

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 2 February 2026**.

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
28 January 2026

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
19:00 Monday 2 February 2026

AGENDA

130 Welcome

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

131 To receive and consider approval of apologies for absence

132 Declarations of Interests and dispensations

132.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on th

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

133 To consider the draft minutes of the meeting on 1 December 2025

134 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.

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

136 Parks and Open Spaces:

136.1 To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meetings on 9 December 2025 and 20 January 2026

136.2 To consider a recommendation to fence off a woodland area in Normanston Park with a maximum budget of £6,500

The Sub-Committee recommended approval of the project and maximum budget of £6,500 but have requested further information on the project logistics and timeframe be considered at its next meeting

136.3 To receive and consider costs for a kiosk in Fen Park

136.4 To receive an update on sculptures at Ness Park (some aspects may be confidential)

137 Events and Communications:

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Assets, Inclusion and Development Committee

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

19:00 Monday 2 February 2026

137.1 To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 26 November and 17 December 2025

138 To consider implementation of the objectives of the Business Plan pertinent to this Committee

139 To receive the following updates on sports matters:

139.1 The development of an Active Track

139.2 The development of a Pump Track

139.3 Padel Tennis provision and consider a funding approach

140 To receive an update on the refurbishment of the Normanston Park changing rooms

141 To consider contract arrangements for Christmas Lights (some aspects may be confidential)

142 To note progress on the installation of two water bottle refill stations

143 To consider design and costs for a Kindertransport bench in Kensington Gardens (some aspects may be confidential)

144 To receive an update on Clarkes Lane regarding parking enforcement and funding options

145 Date of next meeting and reports

Monday 2 March 19:00

146 Items for the next agenda and close

147 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.

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

MINUTES

Present: Cllrs Wendy Brooks, John Murray, Andy Pearce, Deborah Ray and Nick Webb

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

Public: One member of the public was in attendance (via Teams)

As the Chair and Deputy Chair were not in attendance, the Committee would need to elect a member to preside as Chair for this meeting. Cllr Brooks nominated herself; seconded by Cllr Pearce; all in favour.

105 Welcome

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

106 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby, Jen Jones, Christian Newsome, John Pitts, Bernie Rappensberger and Elise Youngman with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Ray; all in favour.
Cllr Nick Webb was absent with no apologies received.

107 Declarations of interests and dispensations

107.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors – Cllr Pearce declared he was the Chair of Gunton Residents Association. Cllr Brooks declared she was the representative on the Lowestoft and Plaisir Twinning Association.

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

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

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

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 – A representative of the Lawn Tennis Association (LTA) was in attendance to speak on item 111 and introduce padel tennis to the Committee and discuss potential opportunities. The representative noted this was a popular sport and LTA were keen to work with partners in Lowestoft to add padel tennis to the sporting activities offered in the town, noting there were currently no padel tennis courts in East Suffolk. The representative asked if Lowestoft Town Council (LTC) would be interested in exploring provision of padel tennis in the town, noting this would meet the Town Council's ambitions to get residents more active.

The Committee asked the representative if there were any areas of land they thought could accommodate padel tennis. The representative had spoken with the Sports and Development Officer who had suggested Normanston Park and Denes Oval for consideration, but LTA would prefer to not repurpose the existing courts, LTA would instead want to look for additional land or identify other partners or venues within the town where there might be space to install the courts.

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It was queried if the current courts could be repurposed. The representative confirmed there were examples of temporary courts, but long-term it would be preferable to develop an established site.

The Committee noted LTA had provided a variety of funding options for the courts and queried the option of private partnership models and how that would work with LTC's long-standing policy of free-to-access sports facilities. The representative explained the list of funding options was to provide an overview of possibilities, but LTA were aware of LTC's policy on free-to-access and the private partnership models would likely be removed.

The Committee asked if LTA would be open to having further discussions on this matter at a standalone meeting to explore available options. The representative agreed.

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

There was no update on expenditure. All budgets were being actively monitored by the Budget and Loan Sub-Committee and the Committee had submitted its budget priorities and requirements for all its budgets to be index-linked to maintain their value in real terms.

111 To receive a presentation on padel tennis and potential future opportunities

Cllr Pearce proposed to agree in-principal to consider accommodating padel tennis courts in Lowestoft, with further exploratory discussions to be held with the LTA with the Sports Development Officer in attendance; seconded by Cllr Ray; all in favour.

112 Parks and Open Spaces:

112.1 To receive a memorial bench application for Kensington Gardens – The applicant requested a location near the Kensington Gardens bowls greens. Cllr Pearce proposed to in- principle approve the application and delegate to the Grounds Maintenance Team to liaise with the applicant to decide the location of the bench; seconded by Cllr Murray; all in favour.

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 – The Committee noted the Sports Development Officer's success in securing grant funding. Cllr Brooks proposed to accept the grant fund and the required match-funding element; seconded by Cllr Pearce; all in favour. The Committee agreed to delegate the decision on budget allocation to the Finance Manager and Sports Development Officer.

112.3 To consider granting landowner permission to Lowestoft Town Tennis and Pickleball Club for signage at Denes Oval – Cllr Brooks proposed approval; seconded by Cllr Pearce who requested an amendment to ask the Club to ensure durable materials were used and, if possible, for a phone number to be added to the sign, the amendment was accepted and a vote was held with all in favour.

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 – The draft minutes were received and noted.

114 Allotments

114.1 To receive and note the draft minutes of the extraordinary Allotments Sub-Committee meeting on 25 November 2025 – The draft minutes were received and noted.

114.2 To receive a recommendation from the Allotments Sub-Committee regarding their Terms of Reference – Cllr Pearce proposed approval of the amendment to not have the Chair of Lowestoft and District Allotments Ltd specified as the non-Councillor member permitted on

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the Sub-Committee and to instead allow any approved delegate from their Committee;
seconded by Cllr Brooks; all in favour.

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

The office had contacted the embassy to discuss a possible twinning arrangement and were awaiting a response.

It was understood that any new twinning arrangement would not be administered by the Lowestoft and Plaisir Twinning Association.

This item had been raised following the Mayor's visit to Geesthacht where a dignitary had queried the possibility of the two towns twinning. Queries were raised as to whether there was an appetite for a new twinning arrangement in the town and if the office had the resources to administer this. It was clarified that part of this process would include consideration of whether this arrangement was agreed by both parties, or even if there was a more appropriate town to consider twinning with.

The Committee agreed to await a response from the embassy before considering the matter further.

116 Date of next meeting

Monday 5 January 2026

117 Items for the next agenda and close

It was queried if the land transfer resolved at the last meeting would be tabled for the next East Suffolk Council Quarterly Liaison meeting.

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 – There were no resolutions.

The Chair closed the meeting at 19:46

Signed:

5 January 2025

Lowestoft Town Council
Parks and Open Spaces Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 9 December 2025 19:00

MINUTES

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

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

93 Welcome

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

94 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Christine Moore, John Pitts and Bernie Rappensberger with reasons provided. Cllr Coleby proposed approval of apologies received; seconded by Cllr Pearce; all in favour.

95 Declarations of interests and dispensations

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

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

96 To consider the draft minutes of the meeting on 21 October 2025

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

97 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.

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

There were no comments on the expenditure report.

99 To consider submitting recommendations to the Budget and Loan Sub-Committee regarding Year One budget requirements of the Five-Year Plans

The Budget and Loan Sub-Committee were aware of the budget requirements of this Sub-Committee and had taken the Five-Year Plans into account, the Parks Capital budget suggestion was £46,350 and the Parks Repair and Maintenance budget suggestion was £26,000, these amounts would be maintained at the current level, plus RPI. The group of Councillors who had met to discuss the Five-Year Plans had not requested further budgeting and when the group next meets there would need to be a review and tailoring of the year one requirements within the available budget.

100 To consider seating provision for Normanston Park for installation near the skate park

Cllr Brooks proposed approval. The Sub-Committee were notified that different providers had been reviewed for the seating, and if they wished to discuss the providers and costs it would need to be in confidential session. The proposal was withdrawn and the Sub-Committee agreed to discuss this item in confidential session.

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101 To consider a maximum budget of £750 for privet hedging for Gunton Community Park

It was suggested mixed planting be considered as that was better practice than single species hedging. Cllr Pearce proposed to approve the £750 as a maximum budget and delegate to the Grounds Maintenance Team to implement, but with a request that they plant mixed species for the hedging; seconded by Cllr Coleby; all in favour.

102 To consider a maintenance plan for the Great Eastern Linear Park and scheduling for the ongoing clearance of the stream

This item had been requested by the attendees of the last Five-Year Plans meeting. The Grounds Maintenance Team noted stream clearance was an ongoing project and it was intended to deepen the stream over the winter period to help increase the flow of the stream and resolve some drainage issues under the St. Margarets Road bridge.

The Sub-Committee felt a maintenance plan for the area would be beneficial and could clarify further points, including if there was ongoing commitment from Community Payback to be involved in maintenance of the area, if there was a plan to maintain an area raised at the back of the park overgrown with bracken, and if the works completed some years prior on sycamores growing out of the embankment (which were destabilising the area) needed to be considered for annual work.

It was suggested maintenance plans be produced for all assets, which can then be published on the website so that members of public would be aware of the work undertaken throughout the year. The plans would only need to cover general works during the year.

Cllr Pearce proposed the Grounds Maintenance Team put together a maintenance plan for Great Eastern Linear Park and submit it within the next year, but provide immediate input on the situation with the embankment and if it required immediate funding for 2026-2027 for any works that may be required; seconded by Cllr Coleby; all in favour.

An item was requested for the next agenda with a briefing paper on what would be a reasonable timescale to develop maintenance plans for all Lowestoft Town Council assets.

103 The Ness

103.1 To consider the planting of a Scots Pine – Cllr Coleby proposed approval to purchase and plant a mature Scots Pine. Over £9,000 of the £10,000 Tree Planting budget remained, which, alongside the Horticulture budget, would cover the purchase and nurturing costs. Concerns were raised on how well the tree would survive as Scots Pines had failed to establish in the area before. It was clarified the previous pines planted had been too young, and a mature tree would be more likely to survive. It was noted the best time to plant the tree would be the end of autumn.

Cllr Coleby amended his proposal to include a maximum budget of £500; seconded by Cllr Pearce. It was further requested the Grounds Maintenance Team ensure the tree is put on the schedule of works to ensure it is watered. As it had been stated the ideal planting time would be the end of autumn, Cllr Murray requested an amendment to delegate to the Grounds Maintenance Team to identify the optimum planting time for the Scots Pine and proceed on that basis. The amendment was accepted by Cllrs Coleby and Pearce. A vote was held with four votes in favour and one vote against.

103.2 To consider the following regarding sculptures at Ness Park

1. To note the initial approach made to two local sculptors – The Sub-Committee noted one sculptor approached would be able to source grant funding for the project but would require

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assurance on receiving the contract for the work, which would not be possible as the cost of the works would require a public tender.

A query had been raised on whether commissioning the work, rather than going through a public tender, would be possible to do within the Town Council's Financial Regulations, on the basis that this was to access grant funding.

Officers had reviewed section five of the Financial Regulations and felt it may not apply as this was not a case of the goods only being available from a single source or at a fixed price, as there were many sculptors in the area and there were no standard prices.

A concern was raised on the appropriateness of commissioning one artist, particularly when their plans for a sculpture were unknown, and it was felt to be more preferable to have a public tender that brought in a wider range of ideas and options.

If Full Council would be minded to commission a sculptor, clarification was needed on whether there was a mechanism within the Financial Regulations that would allow the work to be commissioned, if the justification was to secure grant funding that would prevent a drain on public money, as direct funding would need to be precepted or funded from Reserves. A view would be required on this before options could be considered.

Cllr Coleby proposed legal advice be obtained on this matter and an officer from East Suffolk Council be contacted to understand how Arts Council grant funding could be access for this project, with feedback to be provided to the Sub-Committee within three months; seconded by Cllr Youngman; all in favour.

2. To consider a recommendation to the Assets, Inclusion and Development Committee on whether to proceed with this project – There was no recommendation at this time per the resolution of item 103.2.1.

104 The Parklands

104.1 To consider whether to proceed with the idea of a community garden at the Parklands – Cllr Brooks proposed the Town Council no longer proceed with a community garden project for the Parklands; seconded by Cllr Youngman; all in favour.

104.2 To consider any measures that can be taken to improve biodiversity at the Parklands – Cllr Brooks proposed the Grounds Maintenance Team consider different measures to improve biodiversity, and requested the inclusion of a small pond and planting of spring bulbs be considered, with a briefing paper to be provided; seconded by Cllr Coleby; all in favour.

105 Date of next meeting

Tuesday 20 January 19:00

106 Items for the next agenda and close

No items were requested for the next agenda.

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

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Tuesday 9 December 2025 19:00

The Chair closed the meeting to the public and moved into confidential session at 20:01

100 To consider seating provision for Normanston Park for installation near the skate park

The Sub-Committee reviewed the costs for seating and requested the Sports Development Officer speak with skate park users to understand what seating they would like to see in the area, and any other aspirations they have for the skate park.

It was requested a communal seating area also be considered for when the pump track is installed, and the feedback received for the skate park could help inform the design of seating near the pump track.

Cllr Brooks left the chamber at 20:12

The Chair closed the meeting at 20:14

Signed:



20 January 2025

Lowestoft Town Council
Parks and Open Spaces Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 20 January 2026 19:00

MINUTES

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

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

108 Welcome

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

109 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Wendy Brooks, John Pitts and Bernie Rappensberger with reasons provided. Cllr Coleby proposed approval of apologies received; seconded by Cllr Pearce; all in favour. Cllr Christine Moore's resignation from this Sub-Committee was noted.

110 Declarations of interests and dispensations

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

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

111 To consider the draft minutes of the meeting on 9 December 2025

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

112 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.

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

The expenditure report was received and noted.

114 To consider the following recommendations from the Grounds Maintenance Team

114.1 Biodiversity measures for The Parklands – Further to the Sub-Committee's previous resolution to consider biodiversity options for The Parklands, including a pond, the Grounds Maintenance Team (GMT) provided plans for a pond at a cost of £1,200.

Cllr Coleby proposed items 114.1 and 114.2 be deferred and discussed with the Grounds Maintenance Team at the next quarterly meeting.

A query was raised on whether The Parklands was an appropriate location for a pond due to the lack of nature corridors and if a risk assessment had been considered for the area.

114.2 Areas to fence off for wilding – A recommendation was received from the GMT on potential locations in Rosedale Park, Clarkes Lane and Normanston Park that could be fenced off as wild areas to encourage biodiversity.

The Sub-Committee requested the proposed areas be discussed further with the GMT to clarify if the locations were adjacent to residential houses, in which case they would need to establish how issues such as rodents would be mitigated. It was queried if the proposed areas for Normanston Park would intersect with the pump track.

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It was agreed to separate Cllr Coleby's proposal to address each item separately.

Cllr Coleby proposed to defer item 114.1 until the Sub-Committee members have spoken with the GMT regarding the project and its effects in the area, but to approve the maximum budget of £1,200; seconded by Cllr Pearce; all in favour.

Cllr Coleby proposed to defer item 114.2 and discuss this further with the GMT at the quarterly meeting, with consideration of the Town Council's policy on wildflower meadows; seconded by Cllr Murray; all in favour.

- 114.3 To fence off a woodland area in Normanston Park – The Town Council's tree audit had highlighted that a significant numbers of trees in this area had Ash Dieback and would need to be monitored, along with sycamores due to be felled in three-to-five years. It was recommended the area be fenced off for safety purposes, with a maximum budget of £6,000 recommended for the fencing.

The Sub-Committee agreed that if this proceeded there would need to be a sign on the fencing to provide information on why the area had been fenced off, details of the project timeframe and contact details for members of the public to raise queries and concerns.

Cllr Pearce proposed to recommend approval of the project and the maximum budget of £6,000, but requested information be provided at the next Sub-Committee meeting on the timescale and plan for the tree works and improvement of the area in the context of the Five-Year Plans.

Cllr Coleby requested an amendment to increase the maximum budget by £500 to cover the cost of a sign on the fence. Cllr Pearce amended the proposal to include the budget increase and Cllr Coleby seconded the amended proposal. A vote was held with all in favour.

115 Date of next meeting

Tuesday 17 February 19:00

116 Items for the next agenda and close

117 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 19:30

Signed:
17 February 2026



MEETING PAPER

Subject: Normanston Park Woodland
Meeting: Agenda Item 136.2 Assets, Inclusion and Development Committee
Date: 2 February 2026
Author: Taylor Williams (Committee Clerk and Planning Assistant)

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Background Information

The Town Council's tree audit had highlighted that a significant numbers of trees in this area had Ash Dieback and would need to be monitored, along with sycamores due to be felled in three-to-five years. Due to the health of the trees and access into the area, the Grounds Maintenance Team have recommended the area be fenced off, with a maximum budget of £6,000 recommended for the fencing.

The fence would be of a post and mesh design. When the tree works have been completed and a healthy stock of trees have remained, there could be consideration of re-installing the paths and bridges and introducing a landscaped area.

Detail

Parks and Open Spaces Sub-Committee have recommended approval of this project and of its maximum budget of £6,500, this will cover the cost of the fencing and a sign to install on the fence to inform members of the public why the area has been fenced off, details of the project timeframe and contact details for any queries.

The Sub-Committee will receive further information at its February meeting on the timescale and plans for the tree works, and potential improvement of the area, in the context of the Five-Year Plans

Recommendation/Decision

The Committee are asked to consider whether to approve the recommendation from its Sub-Committee.



MEETING PAPER

Subject: Fen Park Refreshment Kiosk
Meeting: Agenda Item 136.3 Assets, Inclusion and Development Committee
Date: 2 February 2026
Author: Taylor Williams (Committee Clerk and Planning Assistant)

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Background Information

Full Council endorsed this Committee's recommendation for a refreshment kiosk to be installed in Fen Park and a full specification and cost plan was requested.

Detail

The Facilities and Contracts Manager has pulled together a report of estimated costs. It should be noted these are basic costs and depending on the tenant's requirements there may be additional items to consider (e.g. coffee machine, ice cream freezer).

Purchase of converted container - £6,500.00
Transportation to site - £750.00
Container base & slabbed area to front of kiosks - £1,800.00
Ground works for power & water supplies - £1,300.00
New mains water supply - £980.00
New power supply - £928.00
Allowance for basic kiosks items, fridge, storage - £1,000.00

Basic total - £13,258.00



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

MINUTES

Present: Cllr Sonia Barker, Nasima Begum, Wendy Brooks (arrived at 10:01), Neil Coleby, Andy Pearce and Nick Webb.

Also in attendance: Christopher Meek (Events and Office Manager) and Michael Winter (Communications and IT Officer).

Public: Representative from Russell's Circus

59 Welcome

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

Cllr Brooks arrived at 10:01

Cllr Brooks temporarily left the meeting at 10:02

60 To receive and consider approval of apologies for absence

Apologies with reasons were supplied by Cllrs Rappensberger and Pitts. Cllr Begum proposed acceptance of the apologies, seconded by Cllr Coleby, all in favour.

61 Declarations of interests and dispensations

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

None were given.

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

None were received.

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

Cllr Brooks re-entered the meeting at 10:04

Cllr Pearce proposed acceptance of the minutes, seconded by Cllr Webb. There were four votes in favour with one abstention.

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

63 Public Forum

It was agreed to move item 66.2 forward for consideration so that the member of public could speak.

The member of public reported that he was looking to use Normaston Park as a venue for a circus during the May half-term holiday. The event application form had been circulated for consideration.

Cllr Pearce commented that the event organiser should liaise with the Sports Development Officer to make sure there were no clashes with sports teams using the park. Cllr Pearce also commented that an agreement would be needed on what potential damage rectification could be carried out.

The member of public commented that they were looking to set up on the other side of the football pitches and that they are used to be flexible around other events.

Cllr Brooks asks how many people would be involved in the setting up. The member of public commented that it would be approximately 30 people, some of which double up as performers.

The Events and Office Manager commented that a site visit should be organised alongside the Sports Development Officer and the Parks and Grounds Manager to look at suitable locations.

Cllr Brooks commented that the application form mentioned that tickets cost approximately £10. The member of public commented that there were different prices based on the different show times and additional discounts. It was also noted that they also offer free tickets via local charities and the food bank.

The difficulty in parking was noted and it was agreed that this could be included in the event management plan.

Cllr Begum proposed to accept the event application in principle with delegation to staff to organise details. This was seconded by Cllr Pearce, all in favour.

The member of public left the meeting at 10:14

64 Finance

The budget spreadsheet was displayed in the meeting.

The Events and Office Manager asked if the rest of the Christmas budget could be used to support further activities as part of the Christmas Market and events in the town.

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Wednesday 26 November 2025 AT 10:00 AM

Cllr Pearce proposed to agree to this request, seconded by Cllr Begum, all in favour.

65 Communications

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

A reported was circulated ahead of the meeting and the Communications and IT Officer gave an overview.

It was commented that the Town Hall Project page could do with more engaging content. The Communications and IT Officer commented that they were looking at ways for the Town Hall Project social media and Sports social media to have more regular content in a manageable way.

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

Cllr Barker reported that this Sub-Committee has responsibility in the Business Plan under objective 2.

Cllr Pearce commented that the Business Plan needs to be treated as a living document with Full Council probably needing to direct that an item should be on all committees and sub-committees agendas quarterly, in tandem with the risk register, to monitor.

Cllr Brooks commented that she would like this sub-committee to think about community engagement and having a quarterly newsletter. The Communications and IT Officer commented that this is part of the Plan and that templates were being looked at.

It was agreed that Full Council is asked to direct all committee and sub-committees to consider their responsibilities withing the Business Plan.

66 Events

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

The list of events was noted.

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

This item was considered during the public forum.

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

No events had been granted permission.

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66.4 To review and consider the following timetable of events:

Date	Item
October 2025	Black History Month including the Award Ceremony on 21 November 2025
Cllr Barker thanked the staff and councillors for their work in marking the entries and reported that the event was well attended. The Communications and IT Officer commented that there were nearly 300 entries from five different schools. It was noted that the number of entries has potential to grow further but this would have a knock on effect to how fast the scoring of entries could be turned around for an event. Cllr Brooks commented that she would like to look at how different creative writing styles could be encouraged. Cllr Pearce commented that there needs to be a balance with not wanting to be too prescriptive with submissions. Cllr Webb commented that the event was great and well attended.	
9 November 2025	Remembrance Sunday and Parade
The Events and Office Manager commented that the event was well attended. It was reported that there were a few issues on the day around timings and further discussions with East Suffolk Council were taking place. A meeting with the working group was being arranged in the new year.	
11 November 2025	Armistice Day and Plaque Unveiling
Cllr Barker thanked everyone who helped with the various commemorations around the town. It was also noted that the plaque unveiling was well attended.	
21 December 2025	Santa Dash 2025
It was noted that the event had been expanded to include a 4K distance option.	
27 January 2026	Holocaust Memorial Day
A meeting paper had been circulated outlining options for the event, with four options proposed. Cllr Pearce commented that, by tradition, the event has been held at the Railway Station due to the Kindertransport link. Cllr Pearce commented that he would add another pro to option 1 as it gives people two opportunities to gather at different locations and times, and that he would personally have a preference for option 1. Cllrs Brooks, Coleby and Webb all expressed a preference for option 1.	

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Cllr Pearce asked if it was possible for the speaker from the Association for Jewish Refugees could be included in option 1. Cllr Begum agreed, commented that she would like to see options 1 and 2 combined.

The Events and Office Manager asked if the rest of the discussion could be moved into confidential session.

March 2026	International Women's Day
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It was noted that the themed for 2026 was "Give to Gain". The Events and Office Manager asked for a steer on the focus for the event.

Cllr Pearce commented that he liked the event being in different locations to encourage participation. Cllr Brooks commented that she liked how last year's events were organised and that she would like to see a film showing take place.

May 2026	Climate Event
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It was noted that the Climate and Ecological Emergency Committee had agreed with the proposal for the event to take place in May with a standing item on both the Climate and Ecological Emergency Committee and the Events and Communications Sub-Committee agendas.

It was agreed that the rest of the events calendar would be deferred. Cllr Pearce asked if Armed Forces Day could be added to the rolling agenda.

June 2026	Lowestoft 10K
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July 2026	Lowestoft Pride
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11-20 September 2026	Heritage Open Days 2026
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2027	Civic Event
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66.5 To consider an event to mark the 50th anniversary of Benjamin Britten's death on 4th December 2026

The Events and Office Manager commented that this event could take place with engagement from Benjamin Britten Academy.

Cllr Brooks commented that the event should be on his birthday (22nd November) to celebrate his life.

Cllr Pearce proposed that this should be looked at as an annual event, seconded by Cllr Barker, all in favour.

The Events and Office Manager asked about budget allocation for the event. Cllr Pearce asked if this could be considered by Budget and Loan Sub-Committee.

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

It was agreed to defer this item to the next meeting.

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

The Events and Office Manager commented that this would aid the various unveiling events. It was noted that the pennant for Excelsior cost £600-£700 and that this is likely to be a similar design, but include the civic crest.

Cllr Pearce proposed for a budget of £800 from the events budget, seconded by Cllr Barker, all in favour.

69 Date of next meeting and reports

Wednesday 17 December 2025 10:00am

It was noted that this is a week early due to Christmas.

70 Items for the next agenda and close

Cllr Pearce suggested that Armed Forces Day should be added to the events list.

Cllr Begum asked for repairs of the Mayoral Chain to be considered.

71 Admissions to meetings

To resolve under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal and employment issues relating to the matters on this agenda.

Cllr Begum proposed for the meeting to be closed to the public, seconded by Cllr Pearce, all in favour.

The meeting was closed to the public at 11:39.

Item 66.4 – Holocaust Memorial Day

Cllr Barker recapped that most councillors were in favour of option 1 or a hybrid of options 1 and 2.

A confidential discussion took place.

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Cllr Begum left the meeting at 11:44.

The sub-committee agreed that the event should be thoroughly risk assessed and that different wreathes could be used at Kensington Gardens to correlate with the different colours in the memorial bed.

Cllr Barker summarised that everyone was in favour of option 1, with the invited speaker from the Association of Jewish Refugees, and a robust event management plan.

At 12:00, the fire alarm was activated and the meeting temporarily paused. The meeting resumed at 12:12

At 12:12, Cllr Pearce proposed to suspend standing order 3Y by ten minutes, seconded by Cllr Coleby, all in favour.

Cllr Pearce made a confidential proposal regarding the event options and invited speakers. This was seconded by Cllr Barker, all in favour.

Cllr Pearce made a proposal to invite a representative from the Railway Station to the next Events and Communications Sub-Committee, seconded by Cllr Coleby, all in favour.

The meeting was closed at 12:22.

Signed:

A handwritten signature in black ink, appearing to be 'NW' with a stylized flourish above it.

17 December 2025

Lowestoft Town Council
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Wednesday 17 December 2025 AT 10:00 AM

MINUTES

Present: Cllrs Wendy Brooks (from 10:16), Andy Pearce, John Pitts and Nick Webb (Deputy Chair)

Also in attendance: Christopher Meek (Events and Office Manager) and Michael Winter (Communications and IT Officer)

Public: One member of public present (Representative from the Lowestoft Central Project)

72 Welcome

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

73 To receive and consider approval of apologies for absence

Apologies with reasons were given by Cllrs Barker, Begum, Coleby and Rappensberger. It was also noted that Cllr Moore had resigned from this Sub-Committee.

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

74 Declarations of interests and dispensations

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

Cllr Webb declared that he was Vice-Chair of the local branch of the Royal British Legion.

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

None were received

75 To consider the draft minutes and confidential note of the meeting on 26 November 2025

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

76 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.

It was agreed to move the Holocaust Memorial Day (HMD) event forward for the member of public.

The Events and Office Manager commented that this was an opportunity to finalise arrangements for the event and to work out how the Town Council could collaborate with the Railway Station.

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The member of public commented that the Railway Station in Lowestoft has a strong link with the Holocaust due to its connections with the Kindertransport. The Parcels Office has a capacity of 100 with 50 seated and 50 standing and they would be happy to provide complimentary refreshments. It was requested that the Parcels Office was informed of the Town Council's requirements for the day and that a risk assessment was provided.

Cllr Brooks arrived at the meeting at 10:16

The Events and Office Manager confirmed that a framework for the event had been circulated as a meeting paper. Once this was agreed, the requirements and risk assessment could be finalised.

The member of public suggested that any media, such as posters and press releases, should be agreed in advance and that the use of the Parcels Office should be credited as "run by the Lowestoft Central Partnership free of charge with sponsorship by the Wherry Lines Community Partnership".

Cllr Pearce commented that he was happy with the proposals.

Cllr Brooks asked if the Town Council should offer to pay for the hire of the room. The member of public commented that their ethos was for no room hire fees unless this was a commercial enterprise.

It was agreed that the suggestions of the member of public should be carried forward and that the final details could be confirmed by officers and the venue team.

The member of public left the meeting at 10:31

77 Finance

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

It was commented that the budget line for Remembrance and Holocaust should be separated.

78 Communications

78.1 To review communications from 2025 and consider future plans

The Communications and IT Officer commented that, as part of the Business Plan, this Sub-Committee needed to review the communications tools of the Town Council. A table had been prepared for Councillors to complete.

It was commented that Councillors should look at adding their comments and then bring these to a workshop session in the new year.

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79 Events

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

The events attended were noted.

Cllr Brooks raised that she thought the Mayor should have worn the full mayoral robes for the awarding of the Freedom of the Town and that this agenda item should allow for discussion on the Mayoral events.

It was noted that Officers currently have delegation to agree on events attended by the Mayor.

Cllr Webb suggested that an item could be on the next agenda to discuss when the mayoral robes should be worn.

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

There were no applications to consider.

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

A carol service and Christmas tree installation took place at Gainsborough Drive Pond in early December.

Cllr Pearce declared himself a member of Gunton Residents Association who organised the event.

79.4 To review and consider the following timetable of events for the remainder of the 25/26 civic year:

Date	Item
21 December 2025	Santa Dash 2025
It was commented that this event had been well promoted.	
27 January 2026	Holocaust Memorial Day
Some of the arrangements for this event were discussed in public forum with the event framework still to be agreed.	
Cllr Brooks commented that she was not happy that councillors were not included as speakers for the event. Cllr Pearce agreed that councillors that wished to speak should be included. The Events and Office Manager commented that the aim was to safeguard the councillors in the current climate. Cllr Brooks responded that she thought not having councillors speak would send the wrong message.	

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The Events and Office Manager briefly left the meeting at 11:08

Cllr Pitts commented that he thought councillors should be allowed to speak, even if the speeches are vetted by the office.

The Events and Office Manager returned to the meeting at 11:12

Cllr Pearce proposed that any councillors that would like to offer a speech should be able to do so and that the staff can raise any concerns with councillors on their speech content. This was seconded by Cllr Pitts, all in favour.

The Communications and IT Officer commented that any councillor wishing to speak should let the office know so that this could be factored into the event plan so that timings could be taken into account with the set-up of the two different events on the day.

4 March 2026	International Women's Day
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The Events and Office Manager commented that the event was looking to coincide with the Sports Development Officer's women-only circuit training sessions at Whitton Hall. Cllr Brooks commented that it would be good to look at having a film screening in the afternoon.

Cllr Pearce proposed a budget of £1500 with delegation to staff, seconded by Cllr Brooks, all in favour.

79.5 To consider the events for the 26/27 Civic Year and propose budgets:

Date	Item
16 May 2026	Wild Lowestoft - Climate Events
The Events and Office Manager reported that there was a consensus for the Town Centre to be used for wider exposure and engagement with this event. Cllr Brooks commented that she would prefer for the event to take place at either Sparrows Nest Gardens or the Triangle Market.	
The Events and Office Manager commented that a decision was needed so that stakeholders and schools could be approached to offer support. It was also noted that there were space constraints at the Triangle Market.	
Cllr Pearce proposed for the Town Centre to be used, with pro-active communications to encourage attendance, seconded by Cllr Brooks, all in favour.	
14 June 2026	Lowestoft 10K
11 July 2026	Lowestoft Pride
July - August 2026	Summer Activities
11-20 September 2026	Heritage Open Days 2026 (including Heritage Skills Market - 12th September)
October 2026	Black History Month
3 October 2026	Royal Naval Patrol Service Association Commemorative Event

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8 November 2026	Remembrance Sunday
11 November 2026	Armistice Day
22 November 2026	Benjamin Britten Day
The Communications and IT Officer commented that, with budget setting needed, the Benjamin Britten event currently has no set budget.	
Cllr Pearce proposed to recommend a budget of £5000, seconded by Cllr Webb, all in favour.	
2027	Civic Event

79.6 To consider a report from Norfolk and Waveney MIND from their Festival of Kindness and to consider next steps

Cllr Brooks commented that she thought the report was fair.

Cllr Pearce proposed a budget of £5000 to be included to support this event, seconded by Cllr Brooks, all in favour.

79.7 To consider a report on themed markets events 25/26 and consider next steps

A report outlining options for the future of the Triangle Market was circulated.

Cllr Brooks commented that the Heritage Skills Market was the most popular alongside family events. Cllr Brooks also commented that there was a potential issue around the layout of the area.

Cllr Pearce commented that there were planning constraints on the layout of the market area.

The Events and Office Manager commented that NABMA had been approached for advice.

Cllr Brooks suggested that a circular bus could be hired for themed markets to encourage attendance. It was suggested for officers to look at the feasibility for this.

Cllr Pearce proposed for a £4000 budget for external consultants to write a report on the future of the market, seconded by Cllr Brooks, all in favour.

79.8 To consider holding a Covid-19 commemorative event as part of a national event on Sunday 8 March

The Events and Office Manager reported that this information had been circulated to all parish and town councils from the UK Government. It was noted that the date coincided with International Women's Day.

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Cllr Pearce commented that he was supportive in principal but would like to know if there had been any resources sent out by the UK Government.

Cllr Pearce proposed to defer this item to the next meeting, seconded by Cllr Webb, all in favour.

Cllr Pearce proposed to suspend Standing Order 3Y for five minutes at 12:00, seconded by Cllr Webb, all in favour.

80 To receive a proposed timeline for the commissioning of heritage plaque

The Events and Office Manager confirmed that the timetable had been seen by the Heritage Focus Group.

Cllr Pearce proposed to endorse the recommendations, seconded by Cllr Webb, all in favour.

81 Date of next meeting and reports

Wednesday 28 January 2025 10:00am

82 Items for the next agenda and close

83 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.

The meeting was closed at 12:02

Signed:
28 January 2026



MEETING PAPER

Subject: Padel Tennis Provision
Meeting: Agenda Item 139.3 Assets, Inclusion and Development Committee
Date: 2 February 2026
Author: Ewan Gallagher (Sports Development Officer)

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Background

The Committee had previously requested a meeting with myself and Josh Dashwood from the LTA, unfortunately that meeting had to be postponed due to unforeseen circumstances.

Since then, I have been able to arrange a Teams call with Josh to discuss the Padel Tennis development. Rather than rearranging the original meeting, I felt it was beneficial to have this discussion before Josh went on annual leave, of course, if the Committee still wishes, we can arrange a meeting to replace the postponed one.

Detail

Moving on to the Padel Tennis development, we have identified one potential location that we believe could work very well: **Normanston Park**. The proposal would be for two outdoor, floodlit padel courts to be installed near the existing tennis courts. Please see the accompanying photos which show the proposed location.



As shown in the photos, we believe this location works well and would sit comfortably within the park, without impacting significantly on green space currently used by the public. The site already benefits from an access path, aligns well with the existing tennis courts, and integrates naturally with the current layout. One consideration is that the ground is not level, meaning some groundwork would be required, which would add to the overall cost. The Facilities and Contracts Manager has confirmed that it would be possible to obtain a power supply to the courts with some additional work.

Please also see the photos showing what the proposed courts *could* look like.



Moving forward, my recommendation is to apply to the **National Lottery Community Fund**. The Finance Manager confirmed that £30,000 has been earmarked within our budget, which would form part of our funding contribution. The Town Council could then seek the remaining funding from the National Lottery Community Fund.

I am currently in the process of obtaining initial quotes from suppliers, but we can expect the total project cost to be approximately **£120,000** for two double, floodlit padel courts. This would include security fencing and a smart gate system to link the courts into our existing tennis court booking system. Based on this estimate, we would look to apply for approximately **£90,000** from the fund, although this figure is still subject to confirmation.

The application process is split into two stages. Stage one requires general information about the project and its objectives. If successful, applicants progress to stage two, which requires more detailed information, including planning permission (if required), a chosen contractor, and multiple quotes obtained through a tender process. This staged approach is helpful, as at this point we are not required to have all of this information in place.

Overall, I believe this would be a fantastic addition for the town. At the time of writing, there is only one padel court in East Suffolk, located in Southwold. Padel is a rapidly growing sport with strong

demand, proven health benefits, and high levels of participation and enjoyment. This would be a great asset to offer our residents, free of charge.

We already operate a BoxUp locker at Normanston Park, meaning we could provide free equipment. Normanston Park benefits from a car park, accessible paths, and good cycling links. We could also explore installing additional bike racks near the courts to further encourage active travel.

Recommendation/Decision

Please can the committee confirm if they are happy for me to progress with this funding application/approach or if they would like an alternative approach.