

**Lowestoft Town Council**  
**Meeting of the Community Safety Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft NR32 1DE**  
**15.30 on Wednesday 26 July 2023**

**MINUTES**

**Present:** Cllrs Jen Jones (Chair), Andy Pearce, John Pitts (Deputy Chair) and Elise Youngman

**In Attendance:** Lauren Elliott (Project and Committee Clerk) and Taylor Williams (Committee Clerk)

**16. Welcome**

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

**17. To receive and consider acceptance of apologies for absence**

Apologies were received from Cllr Smith with reasons provided. Cllr Pearce proposed approval of apologies received; seconded by Cllr E Youngman; all in favour.

**18. Declarations of Interests and dispensations**

18.1. To receive declarations of disclosable pecuniary, other registerable and non-registerable Interests from Councillors on items on the agenda and to note that there are no written requests and grants of dispensations for disclosable pecuniary interests – None were declared.

**19. To consider the draft minutes of the meeting of 25 January and 14 June 2023**

Cllr Pearce proposed approval of the draft minutes; seconded by Cllr E Youngman; all in favour.

**20. Public forum**

20.1. An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – No advanced comments had been received and no members were present online or in person.

**21. To decide on a permanent meeting schedule for the Community Safety Sub-Committee**

This Sub-Committee had received a delegation from Assets, Inclusion and Development Committee (AID) to decide on their meeting schedule. Cllr Pearce proposed officers email all Sub-Committee members with the feedback from the previous enquiry and take a vote on the permanent schedule via email; seconded by Cllr E Youngman; all in favour.

**22. Finance**

22.1. To review any expenditure by this Sub-Committee from its delegated budget – Expenditure recorded to date was security for Sparrows Nest Bowls club.

**23. To consider measures to improve the security of the Town Council's assets, including the following:**

23.1. To note vandalism and crime record of Town Council assets and consider which sites to prioritise – Vandalism had been recorded on the zipwire at Gunton Community Park and the standalone basket swing, which has been removed, with indicative costs of £6,651.90 excluding VAT for replacement, including delivery and installation. Cllr Pearce proposed an item for the next AID to approve the expenditure or a maximum budget to complete the works; seconded by Cllr E Youngman; all in favour.

23.2. To receive an update on security measures to tackle anti-social behaviour at the Sparrows Nest Bowls Club – No issues of anti-social behaviour had been reported by the security team and, combined with the police patrols, it seems to have deterred anti-social behaviour. Cllr Pitts proposed officers approach the Sparrows Nest Bowls club to

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consider the provision of bowls sessions for the youth; seconded by Cllr Pearce; all in favour.

**24. Defibrillators**

24.1. To note the installation and cost of defibrillators at Kensington Gardens and Fen Park- It was confirmed that the defibrillator had been installed at Fen Park, near the play area as a central site for the park. The Kensington Garden defibrillator cost £2,100 and the Fen Park defibrillator cost £2,300 and had receive locality funding, therefore the £10,000 annual budget was considered adequate to cover the costs.

24.2. To consider defibrillator provision in the Rosedale Park area- As the local doctor's surgery was not able to site a defibrillator outside their building, Cllr E Youngman proposed to pursue the thermal cabinet option and site the defibrillator at the top entrance of Rosedale Park on Broadwaters Road, with considerations to attach it to the noticeboard; seconded by Cllr Pearce; all in favour.

**25. To consider the provision of CCTV for Lowestoft Town Council assets**

**26. To receive an update on East Suffolk Council's Smart Towns project**

It was agreed to address items 25 and 26 together.

East Suffolk Council (ESC) had previously indicated they would operate CCTV off the broadband infrastructure and whilst this Sub-Committee had agreed that CCTV might be an option for some assets, but not all, clarification would be required on ESC's policy.

The Officers had confirmed with ESC that the Smarts Town initiative would be run until 2026, and then feedback would be sought from the Parish Councils to decide how the initiative would operate and be funded. It was agreed to have an agenda item for the first Quarterly Liaison meeting with ESC to discuss the Smart Towns initiative and understand the responsibilities if the initiative was handed over to prepare for the transition in the budget. Cllr Pitts noted that a new ESC officer had been appointed and CCTV was under their remit and could answer the Sub-Committee's queries.

Cllr Pearce proposed the above agenda item to be included on the first Quarterly Meeting with ESC, and officers contact the suggested ESC officer to request that they meet with this Sub-Committee, either in person or via zoom, to query the options for the ESC CCTV service, subject to the availability of the officer this meeting would be arranged before the next scheduled meeting of this Sub-Committee; seconded by Cllr Pitts; all in favour.

**27. To consider any further actions relating to highways arrangements and road safety outside schools.**

Areas such as St Margaret's School were noted to have issues with parking congestion and speeding. Cllr Pearce proposed a follow-up meeting be arranged with Peter Aldous MP to discuss particular initiatives, subject to availability this would be scheduled before the next meeting of this Sub-Committee; seconded by Cllr E Youngman; all in favour.

**28. Date of the next meeting**

Wednesday 27 September 2023 at 3.30 pm. Officers would email Sub-Committee members to decide the permanent schedule.

**29. Items for the next agenda and close**

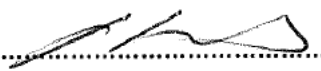
An item was requested to consider making a recommendation to the Budget and Loan Sub-

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Committee to arrange financial provision for vandalism linked repairs rather than standard wear-and-tear related damage.

30. **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 legal issues relating to the matters on this agenda**

*The Chair closed the meeting at 16:17*

Signed:   
27 September 2023