confirmed they could review the information and bring back different options and styles. Cllr Youngman withdrew her proposal and this item would be revisited at the next meeting with further ideas provided by officers.

- 74 To receive an update on the Gunton Community Park Community Garden, and other potential projects with the Conservation Volunteers**

Cllr Pearce requested this item be discussed further in confidential session.

Officers noted the space was allocated for fruit trees and informed the Sub-Committee that the GMT would be able to obtain ten fruit trees for £170, should the Sub-Committee wish to proceed with the purchase. Cllr Coleby proposed a budget of £250 be approved to plant ten fruit trees in the garden, with the planting to be undertaken in conjunction with The Conservation Volunteers or inhouse by the GMT; seconded by Cllr Youngman; all in favour.

- 75 Date of next meeting**

Tuesday 18 November 2025 at 19:00

Cllr Murray tendered his apologies, with reasons provided, for the next meeting.

- 76 Items for the next agenda and close**

No items were requested for the next agenda.

- 77 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 – Cllr Pearce proposed the meeting be moved into confidential session; seconded by Cllr Coleby; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 19:25

- 74 To receive an update on the Gunton Community Park Community Garden, and other potential projects with the Conservation Volunteers**

There was a further discussion on the community garden project with The Conservation Volunteers and officers were asked to provide further feedback on its progress at the next meeting.

The Chair closed the meeting at 19:58

Signed:
18 November 2025

Lowestoft Town Council
Parks and Open Spaces Sub-Committee

Lowestoft Town Council
Tuesday 21 October 2025 19:00



MEETING PAPER

Subject: To consider a recommendation from officers regarding the closure of steps
in Sparrows Nest and remedial actions

Meeting: Assets, Inclusion and Development Committee

Date: 10th November 2025

~~CONFIDENTIAL~~/NON-CONFIDENTIAL







Lowestoft Town Council
Extraordinary Allotments Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Wednesday 29 October 2025 14:00

MINUTES

Present: Cllrs Andy Pearce (Deputy Chair) and Elise Youngman (Chair). Non-Councillor member Betty Jarrod (Chair of Lowestoft and District Allotments Ltd)

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

Public: One member of the public was in attendance in person

20 Welcome

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

21 To receive and consider approval of apologies for absence

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

22 Declarations of interests and dispensations

22.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests, and of bias and pre-determination on agenda items – Cllr Pearce declared he was the Lowestoft Town Council (LTC) representative to Lowestoft and District Allotments Ltd (LDAL). Betty Jarrod declared she was the Chair of LDAL.

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

23 To consider the draft minutes and confidential note of the meeting on 20 August 2025

Cllr Pearce proposed approval of confidential note and the public minutes, subject to the correction of misspelling under item 20, paragraphs two and three; seconded by Cllr Youngman; all in favour.

24 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 made by the member of public in attendance and no advance comments had been received.

25 To consider any recommendations for the 2026 - 2027 budget

All known commitments had been budgeted for, the Sub-Committee needed to establish what capital works might be required for the allotments over the next year. Betty Jarrod was asked to liaise with the Facilities and Contracts Manager on any capital works and recommendations for the budgets would be agreed at the next meeting.

Cllr Pearce proposed to recommend a responsible position on the budget, noting the history of legacy works and to ensure there was a responsible attitude to contingency in any capital or repairs and maintenance works budgeted for 2026-2027. Officers would seek advice from the Facilities and Contracts Manager on a reasonable budget that would be responsible to legacy and contingency issues. Cllr Youngman seconded the proposal and a vote was held with all in favour.

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

Clearance has started on the Kirkley Gardens site in anticipation of the works. The Facilities and Contracts Manager anticipated the installation of fencing would commence in November 2025.

27 To consider approval of the proposed site for a defibrillator at the Kirkley Gardens allotments

The defibrillator would be sited on a free-standing pole on LTC land and would be publicly accessible. Cllr Pearce proposed approval of the location; seconded by Cllr Youngman; all in favour.

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

Officers had met with the two plot holders whose sheds would be affected by the tree removal, they have agreed to empty and dismantle the sheds and dimensions have been provided for the replacement sheds to be purchased.

29 To receive information from the Chair of Lowestoft and District Allotments Ltd on recently exposed asbestos on one of the sites

Asbestos had been uncovered on the Normanston site. As LTC had previously agreed to cover the costs for asbestos removal as a legacy issue, Cllr Pearce proposed to approve removal of the asbestos on health grounds, with appropriate urgency to be given to its removal and a budget of £3,750 delegated to officers to complete the removal, should further funds be needed then an appropriate item would be tabled for the next Assets, Inclusion and Development agenda; seconded by Cllr Youngman; all in favour.

Officers would liaise with Betty Jarrod and the Site Representative on the date of removal.

30 Date of next meeting

To be confirmed. Due to the scheduling of meetings in December, the morning of the second and third Wednesdays of December are booked for Finance and Governance and Events and Communications. Members to consider if an extraordinary date in December should be set.

It was suggested an extraordinary meeting be scheduled for the end of November so any recommendations could be sent to the Assets, Inclusion and Development Committee meeting in December. Officers would provide suggested dates to schedule. Members requested Wednesday afternoons and Tuesdays be avoided, and some members may struggle to attend on a Monday or Thursday.

31 Items for the next agenda and close

No further items were requested for the next agenda.

32 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 14:19

Signed:
November 2025

Lowestoft Town Council
Community Safety Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Wednesday 15 October 2025 at 13:00

MINUTES

Present: Cllrs Jen Jones, Andy Pearce and John Pitts

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

Also in attendance: Luke Porter (CCTV Manager, West Suffolk Council)(remotely via Teams)

Public: There were no members of the public in attendance

26 Welcome

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

27 Apologies for absence

Apologies were received from Cllrs Bernie Rappensberger, Nick Webb and Elise Youngman, with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Pitts; all in favour.

28 Declarations of interests and dispensations:

28.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests from Councillors on items on the agenda – Regarding item 35, Cllr Pearce noted at least one of the proposed location was in the Gunton Ward, and declared he is the Chair of the Gunton Residents' Association. The Association itself had no specific interest in this item, and had not put forward any of the proposed locations.

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

29 The draft minutes and confidential note of the meeting on 20 August 2025

Cllr Pearce proposed approval of the minutes and confidential note of the meeting on 20 August 2025; seconded by Cllr Jones; all in favour.

30 Public forum

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

31 Finance:

31.1 Any expenditure by this Sub-Committee from its delegated budget – The budget monitoring document had been provided. In the current budget there was £20,000 for CCTV, £5,000 for defibrillators, and £1,000 for the community safety general budget, but there had been no expenditure against budget this year. There were active discussions about CCTV and defibrillators as an annual programme. In reserves, there was £29,462.26 in the community safety earmarked reserve, of which £10,000 was ring fenced for vehicle activated signs and just over £5,500 for defibrillators, leaving approximately £14,000 which was not ring fenced.

32 The Health Emergency Declaration and what could be done to help implement the policy

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Community Safety Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
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This was a wide ranging policy, which was not just relevant to this Sub-Committee, though this Sub-Committee had the overall responsibility for monitoring its implementation. The Sports Development Officer had provided a briefing paper. It was observed there would be advocacy and partnership working with other bodies to deliver on some of the outcomes, and delivery would continue to be monitored.

33 Measures to improve the security of the Town Council's assets, including the following:

33.1 The vandalism and crime record of Town Council assets and which sites to prioritise – It was noted there had been an attack on a member of staff. As requested at the previous meeting, officers had added figures to report on the financial impact of anti-social behaviour. On the advice of the Police, every single incident of anti-social behaviour in the Town Council's toilets was being reported to the Police. Ongoing vandalism, drug use and anti-social behaviour had forced the closure of some of the toilets, with one site having been particularly targeted over the previous fortnight.

33.2 A report and costs on supplementary CCTV provision – To be considered during the confidential session.

34 Defibrillators:

34.1 The Defibrillator Policy – The policy was considered to be adequate. The programme of installing new defibrillators would only continue up to the point it was considered there was sufficient provision across the town. Cllr Pearce proposed making the defibrillators budget available for either new defibrillators installed by the Town Council, or for match funding requests, without allocating a quota to each. Cllr Jones seconded the proposal and all Councillors voted in favour. Defibrillators had been installed at the locations previously agreed by this Sub-Committee, and new locations therefore needed to be considered. At the previous meeting, the Sports Development Officer had been asked to comment on whether there were any sites where physical activities were delivered, which may benefit from a defibrillator. It had been concluded that most of the Town Council's sports locations already had a defibrillator on site. It was considered that the Sub-Committee should remain open-minded in considering any requests to fund the purchase of defibrillators on land the Town Council does not own, as long as the land is within the Parish of Lowestoft. It was understood defibrillators had been installed on all of the Town Council's community halls. Should the position be taken that the Town Council would consider match-funding defibrillators on land it does not own within the town, it was considered a communication to this effect should be released, though this would likely have to be capped at three or four defibrillators per year. A list of any requests would be maintained and a priority order decided.

34.2 The 2025-2026 priority sites for defibrillators – This was covered with the consideration of the previous item.

35 A report for prospective sites for vehicle activated signs

Town and Parish Councils were enabled through Suffolk County Council to operate vehicle activated signs. The Town Council would be required to purchase them and there were strict criteria which had to be met in terms of their location. A vehicle activated sign could only remain at a certain location for a maximum of thirty days. Officers had checked the viability of sites previously suggested by the Sub-Committee and had formed this into a draft application to the County Council. The Sub-Committee would need to approve the identified sites, which would then need to go to consultation with surrounding residents, prior to submission. It was

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Community Safety Sub-Committee
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noted that one of the sites previously put forward (Corton Road) did not meet the necessary criteria. Cllr Pearce proposed to approve the other locations as listed in the draft application; seconded by Cllr Jones; all in favour.

36 Recommendations for the 2026-2027 budget

Item 33.2 would be considered in confidential session and would inform this item. £20,000 was available in the CCTV budget for the current year, in anticipation the Town Council may initiate some local solutions. There was also an additional £14,000 available in reserves which was not ring fenced for a specific purpose. Aside from CCTV, other recommendations for the budget may include any measures towards the physical protection of staff whilst they are out on site, and the ongoing consideration of defibrillators.

37 Date of next meeting

Wednesday 17 December 2025 at 13:00.

38 Items for the next agenda and close

Councillors were advised to send any requests to the office.

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

39 Admission to meetings

33.2 A report and costs on supplementary CCTV provision – West Suffolk Council's CCTV Manager had visited Lowestoft and had provided a thorough report, for which the Sub-Committee offered its thanks. CCTV provision in Sparrows Nest and appropriate locations were considered. Cllr Pearce made a proposal regarding this; seconded by Cllr Jones; all in favour.

The provision of CCTV in Fen Park was discussed. Cllr Pearce made a proposal regarding this; seconded by Cllr Pitts; all in favour.

The meeting was closed at 14:00.

Signed:
20 October 2025



MEETING PAPER

Subject: Data received from bird ringing at the North Denes

Meeting: Assets, Inclusion and Development Committee

Date: 3 November 2025

Author: Lauren Elliott (Senior Committee and Project Clerk)

NON-CONFIDENTIAL

The Assets, Inclusion and Development Committee previously approved for bird ringing to take place at the North Denes, to provide useful data on the bird species in the area and their migratory patterns, which is fed into a wider database.

The Assets, Inclusion and Development Committee may be interested to note the following data we received from the bird ringing which took place from August to mid-October:

Location	LWTND	LWTND	LWTND	LWTND	LWTND	
Age Class	Adult	Adult	Full Grown	Juvenile	Juvenile	
Species Record Type	N	S	N	N	S	Total
Blackbird	6	1				7
Blackcap	3			15	1	19
Blue Tit	3			19	1	23
Chiffchaff				9	1	10
Duncock				4		4
Goldcrest	1		1	14		16
Great Tit	4			4		8
Long-tailed Tit			11			11
Reed Warbler				1		1
Robin	1			7	1	9
Song Thrush	1			1		2
Whitethroat				2		2
Wren				4		4
Total	19	1	12	80	4	116

Screenshot of the current totals attached; mostly in the last week, but just under 50 were from August. Blackcap, Whitethroat, all moved off-site now, though still a chance for passage Blackcap through the rest of autumn. Chiffchaff are passing through at the moment with Goldcrests and the thrushes are just starting. Will keep an eye on the weather, see if tomorrow morning may work, though I have to be working from 9, so will only manage an hour or so. Reed Warbler was the first bird caught and definitely a migrant passing through.

Not a bad start, I've only run a single 20ft net in the last week or so, and it's caught nearly 70 birds!



Lowestoft Town Council

Play Areas Fencing Policy

1.0 Aim

- 1.1 This policy is designed to set out Lowestoft Town Council's position regarding the provision of perimeter fencing around its play areas.

2.0 Position Statement

- 2.1 Lowestoft Town Council will install appropriate perimeter fencing around its play areas, unless there is a compelling reason which would prevent this.

3.0 Factors to Consider

- 3.1 **Visitor safety** – Many of the Town Council's play areas sit within parks or open spaces which are popular sites for people to exercise their dogs. Whilst the Town Council embraces the versatility and mixed use of its assets, it also recognises its duty of care to ensure play area users can enjoy their visit without fear of dogs and the mess they may leave behind. Additionally, perimeter fencing around a play area provides the reassurance to parents/guardians of an enclosed space for their children to enjoy.
- 3.2 **Cost** – The Town Council is aware that the purchase of appropriate perimeter fencing and gates for its play areas can come at a significant cost, however, cost has never been a factor in compromising on health and safety, and the Town Council will ensure it has the appropriate funds in place to meet requirements, via its rigorous budget setting process.
- 3.3 **Accessibility** – The installation of fencing and gates can make access to play areas more difficult for wheelchair users, mobility vehicle users and visitors with prams/buggies. The Town Council will ensure the fences and gates it installs around its play areas are compliant with the relevant safety standards, which dictate the acceptable dimensions and operation of gates.
- 3.4 **Creation of new hazards** – The fences and gates themselves can become hazards in a play area, if not properly maintained. Members of the Town Council's staff have undertaken the appropriate training to carry out regular routine and operational inspections of all the Town Council's play areas. Where possible, any required repair or maintenance work will be undertaken immediately, or the area will be secured and the hazard reported for remedial action. In addition to this, the Town Council's play areas are inspected on a monthly and quarterly basis by two separate, ROSPA qualified, independent organisations.
- 3.5 **Land ownership** – For any sites which are subject to dual ownership with another authority, the Town Council will work in partnership with that authority to progress the installation of fencing. If appropriate, the Town Council may seek transfer of ownership of the land, but on the basis this will not delay the process of installing fencing.

4.0 Design and Specification

- 4.1 ROSPA guidance states there is no legal requirement for children's play areas to be fenced, and not all fence types are suitable for play areas.
- 4.2 The Town Council will consider the design and specification of the fencing to be used on a site-by-site basis, but in all cases will ensure the design is robust and sympathetic to the surroundings.



Lowestoft Town Council

Play Areas Fencing Policy

- 4.3 In line with ROSPA recommendations, all fencing will be compliant with the regulations BS 1722 and EN 1176, and be a minimum of 1.0m in height.

Revisions	
Date	Amendment