

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 14 September 2026 19:00

MINUTES

Present: Cllrs Sonia Barker, Kinsey Foster, Joseph Hynes, John Murray, Andy Pearce, Bernie Rappensberger (Chair), Deborah Ray and Dom Taylor

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

The meeting observed a minute silence to mark the sudden passing of Councillor Wendy Brooks.

44 Welcome

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

45 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby and Christian Newsome with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Barker; all in favour.

Cllr Jen Jones was absent with no apologies received.

46 Declarations of interests and dispensations

46.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – Cllr Pearce declared he was acquainted with all individuals nominated under item 55 and whilst he was not biased or predetermined, he is the co-nominator of two of the recipients in his capacity as a Trustee of an external organisation, and he would leave the chamber for consideration of the item. Cllr Barker declared she knew all nominated individuals and as one was through an active capacity associated with her Register of Interests, she would leave the chamber for consideration of the item. Cllr Hynes declared he was biased regarding two of the nominations and would leave the chamber for consideration of the applications. Cllr Rappensberger declared she was a supporting Councillor for one of the recipients, but was not predetermined on the matter.

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

47 To consider the draft minutes of the meeting on 10 August 2026

Cllr Pearce proposed approval of the draft minutes and confidential note; seconded by Cllr Foster; all in favour.

48 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.

49 To monitor expenditure by this Committee from its delegated budgets

The Committee queried the Kensington Gardens utilities, where spend to date exceeded the budget for the year. It was requested the Finance Manager provide feedback on what caused the increase in utilities for the site.

It was confirmed any overspend on utilities for one set could be offset from the overall underspend on other assets, but the Budget and Loan Sub-Committee needed to ensure the appropriate budget was prepared for next year.

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50 Parks and Open Spaces:

- 50.1 To consider a request for tree works which fall outside the Town Council's Tree Policy – Per the Committee's request, the arborist advised that selective pruning could be considered as an alternative to felling the tree.

Cllr Pearce proposed to selectively prune the tree per the arborist's recommendation, noting the Committee's sympathies with the resident but the Committee would endeavour to avoid the removal of a tree and a legitimate alternative has been provided; seconded by Cllr Barker; seven votes in favour and one abstention. It was confirmed that if the mitigations were unsuccessful then the resident could return with evidence and request felling the tree again.

Cllr Pearce proposed the member of public be thanked for their offer of financial contribution, but as the tree was of Lowestoft Town Council's (LTC) own tree stock, the works would be funded from the appropriate LTC budget; seconded by Cllr Foster; all in favour.

- 50.2 To consider the purchase of an additional leaf and litter vacuum to be used in Normanston Park for the tennis courts and carpark – Cllr Hynes proposed to approve the purchase of an additional leaf and litter vacuum; seconded by Cllr Pearce who requested an amendment to delegate the budget allocation to the Finance Manager, but to suggest the tennis court maintenance budget be considered for allocation as the Grounds Maintenance Team intended to use the equipment primarily for the tennis courts. Cllr Hynes accepted the amendment and a vote was held with all in favour.
- 50.3 To receive and consider an application for memorial planting in Sparrows Nest – Cllr Taylor proposed approval of the application; seconded by Cllr Pearce who requested an amendment to delegate the decision on the species and location of the tree to the Grounds Maintenance Team in consultation with the resident. Cllr Taylor agreed to the amendment and a vote was held with all in favour.

51 Community Safety:

- 51.1 To consider costs to replace carpark light bollards on Whapload Road – The Committee felt the quote was not acceptable in its current iteration as it provided no clear specification or breakdown of the costs, particularly as both options were totalled together on the quote, making it unclear on whether the additional items related to both options. The Committee would prefer two separate quotes with clear and complete details.
Under LTC's Financial Regulations (5.9), any works valued between £2,500 and £10,000 require best endeavours to provide three estimates.
Cllr Pearce proposed clarification be sought on whether best efforts had been made to source three estimates of costs, or an explanation as to why only one quote was received, and to request a revised and appropriate quote be submitted. If urgent this would be provided at the next Full Council meeting, otherwise it would be tabled for the October Assets, Inclusion and Development meeting. Cllr Foster seconded the proposal and a vote was held with all in favour.
- 51.2 CCTV (some aspects may be confidential):
1. To receive an update on current CCTV provision on Town Council and third party-owned land
 2. To appoint representatives to visit CCTV Control Room (Bury St Edmunds)
- These items would be discussed in confidential session.

52 To note this Committee's responsibilities with the Risk Register and consider relevant risks and implementation of control measures

The Committee noted the purpose of the Risk Register should be to make best endeavours to reduce the colour rating to green.

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It was agreed that the thresholds for the risk rating needed to be considered as the threshold for red risk rating seemed too low. It was suggested the Town Hall Project risk register be reviewed to compare the different thresholds for risk ratings.

It was suggested consideration be given to a more sophisticated and nuanced model for the risk register, which could take more mitigations and issues into account.

It was suggested training be provided on risk registers to help members manage and eliminate risk from an informed position.

Cllr Hynes requested his query on this item be raised in confidential session.

53 To consider implementation of the objectives of the Business Plan pertinent to this Committee

It was noted that Committees were tasked to review performance against the Business Plan objectives and make any recommendations on actions to Full Council.

54 To receive and note the Seagull Theatre's draft strategy and provide feedback (some aspects may be confidential)

This item would be discussed in confidential session.

55 To consider three nominations for Freedom of the Town (some aspects may be confidential)

This item would be discussed in confidential session.

56 Date of next meeting

Monday 12 October 19:00. Members confirmed they were happy to continue with the current meeting schedule.

57 Items for the next agenda and close

No items were requested for the next agenda.

58 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 Foster proposed the meeting be moved into confidential session; seconded by Cllr Barker; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 20:20

Cllr Taylor temporarily left the chamber at 20:21 and returned at 20:23

51.2 CCTV (some aspects may be confidential):

1. To receive an update on current CCTV provision on Town Council and third party-owned land – There was a conversation on CCTV provision and it was noted the previous discussions under the Community Safety Sub-Committee had been for case-by-case solutions for each site's security.
2. To appoint representatives to visit CCTV Control Room (Bury St Edmunds) - Cllr Barker proposed Cllrs Pearce and Rappensberger attend; seconded by Cllr Taylor; all in favour. Cllr Rappensberger proposed Cllr Taylor be nominated the reserve attendee; seconded by Cllr Foster; all in favour.

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52 To note this Committee's responsibilities with the Risk Register and consider relevant risks and implementation of control measures

Where a risk may never be reduced from an amber rating, it was suggested a statement be included to explain why the risk rating wouldn't be reduced, what mitigations were in place and that these measures would be reviewed and the risk reduced to a practicable level.

Cllr Hynes made a confidential proposal.

At 21:00 Cllr Hynes proposed to suspend Standing Order 3y for fifteen minutes; seconded by Cllr Barker; all in favour.

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

At 21:17 Cllr Hynes proposed to suspend Standing Order 3y for a further ten minutes; seconded by Cllr Barker; seven votes in favour and one vote against.

54 To receive and note the Seagull Theatre's draft strategy and provide feedback (some aspects may be confidential)

Cllr Pearce proposed to convey the Committee's overall support for the strategy and provide the comments on the practical focus of the theatre; seconded by Cllr Foster; all in favour.

55 To consider three nominations for Freedom of the Town (some aspects may be confidential)

The Committee considered the first nomination. Cllr Pearce proposed to recommend the approval of this nomination to Full Council; seconded by Cllr Barker; seven votes in favour and one abstention.

Cllrs Hynes and Pearce left the chamber at 21:20 due to their declared interests.

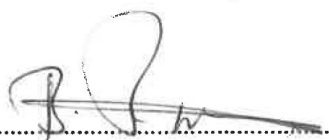
The Committee considered the second nomination. Cllr Taylor proposed to recommend the approval of this nomination to Full Council; seconded by Cllr Barker; all in favour.

Cllr Barker left the chamber at 21:21 due to her declared interests.

The Committee considered the third nomination Cllr Taylor proposed to recommend the approval of this nomination to Full Council; seconded by Cllr Ray; all in favour.

The Chair closed the meeting at 21:22

Signed:



12 October 2026