

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

MINUTES

Present: Cllrs Wendy Brooks, Jen Jones, John Murray, Christian Newsome, Andy Pearce and Elise Youngman

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

As the Chair and Deputy Chair were not in attendance, a member would need to be nominated to preside over the meeting.

Cllr Brooks nominated Cllr Newsome to preside over the meeting; seconded by Cllr Pearce; all in favour.

130 Welcome

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

131 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby, Bernie Rappensberger, Deborah Ray and Nick Webb with reasons provided. Cllr Pearce proposed approval; seconded by Cllr Jones; all in favour. Late apologies were received from Cllr John Pitts with reasons provided.

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 the agenda – There were no declarations.

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

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

Cllr Brooks proposed approval of the draft minutes; seconded by Cllr Pearce; five votes in favour and one abstention as the member was not in attendance at the meeting.

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

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

The expenditure report was received and there were no queries.

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 – The draft minutes were received and noted.

Cllr Murray felt the minutes of 20 January did not capture a key part of the discussion on fencing off the woodland in Normanston Park wherein the Sub-Committee wanted to consider how the tree works and improvement works could be undertaken concurrently.

Cllr Pearce proposed officers ensure the requested update on the Normanston Park woodland be provided at the next meeting; seconded by Cllr Brooks; all in favour.

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- 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 a maximum budget of £6,500 and requested further information on the project logistics and timeframe be considered at its next meeting. Cllr Brooks proposed approval; seconded by Cllr Youngman; all in favour.
- 136.3 To receive and consider costs for a kiosk in Fen Park – Cllr Brooks proposed to recommend approval of costs to Full Council, noting the amenity benefit the kiosk would provide to the area and the potential to deter antisocial behaviour; seconded by Cllr Pearce; all in favour.
- 136.4 To receive an update on sculptures at Ness Park (some aspects may be confidential) – Officers have made the inquiries requested regarding Financial Regulations and advice on applications for Arts Council Funding. The Committee agreed the project could not progress until there was a clear understanding on whether a contractor could be appointed, instead of open procurement, whilst in compliance with Financial Regulations.

137 Events and Communications:

- 137.1 To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 26 November and 17 December 2025 – The draft minutes were received and noted.

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

Full Council had resolved for relevant Committees and Sub-Committees to review the Business Plan on a quarterly basis. The objectives relevant to this Committee were primarily monitored via its Sub-Committees, therefore it was requested those Sub-Committees consider the objectives and provide proposals for approval. The Parks and Open Spaces Sub-Committee's work on the Five-Year Plans would contribute to the objectives and, upon completion, could be attached to the Business Plan.

It was queried if the assets software system included vehicle management.

139 To receive the following updates on sports matters:

- 139.1 The development of an Active Track – The Sports Development Officer recommended the project not be progressed as it was not considered feasible due to the logistical issues with the existing path in the park and the considerable cost to resolve the layout and height differences across the park. Cllr Pearce proposed to endorse the officer recommendation and not progress the active track; seconded by Cllr Jones; all in favour.
- 139.2 The development of a Pump Track – The Sports Development Officer had identified two sources of funding at approximately £50,000 each with £50,000 match funding then required from the Town Council and advised that due to the financial constraints the new tender could be put out for £150,000 rather than the original £195,000. The Sports Development Officer requested a steer from the Committee on whether to proceed with approaching the two organisations for funding.

Cllr Brooks proposed both avenues of funding be pursued.

Full Council had approved for officers to explore funding options for the project but had not yet approved the project itself, as it needed to be established if the project would be financially viable, hence the £60,000 match-funding element from the Town Council had been ring-fenced in the General Reserves rather than precepted.

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The Committee queried the suggested reduction in the tender quote from £195,000 to £150,000 and requested clarification on the difference in specification between the two quotes.

On the two funding options, one had a deadline of 3 June 2026 and the other was open from 1 April to 31 May, but the latter only accepted applications from fully formed and funded projects, therefore the timings for the two sources would not be complementary and delivery for the project may need to be moved to Spring 2027 to secure both sources of funding.

As it may not be feasible to secure both funding sources in the same year, it was suggested the Sports Development Officer consider the funding options further and provide more information on the specifications of the two costs options for the pump track with an explanation on the difference in design and quality, with information to be brought back to the next Committee meeting.

Cllr Brooks proposed the funding approach be approved and the Sports Development Officer establish if there were any constraints with the funding options (such as if the first funder would permit the Town Council to wait up to a year before the grant is spent to accommodate applying for the second funding option in 2027) and to receive further information from the Sports Development Officer in the difference in specification for the two cost options for the pump track; seconded by Cllr Youngman; four votes in favour and two abstentions.

- 139.3 Padel Tennis provision and consider a funding approach – The Committee agreed to reschedule a meeting with the Lawn Tennis Association to discuss the potential provision of padel tennis.

There were queries on the potential development and its effect on the power supply for Normanston Park. Officers were asked to confirm if the work to upgrade the power supply had been undertaken.

Cllr Pearce proposed a meeting be scheduled with Lawn Tennis Association before the project is considered further; seconded by Cllr Murray; all in favour.

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

The proposal to install container units had not been progressed and instead the existing changing rooms would be refurbished as per the original proposal. The Facilities and Contracts Manager was gathering quotes for scaffolding and roofing, once received officers would be able to confirm the level of procurement required for the project. The Committee requested there be clarification on what funding options were being pursued for the project and if the current proposal satisfied the requirements the Football Association had previously provided.

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

Officers confirmed the exiting contract would cover the Christmas period for 2026, but with the contract due to finish at the end of 2026, the Committee would need to consider whether the renew with the current contractor or seek an alternative provider. The Committee had also requested there be consideration of whether to install Christmas lights on the Town Hall for 2026 and officers advised this would not be feasible due to the uncertainty of timings and installation requirements.

The Committee agreed to not pursue installing Christmas lights on the Town Hall for 2026.

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The Committee requested quotes for contract renewal and new providers be received at the next meeting with clarification on whether the lights received as part of the current contract cost could be reutilised or if changing to a new provider would require the Town Council to purchase new lights.

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

The water bottle refill station in Kensington Gardens was due to be installed between March and April 2026 and would be located near the public toilets as there was a better drainage system available. The station allocated for Normanston Park could not be installed until the required works for the Normanston Park changing rooms are known.

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

The design was received and Cllr Brooks proposed approval of the project, subject to receiving confirmation of costs and further information on the design and how it would be incorporated into a bench; seconded by Cllr Pearce; all in favour.

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

Officers have contacted Parking Enforcement and were awaiting a response.

Officers reported a steer from the Committee was required on the specification of the play area in order to seek further funding options.

Cllr Brooks temporarily left the chamber at 20:02

The Committee agreed to schedule a meeting with the Facilities and Contracts Manager to discuss the design and specification of the play area, establish over how many years the project would be delivered and understand how to prioritise the building of the car park and refurbishment of the play area to avoid a potential issue of the carpark being completed first and then used as a public amenity carpark rather than for park users.

Cllr Brooks returned to the chamber at 20:04

Cllr Brooks proposed a meeting be arranged with the Facilities and Contracts Manager; seconded by Cllr Newsome; all in favour.

145 Date of next meeting

Monday 2 March 19:00

146 Items for the next agenda and close

No items were requested for the next agenda.

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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The Chair closed the meeting at 20:11

A handwritten signature in black ink, appearing to be 'J. A.', written over a faint, light blue rectangular stamp or watermark.

Signed:
16 March 2026