

Lowestoft Town Council

Meeting of the Implementation Committee

Minutes of the Implementation Committee meeting at Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ at 17:00 on 29 August 2017

Present: Cllrs Allyson Barron, Neil Coleby, June Ford, Peter Knight (Chair), Keith Patience.

In attendance: Shona Present (Clerk)

Observer: Town Cllr Amanda Frost

1. Election of Chair

Cllr Knight was elected as Chair.

2. Welcome

The Chair welcomed the meeting, explained the fire evacuation procedure and reminded councillors about the right to report on meetings.

3. Declarations of Interests and dispensations

None. It was noted that Cllrs Barron and Ford are members of the Lowestoft Plaisir who have an interest in the porcelain but this is not a disclosable pecuniary interest.

4. Public Forum

There were no members of the public present.

5. Appointment of a Vice-Chair

This was deferred until the next meeting. It was noted the Cllr Coleby had set up the terms of reference and had pressed for the establishment of this Committee and he was encouraged to stand.

6. Terms of Reference and membership

It was noted that the terms of reference did not need updating. Cllr Frost wished to join the Committee which would be determined at the next Full Council meeting.

7. Noticeboards

It was noted that there were some difficulties in some areas with accessing keys for noticeboards and it remained unclear whether the Town Council owned or controlled the noticeboards e.g. at community halls or on its open spaces. The Triangle Market noticeboard is damaged and cannot be opened. Now that the Council's branding had been agreed, it would now be possible to introduce this into the noticeboards and other assets to show ownership. The Clerk had contacted Sentinel who will be sending through a proposal for signage and branding and she would contact them to ask for a proposal incorporating noticeboards to help the Committee consider options. It was noted that the noticeboard space would need to cater for the Council's notices and that a proposal for each ward was needed. It was noted that WDC should have a list of contacts for all of the assets. Cllr Coleby would send the list of noticeboards to the Clerk and Cllr Barron offered to contact all of the existing hall/noticeboard contacts in order to discuss access.

8. The Council's interests in assets:

The Triangle Market including potential for a future Town Council market: Progressing a market for this area or any development in this area would have to come after community engagement (including being incorporated into the survey), especially if public money were to be spent.

Money being allocated to the Triangle Market by WDC for development of the site would need to be checked as it was understood a significant sum had been provided. There was also a need to consider whether the sails area can be developed. There should be an options review looking at different market options and it was noted that there are organisations which support markets with which contact should be made. Various ideas for markets were discussed including themed markets and tying in a Christmas market with the Christmas lights being

switched on, although it was noted that this would be from 2018 onwards. It was suggested that in due course the Committee might invite Lowestoft Vision as a non-voting attendee to this meeting. It was also noted that there were opportunities to liaise with the Tourist Board and that having a formal involvement with them could be useful.

Marina Theatre including setting up a process for reviewing the funding arrangements and representation on the Board: It was noted that Kerry Blair, WDC Head of Operations had briefed the Council on the position to date with negotiations with the Marina Theatre Trust and that an initial meeting with the Marina had taken place. Consideration would need to be given to any proposed changes to the contract in its novation over to the Town Council. It was agreed to recommend to the Town Council that Cllrs Ford and Coleby take up the two Board positions on the Trust. Proposed by Cllr Barron and seconded by Cllr Patience. All in favour.

Town Hall including open days, condition survey and community engagement survey: **Open day** arrangements are all in hand. Cllr Ford offered to assist in the Town Hall Chamber. There will no water on the day. There will be a presentation in the lobby on the history. It was noted that various organisations might be interested and a database of contacts was accessible through the Town Council and WDC Communities Team. **Condition Survey** - John Stannard has offered to help assess the building initially and then Lowestoft Town Council can move to paid professional expertise. **Community engagement survey** This would be included in the Q & A at the end of the tour and would cover, through the Tour Guides 1) Should the Town Council be based at the Town Hall and 2) what other use would you like the Town Hall used for? Two comments books would be used for comments. Cllr Knight's email address will be given for the survey. **Town Hall purchase offer** – it was noted that some interest had been shown in purchase of the Town Hall and that any historic WDC valuations ought to be made known.

North Denes including temporary fencing. It was noted that the East of England Park Funding Board should have representation from the Town Council and an enquiry should be raised with the caravan park about the continuation of fencing which was originally erected only for temporary safety reasons. Alison Frost left the room at 18: 18

Toilet at Fen Park It was noted that refurbishment might be cheaper than removal. This had been raised at a liaison meeting with Kelly Wigley at WDC as it was thought that funding should have transferred for this. Options were discussed and it was hoped that a better toilet facility than previously would be possible. There was a concern about maintenance levels near the water in the park. The provision of a toilet would go to the meeting on 19 September (agenda). It was noted that there is a Friends of Fen Park. It was noted that the Town Council needs to consider its understanding of and support to the constitutional arrangements of various asset committees.

Big Lottery Bid This had been progressed, working with SCC and partners, and next work would be at stage 2 if successful.

WDC Parks and Gardens Document This was noted and it was considered that there should be a Town Council strategy for its parks and gardens. There is separate funding for parks under the Lottery. Any such strategy would feed into any neighbourhood plan and the district-wide local plan.

Electricity/water access points on parks and open spaces. It was noted that the bills and recharging needs to be considered by Finance and Governance Committee and that access points and control of access points needs to be determined.

Setting up a process for reviewing the Waveney Norse grounds maintenance contract - There is a meeting on 19th September and liaison was also taking place with Kelly Wigley at WDC over the need to be provided with the contract, specification and any work schedules. A concern was raised that Norse do not litter pick before they cut grass. A concern was also raised about whether Norse were parking on verges contrary to the policy. It was noted that there can be confidential meetings to discuss the contract. Waveney Norse need to be held to account and monitoring needs to take place. It was agreed that the decision on the process will not be established after the meeting on 19th.

Community centres/village halls

Constitutional arrangements – It was noted that working towards having a benchmark standard might be helpful to halls and it would be useful to determine their constitutional, administrative and booking arrangements and contacts and so on to help inform and share good practice. Potentially groups could be brought together to meet and discuss constitutional and other arrangements. There might be core principles and documents e.g. equality policies, democratic representation and broad community use which might be supported. Clarification had been sought at Full Council about whether hirer's money was being collected and Mr Mew was looking into this.

Determining next steps on land registration and ownership issues at Kirkley and Uplands recreation grounds – this was to be carried forward to the next meeting to allow time for due consideration of the paperwork provided.

CCTV

Setting up a process for reviewing the Waveney Norse contract – As above this needs considering after the 19th September.

Oulton Broad CCTV – it was noted that there were also cameras in Corton which had been transferred and this would need to be considered at the meeting on 19th September.

Supt Antonis was being notified by Paul Sharp of the Town Council's interest in reviewing the CCTV provision

Lowestoft Porcelain including progressing the review of the loan arrangements – It was noted that there were two issues which needed to be resolved – the insurance and loan agreement, both of which arrangements come to an end in 2018. A copy of the loan agreement would go to the Committee on 5 September. It was also noted that the maintenance of the art work also needed to be considered. A concern was also raised about whether one of the Mayor's chains listed in the Reorganisation Order was the valuable 18 carat gold chain.

Setting up a process for reviewing the WDC building management contract – it was noted that the forthcoming s.113 agreement would help determine greater detail and this matter would be on the Full Council agenda.

9. Community Survey

There was concern that the budget of £1000 for a hard copy survey might be insufficient.

10. Office space

This matter was to be considered by the Finance and Governance Committee.

11. Anti-incursion measures

The Committee were content to note the planned work by Waveney Norse.

12. Next Agenda and Close

The next meeting was set for 5 September 2017.

- Prioritisation of asset work
- Best way to liaise and receive reports from assets management committees/tenants
- Whether there can be support to help stakeholders in locations, such as Sparrow's Nest, coming together as a self-support network
- Youth Town Council
- Strategy for different categories of assets e.g. toilets.

Signed

Date 5 September 2017