

Lowestoft Town Council
Meeting of the Assets, Inclusion and Development Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
16:00 on 3 September 2018
MINUTES

Present: Cllrs Sue Barnard (arrived 16:28), Allyson Barron, Neil Coleby (Chair), Ian Graham and Peter Knight

In Attendance: Shona Bendix (Clerk), Mark Speller (Facilities and Contracts Manager) and Lauren Elliott (Committee Clerk)

Public: There was one member of the public in attendance (arrived 16:57)

430. Welcome

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

431. To receive and consider acceptance of apologies for absence

Apologies were received from Cllrs Peter Collecott, Dick Houghton, Keith Patience and John Pitts and Alice Taylor. Cllr Barnard had advised in advance of the meeting that she would be late. Cllr June Ford had not provided apologies and was absent. Cllr Barron proposed acceptance of the apologies and noting of the absence; seconded by Cllr Knight; all in favour.

432. Declarations of Interests and dispensations

There were none.

433. To consider the accuracy of the Minutes:

21 August 2018 – accepted as accurate. Proposed by Cllr Knight; seconded by Cllr Barron; all in favour.

434. Public Forum

There were no members of the public in attendance at this point in the meeting.

435. Progress with plans and lease for the first floor of Hamilton House

The Facilities and Contracts Manager (FCM) is organising a meeting for 5 September with the Town Council Office Working Group and representatives from East Coast Community Healthcare (ECCH) to discuss the cleaning provision for the new offices and the service contract. The solicitors are finalising the lease.

436. Asset records, protocols and strategies

436.1 The summary table for asset records, protocols and strategies – The Clerk is making amendments to the confidential Marina Theatre Asset Plan following the purchase of the Box Office building. As no significant changes are being made Councillors were happy for it to be presented to Full Council once complete.

436.2 Any new or revised asset records, protocols and strategies - The Toilet Strategy has been updated and circulated to Councillors.

Cllr Barron proposed a recommendation to Full Council to adopt the amended Toilet Strategy; seconded by Cllr Graham; all in favour.

This will be considered at tomorrow's Full Council meeting.

437. Progress with events on Town Council land

Cllr Coleby and the Deputy Clerk have a meeting on 7 September with representatives from Suffolk County Council and the organisers of the Royal Naval maritime parade to discuss the

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event. The Heritage Open Days will be taking place soon. Lowestoft had thirteen events last year, which has increased to seventy this year. Lowestoft Town Council offers its congratulations to the Heritage Open Days Committee for the work it has done to promote the town. It was suggested that the Heritage Open Days should be advertised in Lowestoft Town Council's information page in The Bugle.

438. Policy issues affecting assets, including:

438.1 Any developments in relation to the threatened closure of Lowestoft Records Office – A post has been added to Lowestoft Town Council's Facebook page regarding the visit to the Town Hall by representatives from Suffolk County Council and the Records Office. It was clarified that Suffolk County Council have not formally approached Lowestoft Town Council regarding the consultation process. The payment of the 2017-18 Marina Theatre management fee will be discussed at tomorrow's Full Council meeting. Lowestoft Town Council's solicitor has provided advice and this will be shared with Councillors.

Cllr Coleby proposed a recommendation to Full Council that Waveney District Council provide the legal basis of their understanding that Lowestoft Town Council is responsible for the payment; seconded by Cllr Barron; all in favour.

439. To consider progress with community engagement

439.1 Promotion leaflets and advertising – Full Council will be considering establishing an Events and Communications Sub-Committee at their meeting tomorrow. This will be a sub-committee of the Assets, Inclusion and Development (AID) Committee.

439.2 Noticeboards, signs and plaques – Cllr Coleby and the FCM will produce a specification for the design of the noticeboards and will obtain quotes from three local firms. This will be presented at the next AID Committee meeting. Councillors will be reminded at tomorrow's Full Council meeting that they need to advise if they would like noticeboards in their wards and if so how many. Cllr Coleby has been working with local heritage groups regarding the plaques and more ideas have been received for future ones. Costings and timescales for the most urgent plaques are being calculated. The FCM has received a quote from Waveney Norse for the vinyl stickers of Lowestoft Town Council's logo to update signage. There will be 250 in total, which represents fifty stickers of five different sizes. The total cost will be £200. Details will be circulated to Councillors. One has already been tested at Kensington Gardens.

Cllr Barnard arrived 16:28

It is not known exactly how many stickers of each size would be required.

Cllr Coleby proposed a recommendation to Full Council of a budget of £400 for the stickers and a request that Waveney Norse produce the appropriate number of each sticker size – rather than fifty of each – and put these on to the appropriate signs; within a specified timeframe; seconded by Cllr Knight; all in favour.

The FCM displayed an image of the current sign at the Normanston Park Skate Park. It currently gives Waveney Norse's details for the reporting of any issues. It was suggested that this be amended to report issues to Lowestoft Town Council's Parks Department, with Waveney Norse's telephone number. The sign currently displays Waveney District Council's logo, as they worked in partnership with the Big Lottery Fund. It was suggested that the sign could be amended to keep the details of the Big Lottery funding but remove the detail of the other partners; unless there is a requirement to keep them. This will be investigated. One of the conditions of use also refers to Waveney District Council. It was agreed that this be amended to advise that Lowestoft Town Council and its contractors do not accept responsibility for damage, loss or theft of personal property. Councillors were in agreement that otherwise the overall design of the sign was acceptable.

Cllr Knight proposed approval of the amendments; seconded by Cllr Barnard; all in favour.

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There is currently no signage at the Cotman Close play area to report issues or emergencies. This had been discussed at a previous meeting but it was decided to delay production of the sign until Lowestoft Town Council's logo had been agreed. A meeting is being held with Waveney Norse on 20 September and it was suggested that a discussion regarding appropriate safety signage could be added to the agenda. Currently, Lowestoft Town Council does not own all of the Cotman Close play area land, however, any issues would still be reported to Waveney Norse anyway.

Cllr Coleby proposed that a discussion regarding safety signage be added to the agenda for the meeting with Waveney Norse on 20 September; specifically Cotman Close and Gainsborough Drive; seconded by Cllr Barron; all in favour.

It was suggested that vinyl signs could be displayed on the vanity units in the toilet cubicles to remind people to wash their hands and dispose of paper towels in the bins. It was also queried whether signs could be displayed in the car park at Hamilton House to identify the five reserved Councillor spaces. This will be raised at the meeting with ECCH on 5 September. The FCM will also devise a list of required signage to present to the AID Committee at the next meeting.

439.3 To consider the results of the Community Survey, particularly with regard to the following matters:

439.3a A review of the Toilet Strategy – This was discussed earlier in the meeting. The main review of the survey results will be considered by Full Council.

439.3b Any amendments or additions to the planned Open Spaces Strategy – Cllrs Barnard and Coleby are progressing this.

439.3c A review of the provision of allotments – Almost 20% of people who responded to the survey expressed an interest in having an allotment. Now that the office space at Hamilton House is complete the meeting with Lowestoft and District Allotments Ltd can be arranged. It was agreed that Cllrs Barnard, Barron, Coleby, Graham and the FCM would represent Lowestoft Town Council at the meeting. Councillors checked their availability during the meeting and it was agreed to suggest the following dates to Lowestoft and District Allotments Ltd: 2nd, 3rd or 4th October, with their selection of afternoon or evening.

440. Asset transfer and compliance issues, in particular the following matters:

440.1 Compliance monitoring, maintenance and condition surveys – Legionella monitoring has been completed by Waveney Norse. There have been some technical issues uploading the results onto the system, therefore this will be covered in more detail at the next meeting. Asbestos surveys are almost complete and layout plans of each premises have been produced as a result. Further quotes are being obtained for the hardwire testing. The FCM has created a spreadsheet of quotes he has obtained for gas (including boiler servicing) and electrical testing. Once all the quotes have been received a recommendation will be made to the relevant committees to progress these when necessary.

A member of the public arrived 16:57

Legionella risk assessments will be progressed but these are not urgent.

The member of the public was invited to speak and advised that he is looking to raise money to improve Lowestoft and would like to work with the Council. He is not currently part of a group or organisation but has been looking into this from a personal point of view. Lowestoft Town Council welcomes grant applications if a good idea is presented, however these cannot be paid to an individual. It was suggested that, as a student, he could discuss this with his student council. One of the areas of focus was the Clarkes Lane play area, which has fallen into disrepair. Lowestoft Town Council submitted an application for funding for this site as part of the Community Infrastructure consultation proposals and the Clerk is making enquiries as to whether this was successful. The member of the public has offered to speak

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with users of the play area to seek opinion as to what improvements can be made. It was suggested that Lowestoft Town Council could also make a site visit to the area with Sentinel Leisure to discuss the options and also set the gazebo up there for a day for members of the public to give Councillors their feedback. Section 106 and Community Infrastructure Levy funding is available, but all of the play areas in Lowestoft Town Council's portfolio would need to be considered.

The member of the public will email any views he obtains from users of the Clarkes Lane play area to Lowestoft Town Council. This will be considered alongside the Council's own engagement and the associated cost.

The member of the public left the meeting 17:21

The FCM left the room 17:21

440.2 The sale of land on Walmer Road – There were no updates to consider.

440.3 The sale of land next to Uplands Community Centre –

The FCM returned 17:23

The residents whose properties are served by the septic tank have not yet been approached. The area is leased to Uplands Community Centre, therefore they would also need to be involved and the lease amended if the land was subsequently sold. The land is also served by a French drain, which would also need to be considered. It was queried whether Lowestoft Town Council is legally obliged to maintain the septic tank, or whether a charge can be applied for this. The FCM will make enquiries into this and the lease requirements and present to the next AID Committee meeting.

440.4 Improvement works to play areas – Cllrs Coleby and Graham completed a site visit to Normanston Park with Waveney Norse. The relocation of the play equipment should begin on 10 September and will take approximately two weeks to complete. It was suggested that the play area would benefit from at least one more picnic bench and bin. It was also suggested that more play equipment should be considered at the Stoven Close play area, as well as consideration of disabled facilities. Improvement work is also required at the Nightingale Road play area. Sentinel Leisure should be producing a list of the age of the play equipment at each site, which would help to identify the areas requiring the most urgent attention.

440.5 Gunton Warren land transfer and environmental issues – There were no updates for consideration at this meeting but Waveney District Council's solicitor should be preparing the transfer documents.

440.6 Cotman Close land transfer – There were no updates to consider.

440.7 Normanston Allotments land transfer – The site meeting has not yet been arranged and it was queried whether this should take place before or after the meeting at Hamilton House with Lowestoft and District Allotments Ltd. The Clerk will make enquiries with them as to what would be most convenient.

440.8 Leases, including the following:

The Gunton Estate Community Meeting Hall will be the pilot site and a template lease will be devised with them. Cllrs Barron, Coleby and Graham agreed at the previous meeting that they would represent Lowestoft Town Council at the meeting, along with the FCM. Other leases can then be produced following on from this.

440.8a Kirkley and Pakefield Community Sports and Social Club Ltd

440.8b The Lowestoft Movie Makers Club

440.8c Community Halls

440.8d Normanston Park Skate Park – The Big Lottery Fund have produced a draft lease, which will be considered at tomorrow's Full Council meeting.

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441. An update and next steps for the following assets:

- 441.1 Allotments – This has already been covered during discussions earlier in the meeting.
- 441.2 East of England Park – A meeting of the Steering Group was held last week and the Landscape Architect has been appointed. The Steering Group will meet again on 5 September with the Landscape Architect. All decisions will be subject to approval by Lowestoft Town Council and the Heritage Action Zone Board. The Senior Project Manager would like to talk to Full Council regarding timescales and schedules. Arrangements will be made for October's Full Council meeting.
- 441.3 The Lowestoft Collection – There were no updates to consider.
- 441.4 Marina Theatre – The results from the community survey were very positive. 53% of those who responded said they had visited the Marina Theatre 1 – 4 times during the last year and 14% said they had visited five times or more. 86% were in favour of Lowestoft Town Council continuing to offer financial support to the Theatre. A meeting of the Marina Theatre Trust Board is due to take place in September but this may be pushed back to October due to the availability of the attendees.
- 441.5 North Denes, including to consider a community survey for public opinion regarding the future of the North Denes area – A developer addressed the Planning and Environment Committee during the public forum of their meeting on 21 August, to speak of his desire to develop the North Denes area. It was suggested that a survey could be opened on Survey Monkey to gauge public opinion about the area, and the local press could be involved. It was queried whether there has been any update on when the temporary fencing is being removed. This is an ongoing situation, which the Planning and Environment Committee have been taking the lead on. They will make a recommendation to Full Council if necessary. The FCM has received information from the Environment Agency regarding the area.

The Clerk left the room 17:50

It was suggested that the community survey for the North Denes area should provide information as well as ask questions.

The Clerk returned 17:53

There are sewage and gas pipes in the area which would also need to be considered. The area on which the survey would focus on is not included in the East of England Park plans. A litter-pick of the area is taking place on 27 October and it was suggested that the gazebo could be set up to advertise the survey and distribute copies.

Cllr Coleby proposed a recommendation to Full Council to progress a community survey regarding the North Denes; seconded by Cllr Knight; all in favour.

It was suggested that, subject to approval from Full Council, the Community Survey Working Group should meet to discuss the questions to be included in the survey.

- 441.6 Open Spaces and parks – It was reported at the last AID Committee meeting that Lowestoft Town Council had been approached by a charity with regard to installing a defibrillator in Normanston Park. They have since confirmed that this can be installed at no cost, and Jester's Diner have offered to cover the small electrical bill that it will generate. Cllr Graham proposed a recommendation to Full Council to approve the installation of a defibrillator on the external wall of Jester's Diner in Normanston Park; seconded by Cllr Knight; all in favour.

It was suggested that a representative from the charity could be invited to the next AID Committee meeting to discuss the possibility of installing defibrillators at other Town Council assets; with a view to the production of a policy. The FCM has not yet seen a signed constitution from the Friends of Kensington Gardens and has not been receiving invitations to their meetings. It was confirmed that he should be in attendance for their meetings. A member of the public has contacted Lowestoft Town Council with a concern that weeds in the pond at Fen Park may be affecting the fish. The FCM has arranged a site visit with the

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Environment Agency and representatives from the Friends of Fen Park on 26 September. Cllr Coleby will also attend. The matter will be added to the agenda for the meeting with Waveney Norse on 20 September. Waveney Norse's Conservation Manager will be making a visit to the Gainsborough Drive pond. The provision of Christmas lights along the High Street and Bevan Street East is being considered by Full Council tomorrow. One quote has been obtained so far, which would be up to £25,000 to purchase the lights, install them, switch them on and take them down and ensure that the street lights can support them. The cost of storage would be included in the second and third years. The budget for 2019 – 20 would also need to be considered now. The braids of lights typically have a lifespan of five to seven years and have a colour-change option. Permission would need to be sought from Waveney District Council to make changes to the street lights. Further quotes could be obtained from other companies now that a specification has been produced detailing the requirements. It was suggested that Lowestoft Vision should also be included in the discussion, to tie in with their plans for Christmas lights in the town centre.

Cllr Coleby proposed a discussion at tomorrow's Full Council meeting as to whether the Council would like Christmas lights for this year, and if so to consider delegating authority to the Finance and Governance Committee with a maximum budget; seconded by Cllr Knight; all in favour.

The pathways in Belle Vue Park around the Poppy Garden and the War Memorial will be repaired ahead of the maritime event on 7 October. Both of the dampening tyres in the Sparrows Nest play area have now been replaced.

441.7 Heritage Action Zone – The next meeting is taking place tomorrow. Cllr Coleby should be available to attend and will provide an update at the next AID Committee meeting. The Landscape Team have been completing fieldwork.

441.8 Triangle Market – It was suggested that enquiries could be made regarding an architect and initial planning permission to be considered as part of the budget-setting process.

442. Date of the next meeting

Monday 24 September 2018 (time TBC) – A proposal for amendments to the current meeting schedule is being considered by Full Council tomorrow. A suggestion of alternate morning and evening meetings for the AID Committee had previously been put forward, but the proposed schedule which Full Council will be considering is for the AID Committee meetings to start at 18:00, to be more accessible to the public and AID Committee members.

443. Items for the next Agenda and Close

No matters were raised.

The Chair closed the meeting at 18:37

Signed:

24 September 2018