

Lowestoft Town Council

Meeting of the Implementation Committee

Members of the Committee: Cllrs Sue Barnard, Allyson Barron, Neil Coleby, Peter Collecott, June Ford, Amanda Frost, Ian Graham, Dick Houghton, Peter Knight, Keith Patience (Chair) and Alice Taylor.

Minutes of the Implementation Committee meeting at Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ at 16:30 on 23 October 2017

Present: Cllrs Sue Barnard, Allyson Barron, Neil Coleby, Peter Collecott, June Ford, Amanda Frost, Dick Houghton, Peter Knight (Chair), Keith Patience and Alice Taylor.

In attendance: Shona Present (Clerk)

Members of the public: 11

62. Welcome

The fire evacuation procedure was read and the meeting welcomed. Councillors and members of the public were reminded of the public right to report meetings.

63. Presentation from PONDA

A Powerpoint presentation was provided by Peter Winslade.

The members of the public left except 1.

64. Apologies for absence

Apologies were received and accepted from Cllr Graham.

65. Declarations of Interests and dispensations

None. Cllr Barnard noted that she has been asked to join the archaeological history group for the Broad House Museum.

66. Previous minutes:

9 October 2017 – these were accepted as accurate.

67. Public Forum

No matters raised.

68. Presentation on SLACK

Cllr Taylor spoke to the meeting about the SLACK facility for secure online discussion groups and offered to support anyone wishing to trial the facility.

69. Asset plans

An Allotments Asset Plan is under development by Cllr Houghton and was noted. Further work would be undertaken in developing this with the councillors tasked with this process.

70. Next steps for the following assets:

70.1 The Triangle Market

Cllr Houghton had produced a paper for discussion. There was a need to progress an asset plan for each asset and then an agreement on the governance for the Town Council to progress each asset. There would need to be engagement with the public, research into the options, and also discussions with any relevant authorities/funders. There was a suggestion that the Council should allow events to be held there for free. There was the option to have a market present. Individuals wishing to progress a market could apply to Lowestoft Town Council. A Christmas Market was already being planned. The absence of footfall needed to be considered and addressed. Lowestoft Vision are doing work to try and increase footfall in the town generally.

Cllr Collecott left at 18:14.

There was discussion about having a Town Council gazebo as a way of maintaining a Town Council presence and site management. Market management should be built into a job description within the Town Council staffing.

70.2 The Marina Theatre

Lee Henderson has offered an information evening for the Town Council which would be taken up. Cllr Taylor is working with the Lowestoft Summer Festival. Cllrs Coleby and Graham to meet with Marina Theatre Trust as they are the nominated trustees on the Board for the Town Council.

70.3 The Town Hall including:

- i) Posters on the boarded-up windows

Flipside are potentially interested next May or June in putting up artwork. Cllr Taylor has received a quote of about £595 plus the costs of a cherry-picker as a temporary way of brightening up the area. There was a suggestion that there should be a mix of art and information about the Council and that there might be art depicting the building exterior or interior. They are also quoting for signs at the play parks. In Suffolk Road there was a mural some years back and Lowestoft College might be able to progress some artwork. Cllr Taylor would continue to look at this with Cllr Barnard.

- ii) Open days and community engagement

There was an open day last weekend for potential volunteers.

- iii) Surveyor

There had been two offers of informal help, one from an architect, and there are some other possible offers. However, it was clarified that this should not stand in the way of progressing the original council. Cllr Graham and the Clerk should progress the original process to get three survey quotes for a condition survey.

- iv) Establishment of a sub-committee – It was agreed that this should be set up to deal with leading on the Town Hall and this would comprise Cllrs Taylor, Coleby and Knight. Any councillors should be ensuring that information obtained for the Council is kept by the Clerk for the office records and also that any keys should be held by the office. Also any business conducted by sub-committees or otherwise delegated should come back to the parent Committee.

A member of the public left.

70.4 North Denes

Cllr Coleby left at 18:42 and returned at 18.44

- i) Meeting due on 26 October 2017 with Tingdene

Matters which could be usefully clarified at the meeting included evacuation procedures, fire risk assessments and occupancy periods on site.

- ii) Establishment of a sub-committee

This was agreed for Tingdene and will comprise Cllrs Patience, Barnard, Graham and Knight with Cllrs Begum and Parker as substitutes.

70.5 The community halls

The Implementation Committee would like to have an update on progress with the leases and the result should then be fed back to the Town Council

70.6 The Council's open spaces including:

- i) Sparrows Nest, Arnold's Bequest, Belle Vue meeting 1 November 2017

Noted planned meeting with Norse. All councillors invited.

- ii) Allotments – dealt with above. It was decided that there should be a request for their constitution and it would be useful if someone could attend their AGM to start to form links.

Cllr Frost left the room at 18: 57

It was agreed that Cllrs Barron, Patience and Houghton should form a sub-committee dealing with allotments.

Cllr Frost returned to the room at 18:59 and abstained from the above vote as not present for all of the discussion.

70.7 CCTV – next meeting 1 November 2017

Noted that there had been discussions with Mark Bee and Stephen Baker who confirmed that Waveney District Council were not interested in taking back the CCTV service and cameras.

Cllr Patience left at 19:03

70.8 Lowestoft Porcelain - progressing the review of the loan arrangements

No update.

70.9 Other assets

No matters raised.

70.10 Grounds management contract arrangements

There has been a meeting to discuss Key Performance Indicators and a further meeting will take place that week.

70.11 Charges for leisure facilities

Cllr Graham had raised this matter and it will be deferred to another meeting for consideration when he would be present.

71. To consider further sub-groups:

Cllr Houghton left the room at 19:05.

i) Heritage Action Zone

It was agreed that the Town Hall Sub-Committee agreed above, should have their remit extended to be a Town Hall and Heritage Action Zone Sub-Cttee.

ii) East of England Park

It was agreed that there should be an Open Spaces Sub-Committee, comprising Cllrs Coleby, Barnard and Knight, which would incorporate the East of England Park and the leaseback on the Denes.

Cllr Houghton returned to the room at 19:08 and abstained from the vote above as not present.

72. To consider a draft volunteer protocol

It was agreed that Standing Orders were to be set aside to continue the meeting for a further half an hour.

It was agreed that the draft volunteer protocol should be on the next agenda.

73. To consider any requests/decisions for events on LTC land

No further events requested at this stage.

74. To consider progress by WDC with the list of property in storage

Requests have been made to ensure that a full list is made available to the Town Council including those that are being retained by Waveney District Council. Kerry Blair is the contact for WDC.

75. Noticeboards and the Wayfinder list

There were ongoing activities to maximise the availability of noticeboards for information to the community about the Council's meetings and decisions.

The Wayfinder proposed noticeboard locations were noted and the need to have permission from the Council for any on its land had been advised to the Wayfinder group.

The planning authority would be asked to advise on the potential for a noticeboard at the Town Hall, which might be problematic given it is listed. It was noted that the land next to the Town Hall at the corner of Compass Street and the High Street would be suitable for a noticeboard and Waveney District Council should be asked whether they would consider transferring this land, so that this could be considered as an option for ownership by the Town Council.

76. Cefas items

There was a discussion about the potential to use some of the Cefas items within the Council's parks and other assets.

77. To progress stakeholder relationships

No update.

78. Lowestoft Town Council Youth Council

An email had been received from the Lowestoft Development Group which indicated that projects were needed for students as there is now a statutory requirement for 30 hours of work experience. The Town Council might have work on art or other projects and potentially there would be a number of options in 2018 when council staff are in place. Opportunities working with the Prince's Trust would be investigated by Cllr Ford. It was agreed that Youth Council and

work experience should be on the January agenda as at that time there should be staff who can support these activities.

79. Christmas Cards

It was noted that this is probably with the Committee's remit owing to its previous brief considering branding. It was agreed that electronic Christmas Cards be proposed, rather than hard copy cards. There was one abstention.

80. Dependant Care allowance to councillors

It was noted that a power to pay a Dependent Care Allowance is not available to Town Councils.

81. Land not in ownership of the Town Council: The Scores

Cllr Houghton had provided a paper on concerns about litter and damage to the Lowestoft Scores, which it was suggested he should raise direct with SCC (through their on-line reporting tool and WDC (Waveney Norse) to initiate consideration by them which might at least result in the more immediate concerns being addressed. Additionally, the Town Hall and Heritage Action Zone Sub-Committee would consider this. The Committee was informed that there is a Friends of the Scores group starting up.

82. Date of the next meeting 6 November 2017 17:00 Riverside.

83. Items for the next Agenda and Close No additional items raised.

Signed

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6 November 2017