

**Lowestoft Town Council**  
**Assets, Inclusion and Development Committee**  
**Hamilton House, Battery Green Road, Lowestoft, NR32 1DE; Meeting Booker**  
**Monday 10 August 2026 19:00**

**MINUTES**

**Present:** Cllrs Wendy Brooks, Kinsey Foster, Joseph Hynes, Jen Jones, John Murray, Christian Newsome (Deputy Chair), Andy Pearce, Bernie Rappensberger (Chair), Deborah Ray and Dom Taylor

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

**30 Welcome**

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

**31 To receive and consider approval of apologies for absence**

Apologies were received from Cllrs Sonia Barker with reasons provided. Cllr Brooks proposed approval; seconded by Cllr Jones; all in favour.

Cllr Neil Coleby was absent with no apologies received.

Cllr Elise Youngman has resigned from the Committee.

**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 the agenda – There were no declarations.

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

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

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

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

**35 To monitor expenditure by this Committee from its delegated budgets**

The budget report was received and noted.

**36 Parks and Open Spaces:**

36.1 To discuss shade provision in play areas – Cllr Ray had requested the item due to the increasing temperatures and sun exposure and suggested existing play areas be reviewed to identify locations with inadequate shade, and to incorporate shade assessments in future play area designs.

Cllr Brooks proposed to consider shade provision for play areas and their surrounding areas. Cllr Pearce requested an amendment to instruct officers to identify play areas with inadequate shade, provide feedback on possible mitigations and the feasibility of installing water stations (if the initial water bottle refill stations were successful) and to consider shade and water provision in future play area designs. Cllr Brooks amended the proposal accordingly and Cllr Pearce seconded the amended proposal. A vote was held with all in favour.

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- 36.2 To consider costs for an automatic irrigation system for the Sparrows Nest bowling green – Cllr Brooks proposed a recommendation be made to Full Council to approve the costs and install the automatic irrigation system; seconded by Cllr Pearce.

The Committee queried if there might be further uses for the water, such as during the winter months, for trees at risk from the increasing likelihood of drought, if it can be extended to the wider area and if there was spring water at Denes Oval, where this technology could be replicated to care for the cricket pitch. It was requested this feedback be provided at the Full Council meeting.

A vote was held with all in favour.

- 36.3 To approve the replacement of phormium plants in Kensington Gardens with photinia serrulatas – The total cost, including delivery and VAT, was £345.02. Concerns were raised over the unpleasant smell these plants can emit and the mild toxicity of the leaves. Cllr Brooks proposed approval of the replacements; seconded by Cllr Newsome; nine votes in favour and one abstention.

- 36.4 To consider a request for tree works which fall outside the Town Council's tree policy – Cllr Brooks proposed to approve the request, noting the felling of the tree would allow the hedge to develop, and for Lowestoft Town Council (LTC) to pay for the tree works.

A suggestion was made to seek alternative actions to reduce the height, such as crown reductions via removal of the lateral branches and pruning back the tree.

Officers were asked to review the wording of the tree policy to ensure there was flexibility in dealing with public requests for tree works.

Cllr Pearce requested the proposal be amended to be sympathetic to the request and for officers to seek an arborist's view on alternatives to removal, such as the crown reduction suggestion, and bring this item back to the next meeting. Cllr Hynes requested the proposal also be amended to also consider planting new trees, in the context of the tree policy, which could shade the play area. Cllr Brooks amended the proposal accordingly and Cllr Pearce seconded the amended proposal. A vote was held with nine in favour and one abstention.

*Cllr Brooks left temporarily left the chamber at 20:00*

*Cllr Brooks returned to the chamber at 20:02*

**37 To approve a revised loan agreement for the Lowestoft Collection**

A query was raised on point 1 and the termination date of 1 May 2036, as it stipulated the loan would last for 11 years, it was queried if the termination date should be the end of the civic year in 2037. It was clarified the lease was backdated to the expiry of the previous lease (2021) and it was requested the draft be consistent as the document was dated 2026.

A query was raised on point 17 which stipulated photographs would not normally be permitted. Clarification was requested on whether this was inherited from the previous lease as the Committee's preference was to allow photography in the museum.

A query was raised on point 21 which stated LTC may, at its discretion, contribute to the running costs of the museum. Members agreed as Full Council had resolved to contribute to 20% of the annual costs of the museum, this commitment should be reflected in the lease.

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Cllr Pearce proposed to recommend in principal adoption, subject to clarification on points 1, 17 and 21; seconded by Cllr Foster; all in favour.

**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 would be tasked with drafting a specification of the sculpture and planning the wider project. It was suggested the working group also review similar sculptures along the eastern coast as part of its research.

Cllr Brooks proposed to set up working group, with a suggestion for meetings to be held via teams in order to produce AI-generated minutes as there may not be staffing resource available to support the meetings; seconded by Cllr Pearce. It was requested the Facilities and Contracts Manager attend the meeting.

Concerns were raised on the use of AI-based functions as the data centres did not operate in an environmentally sensitive manner. It was noted LTC did not have a policy on AI and a this would need to be considered by Full Council.

A vote was held with all in favour.

Cllrs Brooks, Foster, Murray, Pearce, Rappensberger and Taylor requested to join the working group. This invite would be sent to all other Councillors and then the first meeting would be arranged.

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

A site visit had been conducted and the Committee were asked to consider future options for the building.

It was agreed the public should be consulted on how to repurpose the building.

When Full Council had resolved to not renew the lease, it had been agreed the building be used for heritage or community purposes, not commercial.

The following suggestions were made:

- For the building to host 1'o'clock clubs in collaboration with Suffolk County Council, as the authority with a statutory duty to provide children's services, this would be beneficial to parents and help form a strong community.
- To repurpose the building as a recording studio.
- To host a youth club

It was agreed the cost to bring the building back into working order would need to be confirmed. It was agreed to have costs provided as part of the consultation, with an options paper and recommendation from officers to be provided on costs to restore and renovate the building to a status appropriate for community use, including facilities such as toilet provision and running water.

Cllr Pearce proposed officers provide an options paper with a recommendation from the Facilities and Contracts Manager on the immediate capital investment and logistics required to bring the building back into community use; seconded by Cllr Murray. Cllr Pearce amended the proposal to confirm endorsement of the prior resolution of Full Council that the building be used for community or heritage purposes and not commercial.

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*At 21:00 Cllr Brooks proposed to suspend Standing Order 3y for ten minutes; seconded by Cllr Pearce; all in favour.*

Cllr Murray seconded the amended proposal and a vote was held with all in favour.

Cllr Pearce requested further information related to this item be provided in confidential session.

**40 To note the implementation of East Suffolk Council's green transport hub as part of the Seafront Vision Project**

The Committee agreed this was not an appropriate location for electric bike hire due to the increasing traffic on the seafront, and instead the green transport hub should be located near the bus station or train station. The Committee requested their comments be provided to East Suffolk Council.

**41 Date of next meeting**

Monday 14 September 19:00

**42 Items for the next agenda and close**

An item was requested for the next agenda to consider the time of meetings for this Committee.

*At 21:10 Cllr Brooks proposed to suspend Standing Order 3y for five minutes; seconded by Cllr Pearce; all in favour.*

**43 Admission to Meetings**

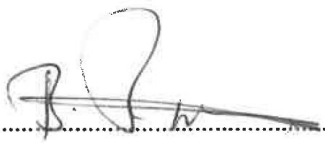
To resolve that under the Public Bodies (Admission to meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any employment matters and legal issues relating to the matters on this agenda – Cllr Jones proposed the meeting be moved into confidential session; seconded by Cllr Murray; all in favour.

*The Chair closed the meeting to the public and moved into confidential session at 21:11*

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

A confidential update was provided by Cllr Pearce.

*The Chair closed the meeting at 21:14*

Signed: 

14 September 2026