

# Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend an **Extraordinary Assets, Inclusion and Development Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **19:00** on **Monday 16 March 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 March 2026

**Lowestoft Town Council**  
**Extraordinary Assets, Inclusion and Development Committee**  
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE  
19:00 on Monday 16 March 2026

**AGENDA**

**164 Welcome**

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

**165 To receive and consider approval of apologies for absence**

**166 Declarations of Interests and dispensations**

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

**166.2 To consider written requests for dispensations for interests and note dispensations granted**

**167 To consider the draft minutes of the meeting on 2 February 2026**

**168 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.

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

**170 Parks and Open Spaces:**

**170.1 To note the Town Council will not be able to proceed with the installation of additional fencing at Denes Oval (confidential)**

**170.2 To receive information on options to fence the children's play area at Cotman Close, consider next steps and any budget allocation**

**170.3 To consider granting permission to a third party to undertake works on the tennis club facilities at Denes Oval**

**170.4 To consider approval of proposed refurbishment works to the Normanston Park changing rooms**

**170.5 To receive information on the provision of Padel Tennis and consider a funding approach**

**Lowestoft Town Council**  
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**171 Events and Communications:**

**171.1 To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 28 January 2026**

**171.2 To consider the report on The Wellness Festival and next steps**

**171.3 To consider a budget for the purchase of Freedom of the Town badges**

**171.4 To note receipt of £6,800 from East Suffolk Council Visitor Economy Support Scheme Grant**

**172 Community Safety:**

**172.1 To receive and note the draft minutes of the Community Safety Sub-Committee meeting on 18 February 2026**

**173 To consider a recommendation from the Grounds Maintenance Team to improve a pathway out of Links Road Carpark**

**174 To consider quotes for contract renewal for Christmas lights (some aspects may be confidential)**

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

**176 To consider a recommendation to Full Council on future use of the Belle Vue Cottage (confidential)**

**177 Date of next meeting**

Monday 13 April 19:00

**178 Items for the next agenda and close**

**179 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**  
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**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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**Monday 2 February 2026 19:00**

*The Chair closed the meeting at 20:11*

Signed: .....  
2 March 2026

**Date:** 02/03/2026

**Meeting:** Assets, Inclusion and Development Committee

**Meeting Paper Topic:** Denes Oval Pavilion Improvement Works

**Written/Developed:** Sports Development Officer & Facilities and Contracts Manager

## **1. Purpose of The Paper**

To seek Committee approval for proposed refurbishment works to the tennis club facilities at Denes Oval, to be delivered and overseen by Volunteer It Yourself (VIY).

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## **2. Background**

Myself and Mark have been in discussions with Volunteer It Yourself (VIY), a national charity that combines DIY and volunteering by engaging young people aged 14–24 in the repair and refurbishment of community facilities, while enabling them to gain vocational trade skills and Entry Level City & Guilds accreditations. VIY works particularly with young people who are not in education, employment or training (NEET), or who are at risk of disengagement from mainstream education and training.

Initial discussions began following a networking event where I met a VIY staff member. Since then, meetings and site visits have taken place with VIY representatives, Mark, and Emily Stebbings (Committee Member, Tennis Club and RSA Coach at Denes Oval).

VIY has successfully secured funding through the Barclays Community Sports Fund, aimed at increasing participation in sport for women and girls. Funding has been approved; however, Council approval is now required in order for the works to proceed. The funding is time-sensitive and must be spent within a limited window.

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## **3. Financial Implications**

- There will be no direct financial cost to LTC.
- Some staff time will be required to support and facilitate the works.
- VIY has asked whether Council staff could remove the existing tiles in the shower area in advance, to help reduce time and project costs. Mark has confirmed he sees

no issue with this request and considers it reasonable given the overall benefit and no-cost nature of the project.

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#### **4. Proposal Overview**

The proposal is to refurbish and improve the tennis club's current clubroom and associated facilities.

Currently, the tennis club primarily uses the smaller clubroom, while the cricket club mainly uses the main pavilion. The tennis club is supportive of the proposed works, which will enhance their facilities and help encourage increased participation, particularly among women and girls, while developing a more welcoming community space to support both on- and off-court engagement.

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#### **5. Scope of Proposed Works**

##### **5.1 Main Clubroom Refurbishment**

###### **Decoration Works:**

- Clean all surfaces, fill cracks, and caulk perimeters as required.
- Apply two coats of Dulux Trade Diamond Eggshell emulsion to walls.
- Apply one undercoat and one topcoat (Dulux water-based paint) to skirtings, architraves, and doors.
- Protect floors with Proplex 2mm sheets (taped at joints) during works and remove upon completion.
- Radiators to receive one undercoat and one topcoat.

###### **Joinery & Storage:**

- Remove existing base units and worktop.
- Install new shaker-style base units (Benchmarx) with 38mm laminate worktop, potentially including space for an under-counter fridge.
- Construct a large double storage cupboard adjacent to the notice board:
  - 18mm MDF boarding
  - Framed in 50mm x 25mm PSE softwood

- Internal shelving as required
- Lockable doors
- Painted white externally

**Additional Features:**

- Install treated softwood slatted seating with storage beneath.
  - Potential installation of a stainless steel sink top (subject to suitable drainage point).
  - Council to consider installing a water heater above sink if progressed.
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## **5.2 Second Room (Chair Storage Room)**

**Decoration Works (excluding ceiling):**

- Clean, fill cracks, and caulk perimeters.
- Apply two coats Dulux Trade Diamond Eggshell to walls.
- Apply one undercoat and one topcoat to woodwork.
- Protect floors during works (Proplex 2mm sheets).
- Radiators to receive undercoat and topcoat.

**Seating Installation:**

- Construct and install treated softwood slatted bench seating with storage under on three sides of the room.
- 

## **5.3 Shower and WC Areas**

- Install new tiled wall areas (tile specification TBC, to be sourced locally).
- Loosen and refix existing pipework/fittings as required.
- Install new edge trims and sealant.
- Proposed replacement of floor finishes within:
  - WC area
  - Shower area

- Second room referenced above

Council staff assistance requested for removal of existing tiles in the shower area prior to commencement.

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## **6. Risk and Compliance**

Works will be subject to:

- Submission and approval of full RAMS (Risk Assessments and Method Statements).
  - Appropriate safeguarding measures in place.
  - Confirmation of final finishes and materials.
  - Officer oversight to ensure compliance with health and safety standards. This includes LTC sharing a copy of the asbestos management plan with all parties and a pre-start meeting will be arranged.
- 

## **7. Benefits**

- Improved quality and functionality of tennis club facilities.
  - Enhanced community space to support wider engagement.
  - Increased participation opportunities, particularly for women and girls.
  - Delivery of meaningful vocational training and accreditation for young people.
  - No capital cost to LTC.
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## **8. Officer Recommendation**

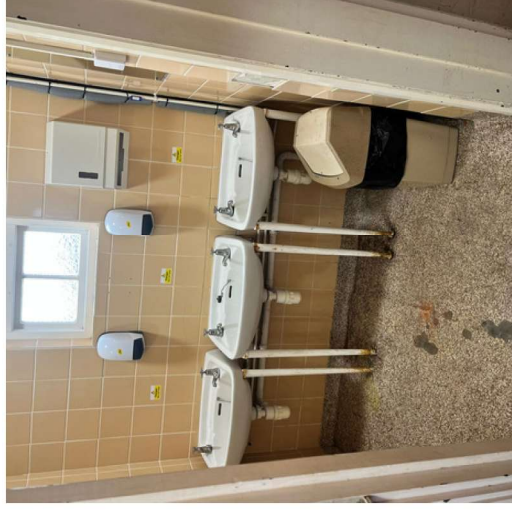
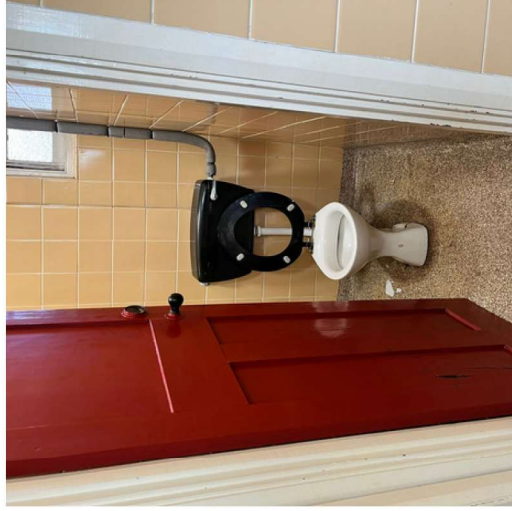
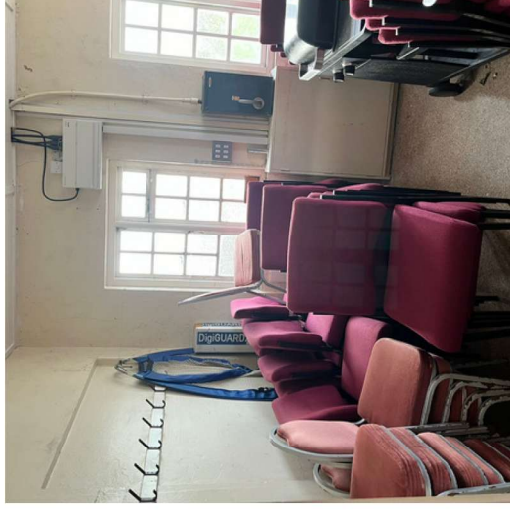
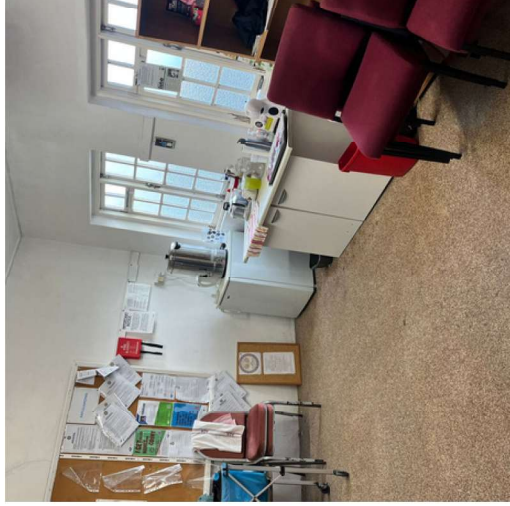
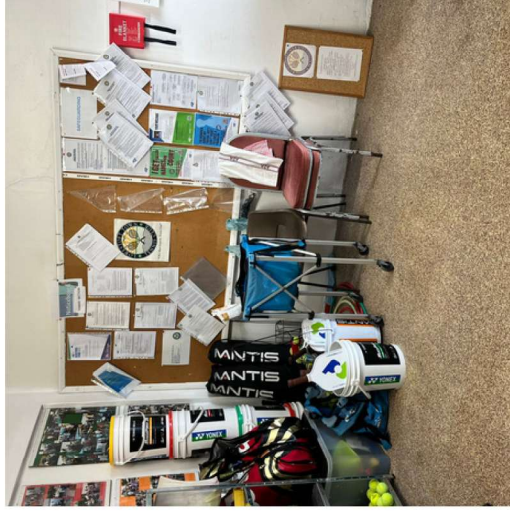
Officer recommendation is that the Committee:

1. **Approve the proposed refurbishment works at Denes Oval**, delivered by Volunteer It Yourself (VIY).
2. Grant delegated authority to officers to:
  - Obtain and approve any outstanding details (finishes, materials, specifications).

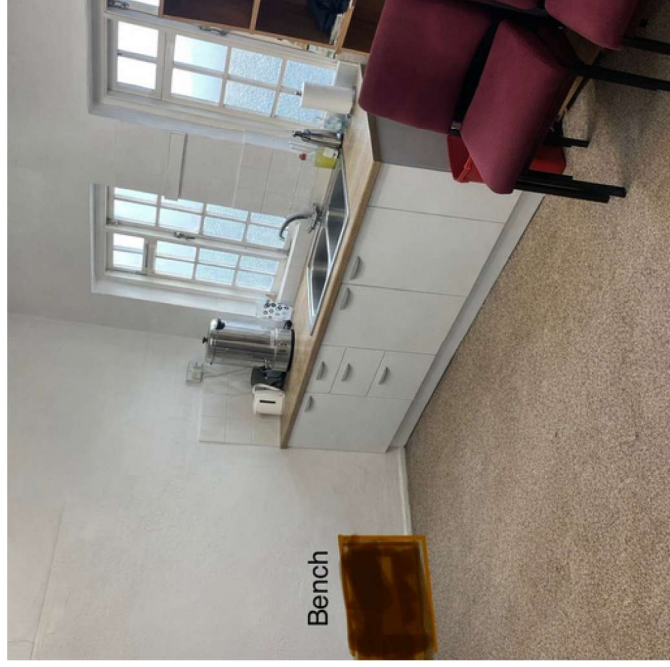
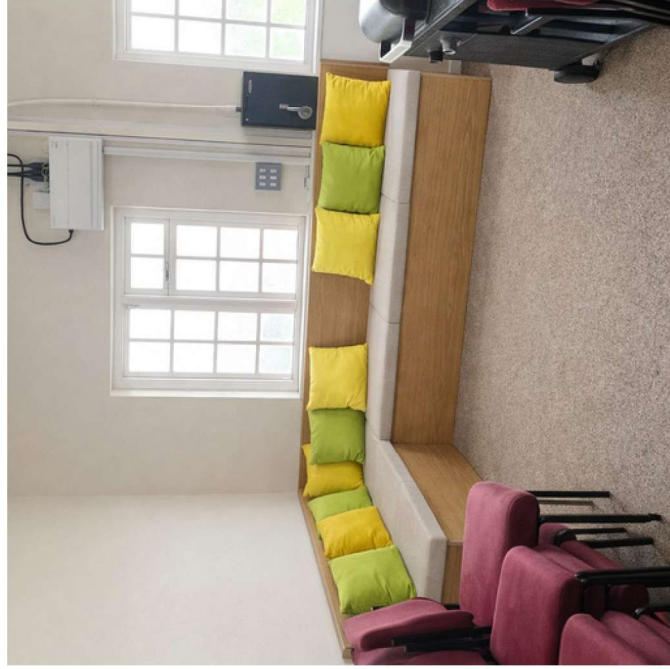
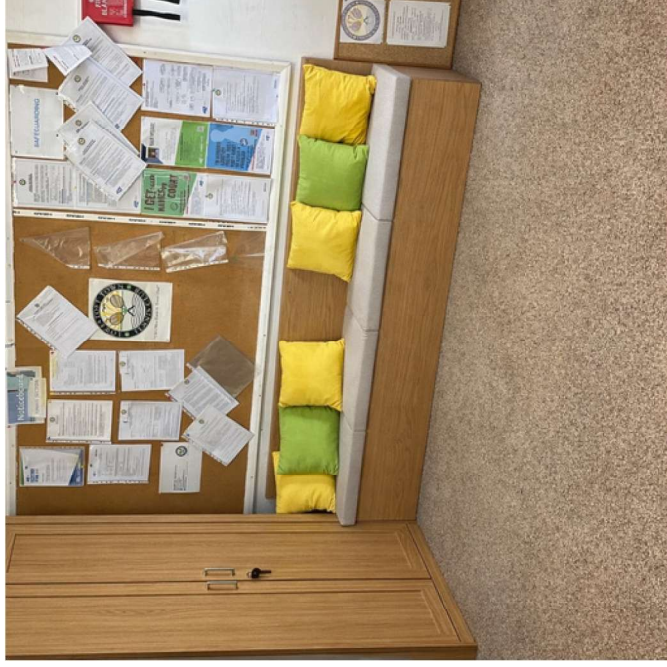
- Review and approve project RAMS prior to commencement.

Given the no-cost nature of the project and the clear community and participation benefits, officers recommend this a worthwhile opportunity to secure facility improvements without a direct cost to LTC. It is expected that the cost of the project will be around 13k (This is paid for by the Barclays Community Sports Fund and delivered by VIY).

# Existing facility conditions:



# Potential new facilities (AI Generated photos):





## MEETING PAPER

Subject: Agenda Item 170.4 – Normanston Park Changing Rooms  
Meeting: Assets, Inclusion and Development Committee  
Date: 16 March 2026  
Author: Ewan Gallagher (Sports Development Officer) and Mark Smith (Facilities and Contracts Manager)

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

### **Situation Update**

Full Council previously approved the installation of five changing containers at Normanston Park, without toilets or showers, at an estimated cost of £50,000. This proposal was originally submitted with the full support of the Lowestoft & District Football League. Since that decision, the League has reversed its position and has confirmed that it would no longer support the project unless toilets are included within the changing facilities.

Officers have explored options to add toilets to the scheme. However, installing traditional plumbed toilets within the containers is not feasible due to the gradient of the site. A mains sewage connection would require a fall of approximately 1 in 20 metres, which cannot be achieved (i.e. waste would descend too quickly and cause blockages).

The only viable alternative would be to install septic tank systems within the container units. Lightweight septic tanks are not suitable, as they could be accessed or damaged from underneath the containers, presenting a particular risk given the nature of the site. A more robust and secure septic tank system would therefore be required, resulting in a significant increase in cost. The attached quotation indicates an installation cost of £117,523. In addition to the capital cost, septic tanks would have a substantial ongoing cost, including regular pumping, cleaning, and officer time to manage and monitor maintenance requirements.

### **Moving Forward**

Given the constraints outlined above, it is proposed that the Council undertakes a phased refurbishment of the existing changing facilities over a period of two years, fully funded by Lowestoft Town Council.

This approach would not involve external funding, as meeting funding requirements would significantly increase project costs due to additional space standards, toilets, showers, and other requirements. The refurbished facilities would, however, meet the Lowestoft & District Football League requirements and would therefore be suitable for continued use.

The phased refurbishment is outlined below:

### **Year 1 (Summer 2026)**

- Full roof refurbishment: Quotes received at a cost of £11,500
- Replacement of exterior windows and doors: Quotes received at a cost of £10,000
- Replacement of internal doors. Expected cost of £1500
- Painting and decorating: Expected cost of £2500
- New lights: Expected cost of £1500.

£27,000 + 10% contingency = **£30,000**

### **Year 2 (Summer 2027)**

- Replacement of toilets, showers and flooring.  
Indicative costs are estimated at £72,000.

£72,000 + 10% contingency = **£80,000**

**Total Project Cost = £110,000**

26/27 financial year: £30,000

27/28 financial year: £80,000

It is understood that £60,000 has been budgeted for the 26/27 financial year, which could be used to fund year 1 works.

The remaining £30,000 could be carried over into the 27/28 financial year.

The council would then need to commit another £50,000 into the 27/28 financial year.

### Decision / Next Steps

Please could the committee consider the recommended project provide by officers and consider what they'd like the next steps to be.

### Quote for Containers with Toilets:

#### Products & Services

| Item & Description                                                                                                                                                                                                                                                 | Quantity | Unit Price | Total      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|------------|
| 30ft x 10ft Steel Anti-Vandal changing room with jacklegs and steps no landing<br>30ft x 10ft Steel Anti-Vandal changingroom                                                                                                                                       | 4        | £14,850.00 | £59,400.00 |
| 12ft x 9ft Steel Anti-Vandal changing room with jacklegs and steps no landing<br>12ft x 9ft Steel Anti-Vandal changing room                                                                                                                                        | 2        | £9,475.00  | £18,950.00 |
| 12 x 8 waste tank ( 1000 gallon ), please note this is not a sit on tank and will sit underneath the cabin with jacklegs fitted<br>12 x 8 waste tank ( 1000 gallon ), please note this is not a sit on tank and will sit underneath the cabin with jacklegs fitted | 6        | £2,895.00  | £17,370.00 |

|                      |                    |
|----------------------|--------------------|
| One-time subtotal    | £95,720.00         |
| Hiab delivery charge | £2,216.00          |
| VAT                  | £19,587.20<br>20%  |
| <b>Total</b>         | <b>£117,523.20</b> |



## 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.



## MEETING PAPER

Subject: Agenda Item 170.5 – Padel Tennis Development  
Meeting: Assets, Inclusion and Development Committee  
Date: 16 March 2026  
Author: Ewan Gallagher, Sports Development Officer

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

### Background Information

Since this item was last discussed, a meeting has taking place between AID Councillors with Cllr Pearce and Cllr Brooks in attendance, alongside Ewan and an LTA representative. The project was discussed in detail, with a number of key points raised and explored. The main discussions are summarised below:

### Detail

- The LTA representative highlighted the significant demand for courts and the rapid rise in the sport's popularity. Over the past two years, padel has become the UK's fastest-growing sport.
- The LTA representative also emphasised the high cost typically associated with playing padel. Providing free access to courts within the park would therefore be a valuable asset for local residents, enabling many people to try the sport who might otherwise find it unaffordable.
- The LTA representative was asked whether there is a local need or demand for Padel courts. He explained that there is currently only one padel court in East Suffolk, and that surrounding courts are almost at full capacity, clearly demonstrating strong local demand. Ewan also added from his own experience that people from Lowestoft currently have to travel to Norwich or Southwold in order to play. It was highlighted that the proposed padel courts would not only serve local residents but would also attract players from surrounding areas to visit Lowestoft. This provides an opportunity to bring more people into the town, encouraging visitors and increasing activity within the area — something which I believe everyone can agree would be a positive outcome for Lowestoft.
- The funding route was also discussed, with Ewan explaining more about the funder and the application process. A key point raised was that the required contribution from LTC is relatively small compared to the overall project cost, with LTC contributing £30,000.
- Councillors raised questions about the potential impact on the park, particularly regarding the loss of green space. It was explained that the proposed site is located right on the edge of the park, which would minimise both the visual and practical impact on park users. It was also noted that, if required, additional initiatives could run alongside the project to enhance biodiversity within the park. Sport England guidance will also be followed.
- Councillors also asked whether the power supply within the park would be sufficient to support floodlighting. Ewan confirmed that recent upgrades to the park's electrical infrastructure mean that supplying power to the floodlights would not be an issue.

### Recommendation/Decision

The committee is asked to again consider the project.

In order to move the project forward, I (Ewan) would require a commitment from the council to contribute £30,000 towards the development of the padel courts, subject to external funding being successfully secured.

This commitment would enable me to progress the project and submit a funding application in an attempt to secure the external funding referenced above.

If the committee is supportive of progressing the project, it is requested that a recommendation be made to Full Council to approve the £30,000 contribution, subject to the external funding being secured.

**Lowestoft Town Council**  
**Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**Wednesday 28 January 2026 AT 10:00 AM**

**MINUTES**

Present: Cllrs Sonia Barker (Chair), Wendy Brooks (arrived at 10:04), Andy Pearce, Nick Webb, Neil Coleby

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

Also in attendance: No members of public were present.

**84 Welcome**

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

**85 To receive and consider approval of apologies for absence**

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

**86 Declarations of interests and dispensations**

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

Cllr Barker declared that she was the Town Council's representative on the First Light Steering Committee.

**86.2 To consider written requests for dispensations for interests and note dispensations granted**

None were received.

*Cllr Brooks joined the meeting at 10:04*

**87 To consider the draft minutes and confidential note of the meeting on 17 December 2025**

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

**88 Public forum**

It was noted that some comments had come in but these would be looked at during the appropriate agenda item.

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**89 Finance**

The budget spreadsheet was displayed and noted.

**90 Communications**

**90.1 To review the Town Council's Communications Tools**

The Communications and IT Officer reported that a workshop had been arranged for all Councillors to attend. The outcomes of this workshop would then be collated and presented to this sub-committee at its next meeting.

**91 Events**

**91.1 To note attendance at events of the Mayor/Deputy Mayor**

The list of events attended was noted.

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

The Events and Office Manager reported that an application had been received from First Light Festival to use Kensington Gardens in June. It was understood that there may be a change to the approach for collecting fees in the area.

Cllr Pearce commented that this would be a new development as a condition of approving the use of Kensington Gardens in the past has been that there are no pitch fees.

Cllr Pearce proposed for the application to be accepted in principal, with the same conditions as previous years attached, including no charge to the public or to stalls, remedial works are carried out and a site visit is organised between the organisers and officers. This was seconded by Cllr Barker, all in favour.

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

The Events and Office Manager reported that Essex and Suffolk Water would be using several parks owned by Lowestoft Town Council for outreach work.

**91.4 To review and consider the following timetable of events:**

| Date                                                                                                                                                       | Item            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 21 December 2025                                                                                                                                           | Santa Dash 2025 |
| Notes of thanks were shared to the Grounds Staff and Councillors who helped with the event, and to the Sports Development Officer for organising.          |                 |
| Cllr Coleby mentioned that the Town Council should look at an event to mark International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT) Day. |                 |

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The Communications and IT Officer reported that the event raised over £1000 for the Food Bank. Cllr Brooks commented that it would be good to look at ways the event could raise more money.

Cllr Pearce proposed for this event to become an annual event, seconded by Cllr Barker, all in favour.

|                        |                               |
|------------------------|-------------------------------|
| <b>27 January 2026</b> | <b>Holocaust Memorial Day</b> |
|------------------------|-------------------------------|

Cllr Barker thanked officers for organising this event. It was noted that the Primary School did not attend the afternoon event due to the adverse weather.

Cllr Brooks thanked the Key Speaker from “Generation 2 Generation” and the schools who attended in the morning.

Thanks was also extended to the Grounds Team for their support in preparing the Holocaust Memorial Bed in Kensington Gardens.

|                     |                                  |
|---------------------|----------------------------------|
| <b>4 March 2026</b> | <b>International Women's Day</b> |
|---------------------|----------------------------------|

The Events and Office Manager reported that he had had a conversation with a local boxing provider who would be able to provide something that compliments the Sports Development Officer’s Circuit Training, whilst also looking to expand on the speaker event from last year.

Cllr Brooks commented that there may be ways for encouraging local businesses to apply for funding to help promote any activities, events or actions they are taking for International Women’s Day. Cllr Pearce commented that he supported this idea but noted that the timings would not allow for any grant applications to be submitted in time for the next Finance and Governance Committee. It was suggested that this Sub-Committee could set aside a pot of money with a delegation to staff to support this initiative.

Cllr Pearce proposed for a maximum pot of £1500 from the Events Budget with a delegation to staff to consider any applications, including risk assessments and safeguarding, with a view of publicising any events. This was seconded by Cllr Brooks, all in favour.

The Communications and IT Officer queried what the maximum amount of grant funding per application would be. It was agreed that £200 per event would be the maximum.

|                    |                                       |
|--------------------|---------------------------------------|
| <b>16 May 2026</b> | <b>Wild Lowestoft - Climate Event</b> |
|--------------------|---------------------------------------|

The Events and Office Manager reported that he had recently been on a site visit with Lowestoft Vision to discuss the use of the Town Centre. Good feedback from local organisations interested in taking part had been received.

Cllr Brooks asked if it would be possible to support Lowestoft Vision in creating new planters for the area. It was suggested that this aspiration should be relayed to Lowestoft Vision with discussion on whether this was a temporary or permanent fixture.

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|                                                                                                                                                                                                                                                                                                                                                                        |                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>14 June 2026</b>                                                                                                                                                                                                                                                                                                                                                    | <b>Lowestoft 10K</b>                                              |
| <p>The Events and Office Manager reported that the Sports Development Officer was looking to increase the numbers of participants due to demand last year. It was noted that sponsorship packages were now available.</p> <p>Cllr Pearce asked if could be checked whether a delegation was in place for any upfront costs to be spent.</p>                            |                                                                   |
| <b>11 July 2026</b>                                                                                                                                                                                                                                                                                                                                                    | <b>Lowestoft Pride</b>                                            |
| <p>It was noted that the Lowestoft Pride event in 2025 had been shortlisted for the EAFN Festival Awards 2025.</p>                                                                                                                                                                                                                                                     |                                                                   |
| <b>July - August 2026</b>                                                                                                                                                                                                                                                                                                                                              | <b>Summer Activities</b>                                          |
| <p>It was noted that additional events for Fen Park were being looked at.</p>                                                                                                                                                                                                                                                                                          |                                                                   |
| <b>11-20 September 2026</b>                                                                                                                                                                                                                                                                                                                                            | <b>Heritage Open Days 2026</b>                                    |
| <p>It was noted that this was being organised by the Town Hall Project Team with discussions and bookings already underway.</p>                                                                                                                                                                                                                                        |                                                                   |
| <b>October 2026</b>                                                                                                                                                                                                                                                                                                                                                    | <b>Black History Month</b>                                        |
| <p>It was commented that no national theme had been decided yet.</p> <p>Cllr Brooks commented that it would be good to get some engagement from local secondary schools, especially as they engage well with other commemorative events. Various ideas were discussed, including offering to lead assemblies. It was agreed that these should be explored further.</p> |                                                                   |
| <b>3 October 2026</b>                                                                                                                                                                                                                                                                                                                                                  | <b>Royal Naval Patrol Service Association Commemorative Event</b> |
| <p>It was noted that this event would be smaller than last years.</p> <p>It was agreed that the rest of the events timetable could be deferred.</p>                                                                                                                                                                                                                    |                                                                   |
| <b>8 November 2026</b>                                                                                                                                                                                                                                                                                                                                                 | <b>Remembrance Sunday</b>                                         |
| <b>11 November 2026</b>                                                                                                                                                                                                                                                                                                                                                | <b>Armistice Day</b>                                              |
| <b>22 November 2026</b>                                                                                                                                                                                                                                                                                                                                                | <b>Benjamin Britten Day</b>                                       |
| <b>2027</b>                                                                                                                                                                                                                                                                                                                                                            | <b>Civic Event</b>                                                |

**91.5 To consider arrangements for holding the Annual Assembly on Tuesday 10 March, and any budget requirements**

A briefing paper of venue options was circulated.

Cllr Brooks commented that she was not convinced that the Battery of Ideas was a good location, and would prefer to see the Library used. The Events and Office Manager

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commented that the Library did not have a suitable room for holding a large meeting and information stalls. It was noted that work would be needed to make the Battery of Ideas look warm and welcoming, as it did for the Suffolk Day event.

Cllr Peare proposed to endorse the staff recommendation for the venue, alongside a maximum budget of £1500, seconded by Cllr Webb. Four voted in favour with one against.

**91.6 To consider arrangements for awarding the Freedom of the Town following the Full Council decision in September 2025 (some aspects may be confidential)**

It was agreed to discuss this item in confidential.

**91.7 To note the arrangements for the Wellness Festival in 2026**

The Events and Office Manager reported that Norfolk and Waveney MIND had been in touch to advise that they would not be able to organise the event this year due to a change in their outreach strategy.

Cllr Pearce propose for officers to look at the feasibility for organising this event in-house, seconded by Cllr Coleby, all in favour.

**91.8 To consider support for a Lowestoft photo exhibition**

Cllr Brooks asked for confirmation on whether this was for an individual or for a group of people. It was confirmed that this was for an individual.

Cllr Brooks proposed to support the event with a maximum budget of £500, seconded by Cllr Pearce, all in favour.

**91.9 To consider supporting and promoting the world book day "national year of reading" campaign in the high street**

The Communications and IT Officer commented that this as a national campaign and that the commitment would be to fund resources that could be positioned in local shops to encourage families to explore the town. It was noted that the trail would start at the beginning of February Half Term and run for several weeks.

Cllr Pearce proposed to endorse the staff recommendation with the £500 coming from the Events Budget, seconded by Cllr Coleby, all in favour.

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

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The Communications and IT Officer commented that this Sub-Committee had previously looked at asking the residents of Gunton Cliff for their opinion on notable people that could be including, following suggestions already received by the Heritage Focus Group.

Cllr Brooks suggested that it would be better to stick to the original idea of an information board focusing just on Vera Brittain. The Communications and IT Officer commented that there could be a risk of the information board becoming a list of names rather than giving any information.

Cllr Pearce proposed to return to the original idea of creating an information board for Vera Brittain, with consideration given to suitable locations, seconded by Cllr Barker, all in favour.

**93 To consider progression of the heritage plaque programme for 2026/27**

The Events and Office Manager reported that there were concerns around the location for the first plaque in the schedule due to finding a suitable place to put the plaque, especially considering the amount of words on the plaque. Cllr Pearce commented that this is something that the Heritage Focus Group should look at as this was a sensible concern.

Cllr Pearce proposed to give a delegation to officers to have a conversation with the Heritage Focus Group to discuss the text and location, seconded by Cllr Coleby, four voted in favour with one abstention.

Cllr Pearce commented that officers should raise any comments on practicality for future plaques with the Heritage Focus Group.

Cllr Brooks commented that she had been approached by a member of public around having a plaque to honour Robert Hook. It was commented that this request should be submitted to the office.

**94 Date of next meeting and reports**

Wednesday 25 February 2026 10:00am

**95 Items for the next agenda and close**

Cllr Barker asked for an item on the use of mayoral robes and regalia

**96 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 Coleby proposed the meeting be moved into confidential session, seconded by Cllr Webb, all in favour.

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*The Chair closed the meeting to the public and moved into confidential session at 11:57*

Cllr Coleby proposed to suspend Standing Orders 3Y by 15 minutes, seconded by Cllr Webb, all in favour.

Item 91.6

The Events and Office Manager commented that a decision was needed on whether there would be one event or two for the different recipients. Cllr Pearce proposed for the awarding to take place during one event, seconded by Cllr Coleby, all in favour.

Cllr Brooks proposed Sparrows Nest Gardens as a suitable venue, seconded by Cllr Pearce, all in favour.

It was agreed that officers should look at arranging a suitable date.

The meeting was closed at 12:08

Signed:  
25 February 2026

**Lowestoft Town Council**  
**Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**Wednesday 28 January 2026 AT 10:00 AM**



## MEETING PAPER

Subject: Agenda Item 157 Links Road /Links Road Car Park access steps  
Meeting: AID  
Date: 2 March 2026  
Author: Mark Smith, Facilities and Contracts Manager

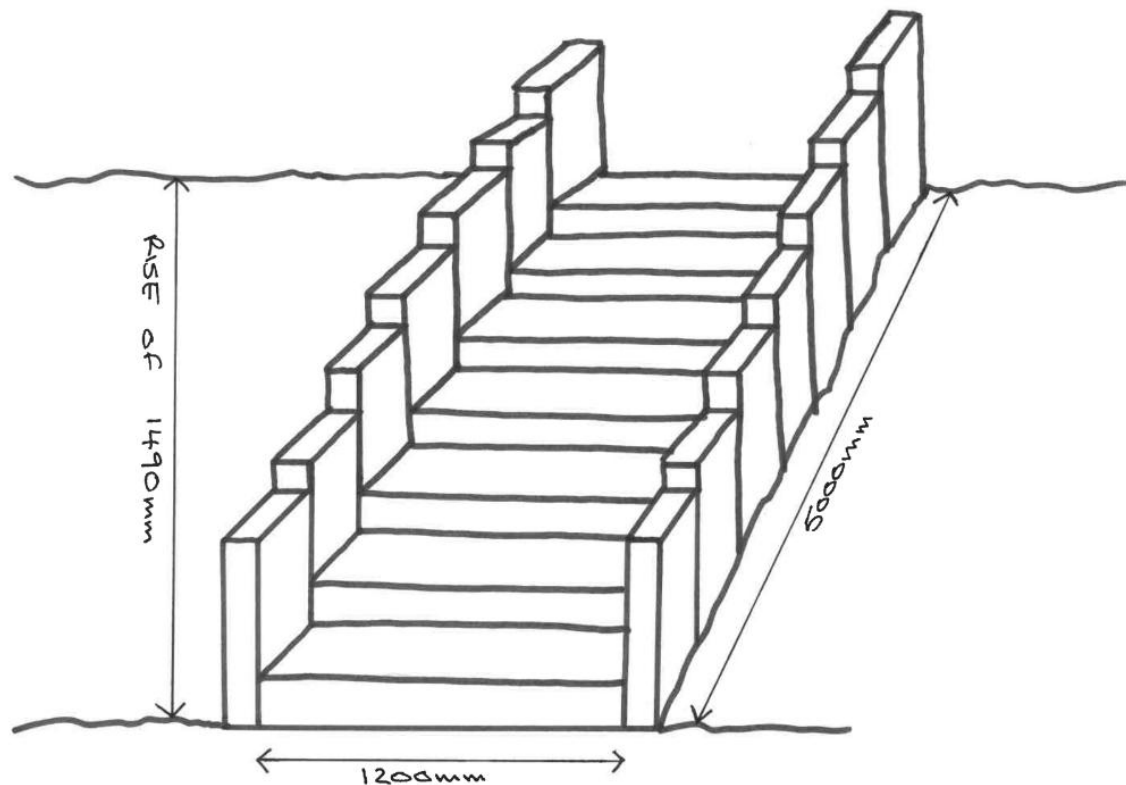
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### Background Information

The existing car park has one main vehicle entrance/exit which is flanked on both sides by concrete blocks, this is not a safe pedestrian route due to the elevation of the ramp reducing visibility of any foot traffic to vehicles when entering/exiting the car park, over time a section of the banking has been used by foot traffic to enter/exit the carpark but this is a very sandy and steep with no barrier to prevent unexpected foot traffic appearing on the lower road section. The proposal is to install a section of steps 1200mm wide, with retaining walls on both side to prevent the sandy bank from collapsing onto the new steps, please see attached sketch outlining design and photos of existing carpark.







#### Detail

- Existing bank to be dug out and sub base installed
- New steps and retaining walls to be formed from pressure treated sleepers
- Steps and walls to be secured with galvanised brackets and 200mm treated screws
- Removed spoil to be placed against new retaining walls and existing bank detail to be reproduced
- A new pedestrian barrier will be installed at the bottom of the new steps to safeguard foot traffic from road way
- New planting to be positioned at the top of the steps to guide foot traffic onto new steps
- All waste to be removed from site and car park to be left in tidy condition.

### Budget Costs

|                           |               |
|---------------------------|---------------|
| 65 no treated sleepers    | £995.00       |
| Materials to form barrier | £200.00       |
| Bracketry for steps/walls | £213.00       |
| Fixings/screws            | £96.00        |
| Materials for sub base    | £395.00       |
| Plant hire                | £550.00       |
| Allowance for planting    | £200.00       |
| <br>Budget Total          | <br>£2,649.00 |

### Recommendation/Decision

Committee to approve works.

# Belle Vue Cottage



## MEETING PAPER

Subject: Agenda Item 160 - Belle Vue Cottage  
Meeting: AID  
Date: 2 March 2026  
Author: Sarah Foote, Town Clerk

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

### Background Information

AID wishes to make a recommendation, after further consideration, to Full Council that the cottage in Belle Vue Park should no longer be residential.

AID Committee is aware this would require large capital investment, but they consider the costs would be recovered more quickly than if the property were rented out as a residential property. They have asked the briefing paper to include the cost and feasibility of the property becoming a holiday let.

### Detail

AID Committee has asked for the following scoping:

- Refreshment kiosks
- Meeting rooms for community groups
- Holiday let

## Belle Vue Cottage

Below is a list of required works and budget costs, these works are required no matter the final use of the cottage.

|                                                                                                        |                 |
|--------------------------------------------------------------------------------------------------------|-----------------|
| -Mould treatment and full decoration through out                                                       | £6,000 - £8,000 |
| -Address damp issues in front bedroom, including floor repairs<br>And additional sub floor ventilation | £2,500          |
| -Tidy up of rear garden including shed removal                                                         | £2,000          |
| -Allowance for new flooring through out                                                                | £3,000          |
| -Replacement of hard wired smoke detectors                                                             | £600            |



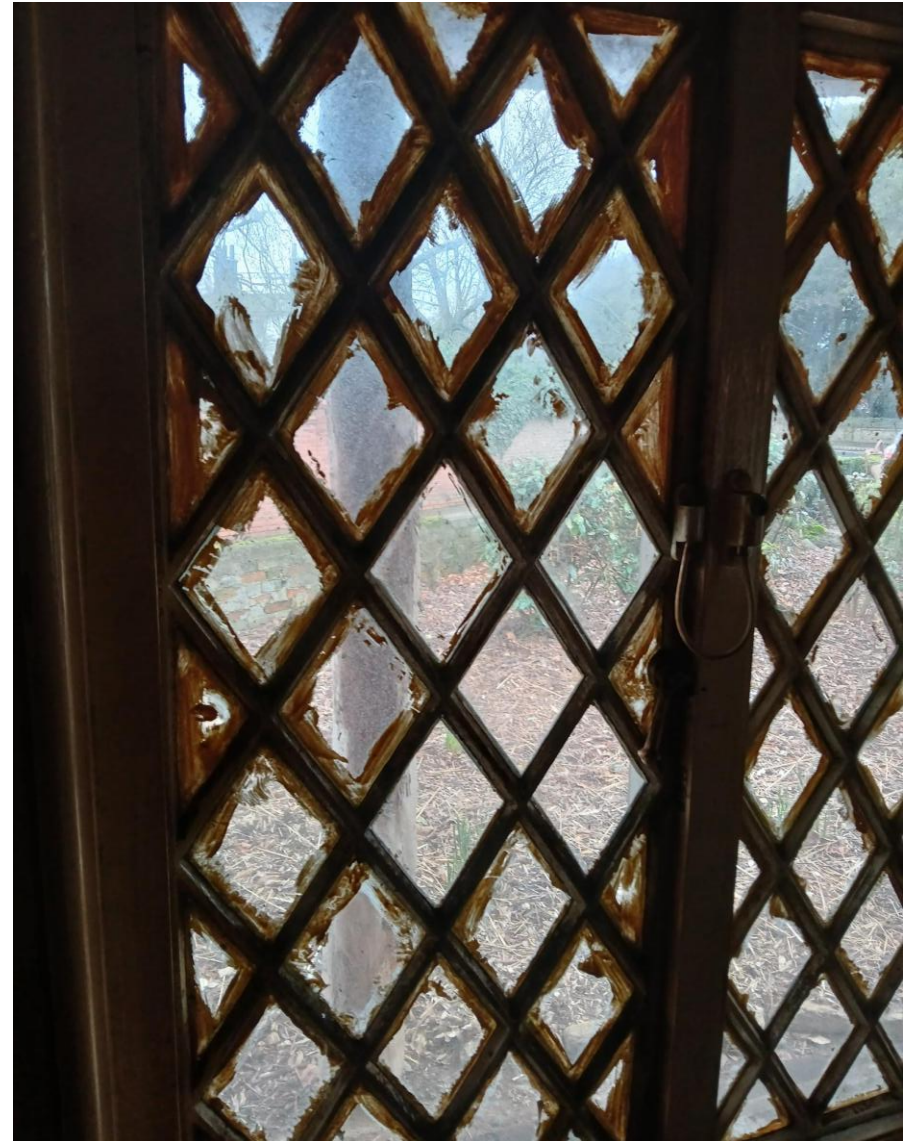
Belle Vue Cottage



## Belle Vue Cottage



## Belle Vue Cottage



## Belle Vue Cottage

Below is a list of works and budget costs to allow the cottage to be used as a servery/ kiosks, some minor additional works may be required dependant on tenants requirements.

|                                                                                     |        |
|-------------------------------------------------------------------------------------|--------|
| -Supply and installation of food prep hand wash basin                               | £1,200 |
| -Allowance for possible additional power supplies to proposed servery area          | £1,400 |
| -Allowance to upgrade flooring finishes to suit food preparation                    | £650   |
| -Allowance to replace existing doors, current doors have non toughened glass panels | £800   |
| -Allowance to convert back bedroom into suitable storage area                       | £600   |
| -Allowance to upgrade lighting in servery area, currently single pendant            | £400   |
| -Allowance for any costs related to change of use, if required                      | £600   |

Belle Vue Cottage



## Belle Vue Cottage

Below is a list of works and budget costs to allow the cottage to be used as a holiday let, some additional works may be required dependant of level of finish required to attract bookings.

|                                                                                                                                                                      |        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| -Allowance for the upgrade of existing heating and hot water system, current heating<br>Is via electric storage heaters which have been isolated for around 20 years | £4,000 |
| -Allowance for toilet/bathroom refurbishment                                                                                                                         | £6,000 |
| -Allowance for higher grade flooring                                                                                                                                 | £1,800 |
| -Allowance for new kitchen appliances                                                                                                                                | £2,300 |
| -Kitchen ware, crockery & cutlery                                                                                                                                    | £700   |
| -Beds, mattress, bed linen & pillows etc                                                                                                                             | £2,500 |
| -Allowance for lighting upgrade                                                                                                                                      | £1,100 |
| -Additional allowance for higher spec decoration to improve chances of rentals                                                                                       | £700   |
| - Allowance for 3 piece suite, soft furnishings & curtains through out                                                                                               | £3,650 |
| -Allowance for internet, television etc                                                                                                                              | £1,500 |

## Belle Vue Cottage

Below is a list of works required to allow the cottage to be used as a community meeting space, some additional works may be required dependant on type of groups and their requirements.

|                                                                                                                                                |        |
|------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| -Supply and installation of new fire extinguishers, signage and any additional compliance requirements                                         | £950   |
| -Allowance for tables/chairs for meeting groups, cottage currently un-furnished                                                                | £1,500 |
| -Allowance to install new electric LST heating to some areas, required as will be public use                                                   | £1,600 |
| -Allowance for replacement toilet/bathroom doors, existing have non -compliant glass panels                                                    | £850   |
| Please note due to the existing door opening sizes within the toilet/bathroom, no DDA compliant Access can be offered for the community groups |        |
| -Allowance for refreshment facilities, kettle, cups/mugs etc                                                                                   | £250   |
| -Allowance for fridge & microwave, if required                                                                                                 | £300   |

## Belle Vue Cottage

| Use                                | Advantages                                                                                                                      | Disadvantages                                                                                                                                                                                                                                                                                                                                    | Cost Estimate |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Refreshment Kiosk*                 | Set monthly income, compliance for food prep etc tenants responsibility, Easily accessible food & drink options for park users. | Additional cost outlay above required improvement works                                                                                                                                                                                                                                                                                          | £5,650        |
| Meeting Rooms for Community Groups | Additional space for community use                                                                                              | Restrictions on community use due to access and no accessible facilities/DDA compliance. No additional income source.                                                                                                                                                                                                                            | £5,450        |
| Holiday Let                        | Higher possible return on investment                                                                                            | Much higher initial outlay, possible additional cost for management company to arrange bookings, costs to cover change overs, additional laundry costs, go guarantee on return as location may not suit all possible guests, additional investigation in to insurances etc, some additional costs may be required to cover damage/breakages etc. | £24,250       |
|                                    |                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                  |               |

\*an initial conversation has already been had with a potential tenant to take over the cottage as a servery/kiosks, he has requested a discussion on possible lease durations.

### Recommendation/Decision

AID reviews the above options and makes a recommendation to Full Council to progress.