

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

MINUTES

Present: Cllrs Wendy Brooks, John Murray, Christian Newsome, Andy Pearce and Deborah Ray

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

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

164 Welcome

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

165 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Jen Jones, John Pitts, Bernie Rappensberger and Nick Webb with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Newsome; all in favour.

Cllrs Neil Coleby and Elise Youngman were absent with no apologies received.

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 the agenda – There were no declarations.

166.2 To consider written requests for dispensations for interests and note dispensations granted – none.

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

Cllr Pearce proposed approval of the draft minutes; seconded by Cllr Brooks; all in favour.

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

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

The budgets were reviewed and the Committee that any underspend on the budgets would go into the relevant earmarked reserves and be carried forward, with the option to be offset against the next budget.

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) – This item would be discussed in confidential session.

170.2 To receive information on options to fence the children's play area at Cotman Close, consider next steps and any budget allocation – The cost of fencing would be £8,487.89 and East Suffolk Council (ESC) had offered to contribute £3,000. Cllr Pearce proposed a recommendation be made to Full Council to fence off the play area per the estimated costs, including the licence to occupy the land, and accept the offer of financial contribution from ESC; seconded by Cllr Murray; four votes in favour and one abstention.

170.3 To consider granting permission to a third party to undertake works on the tennis club facilities at Denes Oval – Cllr Brooks proposed approval and to grant permission to the third party to undertake the works as outlined; seconded by Cllr Pearce. Officers confirmed risk

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assessments and work specifications had been received. Cllr Pearce requested an amendment to the proposal to give delegation to officers to give permission for specific works, once officers are satisfied the works can be undertaken before the deadline for grant funding to ensure there would be no direct financial impact on the Town Council. Cllr Brooks accepted the amendment and a vote was held with all in favour.

- 170.4 To consider approval of proposed refurbishment works to the Normanston Park changing rooms – Cllr Pearce proposed a recommendation be made to Full Council to approve the refurbishment works, on the basis the costs and plan set out for the work to be spread over two years; seconded by Cllr Brooks; all in favour.
- 170.5 To receive information on the provision of padel tennis and consider a funding approach – The proposed location was adjacent to the existing tennis facilities in Normanston Park. Cllr Pearce proposed a recommendation be made to Full Council to approve the provision of padel tennis, on the basis that the financial commitment of £30,000 had already been set aside in reserves and the remainder of the capital commitment would be grant funded, and subject to grant funding being secured; seconded by Cllr Brooks; all in favour.

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 – The minutes were received and noted.
- 171.2 To consider the report on the Wellness Festival and next steps – Cllr Pearce proposed to approve the maximum budget of £5,000, with a request to the Finance Manager to confirm if there was an existing allocation in the budget, or if the funded needed to be allocated to the general events budget. The final specification of the event was delegated to officers in conjunction with the Events and Communications Sub-Committee. The proposal was subject to officers confirming they had capacity to run an additional event. Cllr Brooks seconded the proposal and a vote was held with all in favour.
- 171.3 To consider a budget for the purchase of Freedom of the Town badges – Cllr Brooks proposed to approve the total cost for five badges; seconded by Cllr Pearce who requested an amendment to allocate the costs to the Civic budget, subject to the Finance Manager confirming the funds were available, otherwise the allocation would be delegated to the Finance Manager. Cllr Brooks accepted the amendment and a vote was held with all in favour.
- 171.4 To note receipt of £6,800 from East Suffolk Council Visitor Economy Support Scheme grant – The Committee noted receipt of the grant.

172 Community Safety:

- 172.1 To receive and note the draft minutes of the Community Safety Sub-Committee meeting on 18 February 2026 – The minutes were still in progress.

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

Cllr Brooks proposed approval of the works recommended by the Grounds Maintenance Team (GMT); seconded by Cllr Murray; all in favour.

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

Officers had received an offer of a twelve-month contract extension, with reassurance of costs for a new three-year contract to be received in September 2026. The Committee agreed it would be sensible to accept a twelve-month extension to ensure the 2027 Christmas period was covered. The details on costs would be discussed in confidential session and a recommendation would be made to Full Council.

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

Cllr Pearce proposed approval of the design and costs; seconded by Cllr Brooks; all in favour. The Committee agreed the bench should be located on the grass leading from the lectern so it would be adjacent to the Holocaust Memorial flower bed and requested feedback from GMT.

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

This item would be discussed in confidential session.

177 Date of next meeting

Monday 13 April 19:00

Cllr Brooks temporarily left the chamber at 20:09

178 Items for the next agenda and close

No items were requested for the next agenda.

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

The Chair closed the meeting to the public and moved into confidential session at 20:11

Cllr Brooks returned to the chamber at 20:13

170.1 To note the Town Council will not be able to proceed with the installation of additional fencing at Denes Oval (confidential) – This was noted and discussed by the Committee.

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

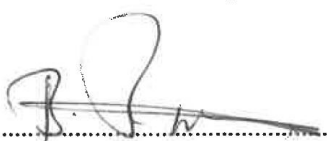
Cllr Pearce proposed to recommend to Full Council to accept the offer of a twelve-month extension with the existing contractor and await their provision of quotes for a three-year contract renewal in September 2026; seconded by Cllr Newsome; all in favour.

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

Cllr Pearce proposed a recommendation be made to Full Council to proceed with the option of a refreshment kiosk; seconded by Cllr Newsome; all in favour.

The Chair closed the meeting at 20:38

Signed:



13 April 2026