

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 **15:00** on **Monday 15 June 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

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Sarah Foote, Town Clerk
15 June 2026

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
15:00 on Monday 15 June 2026

AGENDA

1 Welcome

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

2 To receive and consider approval of apologies for absence

3 Declarations of Interests and dispensations

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

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

4 To consider the draft minutes of the meeting on 18 May 2026

5 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.

6 To review and adopt Committee arrangements

6.1 To note the membership of the Climate and Ecological Emergency Committee

6.2 To appoint the Deputy Chair of the Climate and Ecological Emergency Committee

6.3 To consider the appointment of non-Councillor members

6.4 To review and adopt the Terms of Reference

6.5 To agree the meeting schedule

6.6 To review the delegations of this Committee

7 To consider adoption of Working Group arrangements for the Flood Defences Working Group and Public Transport Working Group

8 Finance and Budget

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

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
15:00 on Monday 15 June 2026

9 To make a recommendation on the renewal of the Bulky Waste Contract (confidential)

10 To consider the following item in relation to Lowestoft Town Council's draft Climate Action Plan:

10.1 To note the dates scheduled for the Climate Action Plan meetings are as follows:

Tuesday 30 June 16:00
Monday 20 July 12:00
Tuesday 18 August 11:00

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

11.1 Receive an update from the Plastic Free Communities Steering Group

11.2 To agree date and attendees for the inception meeting to commence the Carbon Emissions Report

12 To consider the following item in relation to the natural environment and other ecology related matters:

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

13 To consider the Town Council's position in supporting future development of the Community Led Recycling Scheme North Lowestoft

14 Date of next meeting

To be confirmed under item 6.5. Currently scheduled for Monday 20 July 15:00.

15 Items for the next agenda and close

16 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 18 May 2026 15:30

MINUTES

Present: Cllrs Wendy Brooks, John Murray, Paul Page, Graham Parker, Deborah Ray and Dom Taylor. Non-Councillor members John Ellerby and Cathy Williams

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

153 Welcome

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

154 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby, Andy Pearce and John Pitts with reasons provided. Cllr Parker proposed approval of the apologies received; seconded by Cllr Brooks; all in favour. Rachel Bunn was absent with no apologies received.

155 Declarations of interests and dispensations

155.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from members on items on the agenda – Cllr Parker declared he was a member of East Suffolk Council (ESC).

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

156 To consider the draft minutes of the meeting on 20 April 2026

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

157 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.

158 Finance and Budget

158.1 To monitor expenditure by this Committee from the Climate Emergency budget, under delegated authority – Year end has been completed and there was no update to provide on expenditure. It was requested the Finance Manager confirm how much of the overall budget had been spent and how much remained by the end of the financial year, including the spend to date was for the bulky waste service.

159 To consider the following item in relation to community engagement:

159.1 To receive a report on the Wild Lowestoft event – Cllr Ray reported it had been a positive event with a good level of community engagement. The location of London Road North was felt to be very beneficial for the event. It was suggested more street theatre be arranged to increase the level of available entertainment.

The Events and Office Manager and supporting staff members were thanked for their work and organisation of a successful event.

Cllr Brooks proposed Lowestoft Town Council (LTC) consider timetabling more environmental events on London Road North.

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 18 May 2026 15:30

Cllr Ray declared she was a member of Use Your Voice and informed the Committee the group intended to hold an event in September. Cllr Ray suggested LTC collaborate with Use Your Voice on this event.

Cllr Page seconded Cllr Brooks' proposal, noting that officers would need to be consulted on the availability of resourced before LTC committed to holding further events; all in favour.

160 To consider the following item in relation to the natural environment and other ecology related matters:

- 160.1 Review and monitor developments related to Lowestoft's flood risk – Officers were still awaiting confirmation from ESC on when the flood barrier discussion group would be formed. The MP's office has also queried this.

Cllr Parker temporarily left the chamber at 15:56

John Ellerby declared he was a member of Use Your Voice and informed the Committee this group has had several meetings with the Chief Officers of ESC about the flood risk protection. There was a huge volume of work for ESC to complete before any information could be presented and it was highlighted that the flood barrier was a national infrastructure issue under Central Government.

Cllr Brooks proposed a recommendation be made to Full Council for communication to be sent to ESC to state LTC wished to be involved in the discussion and be an active participant to engage positively and accelerate the process; seconded by Cllr Murray; all in favour.

Cllr Parker returned to the chamber at 16:11

161 To consider the following item in relation to public transport and alternative methods of travel:

- 161.1 Receive the notes of the Public Transport Working Group meeting on 27 April 2026 and consider the following recommendations:
1. For Lowestoft Town Council to contact Jess Asato MP to request support for the SOAP bid to introduce bus services on the High Street – This communication would outline the aspirations for public transport on the High Street and seek support from the MP to help remove barriers to the proposal.

Cllr Parker proposed a recommendation be made to Full Council to approve and send the letter, subject to an amendment to remove the X2 bus from the letter as it was not part of the proposals; seconded by Cllr Taylor; all in favour.

2. Recommend representatives for the EP Passenger Interest Group – Cllr Parker nominated himself and Cllr Brooks to be the representatives; seconded by Cathy Williams; seven votes in favour and one abstention. This would be a recommendation to Full Council.

162 Date of next meeting

To be confirmed at the Annual General Meeting

163 Items for the next agenda and close

An item was requested to receive a proposal on blister pack recycling from non-Councillor member John Ellerby.

An item was requested to review biodiversity in LTC's parks and open spaces, if deemed appropriate for this Committee to consider.

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 18 May 2026 15:30

Cllr Parker left the chamber at 16:35

164 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 16:36

Signed:
15 June 2026



Lowestoft Town Council

Terms of Reference for the Climate and Ecological Emergency Committee

1. Appointment

- 1.1. The Climate and Ecological Emergency Committee is appointed by and solely responsible to Lowestoft Town Council.

2. Duties

- 2.1. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's term.

3. Meetings

- 3.1. Meetings are to be held on a monthly basis, with extraordinary meetings to be scheduled when needed.

4. Record of Proceedings

- 4.1. The Committee will meet monthly to fulfil the responsibilities below (see section 6).
- 4.2. Written minutes will be taken to record the Committee's decisions and will be received at the next Full Council meeting and tabled as an appendix.
- 4.3. The Clerk will be responsible for arranging the recording and distribution of the minutes.
- 4.4. The approved, written minutes will be the official recording of the meeting.

5. Membership

- 5.1. The membership of the Committee will be no fewer than quorum plus one (i.e. five Councillors) and may include any number of members of the public as non-Councillor members, so long as the number of non-Councillor members does not exceed 50% of the elected members present at the meeting.
- 5.2. Full Council will elect a Chair for the Committee at the Annual Meeting of the Council, from among the Councillor members of the Committee.
- 5.3. All members of the Committee are expected to represent the interest of the whole Council area.
- 5.4. Any elected member can preside by agreement in the absence of the Chair and Deputy Chair.
- 5.5. A quorum will be four members of the Committee.
- 5.6. Substitutes may be appointed to ensure that meetings are quorate.
- 5.7. Members of the Committee will be required to complete the following training, as per the Councillor Training Programme:
 - The Chair of the Committee shall complete relevant Chairpersons training



- All members shall complete Equality and Diversity training in the year of local council elections and two years thereafter, or on any changes in legislation and policy
 - All members shall complete Safeguarding training in the year of local council elections and two years thereafter, or on any changes in legislation and policy
 - All members shall complete Data Protection training on an annual basis
- 5.8. The Mayor and Deputy Mayor may attend meetings in an ex-officio capacity, if both are in attendance in this capacity then only one may have voting rights.
- 5.9. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed within the Public Forum.

6. Responsibilities

- 6.1. The Committee has been set up as part of the Council's response to declaring a climate and ecological emergency and its implementation of the Earth Protector Town status, and all responsibilities are focused on determining achievable changes to the Council's activities as far as is practicable and proportionate. All recommendations to be in line with the powers available to the Council and to be of benefit to the Lowestoft taxpayer and parish area. The Committee will ensure its Climate and Ecological Emergency Declarations and Earth Protector Town status is integral to all relevant activities of the Council.

The Committee has delegated authority from the Council to work with the Clerk, as appropriate, to fulfil the following responsibilities:

- 6.1.1. To consider and implement the objectives of the Town Council's Business Plan relevant to this Committee.
- 6.1.2. Recommend to Full Council the measures it considers necessary to be considered in order to respond to the Council's declaration that a climate emergency exists and recommend to Full Council the means of assessing measurements of current performance in order to establish the level of success.
- 6.1.3. Recommend to any relevant Committee the measures it considers necessary to respond to the Council's declaration of a climate emergency. This will include reviewing the actions of the Council and relevant Committees.
- 6.1.4. Researching available data and information on relevant climate emergency impacts and response measures.
- 6.1.5. Exploring options for measures which might ameliorate climate impacts and provide environmental benefits in line with, for example, the Council's existing duty to consider biodiversity in relevant decisions.
- 6.1.6. Sending a representative to observe/advise other Committees on relevant matters.
- 6.1.7. Ensuring that a Climate Emergency policy and any other related essential policies (not covered by other Committees) are developed, maintained and adhered to with appropriate recommendations to Full Council for amendment and/or adoption.
- 6.1.8. Make recommendations on responses to any consultations on significant policy matters directly affecting Lowestoft, as appropriate.



- 6.1.9. Consider climate emergency action by local groups and public services providers, and whether liaison with these groups might assist the Council's own climate emergency activities.
- 6.1.10. Consider new legislative and national local policy developments relating to the environment, and incorporate any positive or mandatory aspects where possible.
- 6.1.11. Explore ways of providing a biodiversity net gain, where practical and reasonable possible.
- 6.1.12. Take account of the high level of carbon emissions from building, demolitions and refurbishment work, when such work is undertaken by the Council.
- 6.1.13. Be mindful of the amount of paper used by the Council and consider measures to reduce paper usage, such as the purchase of laptops for Councillors.
- 6.1.14. Promote cycling, walking and public transport as more environmentally friendly means of travel.
- 6.1.15. To review the full Risk Register, identify the risks relevant to the operations of this Committee, and regularly review these risks, making decisions or recommendations to Council as appropriate on measures to mitigate and manage such risks.
- 6.1.16. Review its own remit and make recommendations to Full Council annually on its Terms of Reference.

7. Financial Delegations

- 7.1. Full Council has approved the following financial delegations to the Climate and Ecological Emergency Committee:
 - Climate Emergency
- 7.2. The per-item expenditure limit is £7,500 and expenditure will not exceed the total amount of each budget delegated to this Committee.
- 7.3. A standing item on the Committee's agenda will ensure expenditure is monitored.

8. Working Groups

- 8.1. The Committee may form temporary Working Groups to carry out a task-and-finish project in the event the Committee's workload does not permit enough time to consider the project during its standard meeting schedule.
- 8.2. This Committee has a responsibility to review and monitor the progress of its Working Groups.
- 8.3. Should the Working Group require an officer to attend its meetings to take notes, a business case must be submitted to the Town Clerk for consideration and approval.

9. Public Representatives

- 9.1. All meetings are held in public, except for confidential matters.
- 9.2. The members of the public who are members of the Committee are not permitted to remain in meetings where confidential matters are under consideration.
- 9.3. The positions on the Committee for members of the public will be widely advertised.



- 9.4. The Committee will take steps to try to ensure the members of the public sitting on the Committee have a broad interest and knowledge of climate-linked matters and can contribute to decisions in the interests of the Council and its taxpayers, specifically as determined by the Council's policies. In order to assist the Committee's consideration of the suitable public representatives to be selected, any interested persons will be asked to submit a written expression of interest outlining their offer. The decision of which representative to select shall be made in public and recommended to Full Council.
- 9.5. Representatives from other bodies and speakers with specific expertise to offer will be invited, as required, to attend meetings.

Medicine Blister Packs Community-led Recycling Scheme Outline Proposal

Why is this in front of the C&EE Committee?

- To discuss and validate the ideas and information and direction of the scheme
- To suggest additional, specific, actions
- To explore possibility of its further development, over time, as a community franchise scheme.

The headline: this scheme could reduce previous collection costs by a factor of four

The Problem

Millions of medicine blister packs are used every week. They are efficient and practical packaging, but not usually recyclable because of their composite nature. They are commonly made up of aluminium and one of various types of plastic.

Pharmacies/other sellers are reluctant to do anything, and when they do so, they make it hard for community collections to use it eg Boots and SuperDrug.

Packages and producers claim to be unable to find a solution

Previous local schemes

Both funded by LTC, the first grant paid for packs collected by twice-monthly Use It All Collection Stalls, the second for collections at four local venues. This last was halted as funding was rapidly used up as the community response was enormous.

From a community point of view, these were very cost-effective – community involvement, community connection, community solution. However, as a recycling scheme, it is expensive on a weight/cost ratio.

Other local schemes

Boots

Proposal: The North Lowestoft Scheme

- Negotiate with MyGroup (who recycle the materials, mainly into furniture and other items) to buy a quantity of sacks (these are strong and the ones they normally use)
- Negotiate with MyGroup to accept pallet-loads delivered securely to them (a 'gate' fee of around £100 per pallet)
- Community venues collect (in bespoke labelled boxes)
- Volunteers undertake to bring them to a central storage place
- Volunteers monitor the contents and pack in sacks
- The sacks are palletised and couriered to MyGroup in Hull

The Benefits

- Recycles otherwise incinerated or exported plastics and metals
- Reduces previous costs by a factor of more than four
- Provides an efficient collecting method
- Involves venue communities
- Involves the wider public and nudges them towards responsible (for the planet) behaviour, and helps them feel they are contributing
- Provides a platform for campaigning through a clear example to the producers and retailers of what they should and could be doing

The Costs

Currently, it costs £110 per 110 litre box, around 10 – 12 kilos per sack.

We can get it down to £23 - £25 for a similar weight.

Comparison

We sent the equivalent of 16 sacks last time (so say 11kg x 16 = 176 kilogrammes of waste plastic) which cost £1760.

The new scheme for the same quantity/weight would be 16 x 25 = £400, a saving of £1360!

For a similar grant from LTC to last time, we *could* have collected around 70 boxfuls, about **770 kilogrammes** (more than three quarters of a ton!) of metal and plastic otherwise incinerated or exported.

Funding sources

- Councils
- The community of users (donations)
- The venues (which are either businesses or community organisations)

The Obstacles - existential

- Getting cross-council collaboration and agreement at pace
- Getting funding
- Organising volunteers
- Negotiating with MyGroup

The Obstacles – practical

- We already have at least 10 sacks worth (around 110 kg)
- Finding a willing courier – another scheme pays £60 per pallet, but rising fuel costs will likely raise this, perhaps to £100 or more.
- storage for blister packs (we currently have the use of a couple of dry rooms, big enough for our storage purposes) but entrance is too small for pallets, access difficult for lorries
- Obtaining pallets, (though we can 99% source them free)
- Securing sacks to pallets – they need to be strapped and wrapped
- Robust collection boxes

Next Actions

- Circulate this outline plan to interested individuals for comment and support
- Present to LTC Climate and Ecological Emergency Committee (May 18th 2026)
- Identify relevant ESC and SCC councillors and committees for presentation/bids

Responses so far

- Teams Meeting with Jess Asato MP and Patrick Brighty, Head of Recycling Policy at ESA (Environmental Service Agency) has been arranged
- Caroline Topping, Leader, ESC, said, as well as suggesting some ideas, “The financial contribution for actual purchase of boxes and haulage is certainly more palatable and obtainable.”
- Local East Suffolk councillors have indicated willingness to use Enabling Communities budget

John Ellerby

Use It All

Most Easterly Community Group

May 10th 2026