

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Climate and Ecological Emergency Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **15:30** on **Monday 16 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

.....
Sarah Foote, Town Clerk
10 February 2026

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
15:30 Monday 16 February 2026

AGENDA

113 Welcome

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

114 To receive and consider approval of apologies for absence

115 Declarations of Interests and dispensations

115.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda

115.2 To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted

116 To consider the draft minutes of the meeting on 19 January 2026

117 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.

118 Finance and Budget

118.1 To monitor expenditure by this Committee from the climate emergency budget, under delegated authority

119 To consider the following items regarding the natural environment, other ecology related matters and relevant actions:

119.1 Receive feedback from the meeting of the Flood Defences Working Group on 22 January 2026

119.2 Review and monitor developments related to Lowestoft's flood risk

120 To consider the following item in relation to the Earth Protector Town status of Lowestoft Town Council and relevant actions:

120.1 The specification for the carbon emissions report

Lowestoft Town Council
Climate and Ecological Emergency Committee

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

15:30 Monday 16 February 2026

121 To consider the following items in relation to community engagement and relevant actions:

121.1 Discuss plans for the Wild Lowestoft event in May 2026

121.2 Agree the date and time of the Town Council litter pick on the alleyways by Park Road

122 To consider the following item in relation to public transport, alternative methods of travel and relevant actions:

122.1 Arrangements for the distribution of leaflets for the new Gunton bus route

123 Date of next meeting

Monday 16 March 15:30

124 Items for the next agenda and close

125 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

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 19 January 2026 15:30

MINUTES

Present: Cllrs Wendy Brooks, Neil Coleby, John Murray, Andy Pearce and Deborah Ray (Deputy Chair). Non-Councillor member Cathy Williams

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

Also in attendance: Amy Duran (East Suffolk Council, Kittiwake Officer)

100 Welcome

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

101 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Paul Page and Graham Parker, John Pitts and non-Councillor members Rachel Bunn and John Ellerby with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Ray; all in favour.

Members noted that Penelope Dack was no longer a non-Councillor member of the Committee.

102 Declarations of interests and dispensations

102.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from members on items on the agenda – Cllr Pearce declared he was the Lowestoft Town Council (LTC) representative on the Lowestoft Kittiwake Partnership (LKP). Cllr Ray declared she was a member of Use Your Voice and had attended meetings of the Most Easterly Community Group (MECG) in relation to item 109.

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

103 To consider the draft minutes of the meeting on 15 December 2025

Cllr Pearce proposed approval of the draft minutes; seconded by Cllr Brooks; five votes in favour and one abstention.

104 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.

105 Finance and Budget

105.1 To monitor expenditure by this Committee from the climate emergency budget, under delegated authority – A query was raised on the budget line allowance of £15,000 for travel expenses and why it has been allocated to the Climate Emergency budget. It was clarified fuel expenses for officers was allocated to this budget to monitor field consumption as part of Lowestoft Town Council's (LTC) climate emergency declaration and pledge to reach net zero by 2030. It was requested the Finance Manager consider changing the name of the budget line to Mileage and Operational Fuel Costs.

106 To consider the natural environment, other ecology related matters and relevant actions:

106.1 To receive a verbal report from East Suffolk Council's Head of Coastal Management on coastal defences for Lowestoft – The officer was unable to attend the meeting and the item would be deferred to 16 March 2026.

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 19 January 2026 15:30

- 106.2 To receive a verbal report on coastal erosion in Lowestoft – The speakers due to be invited were not in attendance. A concern was raised on the development of the EDF and Pakefield Holiday Park caravan sites and how it did not consider coastal erosion at Pakefield. This concern had been raised at the recent Quarterly Liaison meeting with East Suffolk Council (ESC) and it was felt that ESC Planning were not taking the issues of coastal erosion into account when considering the planning applications for the sites. It was requested an item be tabled for the next Planning agenda to consider queries for ESC's Head of Coastal Management on sites where the Principal Planning Authority is not considering coastal erosion, with a view to have any queries responded to by the Climate and Ecological Emergency meeting in March.
- 106.3 To receive an update from the Lowestoft Kittiwake Partnership ahead of the 2026 breeding season – ESC's Kittiwake Officer was in attendance to provide an update to the Committee. The pressure-washing team were scheduled to clean all public areas six days a week, with additional cleans arranged for the peak tourist seasons.

Cllr Brooks temporarily left the chamber at 15:54

LKP's Communications Plan has been expanded to include talks from the by Royal Society for the Protection of Birds, including a session for business owners arranged by Lowestoft Vision.

Cllr Brooks returned to the chamber at 15:55

Funding applications have been submitted to cover cleaning and installation of artificial nesting ledges in the town. One funding source, if successful, would help procure a new pressure washer to assist with the increased cleaning schedule. LTC recently approved a grant to LKP which would help build up their community outreach with more activities and improved branding.

Hotel Kittiwake was an upcoming project in collaboration with the Battery of Ideas, Marina Theatre and First Light Festival.

It was suggested the Kittiwake Officer contact the Events and Office Manager to discuss involvement in the Wild Lowestoft event.

It was queried if there had been an increase in nesting kittiwakes in the offshore hotels. The Kittiwake Officer confirmed in 2025 there had been five nesting pairs in the hotels. LKP's stance was to remove conflict and encourage coexistence with kittiwakes nesting in the town. It was suggested the promenade would benefit from information boards explaining the purpose of the offshore hotels, as outlined in this discussion, and for the Kittiwake Officer to contact Orsted for information panels.

Cllr Pearce proposed officers contact the Marina Theatre staff to query if the cameras previously set up for the nesting kittiwakes could be installed for the 2026 breeding season; seconded by Cllr Brooks; all in favour.

- 106.4 To review and monitor developments related to Lowestoft's flood risk – Cllr Ray informed the Committee a comment had been received from a non-Councillor member on this item who suggested LTC speak to ESC to ensure the next Local Plan has the tidal barrier as an absolute necessity for flood protection for the town. It was noted this work could be taken forward by the Flood Defences Working Group. The Working Group was due to have its first

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 19 January 2026 15:30

meeting wherein it would discuss what local organisations, authorities and interest groups should be approached.

- 106.5 To consider a response to the Broads Authority Landscape Character Assessment consultation (supplementary planning document) – In accordance with the requirements of Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012, LTC has been invited to comment on the Broads Authority's draft Landscape Character Assessment SPD. The submission will be agreed by the Planning Committee.
Cllr Ray suggested the following points be provided to the Planning Committee for consideration:
- DM16 Development and Landscape, pg. five, paragraph five – it stated that in exceptional circumstances the economic benefits of a development, if considered to outweigh the impact on landscape character, may be permitted. Cllr Ray suggested the policy be reworded to not allow economic benefits to outweigh the impact on habitats.
 - DM43 Design Section pg. five, item J – it stated that development must aim to protect biodiversity. Cllr Ray suggested the wording be stronger and instead state that development must protect biodiversity.

The Committee Clerk temporarily left the chamber at 16:52 and returned at 16:54

Cllr Pearce proposed the comments from Cllr Ray be recommended to the Planning Committee to be incorporated in their consultee response; seconded by Cllr Coleby; all in favour.

107 To consider the following avenues of community engagement and relevant actions:

- 107.1 To consider a request from a member of public for a litter pick to be held on Park Road – Cllr Pearce proposed to take the request under advisement and set the alleyways off Park Road as the location for the next Town Council litter pick; seconded by Cllr Ray; all in favour.

Cllr Murray left the chamber at 16:58

The Committee requested the availability of the Grounds Maintenance Team be checked and for officers to send potential dates via poll to members of the Committee.

- 107.2 To discuss the date and location of the next Lowestoft Town Council litter pick – It was agreed this item was covered under 107.1.
- 107.3 To discuss plans for the Wild Lowestoft climate event in May 2026 – The Committee noted the update provided in the accompanying meeting paper. It was requested officers check if LKP and ESC's Kittiwake Officer have been invited, noting their enhanced outreach programme planned for this year. It was requested a list of all invited organisations be circulated to members who in turn could help identify other potential interest groups to invite.

108 To consider the following items in relation to the Earth Protector town status of Lowestoft Town Council and relevant actions:

- 108.1 To consider the specification for the carbon emissions report – Officers were progressing this item as requested at the previous meeting and an update would be provided in February.

109 To consider the following items in relation to public transport, alternative methods of travel and relevant actions

- 109.1 To receive the notes of the Public Transport Working Group meeting on 5 January 2026 – The notes were received.

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 19 January 2026 15:30

- 109.2 To receive an update on the leaflet for the new Gunton bus service – It had previously been resolved to produce a leaflet to advertise the new bus route in Gunton. As the Communications Officer did not have time to produce the leaflet it was suggested the work be outsourced. Cllr Pearce proposed the office procure an external provider to design the leaflet, using text supplied by the East Suffolk Travel Association (ESTA); seconded by Cllr Brooks; all in favour.
- 109.3 To invite the Integrated Transport Manager (Suffolk County Council) to arrange a meeting at Lowestoft with all relevant groups and stakeholders to discuss transport – A similar meeting had been held in Felixstowe and the Integrated Transport Manager was keen to host a similar meeting in Lowestoft. Cllr Ray informed the Committee of a request from non-Councillor member John Ellerby for MECG to be included in any discussions.

Cllr Coleby proposed items 109.3 and 109.4 be addressed together and the Integrated Transport Manager be invited to organise the meeting, with a main discussion item to be the town, its shopping district and economic development in terms of encouraging footfall and understanding where local transport was not meeting local needs. The Committee agreed items 109.3 and 109.4 should be kept separate so that the meeting under 109.3 would consider the entirety of Lowestoft and connectivity rather than focussing on one area.

Cllr Pearce proposed a recommendation be made to Full Council to invite the Integrated Transport Manager to arrange the meeting and to request MECG be included per their request; seconded by Cathy Williams; all in favour.

- 109.4 To discuss public transport for the High Street – The issue of public transport on the High Street had been raised at the Quarterly Meeting with ESC and they were supportive of the discussion as improved public transport would also help connect their various projects in that area of the town. This had also been discussed by the Public Transport Working Group where ESTA had suggested a new Scheme on a Page bid be submitted for improved transport links in the High Street. ESTA were due to draft this bid and the Town Hall Project Manager, via the office, would provide supporting information on projected footfall and the economic benefits to the High Street.

110 Date of next meeting

Monday 16 February 15:30

111 Items for the next agenda and close

An item was requested to receive a further update from LKP to establish if their funding bids have materialised, though only if they were likely to have a decision on the bids.

112 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 17:30

Signed:
16 February 2026



Lowestoft Town Council is seeking quotations for a Carbon Emissions report and ancillary services

PROCUREMENT: Contract from 1 April 2026 with concluding late 2026/early 2027

- 1. Summary** Lowestoft Town Council has declared a **Climate Emergency** and has committed to being carbon neutral by 2030. The Council wishes to procure specialist services to include a detailed carbon emission report which will inform the Council's journey towards this commitment.
- 2. Specification** quotations should cover the following services and each element of the overall report required should be individually costed:
 - A full report of carbon emissions by the Town Council across all of its operations and assets and how these could be reduced:
 - a. Asset list **as appended** and includes a theatre, parks and open spaces, community buildings, allotments. Most buildings have current EPC reports. Some assets are tenanted with catering and museum activities being run from these buildings.
 - b. Town Council's vehicle fleet - Inventory of vehicles as appended.
 - c. The Town Council has its own grounds and buildings maintenance team which works across our facilities using a range of equipment and horticulture and arboriculture techniques.
 - d. Lowestoft Town Council runs events through the year and the events **schedule is appended**. Report to include how events could be more sustainably run.
 - e. A training programme for both councillors and officers for carbon literacy.
- 3. Period** A contract commencing 1 April 2026.
- 4. Conditions** Any conditions should be stated including any relating to requirements for Lowestoft Town Council to provide additional data.
- 5. LTC variations and termination** Please state how would you deal with requests for variations. It should be noted that part way through the contract, the Council will ask for Lowestoft Town Hall to be assessed. This is currently a renovation project is envisaged to be handed back to the Town Council by early 2027. The scope of the project can be **found here**
- 6. Contractor variations and termination** Please state how would you deal with any changes in your service. Include any known costs and notice periods.

7. Compliance Please specify:

- Relevant qualifications and memberships of professional organisations.
- Any British Standards to which you work
- All environmental and sustainability credentials

Notes

Within your quote documentation please provide a copy of your company insurance policy document and details of any additional cover / services that you provide that would be available.

Tenders will be assessed in terms of best value for money, level of cover and for the service offered.

It is prohibited for prospective contractors to contact Lowestoft Town Councillors or Staff to encourage or support their tender outside of the prescribed process outlined below.

The tender process will open on XXXXXXXX and run until noon on XXXXXXXX 2026.

The decision process and key dates will then be as follows:

- All tenders will be opened and reviewed following the closing date noon Friday 20 February 2026
- We may contact you at this point if we have any queries about your tender or require any clarification.
- A synopsis of the tenders will be presented to the Climate and Ecological Emergency Committee of Lowestoft Town Council on xxxxxxxxxx 2026 to review and formally awarded by Full Council on xxxxxxxxxxxxxxxxxxxx 2026.
- We will respond to everyone who submitted a valid tender to notify you of the outcome no later than 5.00pm on xxxxxxxxxxxxxxxxxxxx 2026.

Please return all tenders via email to admin@lowestofttowncouncil.gov.uk addressed to the Town Clerk no later than noon xxxxxxxxxxxxxxxxxxxx 2026.

Contact details

Sarah Foote, Town Clerk

Lowestoft Town Council, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE
0330 053 6019

admin@lowestofttowncouncil.gov.uk

www.lowestofttowncouncil.gov.uk