

Minutes of a meeting of Lowestoft Town Council  
held at 19.30 on Tuesday 17 October 2017 at Riverside, Canning Road, Lowestoft

The meeting was preceded by a half hour public surgery.

Present: Councillors Sue Barnard, Allyson Barron, Nasima Begum, Baz Bemment, Peter Byatt, Tara Carlton, Neil Coleby, Peter Collecott, Tracey Eastwood, June Ford, Amanda Frost, Ian Graham (Mayor), Alan Green, Dick Houghton, Peter Knight (Deputy Mayor), Peter Lang, Keith Patience and Alice Taylor.

In attendance: Shona Bendix

Public: District Cllr Gooch and 2 members of the public.

**127. Welcome**

The Fire Evacuation Procedure was read out by the Mayor and all were welcomed to the meeting.

**128. Announcement on Reporting;**

Councillors and members of the public were advised of the rights on reporting of meetings.

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

Graham Parker had sent his apologies which were accepted.

**130. Declarations of Interests and dispensations**

None. Cllr Lang noted that he had a disclosable pecuniary interest on items 134.1e and 135.3.

**131. Minutes**

The minutes of the previous meetings were approved as accurate:

- 11 October 2017 - Subject to the following amendments, Cllr Frost and Cllr Green should be noted as present at 11 October 2017 and it was noted that Cllr Houghton should be recorded as first name Dick not Doug.
- 19 September 2017

**132. Public Forum and Public Service Reports**

No comments or reports raised within the meeting. Any reports in advance are circulated and posted to the website (reports received from Cllrs Barker and Gooch). Cllr Gooch was present and was thanked for her report. A member of the public noted that they had sent some questions into the Council. These had been responded to by email by the Clerk and if there were any further questions the member of the public would be welcome to raise them further.

**133. Councillors**

It was noted that a councillor vacancy in Pakefield had arisen and was being advertised. If no bye-election were called, a cooption could be advertised at the next available Full Council meeting. It was also noted that all councillors (elected and coopted) were of equal status and should all treat each other with respect.

**134. Finance:**

134.1 The minutes of the previous Finance and Governance Committee and the following points were noted:

Minutes of a meeting of Lowestoft Town Council  
held at 19.30 on Tuesday 17 October 2017 at Riverside, Canning Road, Lowestoft

- The meeting on 31 October had been rescheduled to 1 November and a new schedule of meetings had been provided to councillors. Cllr Begum would not be able to be present.
- Negotiations continued with the CAB on office space.

134.1a Budget position and budget monitoring report. Both had been considered by the Committee and were noted.

134.1b Bank reconciliations. This was outstanding pending Cllr Coleby and Mr Mew meeting.

134.1c VAT registration. The registration had taken place and the first return would be made.

134.1d Payments made by the Committee. These are noted in the minutes of the Finance and Governance Committee 3 October 2017.

134.1e The Committee's progress with developing Key Performance Indicators for the Waveney Norse contract was noted. There was a desire from the Town Council for clear and detailed Key Performance Indicators. There has been a meeting and a further meeting would take place on 25 October, potentially with Norse present.

134.1f Progress with budget setting recommendations. All councillors were encouraged to consider any budget impacts and should email relevant matters to the Chair of the Finance and Governance Committee. Cllr Begum requested that support with childcare be explored. The Council agreed that this should be delegated to the Finance and Governance Committee to consider. Cllr Begum to make recommendations to the next meeting on a policy on childcare (next agenda).

134.1g Progress with a community survey. A meeting of the working group would take place on 1 November at 18:30. It was noted that Ipswich Borough Council were conducting a survey and details would be passed to the clerk. The content of the LTC survey would also be considered by WDC survey experts.

Items 134.1abcdefg were noted and agreed. Proposed: Cllr Taylor; Seconded: Cllr Green. One abstention.

134.2 To consider any payments:

- Local Councils Explained, NALC at £14.99 + £3.95
- Local Council Administration, Paul Claydon at £73.60 + £3 delivery
- Civil Ceremonial, Paul Millward £49 + £3 delivery. Cllr Knight was kindly donating his copy to the Town Council.
- Knowles on Local Authority Meetings, Philip McCourt, Digital Download £83.29 + VAT £16.66 = £99.95

The above payments for reference books for the office were agreed (except for Civic Ceremonial and Cllr Knight's kind offer was accepted): Proposed: Cllr Lang; Seconded: Cllr Bemment.

- Poppy wreath

It was agreed that his would be £50 by the way of General Power of Competence donation. Proposed: Cllr Ford; Cllr Lang.

134.3 Budget for councillor surgeries and related matters

Cllr Barnard noted that two people had attended the surgery held by herself and Cllr Parker. This matter would be further considered at the next meeting when Cllr Parker was available.

134.4 Payroll service options

The Clerk is an employee of SALC and left the room at 19:53.

SALC's offer is for a payroll service of £8 + VAT for first employee and £5 + VAT for subsequent employees. Cllr Collecott confirmed the coverage of the service. Cllr Green confirmed financial details. Cllr Frost confirmed that this will be reviewed once the Council has a Responsible Financial Officer. The use of the service was agreed, subject to a review when the Responsible Financial Officer is appointed. Proposed: Cllr Coleby; Seconded by Cllr Green.

The Clerk returned to the room at 19:58.

134.5 Offers of office furniture and other artefacts. There had been an offer from Waveney Norse and Lowestoft Vision of office furniture and Cefas were offering office furniture and other artefacts. There was a discussion about taking up offers of artefacts. Cllr Gooch was invited to join the meeting and noted that she was delighted that the Town Council were in a position to have been offered the artefacts and hoped that storage could be secured. This matter was to be further considered by the Implementation Committee and they could liaise with Cllr Lang re storage.

**135. Assets**

135.1 The minutes of the Implementation Committee were noted and in particular that:

135.1a Agreement to progress with the development of asset plans had been reached.

135.1b There was a planned meeting with Tingdene on 26 October 2017. There had been a pre-meeting on 16 October 2017 which had looked at the Phase 1, 3 and 4 leases. It had been confirmed that the lease was for a term of 99 years. Planning permission for perhaps 165 statics had been given for Phase 1 for a split of static and tourers. In addition, it was noted that it was not permitted to have year-round occupation. It was noted that the Council would include management of this and also the extent of fire safety measures within the discussion with Tingdene.

135.1c The artefacts which were in storage in the Town Hall were being catalogued. Cllr Patience was looking into this further including to check whether the list is sufficiently exhaustive. Durrants have revalued the items in storage.

The above matters at 135.1abc were noted and agreed. Proposed: Cllr Taylor; Seconded Cllr Begum.

135.1d The Committee has recommended Cllr Peter Knight as the Cultural Board representatives for the Council. This Board was linked to the Great Places bid. It was agreed that Cllr Knight be appointed as the representative with Cllr Patience to substitute.

135.2 Further land registration issues. It was noted that there had been no further developments with needed land registrations.

Cllr Lang left the room at 20:20

135.3 CCTV meeting. A meeting to discuss the future of CCTV had taken place with the CEO and Leader of Waveney District Council. There would be no changes to the current arrangements as specified in the Reorganisation Order. The Council discussed the need to look at any efficiencies through modernisation and review charges to beneficiaries and income generation. It was noted that there had been problems with damage to property recently in areas not covered by CCTV and this raised questions about the decisions made about the existing location of CCTV cameras. There was a discussion about the desire to

have more flexible provision without the need for fixed locations. It was noted that there is no duty for local councils to provide CCTV and that there ought to be the option for the Council to remove CCTV where it was being used on land owned by other authorities. It was noted that there might be a contractual relationship between Lowestoft Vision and WDC connected with CCTV and this should be checked. Concerns were raised that other public service beneficiaries, such as the Police, should be contributing, to the costs of CCTV. The terms of the agreement with Waveney Norse, as yet unseen but as verbally reported by Norse and WDC, were discussed.

Cllr Lang returned at 20:26.

- 135.4 Charity registration (Arnold's Bequest). This has not yet taken place. The bin storage area for the properties at the top of Arnold's Bequest was discussed. There had been work to ensure that bin storage hard-standing would be available. It was understood that this was being looked into by Tony Rudd at WDC. Cllr Eastwood indicated that she could progress volunteers working on that area in liaison with WDC. There had already been a request for the drainage, potholes and handrail damage to be addressed. Should volunteers be at work in that area, Waveney Norse should be called in the event that any dangerous items were found. It was agreed that Cllr Eastwood should progress the potential for volunteers to clear that area and it was noted that there should be liaison with Waveney Norse and WDC.
- 135.5 Wayfinder proposals. There has been no further progress. There had as yet been no request for permission for erection of the signs on Town Council land.  
Items 135.1 to 135.5 were noted and agreed. Proposed: Cllr Begum; Seconded Cllr Eastwood.
- 135.6 Heritage Action Zone work bid. This was dealt with after 135.7.
- 135.7 Delegated authority to the Implementation Committee. It was agreed that the Implementation Committee would have delegated authority to agree the disposal of the Lowestoft Plaques. These were shields produced by the Charter Trustees which were intended to be handed out e.g. to visiting organisations. Proposed: Cllr Taylors; Seconded Cllr Coleby.
- 135.6 Heritage Action Zone. There would be no decision on the bid probably until December.

### **136. Planning and Environment**

- 136.1 The minutes of the previous Planning and Environment Committee. This was dealt with after item 137.

### **137. Personnel**

- 137.1 The minutes of the previous Personnel Committee were noted.
- 137.2 Further recruitment of staff is underway now that the Town Clerk has been appointed. Items 137.1 and 137.2 were noted and agreed. Proposed: Cllr Lang; Seconded Cllr Bemment.

136. The Planning and Environment Committee minutes were noted and agreed. Proposed: Cllr Begum; Seconded: Cllr Barnard.

### **138. Other Committee and Governance Matters**

- 138.1 The changes in the membership of Committees and Groups were noted. There was a discussion about the fact that a minimum number is specified in the terms of reference for the committees, but the Council had not set a maximum number of members. There was recognition that the Council was committed to operating collectively and not along party

Minutes of a meeting of Lowestoft Town Council  
held at 19.30 on Tuesday 17 October 2017 at Riverside, Canning Road, Lowestoft

political lines which was considered positive given the community-based role of the Council. It was noted that in 2019, once the Council is more established, might be the appropriate time to fully review the membership and consider maximum numbers. At this early stage many councillors wanted to be involved in the committees.

138.2 Creation of a Communication and Events Committee.

It was noted that communication would improve when there were staff in place. There was a discussion about whether events should be dealt with by start and finish groups rather than a permanent committee or whether there should be consistency across events, some of which would recur, through using a committee. There were concerns about the impact on existing staffing of increasing the communication streams at this stage. Some councillors had an online presence and there is a Lowestoft Town Council Facebook page under development. There would be a member of staff with a press officer role as part of their job description. There was a discussion about specific events including concerns about the insurance connected with air shows and major events. A revival of the carnival was already being considered by some people in the town and was more likely to be something that the Council could consider if they were presented with clear proposals. District Cllr Gooch left the meeting at 20:49.

It was noted that any organisation of a carnival should be by a properly constituted group and that there were concerns about the lack of interest previously in the Carnival and the potential for running this alongside other events so that there would be complementary interest. There was recognition that it would be important that the Council worked alongside and supported properly constituted carnival or other voluntary group initiatives. 138.4 was considered. There was interest in progressing a series of commemorative events for WW1 and also for the reinstatement of rose gardens in Belle Vue Park and, potentially, planting poppy seeds along the Great Eastern Linear Park. A meeting was taking place on 1 November with Waveney Norse and the potential for some of these improvements/events would be discussed. It was noted that there might be sponsors and opportunities were being considered for Lowestoft Summer Festival and other events and the Council should work with other organisations progressing this. It was suggested that the Wayne Hemingway Project should be invited to come and speak to Lowestoft Town Council. Cllr Houghton proposed that a Communication and Events Committee is established. Cllr Barron seconded. 8 votes were cast in favour. 8 votes were cast against. The Mayor used his casting vote. The consideration of events would be taken to the Implementation Committee for further consideration and it was recognised that the Council had to be careful not to overstretch itself given its considerable existing workload.

138.3 Notice periods for meetings. It had been noted that the new meeting schedule had been issued to ensure councillors were able to forward plan. The notice period had to take into account the statutory and existing standing order requirements and should not be too long or it would preclude late business being included on the agenda for consideration. It was agreed that for Full Council meetings there should be 5 days. Proposed: Cllr Lang; Seconded: Cllr Bemment; 3 against; no abstentions.

138.4 Commemoration event/s for WW1. This had been considered above. It was additionally agreed that the Implementation Committee should set up a sub-group for this.

138.5 Councillor representatives on other bodies. A list was noted. The Clerk would check whether there had been an approach from the Pakefield Land Poor Charity Committee for

representation.

**139. Written reports from Councillors including from representative roles**

- 139.1 Charter Tree initiative. No further update.
- 139.2 Coastal Communities Team. A report had been provided in advance and it was noted that WDC should be contacting the Town Council about intended work on the Town Council's land. There was concern that these meetings were proceeding with only the Town Council and Oulton Broad Parish Council represented and not other parish councils. On the East of England Park, for example, there was concern that there should be more than one Town Council representative. At this stage, although the funding had been approved there did not seem to be progress on governance arrangements and roll-out. It was agreed that Wayfinder, Coastal Communities, East of England Park and Lowestoft Railway Partnership were all initiatives on which the Town Council would anticipate having more than one representative on the governance arrangements. Proposed: Cllr Byatt; Seconded: Cllr Taylor.
- 139.3 Kirkley People's Forum. Cllr Taylor was liaising with them over the potential for funds.
- 139.4 Lowestoft Development Group. A report had been provided in advance.
- 139.5 Transport Steering Group. Further developments were awaited.
- 139.6 Lowestoft Railway Partnership. As at 139.2, there should be an approach to try to ensure representation.
- 139.7 Other reports and attendance. Lowestoft in Bloom had presented the Town Council with a

Lowestoft Silver Gilt Award. Formal thanks and appreciation were expressed to Lowestoft in Bloom for their work and Cllr Collecott would take this back to Lowestoft in Bloom. Cllr Collecott noted that there is a plaque to the fallen on the Old Hospital Site owned by the James Pagett. He had asked them to preserve this plaque. It was agreed that this representation should be made by Cllr Collecott on behalf of the Town Council to try to secure preservation of the plaque. Proposed: Cllr Lang; Seconded: Cllr Graham. There was a discussion about whether this could be listed and what status this would have. Cllr Houghton noted that there had been some damage to the Scores and an installation – a giant mackerel sculpture had been taken or removed. Walls were also broken and there is litter and weeds which need clearing. It was understood that Suffolk County Council were responsible for the Scores. In terms of the plaque at the Old Hospital Site it was suggested that it could be left in situ with the wall surround and accommodated within the redevelopment of the site. It is understood that it will now be the Homes and Community Agency who will be responsible for disposing of the site.

**140. Data protection requirements**

A paper had been provided on actions for the Council in response to the impending changes to the data protection regime. The Council was well-placed to set up good administrative and compliance arrangements from the outset. The recommendations were agreed. Proposed: Cllr Lang; Seconded: Cllr Coleby.

**141. The statutory Annual Meeting of the Council and Annual Assembly of the Electors**

There was a need to start planning the Annual Assembly of the Electors. The Annual Town Council was relatively straightforward in terms of the planning required. It was agreed that this should be considered by the Implementation Committee.

Minutes of a meeting of Lowestoft Town Council  
held at 19.30 on Tuesday 17 October 2017 at Riverside, Canning Road, Lowestoft

It was also noted that the Council would need to form strong links with the neighbouring parish councils and the other tiers of local government and MP and that a liaison event should be progressed for, provisionally, 11 December 18:30 at Riverside.

**142. Date of next Council Meeting:** 10 November

**143. Items for the next Agenda**

Railway partnership.

**144. Confidential business:** No matters for consideration.