

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 13 April 2026 19:00

MINUTES

Present: Cllrs Wendy Brooks, Jen Jones, John Murray, Andy Pearce, Bernie Rappensberger (Chair), Deborah Ray, Dom Taylor and Elise Youngman

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

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

180 Welcome

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

181 To receive and consider approval of apologies for absence

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

182 Declarations of interests and dispensations

182.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors – Cllr Brooks declared she had been contacted by a representative on the potential twinning arrangement with Kremenchuk but had not had further involvement in the matter.

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

183 To consider the draft minutes and confidential note of the meeting on 16 March 2026

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

184 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 – The member of public spoke positively on the twinning proposal and offered to answer any queries from Committee members. The member of public confirmed the authorities in Kremenchuk had signed off the proposal and emphasised this would be an arrangement of two towns with equal potential and different needs working together.

The member of public was thanked for the information provided to the Committee.

Cllr Taylor proposed item 191 be moved forward in the agenda and addressed after Public Forum; seconded by Cllr Jones; all in favour.

191 To receive a proposal for a twinning initiative from Kremenchuk City of Territorial Community

Cllr Brooks proposed the Committee approve the proposal and explore the development of a twinning arrangement with Kremenchuk; seconded by Cllr Pearce; all in favour. Whilst there may be limits to what Lowestoft Town Council could assist Kremenchuk with, as it was not a Principal Authority, it could still act as the mediator with the appropriate authority. This would be a recommendation to Full Council.

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Cllr Taylor temporarily left the chamber at 19:26

- 185 To monitor expenditure by this Committee and its Sub-Committees from their delegated budgets**
The expenditure report was received and noted.

Cllr Taylor returned to the chamber at 19:27

186 Parks and Open Spaces:

- 186.1 To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 17 March 2026 – The draft minutes were received and noted.
- 186.2 To receive and consider an application for a memorial bench in Belle Vue Park – Cllr Brooks proposed approval of the application but to query if the applicant would be amenable to having a plaque installed on an existing bench as the park had a high number of benches. Cllr Pearce seconded the proposal and requested the proposal also include providing an opportunity to the applicant on whether they would be amendable to a memorial tree.

It was clarified that the first location the applicant had requested for consideration would be an ideal spot, and a bench had been previously installed there. Cllr Brooks amended the proposal to approve the application and confirm the bench would be installed on the first location as suggested by the applicant; seconded by Cllr Youngman; all in favour.

- 186.3 To consider costs to plant hedging around the fence of the Sparrows Nest bowls green – As costs were currently inflated due to the season, the Grounds Maintenance Team would obtain quotes in the autumn.

The Sub-Committee requested clarification from the Grounds Maintenance Team as to the purpose of the hedge due to concerns that the hedge could block the view onto the bowls green.

- 187 To consider making a recommendation to Full Council to purchase a kersten brush**
Cllr Pearce proposed to recommend approval of the purchase to Full Council and endorse the recommendation on the provider from the Grounds Maintenance Team; seconded by Cllr Youngman; all in favour. It was requested officers confirm if the purchase had been submitted to the Budget and Loan Sub-Committee and therefore was approved expenditure.

188 Public Conveniences

- 188.1 To receive an update report for refurbishment of public conveniences at Sparrows Nest and Normanston Park – The deadline has passed and bids have been received for both projects. Officers would review the bids received and due process would be followed.
- 188.2 To consider specifications and costs for the reinstatement of public conveniences in Belle Vue Park – Cllr Pearce proposed to endorse the contents of the specification and costs and to go out to tender on that basis; seconded by Cllr Youngman; all in favour.

189 To consider a revised loan agreement for the Lowestoft Collection

Cllr Taylor proposed the Committee agree to in-principle enter into a new agreement and for officers to amend the loan agreement in conjunction with the Lowestoft Museum, and provide a draft to the Committee for consideration; seconded by Cllr Pearce; all in favour.

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The document should confirm the length of time for the agreement and include the resolution from Full Council to contribute towards the running costs of the museum. It was suggested a full inventory of items on loan to the museum be listed in the agreement and to clarify insurance arrangements.

190 To receive information on options and logistics for the refurbishment of the Denes Oval walls

The Committee noted the increase in costs since the item was last considered and the continued degradation of the walls. It was agreed that there needed to be a realistic conversation and agreement on the options and what would be feasible for the Council in order to enable officers to produce a detailed specification and explore routes for funding.

Concerns were raised as to the cost of refurbishment, which was felt to be of marginal benefit to the people of Lowestoft, and it was suggested every effort be made to minimise the cost whilst preserving the security and accessibility of the area. A suggestion was made, should the walls need to be removed, that a modern wall be installed at a lower cost.

The Committee agreed a public consultation should be undertaken on options for the asset due to the scale and history of the asset.

Cllr Pearce proposed a meeting be arranged to review the options for the asset.

Cllr Taylor left the chamber at 20:28

Cllr Pearce proposed officers schedule a meeting to review options for the asset and consider all points raised in this meeting, this proposal was made on the basis that each option would be put out to public consultation before a recommendation would be made by the Committee; seconded by Cllr Murray; all in favour.

191 To receive a proposal for a twinning initiative from Kremenchuk City of Territorial Community

This item was brought forward in the agenda.

192 Date of next meeting

Monday 11 May 19:00

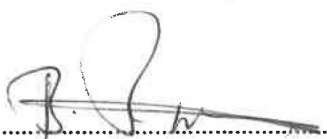
193 Items for the next agenda and close

No items were requested for the next agenda.

194 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 20:31



Signed:

11 May 2026