

# Lowestoft Town Council

## Meeting of the Assets, Inclusion and Development Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ  
16:00 on 9 July 2018

### MINUTES

**Present:** Cllrs Sue Barnard (arrived 16:41), Allyson Barron, Neil Coleby (Chair), Peter Collecott, Ian Graham, Peter Knight and Alice Taylor

**In Attendance:** Mark Speller (Facilities and Contracts Manager) and Lauren Elliott (Committee Clerk)

**Public:** No members of the public were present

**367. Welcome**

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

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

*The Facilities and Contracts Manager left the room at 16:03*

Apologies were received and accepted from Cllr Ford and Houghton. Proposed by Cllr Knight; seconded by Cllr Taylor; all in favour.

**369. Declarations of Interests and dispensations**

There were none.

*The Facilities and Contracts Manager returned 16:05*

**370. To consider the accuracy of the Minutes:**

25 June 2018 – accepted as accurate. Proposed by Cllr Barron; seconded by Cllr Taylor; all in favour.

**371. Public Forum**

No members of the public were present.

**372. Any progress with plans and lease for the first floor of Hamilton House, including to make recommendations on the design and cost of signage**

The Facilities and Contracts Manager displayed each of the images produced by a local photographer which could be used for the glass exterior graphics.

Picture 38 was selected as the preferred option.

The glass exterior graphics will be UV protected to prevent fading. Displaying graphics on the windows was calculated as a less expensive option than blinds or curtains, which would need to be made to measure.

Cllr Collecott proposed that image number 38 be recommended to Full Council as the preferred option for the glass exterior signage, at a cost of £2,100 (+VAT); seconded by Cllr Barron; all in favour.

The Facilities and Contracts Manager displayed an amended image of the exterior sign, displaying Lowestoft Town Council's website address. It was also noted that the arrow on the sign had been amended for clarity.

Cllr Barron proposed a recommendation to Full Council to adopt the amended exterior sign with the addition of the website address and amendment to the arrow; seconded by Cllr Knight; all in favour.

The Mayor of Plaisir and guests from the Twinning Association have begun their visit to Lowestoft to celebrate the 40<sup>th</sup> Anniversary of the twinning of the towns. Thanks were

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expressed to staff and Councillors who assisted with the reception at Hamilton House, which was a successful event.

It was queried whether the colour of the walls in the larger meeting room in the new office space at Hamilton House had been selected yet.

Councillors who have visited the new office expressed a preference of the 'buff' colour above white, which also complements the design of the table surfaces.

Building Control have advised that there is an issue with the quantity of fresh air in the new office, in that the fresh air rate in the chamber, smaller meeting room and the Clerk's office is currently insufficient to meet building regulations.

An air flow system would need to be installed at a cost of approximately £16,500 to remedy this, which has been negotiated from an initial quote of £20,000.

A contingency of £10,000 has previously been agreed, which means Full Council would need to consider the additional expenditure of £6,500.

It was queried whether an induction loop is required in the meeting rooms. It is understood that this is still the requirement to be compliant with the Equality Act 2010 but enquiries will be made with East Coast Community Healthcare to confirm this. A mobile unit would be sufficient for the reception area and small meeting room.

A budget has not yet been agreed for the purchase of microphones for the meeting rooms, which it is thought would be required if the induction loop is installed. It was suggested that this could be reviewed once a couple of meetings have been held in each meeting room, to gain a better understanding of the requirements.

Cllr Knight proposed a recommendation to Full Council to consider approval of the installation of the air flow system, to make enquiries with East Coast Community Healthcare regarding the induction loop and to review the requirement for microphones once meetings have taken place in the new office space; seconded by Cllr Barron; all in favour.

The Facilities and Contracts Manager will make enquiries regarding the lease and it was suggested that the Town Council Office Working Group could meet if necessary to resolve any matters still outstanding.

### **373 Progress with events on Town Council land**

There were no matters for discussion.

### **374. Any developments in relation to the threatened closure of Lowestoft Records Office**

A meeting of the Save Our Records Office Group was held recently to give an overview of what has happened so far. The next stage will be a consultation but the date for this is not yet known.

The Neighbourhood Plan section of the survey includes a question covering the importance of heritage to parishioners. It was suggested the feedback from this could be used in support of maintaining a Records Office in the town

A local historian has approached Lowestoft Town Council as he has a large collection of artefacts which he would like to ensure remain in Lowestoft. It was agreed that he should submit a proposal for the Council to consider.

It was suggested that a meeting of heritage and arts organisations could be arranged once the new office space is complete, to discuss how the Council can work with them to celebrate and maintain the town's heritage.

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*Cllr Barnard arrived 16:41*

### **375. Progress with community engagement**

- 375.1 Progress with the survey – This has been circulated to Councillors to proof read for any spelling or grammatical errors and provide feedback. Thanks were expressed to the Deputy Clerk and all who have been involved with producing the survey.
- 375.2 Promotion leaflets and advertising – The Lowestoft Summer Festival is taking place on the 21 and 22 July. The Committee Clerk will email Councillors to check availability for the event to speak with members of the public and distribute the survey.  
Wording and imagery for the pull-up banners will need to be discussed and agreed.  
Once the new office space has been completed it was suggested that a discussion be held regarding leaflets that Lowestoft Town Council can produce. There was a suggestion to advertise parks but different organisations could be approached about what services, attractions and activities should be advertised, to avoid duplication of information which is already available.  
It was queried when the agreement with The Bugle is due for renewal and whether or not it should continue. It is thought that this started at the end of 2017 and was for one year.  
Copies could be made available to members of the public at Hamilton House once the new office space is complete.  
Cllr Barron proposed a recommendation to the Finance and Governance Committee that the agreement with The Bugle continues; seconded by Cllr Barnard; all in favour.
- 375.3 Noticeboards, signs and plaques – The amended external signage for Hamilton House will be circulated to Councillors in advance of tomorrow's Full Council meeting.  
Cllr Coleby has been in contact with the Jack Rose Old Lowestoft Society, who are keen to work with Lowestoft Town Council regarding heritage plaques in the town. They are investigating whether there is a record of all the plaques which currently exist.  
There is a plaque in Belle Vue Park which is almost completely illegible and it is not known whether a record exists to confirm the wording on it.  
The owners of Hunny Bee Vintage have offered to contact the owner of the building with regard to the siting of a plaque to commemorate the start of the Suffragette movement in Lowestoft, if the Council wishes to progress this.  
It is understood that planning permission would not be required for plaques, just the permission of landowners.  
Additional plaques which have been suggested include John Louth Clemence, Edward Fitzgerald, the Maconochie brothers and those who lost their lives clearing land mines in the area.  
There is a plaque in Sparrows Nest, accompanying the anchor at the Maritime Museum, which is almost illegible. Some information has been obtained to recreate the plaque, which explains more about the stones the anchor rests on. Little information is known about the anchor itself.  
Cllr Barron proposed approval of Lowestoft Town Council working with the Jack Rose Old Lowestoft Society to progress heritage plaques in the town; giving priority to the plaque accompanying the anchor in Sparrows Nest and using historic information to recreate it; seconded by Cllr Graham; all in favour.  
It was requested that an update be provided to the AID Committee in September and if possible to note completion of the plaque in Sparrows Nest at that meeting also.

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Regarding noticeboards, Cllr Houghton has previously offered to take photographs of the existing ones to assist Councillors with deciding on a specification for the new ones.

**376. Any update with the issue of bicycles and vehicles on London Road North, and related issues**

The Clerk has received further information from Suffolk Highways which states that cyclists and motorists are prohibited on London Road North during certain times, as per signage in the area. The Police Community Support Officer has been moving vehicles along when they have been parked in the area.

Cllr Collecott is attending a meeting hosted by the Police and Crime Commissioner tonight and will take this forward.

It was agreed that this item should be removed from the agenda and will be raised again when necessary.

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

377.1 Compliance monitoring, maintenance and condition surveys – The Facilities and Contracts Manager has received conflicting information from Waveney District Council and Waveney Norse as to who has previously been responsible for arranging completion of the hard wire testing.

Quotes have been obtained from two companies and one has provided certificates for testing completed previously and still in date at the instruction of Waveney Norse.

Testing has not however been completed at all sites.

It was suggested that monthly meetings should be arranged between the Chairs of each Committee, the Facilities and Contracts Manager and Waveney Norse.

The Facilities and Contracts Manager is compiling a list of issues which have been raised with Waveney Norse. The AID Committee will review this monthly.

Work has now been completed to clear the weeds from the flowerbeds at Kensington Gardens and the importance of ensuring these are regularly maintained was discussed.

Goldfish have been re-introduced to the pond in Sparrows Nest although there is currently no coverage in place to protect from birds.

377.2 The sale of land on Walmer Road – No updates at present.

377.3 The sale of land next to Uplands Community Centre – No updates at present.

377.4 Improvement works to play areas – The first annual walkabout with Waveney Norse took place on 4 July. The Stoven Close play area was visited as part of this and work has been completed there.

It was queried whether more seating is required there due to the size of the area, including seating which is compliant with the Disability Discrimination Act.

It was suggested that more play equipment compliant with the Disability Discrimination Act, as well as swings for very young children and equipment for older children could be considered.

Cllr Barron proposed arranging a meeting with Waveney Norse and Sentinel to discuss each of the play areas and how they can be improved; seconded by Cllr Barnard; all in favour.

One of the dampening tyres for the see-saw in Sparrows Nest requires replacement. This was noted as part of the annual inspection by The Play Inspection Company in April 2018 but has been identified as low risk.

377.5 Gunton Warren land transfer and environmental issues – This was due to be discussed at Waveney District Council's Cabinet Meeting on 11 July, but the meeting has been postponed until 18 July.

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Cllr Barron proposed a recommendation to Full Council that the land at Gunton Warren which was transferred to Lowestoft Town Council's ownership is transferred back to Waveney District Council's ownership; seconded by Cllr Taylor; all in favour.

377.6 Cotman Close land transfer – No updates at present.

377.7 Normanston Allotments land transfer – No updates at present.

377.8 Leases, including the following:

377.8i Kirkley and Pakefield Community Sports and Social Club Ltd – No updates at present.

377.8ii The Lowestoft Movie Makers Club – No updates at present.

377.8iii Community Halls – The corrected Asset Record was circulated to Councillors in advance of the meeting.

### **378. Update and next steps for the following assets:**

378.1 Allotments – The Clerk has written to Lowestoft and District Allotments Ltd and is awaiting a response to then look to organising a meeting with them.

378.2 East of England Park – There have been no further updates since the last meeting.

378.3 The Lowestoft Collection – Lowestoft Town Council has funds available to ensure the appropriate storage of items not on display at the Lowestoft Museum and has offered to fund the training of the new curator.

Cllr Graham proposed to arrange a visit to the museum as part of the annual walkabout on 23 July; seconded by Cllr Knight; all in favour.

The Committee Clerk will contact the museum to arrange the visit, at the suggested time of 13:30.

378.4 Marina Theatre – Cllr Coleby and the Facilities and Contracts Manager attended a presentation at the Theatre from the consultant who completed the condition survey. Recommendations have been made for remedial works but the Facilities and Contracts Manager has requested the estimated cost of these.

378.5 North Denes – Turf has been deposited here and enquiries are being made with Waveney Norse as to whether there is an agreement in place permitting this. If so Lowestoft Town Council would need to be informed of where it has come from and agree where it should be deposited.

Soil is also being deposited on the Phase 3 leased land.

Cllr Knight proposed that the Facilities and Contracts Manager review the lease with regard to usage of the land and discuss this with Tingdene and that the Deputy Clerk discusses this with Waveney District Council's Planning Authority; seconded by Cllr Taylor; all in favour.

This will be discussed at the next meeting as a priority item.

378.6 Open Spaces and parks – Cllrs Barnard and Coleby are working on an open spaces strategy. Cllr Collecott reported that Lowestoft in Bloom have completed work on the two flowerbeds either side of the pathway leading up to the museum in Sparrows Nest and Waveney Norse have agreed to water them.

The main flower bed cannot be completed until the autumn and will be planted with roses.

There was a concern that other roses in the park had not been tended to and had died.

It was queried why Lowestoft Town Council had not seen the plans for the flowerbeds. Full Council had previously given authorisation to Lowestoft in Bloom to tend to the flowerbeds and re-plant them. Cllr Collecott will keep the Council informed of their progress.

Thanks were expressed to Lowestoft in Bloom for their work.

378.7 Heritage Action Zone, including Town Hall – The Heritage Action Zone will be holding interviews on 26 July to appoint a Heritage Action Zone Project Manager. Lowestoft Town Council will be represented on the Interview Board by Cllr Taylor.

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*Cllr Collecott left the meeting 18:26*

The grant application for the Town Hall will be considered by Historic England at their meeting on 8 August.

A meeting is being held on 25 July with the Architectural Heritage Fund to explore the possibility of submitting an application for a grant to consider potential future uses for the Town Hall.

Cllr Coleby proposed applying to register the Town Hall for Heritage Open Days; seconded by Cllr Barron; all in favour.

The deadline for applying to register is in August.

It was suggested that one of the displays could depict female Mayors of Lowestoft, to coincide with the commemoration of the centenary of the start of the Suffragette movement.

A more detailed discussion around the displays will be held once the Town Hall has been registered for the open days.

It was queried whether the Standing Orders should be moved to extend the meeting. It was agreed that this was not necessary as the meeting was reaching its conclusion.

- 378.8 Triangle Market - Cllr Barron proposed a recommendation to Full Council to adopt the Triangle Market Asset Record and associated appendix documents; seconded by Cllr Knight; all in favour.

### **379. Asset records, protocols and strategies**

379.1 The summary table for asset records, protocols and strategies – This will be discussed in more detail at the next meeting.

379.2 Any new or revised asset records, protocols and strategies – This will be discussed in more detail at the next meeting.

### **380. Date of the next meeting**

Monday 23 July 2018 15:30 (to include First Light Festival presentation) – Cllr Barron gave her apologies.

### **381. Items for the next Agenda and Close**

No matters were raised for the next agenda.

The Chair closed the meeting at 18:33.

Signed:.....

23 July 2018