

Lowestoft Town Council
Extraordinary Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
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

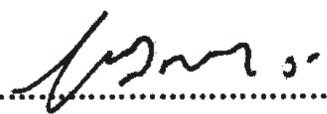
To resolve that under the Public Bodies (Admission to meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any employment matters and legal issues 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: 
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1 December 2025