

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Assets, Inclusion and Development Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **7:00 PM** on **Monday, August 10, 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

.....
Sarah Foote, Town Clerk
03 August 2026

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
7:00 PM on Monday, August 10, 2026

AGENDA

30 Welcome

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

31 To receive and consider approval of apologies for absence

32 Declarations of Interests and dispensations

32.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on th

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

33 To consider the draft minutes of the meeting on 13 July 2026

34 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.

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

36 Parks and Open Spaces:

36.1 To discuss shade provision in play areas

36.2 To consider costs for an automatic irrigation system for the Sparrows Nest bowling green

36.3 To approve the replacement of Phormium plants in Kensington Gardens with Photinia Serrulatas

36.4 To consider a request for tree works which fall outside the Town Council's Tree Policy

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
7:00 PM on Monday, August 10, 2026

37 To approve a revised loan agreement for the Lowestoft Collection

38 To consider the formation of a working group to progress a sculpture on The Ness
Full Council was in agreement for this project to proceed and requested this Committee draft the specification and project plan. The working group will be tasked with drafting a specification of the sculpture and planning the wider project

39 To consider future options for the former Lowestoft War Museum now that the Town Council has vacant possession
(some aspects may be confidential)

40 To note the implementation of East Suffolk Council's Green Transport Hub as part of the Seafront Vision Project

41 Date of next meeting and reports
Monday 14 September 19:00

42 Items for the next agenda and close

43 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
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 13 July 2026 19:00

MINUTES

Present: Cllrs Sonia Barker, Wendy Brooks, Jen Jones, Christian Newsome, Andy Pearce, Bernie Rappensberger, Deborah Ray and Dom Taylor

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

15 Welcome

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

16 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby, Kinsey Foster, Joe Hynes, John Murray and Elise Youngman with reasons provided. Cllr Jones proposed approval of all apologies received; seconded by Cllr Pearce; all in favour.

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 – Cllr Pearce declared he recently stood down as Chair of the Gunton Residents Association (GRA), but as items 23.2 and 26 had been discussed whilst he was Chair he would leave the chamber for consideration of the items.

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

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

Cllr Brooks proposed approval; seconded by Cllr Pearce; all in favour.

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

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

Cllr Jones proposed Cllr Newsome, who accepted the nomination; seconded by Cllr Taylor; all in favour.

21 To monitor expenditure by this Committee from its delegated budgets

No queries were raised.

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 – The Committee needed to consider whether to recommend approval of the project to Full Council and what funding options to pursue.

The project would be conditional on grant funding being obtained and any potential match funding element.

A tender would need to be formed that provides a brief for a design that is focussed on women in the fishing industry of Lowestoft.

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

The location needed to be considered further due to contamination issues at The Ness.

It was suggested if external funding is sought then there also be consideration of the sculpture including depiction of the local fishing women who mended the nets.

Cllr Brooks proposed a recommendation be made to Full Council to support a sculpture of significance being created and installed on the Ness to celebrate women connected to the fishing industry, and for external funding to be sought; seconded by Cllr Pearce who requested the Facilities and Contracts Manager consider feasible areas in Ness Park for the sculpture to be installed. Cllr Taylor requested an amendment be made to also recommend a working group be formed to draft the tender and work to progress the project. Cllr Brooks agreed to amend the proposal and Cllr Pearce seconded the amended proposal. A vote was held with all in favour.

23 Community Safety:

- 23.1 To consider revisions to the Defibrillator Policy – Cllr Jones proposed approval of the revision; seconded by Cllr Pearce; all in favour.

Cllr Pearce temporarily left the chamber at 19:27 due to his declared interests

- 23.2 To consider a request from the Gunton Residents Association for a defibrillator on Clover Way – It was noted the land of the requested location was not owned by Lowestoft Town Council. Cllr Brooks proposed to not approve the request as the land was not owned by Lowestoft Town Council and that the GRA be redirected to East Suffolk Council or their District Councillors to progress the request; seconded by Cllr Taylor; six votes in favour and one abstention.

Cllr Pearce returned to the chamber at 19:29

24 To consider the purchase of a leaf and litter vacuum

Cllr Brooks proposed approval of the purchase. It was requested the purchase be allocated from the Repair and Maintenance budget. It was requested the proposal be amended to receive clarification on whether the leaves would be composted. Cllr Brooks amended the proposal to be subject to the specified budget allocation and with clarification to be received that the leaves would be disposed of in a sustainable manner. Cllr Pearce seconded the amended proposal and a vote was held with all in favour.

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

Cllr Brooks declared she had been involved in the discussions regarding this item and would not participate in the meeting.

Cllr Brooks temporarily left the chamber at 19:35

It was suggested consideration be given to undertaking these works for the entire footprint of the building rather than only one area.

Cllr Pearce proposed to accept the recommendation from officers for the new flooring to be purchased at the quoted price and requested the Facilities and Contracts Manager provide an opinion on when the vinyl flooring in the showering area would need to be replaced and if a separate quote for repairs was required; seconded by Cllr Newsome; all in favour.

Cllr Brooks returned to the chamber at 19:50

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

Cllr Pearce temporarily left the chamber at 19:50 due to his declared interests

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

Cllr Brooks proposed to not approve the request as the Links Hill noticeboard was concreted in place and the land of the suggested location was owned by Suffolk County Council, instead the GRA would be redirected to address their request to Suffolk County Council; seconded by Cllr Taylor; all in favour.

Cllr Pearce returned to the chamber at 19:54

27 Date of next meeting

Monday 10 August 19:00

28 Items for the next agenda and close

Cllr Ray requested an item to discuss shade provision in play areas.

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 – There were no resolutions.

The meeting was closed at 19:55

Signed:
10 August 2026



MEETING PAPER

Subject: Item 36.3 Removal and Replacement of Phormiums
Meeting: Assets, Inclusion and Development Committee
Date: 10 August 2026
Author: Jonny Hawes – Parks and Grounds Maintenance Manger

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Background Information



There are 4 Phormiums around the boating lake, all of which are growing next to paths.

Detail

These plants are between 2-3 metres high with a similar spread horizontally.

Although quite decorative, they do have extremely pointy/sharp ends to the leaves which are posing a risk.

They are getting quite large with the leaves getting thicker and stronger. We have reduced the plants in size due to them over hanging the paths which then defeats the point of them being there, hence the proposal to replace them.

Recommendation/Decision

To remove the Phormiums and replace with very decorative Red Robin/Christmas Berry (*Photinia Serrulata*). This will be at a cost of a maximum of £420 (we are still waiting for the quote, will update upon receipt).



These are a very decorative, red and green shrub. We would plant established ones which would be 1.5-2 metres high and then can be shaped to suit the surroundings.

These shrubs would also add colour and increased habitat compared to the Phormiums.



TREE POLICY

1. Introduction

This Council has declared a Climate and Ecological Emergency. Trees are essential to the creation of an environmentally sustainable and economically successful town. They form the largest and the oldest single living element in our natural environment. The beneficial contribution of trees and the Council's duty to have regard to biodiversity will be considered when forming relevant Council strategies.

The benefits include:

1.1 Places

- Creating an attractive environment where people will want to live
- Providing wildlife habitats
- Replenishing oxygen and absorbing greenhouse gasses
- Reducing particulate air pollution
- Reducing noise
- Contributing to energy conservation by reducing wind speed
- Providing shade

1.2 People

- Reducing everyday stress levels and improving mental health
- Contributing to the well-being of communities
- Bringing beauty to the town

1.3 Prosperity

- Positively affecting property values
- Creating an attractive physical environment that encourages investment
- Creating a pleasant working environment for workers
- Creating an inviting place to visit

1.4 Environment

- Encouraging biodiversity and providing urban corridors
- Mitigating carbon dioxide emissions
- Deliver climate change resilience
- Providing a link with the natural environment for local communities
- Landscaping quality and natural heritage as national policies identify trees and urban 'green spaces' as amongst the community's most valuable features

2 Background

Upon its creation in April 2017, Lowestoft Town Council inherited a considerable number of trees. While no audit of these trees had been completed prior to transfer, the Council has now completed an audit that maintains records of species, location, age, condition and maintenance requirements of its trees. This policy will set out the Council's legal obligations as well as the challenges, priorities and plans for maintaining and developing its tree stock. This policy focusses on the management of land and trees owned by this Council. However, the Council also plays an important role in influencing the land-use and behaviour of people and organisations, including through making recommendations on planning decisions.



3 Key Challenges

- The overall management of a large urban tree stock
- Changes in climate require a greater diversity in tree type in order to mitigate loss and maintain current levels
- The urban and coastal environment is a much more challenging place for trees, requiring high levels of management intervention in both maintenance of existing stock and the establishment of new trees
- The need for understanding and tolerance about living close to trees as people's perceptions often differ greatly regarding trees.

4. Aims

All sections of this policy should be read in line with the following aims:

- 2.1 Manage the Council's tree stock, including pollarding, pruning, coppicing and removing trees where this has overall benefit to the environment and tree stock
- 2.2 Tree management will comply with relevant planning and health and safety laws.
- 2.3 Provide a sustainable and improving tree stock to help address the climate emergency and have regard to biodiversity.
- 2.4 Protect trees and the environment by working with other parties, entering relevant partnerships and taking advantage of relevant initiatives.

The Council reserves its right to exercise discretion in its management of tree stock, with due consideration of arborist or other expert advice where relevant.

5. Management of the tree stock

A risk-based system of tree management has been adopted which relies on a programme of regular inspection prioritised by potential hazard. This is undertaken with professional arboriculturist advice and opinion. The basis for repeat inspections will be graded in line with the tree audit. A prioritised programme of tree work will be maintained, based on the inspections and with an emphasis on planned rather than reactive tree maintenance. The risk and nuisance to persons and property will be balanced against the environmental and other aims of this Policy.

6. The climate emergency and the environment

The Council will take measures to manage its tree stock to reduce and address disease risks. In managing its tree stock and when dealing with felled trees, the Council will consider if it is appropriate to plant replacement trees, and if so in a suitable location, with considerations to be given to environmental benefits and the existing tree stock of the town.

7. Public requests for works to council trees

All of the Council's trees are on Council land. Many residents live close to trees and this proximity needs to be considered and managed. Within the town's tree population there are a number of common sources for complaint:



- Physical size
- Overhanging branches
- Shade
- Blocking sunlight
- Leaf and fruit fall
- Sticky deposits
- Interference with utilities
- Affecting TV and satellite signal reception
- Fear of tree safety
- Root encroachment related matters
- Preventing car parking on verges
- Obstructing a view

This can lead to a high volume of requests for tree work from the general public are not considered 'nuisance' in legal terms and the Council, as with any private tree owner, is not obliged to take action in these circumstances. It is a widely held perception that the Council has increased responsibilities in law in this respect. This is not the case. The requirements in law are the same as any private tree owner.

Environmental and biodiversity are a high priority for this Council and tree maintenance resources are finite. The Council will manage its resources with a priority to the environment, health and safety and the effective and sustainable management of its tree stock. Adopting a prioritised programme of tree work will mean that risk assessed lowest priority work will not be attended to until such times as the risk rating changes. In some cases it is not possible to resolve issues to a resident's satisfaction. However, the Council will communicate its position clearly to the resident. The Tree Policy will be published on the Council's website.

Revisions	
Date	Amendment
February 2021	Last sentence of introduction amended from <i>'The contribution of trees has to be considered when forming strategies to achieve many council objectives as follows:'</i> to <i>'The beneficial contribution of trees and the Council's duty to have regard to biodiversity will be considered when forming relevant Council strategies. The benefits include:'</i>
February 2021	Additional bullet point under heading 1.3 (Prosperity) <i>'Creating an inviting place to visit'</i>
February 2021	Under heading 1.4 amended <i>'National Policy identifies trees and urban 'green spaces' among the community's most valuable features and Central Government expects that Local Council's will</i>

	<i>maximise the opportunities that urban trees can bring to the above key areas through its strategic direction. This direction is now being delivered locally by Lowestoft Town Council by the formulation of an Open Spaces Strategy which underpins many facets of the wider council vision and policies. This Tree Policy will feed into the Open Spaces Strategy as well as any Planning and Neighbourhood Planning strategies and decisions.'</i> <i>to 'This Council has declared a Climate Emergency. National policies identify trees and urban 'green spaces' as among the community's most valuable features. This Council builds on opportunities to benefit from trees locally. The Council does this through implementation of relevant policies including those directly addressing environmental concerns and its Open Spaces Strategy.'</i>
February 2021	Point 1.5 amended from '<i>The historical context of trees owned by Lowestoft Town Council</i> Upon its conception in April 2017, Lowestoft Town Council inherited a considerable number of trees. However, no audit of these trees had been completed prior to transferring them to the Council and there is no record of tree type, location, age, maintenance or condition. This policy will set out the Council's legal obligations as well as the challenges, priorities and plans for maintaining and developing its tree stock.' to '<i>Background</i> Upon its creation in April 2017, Lowestoft Town Council inherited a considerable number of trees. While no audit of these trees had been completed prior to transfer, the Council's ambition is to create and maintain records of types, location, age, maintenance and condition of its trees. This policy will set out the Council's legal obligations as well as the challenges, priorities and plans for maintaining and developing its tree stock. This policy focuses on the management of land and trees owned by this Council. However, the Council also plays an important role in influencing the land-use and behaviour of people and organisations, including through making recommendations on planning decisions.'
February 2021	Wording at section 2 (Aims) amended to provide more clarity as to the aims of the policy, whilst now



	allowing some discretion for the Council to consider individual requests for tree works on their own merit.
February 2021	Wording at section 3 made more concise and more relevant to Lowestoft Town Council specifically. More clarity provided as to how the Town Council will manage its tree stock and associated risks.
February 2021	Section 4 added (the climate emergency and the environment).
February 2021	Section 5 (requests from the public) amended to clarify that the Town Council's priorities are biodiversity and the environment, and health and safety, and requests for tree maintenance from the public will be considered with this in mind. Amendment made to give the Town Council flexibility to deviate from the policy where necessary in considering requests from the public.
February 2021	Removal of the previous section 5 (the current administration of trees).
February 2021	Wording of the TPS statements amended to make them more relevant to the Town Council, and to better align with the purposes of the policy.
May 2022	TPS10 word 'ordinarily' added.
April 2023	Added reference to Earth Protector Town declaration at 1.4. Added 'pollarding' to 2.1 Added the word 'structural' to 6 TPS4 TPS6 – amended paragraph to update Committee names TPS15 – removed "Within five years..." TPS20 – replaced "exotic" with "non-native"
May 2025	All Tree Policy Statements removed as they duplicated information in the policy



MEETING PAPER

Subject: Item 41 ESC Seafront Vision Project
Meeting: Assets, Inclusion and Development Committee
Date: 10 August 2026
Author: Taylor Williams, Committee Clerk and Planning Assistant

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Officers received the following correspondence from East Suffolk Council's Collaboration and Connecting Programme Manager:

With regard to the Seafront Vision Project at Lowestoft Seafront and the proposed Green Transport Hub within Royal Green Car Park, a number of key sustainable transport measures have already been delivered. These include the installation of cycle parking facilities providing capacity for up to 50 bicycles, together with a free-to-use bicycle repair station. In addition, four EV charging points are scheduled to be installed within Royal Green Car Park later this year.

I wish to make you aware that we are now progressing the delivery of the e-bike hire scheme, which forms part of the approved Green Transport Hub proposal and is included within the overall planning consent. The proposal is for Eezybikes to provide and operate six e-bikes, housed within three docking pods powered by a hybrid combination of mains electricity and solar energy. Eezybikes currently operates successfully at a number of locations across Suffolk, and I have included links to examples of their existing schemes below:

[Babergh District Council partners with EEZYBIKE to launch new e-bikes in Lavenham - Babergh Distric...](#)
[new electric bikes in Sudbury - Babergh District Council - \[babergh.gov.uk\]\(http://babergh.gov.uk\) / \[midsuffolk.gov.uk\]\(http://midsuffolk.gov.uk\)](#)
[Electric bikes at Needham Lake - Mid Suffolk District Council - \[babergh.gov.uk\]\(http://babergh.gov.uk\) / \[midsuffolk.gov.uk\]\(http://midsuffolk.gov.uk\)](#)

Users will access the service through the Eezybike mobile application, where they will register their contact and payment details. Bikes will be available to hire on either a half-day (4-hour) or full-day (8-hour) basis. The scheme is intended to encourage sustainable tourism and active travel, providing access to a range of local destinations and attractions including Pleasurewood Hills, Lowestoft's historic sites, Oulton Broad, coastal cycling routes, and Suffolk Wildlife Park.

The e-bikes are speed-limited to the statutory maximum of 15.5 mph. Eezybikes has operated hire schemes for approximately four to five years and has reported no serious incidents during this period. The company is currently expanding its provision to additional locations across Suffolk.