

Minutes of a meeting of Lowestoft Town Council  
held at 19.30 on Tuesday 18 July 2017 at Riverside, Canning Road, Lowestoft.

Present: Councillors Sue Barnard, Baz Bemment, Peter Byatt, Neil Coleby, Peter Collecott, Tracey Eastwood, June Ford, Tess Gandy, Ian Graham (Mayor), Alan Green, Peter Knight, Peter Lang, Graham Parker, Keith Patience and Alice Taylor.

In attendance: Shona Bendix (Town Clerk) and Sarah Foote (SALC Support Officer).

Public: three members of the public were present

65. Welcome – The Fire Evacuation Procedure was read by the Mayor and all were welcomed to the meeting which commenced at 19.50 following a presentation by Waveney District Council on the Heritage Action Zone.

66. Announcement on Reporting – was read by the Mayor.

67. Apologies for absence - Apologies were received from Cllrs Baldry, Barron, Begum and Webb and were accepted by the Council.

68. Declarations of Interests and Dispensations

The following declaration of interest was declared:

Cllr Lang declared a pecuniary interest in agenda item 73A (employment)

There were no requests for dispensations.

69. Minutes

The minutes of the meeting held on 7 July 2017 were considered and approved (one abstention), subject to the following amendments:

Cllr Patience asked for an addition that the Mayor should be providing a weekly report as had been agreed at the meeting on 7 July 2017.

70. Public Forum and Public Service Report –

A parishioner asked the Council what they intended to do about the temporary fencing at North Denes erected by Tingdene? The Mayor confirmed that this item would be included in a future meeting.

Another parishioner asked when the council undertake their asset visit would they look at the area from the Bird's Eye Factory to Whapload Road where there currently was no fencing and Travellers were able to access the land.

71. Co-option for Vacancy for Elmtree Ward

Cllr Byatt asked if political allegiance had to be declared at the time of co-option details being provided? The Clerk advised no, but this information would be included as part of all Councillors' register of interests. Three candidates had stood for co-option and Amanda Frost was elected to the Elmtree Ward with an absolute majority. Amanda Frost duly signed a Declaration of Acceptance of Office and joined the meeting.

72. Finance

a) The current budget position was not available and would be presented to the next Finance and Governance Committee meeting.

b) The budget monitoring report was not available and would be presented to the next Finance and Governance Committee meeting.

c) The bank reconciliation would be presented to the next Finance and Governance Committee meeting.

d) The following items of expenditure were approved (one abstention). It was noted that a further lap top may need to be purchased in the future. It was suggested that a £100 contingency be added to the following budget. There was agreement that local suppliers would be considered when making the purchases

Laptop	£699.99
Hard Drive	£82.98
Mouse	£6.59
Anti-virus	£22.99
Software	£173.46
Carrying case/storage	£43.07
TOTAL	£1029.08 (£1129.08 with contingency)

e) Bank accounts and signatories – the Chair of the Finance Committee, Cllr Alan Green, would duly sign the forms at the end of the meeting

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- f) VAT registration – invoices to debtors had been sent out via Waveney District Council and confirmation was still awaited from SALC's VAT advisors.
- g) The current s106 and CIL fund list was awaited. ACTION: Agenda next meeting.
- h) It was agreed to commit s106 as follows:  
Rosedale Park £18k, Stoven Close £18k and Normanston Park £25k (previously agreed).  
The Clerk reported that today a bill of £1530 for Business Improvement Levy (1.5% of Business Rates) had been received from Waveney District Council for the Town Hall building as part of the Lowestoft Vision bid area. The Town Council had not signed up to the bid. This would be further investigated and included on a future agenda for consideration for payment. Cllr Knight asked if the bill included the land at the rear of the Town Hall which was under development by a fast food outlet.
- i) Pension schemes for Staff – it was noted that the Local Government Pension Scheme at 25% could be a significant item of the employment budget and the budget may therefore need to be adjusted. This would be considered by the Personnel Committee and a recommendation made to the Full Council. After questions by Councillors it was confirmed that most of the larger local Councils in Suffolk would make provision under the Local Government Pension Scheme. ACTION: Personnel Committee.

73. Assets

- a) Meetings with Sentinel and Waveney Norse. Meetings with Waveney Norse were still to be arranged and dates had been suggested by the Town Council. ACTION: Meetings to be arranged. Cllr Parker reported he had experienced difficulty trying to arrange meetings with Waveney Norse. The Sentinel meeting had taken place and questions had been raised about what had been transferred in terms of play areas.  
Cllr Patience expressed concerns about where the Third Crossing machinery would be stood and the impact on a play park in the vicinity owned by Waveney District Council.
- b) The Meetings regarding the Marina Theatre and North Denes Area would be arranged with Waveney District Council's Asset Team and questions would be asked about the ownership and lease arrangements. Both of these assets would be visited during the Asset Tour (2 August). Details of the deeds for the North Denes area were discussed. In addition, a meeting with the Marina Theatre team was still awaited and the Town Council were keen to make sure engagement took place. ACTION: Marina Theatre meeting to be arranged.
- c) It was noted that an Asset Tour would take place on 2 and 3 August and an itinerary would be forwarded to Councillors. ACTION: Clerk to circulate itinerary.
- d) The S113 agreement with Waveney District Council for compliance work was still to be progressed by Waveney District Council.
- e) The Wayfinder proposals were as reported at the last meeting and no update was available.
- f) Heritage Action Zone for the historic High Street Area – a presentation had been delivered before the start of the meeting. Debate took place and the following comments were made;  
Cllr Patience commented that the District Council were taking this project very seriously and a champion for the project was to be nominated at a meeting on 19 July.  
Cllr Green suggested that the Town Council should have its own Heritage Champion.  
Cllr Coleby suggested that being involved with the project could help the Town Council achieve funding for the Town Hall and other heritage projects. Cllr Collecott suggested that the Town Council's remit was to regenerate the Town and the Town Council would be failing if not involved.  
It was agreed to make the following resolution in relation to the Heritage Action Zone for the historic High Street Area with consent to adjust the wording as necessary. Lowestoft Town Council supports the efforts of Waveney District Council in its bid to secure a grant from Historic England for historic High Street, Scores and Parks within the North Lowestoft Area. The Lowestoft Town Council understands this grant application is part of the Heritage Action Zone Plan and will feed into the brief for a regeneration/masterplan for the wider town centre, to include the Town Hall and the Triangle area. Lowestoft Town Council reserves the right to withdraw from the grant bid if the bid is not in the best interests of the Council.
- g) Playground off the Parklands, Lowestoft – it had been made apparent that this was a public play area but access was behind a locked door which only certain individuals seemed to have keys to access. Cllr Lang offered to visit the site and investigate. Cllr Barnard confirmed she had a contact who could provide a key. The

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Council would need to consider whether public money should be spent on what could be perceived as a private play area. ACTION: Site visit to be arranged.

h) The terms of the application for the 1952 grant with the War Commission permitting erection and maintenance of a war memorial in Belle Vue Park had been provided to Councillors for consideration. Cllr Coleby proposed acceptance of the contract, seconded by Cllr Barnard and unanimously agreed.

i) The procedures for dealing with unauthorised encampments on council land and the preventative measures were considered. Cllr Patience stated that the advice from the Police was 'let the professionals do the business'. The Clerk accepted Cllr Patience advice but confirmed that the Town Council would have to serve notice on its land and therefore a protocol was needed. Liaison would still take place with the Gypsy and Traveller Liaison Officer at Suffolk County Council who had provided the document under consideration. The Clerk had investigated any preventions measures that Waveney District Council had already instigated. A report had been provided by Waveney and would be circulated to Councillors as a confidential document. This would need consideration by Finance and Governance for the cost implications that the Town Council may face to fulfil these incursion measures. ACTION: Clerk to circulate report. Agenda Item for Finance and Governance Committee. Cllr Byatt asked for a list of the most visited areas within Lowestoft in order for the Town Council to prioritise incursion.

j) It was noted that the Trustee arrangements for Arnold's Bequest were still to be progressed with Waveney District Council.

#### 74. Community Engagement

a) It was noted that the Community Survey Group had met and questions had been raised about CCTV and no further progress would be made until a meeting had been held with Waveney Norse.

b) Engagement with young people was considered after a request from East Coast College. The concept of a Youth Council was noted and in time, with budget and staffing, this would be progressed.

c) It was noted that the Council Branding Group had met to consider branding and noticeboards and Cllr Taylor reported that design would be presented at the next Full Council meeting. ACTION: Agenda next meeting. Cllr Parker confirmed, after a short survey with local residents in his ward, 90% of residents seemed to be in favour of noticeboards as a means of communication by the Town Council. Cllr Coleby confirmed that the 'look' of any Town Council noticeboards was also for consideration by the Branding Group. Cllr Parker suggested shared noticeboards with the County and District Council could be effective. The Mayor asked that any recommendations include costs for the provision of noticeboards.

d) Councillors' email addresses had been provided. Cllr Frost would now be provided with an email address. ACTION: Cllr Taylor and the Clerk.

e) Social media presence – it was reported that a Facebook account had been set up but was not yet published. It was noted that a page had been dedicated to the Town Council on the Lowestoft Bugle. Cllr Taylor had submitted an article for the first month and had stated that thereafter individual Councillors would be able to submit articles. The Mayor informed all Councillors that they must state they are not speaking on behalf of the Town Council but were acting in their individual capacity when liaising directly with the media. Any articles should be sent to the Clerk prior to submission to the media to help Councillors avoid problems under the Code of Conduct and other ethical issues. Media training would be provided to all Councillors.

#### 75. Recruitment

a) Recruitment of Clerk and Deputy Clerk – three job descriptions and three person specifications were being prepared for consideration by the Personnel Committee; Clerk, Deputy Clerk for Finance and Administration, and Deputy Clerk for Project and Assets. ACTION: Clerk to provide documents for consideration by the Personnel Committee. Office space was also being considered by the Personnel Committee.

b) Recruitment process – it was noted that the initial timescales may need to be reviewed.

#### 76. Committee Minutes and matters relevant to Committees

a) To note minutes received from Committees – there had been no Committee Meetings since the minutes noted at the Full Council meeting of 7 July.

b) The minutes of the Planning and Environment Committee of 18 July would be made available by email.

ACTION: Clerk

c) Revised Terms of Reference for the Council's Implementation Committee were unanimously agreed.

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d) Appointments of substitutes to Committees – it was agreed that the individual Committees seek their own substitutes and these recommendations be agreed at the next Full Council meeting. ACTION: Committee Chairs.

77. Charter Tree

An update on the Charter Tree Initiative was received. Cllr Coleby confirmed no cost would be incurred by the Town Council and that promotion of the initiative should take place via the Town Council website. There was unanimous support that the Town Council proceed with the Charter Tree Initiative with Cllr Coleby taking the lead. ACTION: Cllr Coleby

78. Plaque in memory of Mr Coleman - An update would be provided after the Assets Tour.

79. Date of Next Council Meeting was noted as 22 August 2017.

80. Agenda items for next meeting were put forward as follows:

Cllr Patience asked for Standing Orders to be reviewed. A Working Group of the Mayor, Cllr Patience, Coleby, Byatt and Barnard would meet and provide a recommendation to a future Full Council meeting.

Cllr Lang asked for Town Council representation on the Lowestoft Station Partnership Group. Cllr Byatt would make a request for Town Council representation. ACTION: Cllr Byatt.

North Denes – following the asset tour and a presentation would be made by Waveney District Council. Due to his extensive knowledge of the area, Cllr Patience was requested to attend the North Denes meeting when arranged.

81. To resolve under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded for the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted. There was no business to be transacted.

Meeting Closed at 21.30.

Signed.....

Date 18 July 2017