

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend an **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 13 July 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
10 July 2026

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

AGENDA

15 Welcome

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

16 To receive and consider approval of apologies for absence

17 Declarations of Interests and dispensations

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

17.2 To consider written requests for dispensations for interests and note dispensations granted

18 To consider the draft minutes of the meeting on 8 June 2026

19 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.

20 To appoint the Deputy Chair of the Assets, Inclusion and Development Committee

21 To monitor expenditure by this Committee from its delegated budgets

22 Parks and Open Spaces:

22.1 To receive notes from the standalone meeting on external funding for a sculpture on Ness Park and consider next actions

23 Community Safety:

23.1 To consider revisions to the Defibrillator Policy

23.2 To consider a request from the Gunton Residents Association for a defibrillator on Clover Way

24 To consider the purchase of a Leaf and Litter Vacuum

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25 To consider costs for new flooring for the Denes Oval Pavilion (some aspects may be confidential)

26 To consider a request to relocate a Town Council noticeboard from Links Hill to Gunton Drive

27 Date of next meeting

Monday 10 August 19:00

28 Items for the next agenda and close

29 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

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Monday 8 June 2026 18:30

MINUTES

Present: Cllrs Sonia Barker, Wendy Brooks, Jen Jones, John Murray, Christian Newsome, Andy Pearce, Bernie Rappensberger (Chair) and Dom Taylor

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

Public: Two members of the public were in attendance (in person)

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 Neil Coleby, Deborah Ray, Terry Robinson and Elise Youngman with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Jones; all in favour.

Cllr Kinsey Foster 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 – There were no declarations.

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

4 To consider the draft minutes of the meeting on 11 May 2026

Cllr Brooks proposed approval of the draft minutes with typographical errors identified under item 207 to be amended; seconded by Cllr Pearce; 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 – Two members of the public were in attendance and no advance comments had been received.

One member of public in attendance spoke in reference to item eleven and whether alternative locations for an established market could be considered by Lowestoft Town Council (LTC), noting the significant funds committed to the Triangle Market (with recent refurbishment and public convenience works). The member of public highlighted the recent success of Wild Lowestoft 2026 and Suffolk Day 2025 and referred Councillors to a meeting paper they had in front of them for agenda item eleven.

The Committee noted the success and popularity of the themed market events held at the Triangle Market and it was noted that the Triangle Market was intended to be part of the regeneration of the High Street and with the Town Hall reopening and pressure for improved public transport in the area, it was important for LTC to continue its efforts to establish a permanent market in the area.

The Committee agreed more information was needed on options for alternative locations for a market, perhaps with the themed markets to continue to be hosted at the Triangle Market, and what would happen to the kiosks if they were not in use.

The Committee agreed more support was needed from East Suffolk Council (ESC).

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The Committee agreed to bring item eleven forward in the agenda.

11 To review the uptake on hiring of the Triangle Market kiosks

It was noted there was no officer recommendation or proposal to consider for this item.

Cllr Pearce proposed officers engage with ESC, and other stakeholders as appropriate, and provide a briefing paper on potential alternatives, which could include maintaining themed markets on the Triangle Market and having a regular market either at an alternative location or on rotating locations, and to seek an in principle Full Council agreement to have those exploratory discussions further to developing a full proposal.

Concerns were raised on the consideration of alternative locations as it was felt such discussions should wait until the Town Hall has reopened and its impact on footfall was known.

Cllr Brooks seconded the proposal.

Cllr Pearce clarified the proposal was not seeking an absolute position from Full Council, but to instead prepare a briefing on available options, including a transitory approach due to the unknown impact of the Town Hall, and to seek agreement from Full Council to open and exploratory discussions with other parties, including ESC. The briefing paper would also consider where the kiosks could be relocated to.

A vote was held with six votes in favour and two abstentions.

Cllr Brooks temporarily left the chamber at 19:10

Cllr Brooks returned to the chamber at 19:12

6 To review and adopt Committee arrangements

- 6.1 To note the membership of the Assets, Inclusion and Development Committee – Cllrs Sonia Barker, Wendy Brooks, Neil Coleby, Kinsey Foster, Jen Jones, John Murray, Christian Newsome, Andy Pearce, Bernie Rappensberger Deborah Ray, Terry Robinson, Dom Taylor and Elise Youngman were members of the Committee.
- 6.2 To appoint the Deputy Chair of the Assets, Inclusion and Development Committee – Cllr Brooks nominated herself as Deputy Chair. There was no seconder for the nomination. No further nominations were made and it was agreed to defer the item to the next meeting.
- 6.3 To consider the Terms of Reference – Cllr Pearce proposed to accept the Terms of Reference; seconded by Cllr Barker; all in favour.
- 6.4 To agree the meeting schedule – The schedule agreed at the Annual General Meeting was the second Monday of the month at 18:30. One member had informed the office they could not attend at 18:30 and requested consideration be given to changing the time to 19:00. As this was an issue of accessibility, Cllr Pearce proposed to schedule the Committee meetings for the second Monday of the month at 19:00 to maximise participation; seconded by Cllr Jones; seven votes in favour and one abstention.
- 6.5 To review the delegations of this Committee – Cllr Pearce proposed this item be considered resolved under item 6.3; seconded by Cllr Barker; all in favour.
- 6.6 To note this Committee's responsibilities with the Risk Register and consider relevant risks and implementation of control measures – Risks AF.1, AF.2, HS.1, HS.2 and HS.3 were assigned to this Committee.

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Risk HS.1 was rated red with an impact of four and a likelihood rating of two. A comment was made that this seemed to be a low threshold for a red rating.

Cllr Pearce proposed the following controls be added to HS.1:

- Any public events are preceded by meeting with the Safety Advisory Group to consider all risks and safety-related issues for the event.
- Development of Martyn's Law and how that would be implemented to LTC events is being actively monitored and considered.
- All LTC events have an individual risk assessment carried out and specific health and safety measures implemented.

Furthermore, officers were asked to consider and report on the rationalisation of the rating system, specifically the threshold for red and if that needed to be adjusted to a higher value.

Some members felt the document provided was too high level and the Committee a more in-depth breakdown of the register, with an understanding of what was being done with the risk register, in order to have more detailed discussions in Committee meetings.

Cllr Pearce clarified the proposal was to add three additional risk mitigation controls, to understand the red rating for risks and to have a briefing paper from officers on any risks under HS.1 that are unmitigated. Cllr Newsome seconded the proposal and a vote was held with all in favour.

7 To consider the formation of Working Groups for the Five Year Plans and Open Spaces Strategy

Cllr Pearce proposed both Working Groups be formed as task-and-finish groups. Cllr Brooks requested the adoption of each Working Group be taken under separate votes.

Cllr Pearce proposed to form the Open Spaces Strategy Working Group; seconded by Cllr Rappensberger; seven votes in favour and one vote against.

Cllr Brooks proposed to form the Five-Year Plans Working Group; seconded by Cllr Rappensberger; all in favour.

Cllrs Coleby, Pearce, Rappensberger and Taylor requested to join the Open Spaces Strategy Working Group.

Cllrs Brooks, Coleby, Pearce, Rappensberger and Taylor requested to join the Five-Year Plans Working Group.

The invitation to join would be sent out to all Councillors and then preparations would be made to begin scheduling meetings for the Working Groups.

8 To monitor expenditure by this Committee from its delegated budgets

It was requested ahead of the next meeting for the Finance Manager to indicate if the finances were as expected, or if there was any element causing concern for budgets.

Cllr Pearce proposed to accept the report as an accurate record; seconded by Cllr Rappensberger; all in favour.

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9 Parks and Open Spaces:

- 9.1 To receive feedback from the Grounds Maintenance Team and confirm the location of the Kindertransport bench – Cllr Brooks proposed to approve the location; seconded by Cllr Pearce; all in favour.

10 Community Safety:

- 10.1 To receive feedback from Councillors who attended the Community Emergency Plan Workshop – Cllrs Murray and Pearce attended the workshop and reported that whilst it was a positive meeting, it seemed more focussed on rural parishes with local resolution and community action, which would not be applicable to LTC due to the size of the town and population. Furthermore, the emergencies that would need to be considered (such as flooding) were already covered by joint responders and task forces, therefore LTC could not take on full responsibility and ownership of the risks.

The Committee needed further information and reassurance on whether adopting a community emergency plan would incur liability for LTC. The Committee were agreeable to instead identifying with the relevant authorities what gaps in the plan LTC could assist with.

Cllr Pearce proposed a recommendation be made to Full Council that LTC does not take on the responsibility to formulate and adopt a Community Emergency Plan. This was due to the lack of information, the uncertainty of ownership or responsibility and the variation and magnitude of the risks to this town. This should be communicated to ESC, if they then wished to assist LTC to move this forward, then they should approach LTC. Cllr Brooks seconded the proposal and a vote was held with all in favour.

11 To review the uptake on hiring of the Triangle Market kiosks

This item was brought forward to the beginning of the agenda.

12 Date of next meeting

Per item 6.4, the next meeting was scheduled for Monday 13 July 19:00.

13 Items for the next agenda and close

An item was requested to receive an update on procurement for a sculpture on The Ness.

14 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 20:22

Signed:

13 July 2026

Acquisition, Management and use of Automated External Defibrillators (AEDs) Policy

1. Introduction

- 1.1 Automated External Defibrillators (AEDs) are a safe, effective and prompt way of providing early defibrillation.

2. Scope and Purpose of the Policy

- 2.1 The purpose of this policy is to provide the Town Council with protocols for the acquisition, maintenance, disposal, record keeping and all other activities associated with the management and use of defibrillators provided by or situated on land owned by the Town Council.

3. Objectives

- 3.1 The objectives of this policy are to ensure:
- Safe, prompt and effective operation of defibrillators
 - Accurate record keeping
 - Continuity of accountability and responsibility

4. Establishing the Criteria for an AED

- 4.1 There is no generally agreed criteria on which to base definitive advice on whether or not to provide an AED in any specific place, but consideration of the following points should assist with the decision making process:

4.1a People

- Sudden Cardiac Arrest (SCA) affects predominantly middle-aged and older people, and typically men more than women. SCA can also affect athletes and elite sportspeople
- SCA often occurs during exertion
- The greater the number of people present in, or passing through, any one place, the greater the risk of SCA occurring there

4.1b Location, including accessibility and visibility of the AED, and whether it adds value

- The purpose of installing an AED is to deliver a shock as soon as possible after SCA, if possible within a maximum of five minutes
- [Access to an electricity supply is required](#)

4.1c Training

- Although untrained members of the public have successfully used AEDs to save a life, the majority of successful AED uses have been by trained people who were nearby. The consideration of installing an AED at a particular location should be on the basis that there are people on site who are willing to be trained in its use
- In a workplace situation, training would normally be given in the use of an AED. However, untrained persons can use the AED in line with the instructions given by the ambulance service and equipment. Lowestoft Town Council has in place Employers Liability Insurance
- Training will be made available to all Lowestoft Town Councillors and officers.

4.1d Maintenance

- Consideration should be given to whether the Council or organisation applying for the AED should take responsibility for maintaining the equipment, keeping records,

Acquisition, Management and use of Automated External Defibrillators (AEDs) Policy

insuring the AED and ensuring an appropriate budget is in place to cover operating costs, maintenance and replacement parts, the electricity supply and replacement of the AED if necessary

- 4.2 This Council recognises that the ambulance service cannot guarantee an immediate response to an emergency call.

5. Legal Issues

5.1 The current updated guidance *Cardiopulmonary Resuscitation, Automated Defibrillators and the Law* was issued in April 2018 by the Resuscitation Council (UK). Their latest advice should be referred to for full advice on the law. In brief, the current guidance includes that:

- There are no statutory laws covering resuscitation specifically but potential liability could arise in common law where a person is left in a worse position than if no action were taken.
- A potential liability could arise if a civil claim were brought by the victim, or their family, against someone on the grounds that intervention occurred without their consent and constituted an assault and/or battery. A defence of necessity may be available to a lay person assisting someone they reasonably believe is suffering a cardiac arrest, where no more qualified person is available.
- The Social Action Responsibility and Heroism Act 2015 aimed to encourage social responsibility and good citizenship by requiring courts to take account the motivation of volunteers in claims for negligence. The Mental Capacity Act 2005 allows a reasonable inference of consent to be resuscitated where this is in the best interests of someone unable to give consent.
- Liability might arise for organisations providing equipment which directly causes harm owing to failure to maintain etc.

6. Accountability and Responsibilities

- 6.1 The Town Council will consider applications from outside bodies to enter match funding for the provision of AEDs. The Council would normally expect that the organisation applying for the AED has overall accountability and responsibility for the AED, and all those matters referred to in 6.2. The Council has committed to installing at least two of its own defibrillators per year and each match funded application will be considered on its own merit via the Town Council's grant awarding scheme
- 6.2 For those AEDs for which the Town Council assumes responsibility, insurance, registration, training, record-keeping and maintenance will be arranged by the Town Clerk.
- 6.3 The Community Safety Sub-Committee will review and report on the application of this policy, and management of the associated defibrillator budget of £10,000, as necessary to Full Council.

7. Equipment Maintenance and Storage

- 7.1 It is essential that all AEDs are stored, maintained and used in accordance with the manufacturers' instructions.

8. Disposal of Equipment

- 8.1 AEDs that are no longer operational or cannot reasonably be repaired will be disposed of with due consideration to the Council's declaration of a climate emergency.

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9. Adverse Incident Reporting for Defibrillation

- 9.1 All adverse incidents relating to AEDs on land owned by the Town Council must be recorded and action taken to prevent further occurrences.
- 9.2 The reporting of adverse incidents is highly important and the Town Council will adopt a 'no blame' culture.
- 9.3 If an adverse incident is a result of equipment malfunction, the equipment must be immediately withdrawn from service and the Council should be notified.

Acquisition, Management and use of Automated External Defibrillators (AEDs) Policy

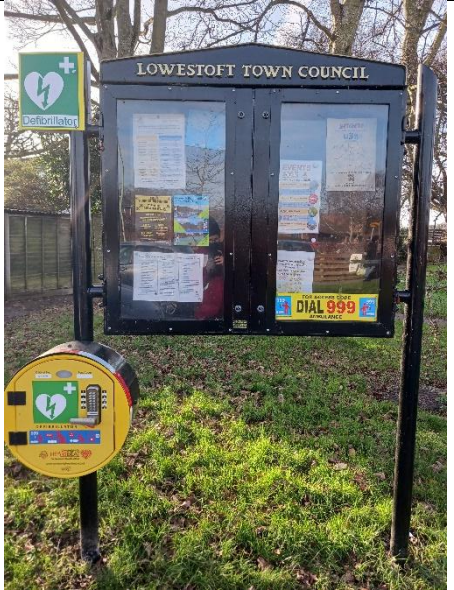
Annex 1 – AED locations, photographs and additional information

Location	Additional Information	Photo
Denes Oval Pavilion	Located under the veranda on the putting green side of the building <u>Electrical</u>	
Sparrows Nest Gardens	<u>Electrical</u>	

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Normanston Park	Located to the right of the entrance door of Jesters Diner. Jesters have confirmed they insure the AED, pay for the electricity and will periodically check and carry out any required maintenance actions. <u>Electrical</u>	
Gunton Drive	Located on the rear of the Town Council's adopted red telephone kiosk <u>Electrical</u>	
Fen Park	Located on the Town Council Noticeboard <u>Thermal</u>	

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Gainsborough Drive	Located on Town Council Noticeboard <u>Thermal</u>	
Clarkes Lane	Located on Town Council Noticeboard <u>Thermal</u>	
Rosedale Park	Located on Town Council Noticeboard <u>Thermal</u>	

Acquisition, Management and use of Automated External Defibrillators (AEDs) Policy

Kensington Gardens

Electrical



Revisions	
Date	Amendment
July 2021	Updated to state that training will be made available to all staff and Councillors. Updated to include the Council's commitment to install at least two of its own defibrillators per year and match fund at least a further five defibrillators per year for at least the next five years (commencing 2021 – 2022). Updated to note the dedicated defibrillator budget of £10,000. Updated to reflect that a defibrillator has now been installed in the Gunton Drive Telephone Kiosk and removed reference to the Gunton Estate Residents' Meeting Hall.
May 2022	Change of defib location at Gunton Phone Box
October 2022	Changes at 6.1 with an increase from two directly funded to four directly funded
January 2025	6.1 Amended to reflect that Community Safety is now a Sub-Committee Changed Annex 1 into a table. Added Gainsborough Drive, Clarkes Lane and Rosedale Park locations



MEETING PAPER

Subject: 23.2 GRA Defibrillator on Clover Way
Meeting: Assets, Inclusion and Development Committee
Date: 13 July 2026
Author: Taylor Williams, Committee Clerk and Planning Assistant

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

The following correspondence was received from the Gunton Residents Association (GRA):

At a recent GRA meeting, members raised a query on the benefit of installing a defibrillator on the triangled piece of grassland owned by East Suffolk Council at the junction of Clover Way and Squires Walk.

Currently, the nearest defibrillator to this location is Gainsborough Drive Pond, approximately half a mile away.

The piece of land at Clover way is very well used with a seating area, a notice board and a couple of large flower boxes.

So, it would be appreciated if the Committee would please investigate the possibility of installing a defibrillator at this location.



MEETING PAPER

Subject: Item 26 – LTC Noticeboard: Links Hill to Gunton Drive
Meeting: Assets, Inclusion and Development Committee
Date: 13 July 2026
Author: Taylor Williams, Committee Clerk and Planning Assistant

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

The following request was received from the Gunton Residents Association:

The Gunton Residents Association (GRA) has raised a concern regarding the Lowestoft Town Council (LTC) notice board located on Links Hill.

Presently it appears to receive little use and GRA members have asked if it could be moved to a more populated area.

One suggestion was to relocate it to Gunton Drive close to the red telephone box at the junction of Corton road with Gunton Drive. This is a grassed area owned by Suffolk County Council, which I would assume to not be a problem as the grassed area has the red phone box owned by LTC.

Therefore, it would be appreciated if this Committee could explore the relocating of the notice board to a more suitable location on Gunton Drive.