

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

MINUTES

Present: Cllrs Wendy Brooks, Joe Hynes, Graham Parker and Deborah Ray. Non-Councillor members John Ellerby and Cathy Williams

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

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

As the Chair was not in attendance the Committee would need to appoint a member to preside as Chair. Cllr Parker nominated Cllr Ray; seconded by Cllr Hynes; all in favour.

1 Welcome

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

2 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Paul Page and John Murray with reasons provided. Cllr Dom Taylor sent apologies as he will be late to the meeting. Cllr Parker proposed approval of apologies received; seconded by Cllr Hynes; all in favour.

Cllr Coleby was absent with no apologies received.

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 – Cllr Parker declared he was a member of East Suffolk Council (ESC) in relation to item 12.1.

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

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

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

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 – One member of the public was in attendance in person, in relation to item 6.3. No advance comments had been received.

6 To review and adopt Committee arrangements

6.1 To note the membership of the Climate and Ecological Emergency Committee – Cllrs Wendy Brooks, Neil Coleby, Joe Hynes, Paul Page, Graham Parker, John Murray, Deborah Ray and Dom Taylor were members of the Committee.

6.2 To appoint the Deputy Chair of the Climate and Ecological Emergency Committee – Cllr Parker proposed Cllr Ray be appointed Deputy Chair; seconded by Cllr Brooks; all in favour. Per the appointment, Cllr Ray continued in the Chair of the meeting as the Deputy Chair.

6.3 To consider the appointment of non-councillor members – Two applications had been received. The first application was from Rachel Bunn. Cllr Brooks proposed clarification be sought from Ms Bunn on her availability to attend meetings; seconded by Cllr Ray; three votes in favour and one abstention.

The second application was from John Ellerby. Cllr Ray proposed approval of the application; seconded by Cllr Hynes; all in favour.

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John Ellerby joined the meeting as a non-Councillor member at 15:14

Cllr Parker proposed to re-advertise the non-Councillor positions to broaden the scope of expertise on the Committee; seconded by Cllr Ray; all in favour.

- 6.4 To review and adopt the Terms of Reference – It was confirmed non-Councillor members would be required to complete Data Protection training and Equality and Diversity training.

Cllr Ray proposed section 6.1.2 be amended so that statement reads as ‘declaration of a climate and ecological emergency’; seconded by Cllr Hynes; all in favour.

- 6.5 To agree the meeting schedule – The current schedule was the third Monday of the month at 15:00. Cllr Brooks proposed to maintain the current schedule; seconded by Cllr Ray; all in favour.

- 6.6 To review the delegations of this Committee – Cllr Ray proposed to accept the delegations per the Terms of Reference; seconded by Cllr Brooks; all in favour.

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

Cllr Brooks proposed to adopt working group arrangements for the Public Transport Working Group; seconded by Cllr Ray; all in favour.

Cllr Brooks proposed any Councillors interested in forming a Flood Defences Working Group consider if a working group was required or if they would prefer to push for membership on the ESC governance body for the flood barrier that is due to be formed; seconded by Cllr Ray; four votes in favour and one abstention.

A member of the public arrived and was interested in being considered as a non-Councillor member, though their application had not been received. Cllr Brooks proposed to accept their application; seconded by Cllr Ray; all in favour.

Cathy Williams joined the meeting as a non-Councillor member at 15:30

8 Finance and budget

- 8.1 To monitor expenditure by this Committee from the Climate Emergency budget, under delegated authority – The budget reported was received and noted.

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

This item would be discussed in confidential session.

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

Some members were not available for the July or August date. It was agreed to reschedule the July meeting to Thursday 2 July 17:00 and for members to notify the officer of their availability for the August meeting.

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 – Cllr Ray informed the Committee that the Steering Group were approaching organisations to invite them to be

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Business Champions, and a town of Lowestoft's size would need twelve Business Champions. Three businesses have been contacted so far.

Cllr Taylor entered the chamber at 15:44

- 11.2 To agree date and attendees for the inception meeting to commence the carbon emissions report – It was agreed to set the meeting date as Tuesday 23 June 17:00. All Councillors would be invited to attend the meeting.

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 – There was no update.

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

John Ellerby declared he was a member of Use It All under the Most Easterly Community Group, a member of Use Your Voice and North Lowestoft Men's Shed.

As this proposal was from Use It All, this item was related to John Ellerby's Registerable Interests and he would be unable to vote on the item, but he could speak to the item as a member of the public.

John Ellerby highlighted the waste produced by blister packs and noted the producers, packagers and retailers were unable to provide solutions for this. This was an opportunity for different tiers of council to collaborate and offer support to this proposal. Use It All have spoken with ESC who confirmed they would not be able to achieve this in a cost-effective way. However, as a community scheme it would be cost-effective.

Cllr Brooks temporarily left the chamber at 16:08

Cllr Brooks returned to the chamber at 16:10

Use It All had contacted Boots and Superdrug for potential collaboration and were informed Superdrug no longer provided the service. No response was received from Boots.

Use It All were requesting this Committee welcomes and supports the ideas behind the scheme. Use It All have spoken to the MP on this matter and she gave her support.

Any resolution on this item would need to be a recommendation to Full Council.

John Ellerby temporarily left the chamber at 16:18 due to his declared interests

Concerns were raised on the previous round of blister pack collections wherein the packs had been stored in a shop on the High Street and not collected for some time. Cllr Ray declared she had helped pack the last collections of blister packs and acknowledged the volume that had been kept in storage. Cllr Ray informed the Committee that additional storage had been secured and the blister packs would no longer be held in a shop. The Committee noted the high level of community support for the scheme.

It was clarified that Use It All were not requesting financial support from Lowestoft Town Council (LTC), rather the group wanted to publicise the support from LTC. As there was concern on the lack of

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control over how LTC's endorsement would be used, it was agreed that LTC needed to understand the reality of the support required and how meaningful it would be.

Cllr Hynes proposed to support the scheme and suggested an investigation be undertaken on the scheme with a report received on its success. Cllr Hynes suggested the Plastic Free Communities Steering Group be involved in the investigation and write the report. Cllr Ray suggested the Steering Group communicate with Surfers Against Sewage on this matter.

Cllr Hynes clarified his proposal was to recommend LTC supports this scheme and the investigation of the scheme, with the involvement of Plastic Free Communities; seconded by Cllr Taylor; all in favour.

John Ellerby returned to the chamber at 16:34

14 Date of next meeting

Monday 20 July 15:00.

15 Items for the next agenda and close

No items were requested for the next agenda.

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 – Cllr Ray proposed the meeting be closed to the public and moved into confidential session; seconded by Cllr Hynes; all in favour.

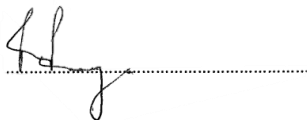
John Ellerby and Cathy Williams left the chamber at 16:36

The Chair closed the meeting to the public and moved into confidential session at 16:36

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

Cllr Brooks made a confidential proposal on the renewal of the Bulky Waste contract; seconded by Cllr Ray; all in favour.

The Chair closed the meeting at 16:45



Signed:
20 July 2026