

Minutes of a meeting of Lowestoft Town Council
held at 19.30 on Tuesday 19 September 2017 at Riverside, Canning Road, Lowestoft

Present: Cllrs Sue Barnard, Allyson Barron, Nasima Begum, Baz Bemment, Peter Byatt, Neil Coleby, Peter Collecott, Tracey Eastwood, June Ford, Amanda Frost, Ian Graham, Alan Green, Peter Knight, Peter Lang, Graham Parker, Keith Patience and Alice Taylor

In attendance: Shona Bendix (Clerk)

Also present: Kelly Wigley (Waveney District Council)

Public: 3 members of the public were present. Two later joined the Council as councillors.

101. Welcome

Cllr Graham welcomed the meeting.

102. Announcement on Reporting

Councillors and members of the public were reminded that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings. The fire safety warning was read.

103. Apologies for absence

It was noted that District Councillors Louise Gooch and Jenny Ceresa had sent apologies. Town Councillor Tess Gandy had sent her apologies which were accepted.

104. Declarations of Interests and dispensations

104.1 Declaration of Disclosable Pecuniary and Non-Pecuniary Interests from councillors on items on the agenda.

Item 110.5 - Cllr Lang is an employee of Waveney Norse (a disclosable pecuniary interest).

104.2 Written requests for dispensations for Disclosable Pecuniary Interests.

None.

104.3 To note any dispensations previously granted.

None.

105. Minutes

To consider the accuracy and approve the minutes of the previous meeting. The accuracy of the minutes was agreed. Cllr Coleby proposed; Cllr Begum seconded. It was noted that Mr Mew had replied to the question raised about Hollingsworth Hall and this would be circulated to councillors.

106. 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.

107. Cooption to the councillor vacancies:

107.1 Kirkley

107.2 Elmtree

Cllrs Patience, Byatt and Eastwood noted that they closely know one or more candidates.

Dick Houghton was coopted for Elmtree. This was followed by a vote resulting in Tara Carlton being coopted for Kirkley. Both were coopted by an absolute majority vote. One

member of the public left the meeting. Tara Carlton and Dick Houghton joined the Council at the table.

108. Declaration of Acceptance of Office

The Declarations were signed.

109. Finance:

109.1 Minutes of the Finance and Governance Committee of 8th September were noted and in particular:

109.1a The budget position and budget monitoring report, which have been considered by the Committee, were noted. After the meeting earlier that day with Waveney Norse, there had been agreement that there should be contract cost adjustments including a recharge of £37k for a double charge, in error, plus a Denes Oval recharge. It was noted that there had been some positivity generated by the meeting. However, there remained significant matters which would need exploring.

109.1b Bank reconciliations have been performed. This was noted.

109.1c VAT registration is complete. This was noted.

109.1d Payment of the recharge to Waveney District Council for net expenditure of £27024.29. It was noted that in line with Full Council's direction, the Committee had examined and agreed the recharge.

109.1e The Committee is establishing a budget and internal controls process and is reviewing the options for internal audit. This was noted.

All above matters were noted and accepted. Cllr Lang proposed; Cllr Begum seconded.

109.2 Payments

£55.15 expenditure was noted and agreed to be paid to SALC as reimbursement for the refreshments expenditure at the Flint House, relating to the two-day asset tour. There were no other costs connected with this tour. Thanks were extended to Cllr Barron and the charity that supported the travel arrangements.

109.3 S.113 Agreement which enables Waveney District Council to perform functions on behalf of the Town Council. Kelly Wigley (WDC) was invited to speak about the agreement to the meeting. She had already attended the Finance and Governance Committee. Relevant staff remain employees of Waveney District Council. Insurance cover is Lowestoft Town Council's (which has relevant cover). However, any excess would be funded by Waveney District Council. The cancellation and termination provisions were provided. Where there is conflict of interests, external specialists would have to be provided, outside of the agreement. It was agreed that, on the basis that the agreement was in the same form as considered by the Finance and Governance Committee, the agreement should be signed with delegated authority to Cllrs Coleby and Green.

109.4 Budget for councillor surgeries and related matters. Cllr Parker explained that he and Cllr Barnard were holding surgeries but in future might have to pay for the venue. It was noted that Town Councillors do not get paid and there is a problem with them being expected to pay any costs. District and County Councillors hold surgeries and it might be that it is possible to attend their surgeries and avoid additional costs. It was also suggested that it was possible to meet at existing community events. There was concern expressed about costs. When there is a Town Council office, a surgery could be held there and councillors

could take turn to support it. It was noted that some councillors offer support by arrangement rather than at set times. There was a discussion about some of the ways that surgeries have been undertaken in the past, unfortunately in those cases, without much success. It was noted that a surgery could be held before each council meeting. It was suggested that people only come to councillors if there is a problem. A suggestion was made that this surgery arrangement was trialled and then went to F and G Committee. It was agreed that the suggestion of using the office, when established, was taken forward and trials of other arrangements can take place. Cllr Parker agreed that there could be joint meetings. At this stage it was agreed that Cllr Parker and Cllr Barnard try their first meeting and then put a proposal to Council on potential costs if needed.

110. Assets

110.1 Minutes of the Implementation Committee of 5th September were noted and in particular:

110.1a Committee prioritising the Town Hall, contract and related information linked to asset and service transfers as well as support to town events. Delegated authority to the Implementation Committee to deal with event authorisations was sought. It was noted that there were various applications which needed consideration. It was noted that Town Council agendas are considerable and could not reasonably cover more items. It was agreed that all event applications would be sent to all councillors and that also CCTV should be dealt with by the Implementation Committee. Proposed by Cllr Graham; seconded by Cllr Begum.

110.1b Progressing strategies for different categories of assets. This was noted.

110.1c Town Hall artefacts in storage. Kelly Wigley spoke to the meeting. She noted that Democratic Services had confirmed that the value of items had been considered. They are now waiting for the catalogue of items to come back. It was questioned whether due care was being taken of the artefacts and Mrs Wigley confirmed that they are in 'safe storage'. This was confirmed by Cllr Patience. It was noted that there is a pre-existing catalogue developed at an earlier period and making comparisons might be valuable. This was noted with further information expected for a subsequent meeting.

110.1d Funding streams for each asset. It was noted that the Committee is exploring options.

110.2 Lowestoft Porcelain and related insurance arrangements. It was noted that this was actually the 'Lowestoft Collection'. The insurance is covered by Waveney District Council currently. It was agreed that the insurance and the agreement for the Collection is referred to the Finance & Governance Committee. It was noted that it would be important to look at the best insurance deal and safeguarding requirements. It was noted that the loan agreement might be for a relatively limited period to enable the opportunity of a full review. Proposed by Cllr Graham; seconded by Cllr Frost.

110.3 Land registration and ownership issues at Uplands and Walmer Road (confidential session below for sensitive aspects). It was agreed that sale of a small section of land at Walmer Road, retained by covenant as garden use only, and the re-grant of the lease to Kirkley and Pakefield Community Sports and Social Club should be progressed by Waveney District Council. The land should then be transferred back to Lowestoft Town Council but in order for them to have a continuous lease the transfer would have to be on the same day. Proposed by Cllr Coleby; seconded by Cllr Barron. Upland Community Centre have a lease

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for the entire area. It was also agreed that a new lease for the community centre and a lease for the Children's Centre at Uplands could be progressed. Proposed by Cllr Lang; seconded by Cllr Green. Kelly Wigley left the meeting.

- 110.4** Request for highways improvements in Walmer Road and to determine the Council's process for dealing with road safety concerns. It was noted that SCC consider these matters and have the budget and this should be referred back to them. There should be a speed assessment prior to taking this further. It was noted that there is a site called 'Crash Site' which will provide helpful data. 20 mph is unlikely and the Police and Crime Commissioner have indicated that they do not enforce these limits. They can enforce a 'zone'. The County Councillors should be contacted. It was agreed that all traffic management and safety matters are delegated to the Planning and Environment Committee. Proposed by Cllr Lang; seconded by Cllr Coleby.

Cllr Lang left the meeting at 20:52.

- 110.5** Meeting with Waveney Norse of 19 September. A series of meetings were to be established to look at detailed matters of the contract, also to look at the cessation of the contract and any TUPE implications. There were discussions about the value of the CCTV. A separate meeting was needed re the overall contract. Kelly Wigley said that CCTV is a Lowestoft-wide service. It is not delivered in other areas of the district and hence it was transferred to the Council and a review of the terms would take place. Norse and WDC would work to reduce any liabilities.

Cllr Bemment left the room at 21:00 and returned 21:02.

It was agreed that Finance and Governance Committee should progress consideration of the contract including Key Performance Indicators and that the Deputy Mayor and Mayor should take forward high-level discussions on the CCTV contract. Proposed by Cllr Coleby; seconded by Cllr Byatt.

Peter Lang returned at 21:07.

- 110.6** Street furniture and minor asset requests. It was noted that there was s.106 money. The particular problem of dog litter and a need for bins was considered. It was agreed that this was a matter that needed to be considered by Finance and Governance Committee after consideration by Planning and Environment Committee. Proposed by Cllr Taylor; seconded by Cllr Ford.

- 110.7** Wayfinder proposals. The Coastal Community Team meeting had noted that this had been delayed but was now being progressed. This matter has been considered at the Planning and Environment Committee.

Cllr Coleby left the room at 21:15

- 110.8** Heritage Action Zone bid. An interview as part of the process had taken place in Cambridge and a decision was expected in November.

- 110.9** Trustee arrangements for Arnold's Bequest. The Charity Commission has allocated the case but they are behind on their responses. They have been informed an urgent response is needed. A Charity Board would need to be established by the Town Council.

Cllr Coleby returned at 21:17

- 110.10** Land registrations. Contact has been made with the Land Registry and it is anticipated that a bulk submission will be made.

All of the above asset matters were noted. Proposed by Cllr Green; seconded by Cllr Taylor.

- 110.11** Town Hall Open Days. There has been an excellent response which revealed the degree of

care about local heritage. Councillors and other people helped. About 350 attended. A comments book contains some positive and good ideas. The reaction was positive overall. This was noted and it was agreed that this good work should be built on. Proposed by Cllr Graham; seconded by Cllr Ford.

110.12 Marina Theatre Trust Board. Cllr Coleby was proposed by Cllr Graham and seconded by Cllr Taylor and Cllr Graham was proposed by Peter Knight and seconded by Peter Byatt. This was agreed.

111. Planning and Environment

111.1 The minutes of the Planning and Environment Committee of 8th September were noted and in particular:

111.1a The Local Plan consultation and response was noted.

111.1b Neighbourhood planning. It was noted that there was a training offer potentially and it was hoped that grants could be accessed.

111.1c Third Crossing. A presentation had taken place prior to this meeting. During the presentation it was said that local people need to feed into the process as it had been noted that there were anti-third crossing groups from outside of the area who might affect the funding. It was noted that the Council can submit views but also councillors can submit individual views. There are some residents that will not like the impact of the traffic. It was agreed that this matter was delegated for response to the Planning and Environment Committee. Proposed by Cllr Lang; seconded by Cllr Green.

Cllr Collecott noted that he is Vice-Chair of Lowestoft in Bloom. A silver gilt award for coastal resorts was awarded to Lowestoft. This is the second year running they have been recognised. Kensington Gardens received an award. Waveney Norse put forward Nicholas Everitt Park in Oulton Broad and they achieved the small parks East Anglian Gold. Appreciation was given of the hard work of Lowestoft in Bloom.

112. Personnel

112.1 The minutes of the Personnel Committee meeting of 27th September were noted. Advertising for the post had taken place locally and nationally. In particular it was noted:

112.1a Recruitment for the Clerk and Deputy is underway with interviews on 5 and 10 October.

112.1b The process would include an additional Town Council meeting at 17:00 on 11 October at Riverside. Cllrs Lang and Green noted that they were unable to attend. This process was noted and agreed. Proposed Cllr Lang; seconded Cllr Barron.

113. Other Committee Matters

113.1 Changes in the membership of Committees and Groups. This was agreed. Proposed by Cllr Coleby; seconded Cllr Lang. Yes

113.2 New committee members. It was agreed that new co-opted councillors can join any committee. Proposed Cllr Graham; seconded Cllr Lang.

114. Written reports from Councillors including from representative roles

114.1 Charter Tree initiative. The contact has been elusive and it might be that this is progressed direct.

114.2 Coastal Communities Team. A written report will follow in due course.

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- 114.3** Lowestoft Development Group. This should not be included in future agendas as a matter to report.
- 114.4** To note any other reports and attendance. Cllr Lang was at the Twinning Committee last week and they are very keen to work with the Town Council. They will be writing in to request support. Next year they are considering a scavenger hunt. They are also keen to have a tour around the Town Hall when they are visited next year. They are also requesting a mayoral reception at St Margaret's House in this connection but they will be submitting a request in writing. Cllr Knight offered to assist Cllr Lang if the Town Hall is used. It is noted that there have previously been receptions in the Town Hall Chamber for the Lowestoft and Plaisir Twinning Association. They are having a quiz at Sam's Café and it was hoped that the Town Council would have a team.
- 114.5** To consider involvement with the Lowestoft Railway Partnership
It was noted that the potential for a Town Council role should be considered further, including with Danny Steel.
- 114.6** East Suffolk Partnership Annual Forum. This had been circulated.
- 115. Date of next Council Meeting**
11 October and 17 October 2017
- 116. Items for the next Agenda**
It was noted that Standing Orders are being reviewed and Sarah Foote (SALC) has been trying to secure a date with relevant councillors.
It was noted that in terms list of assets and related budgets, these have been made available to councillors and will be provided to new councillors. Most asset matters are dealt with by the Implementation Committee. In terms of council prioritisation of asset work, this was also dealt with by that Committee and it was recommended that new councillors attendee.
Cllr Patience departed at 21:52
- 117. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from 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:** Legal matters relating to land registration and ownership issues at Walmer Road and Uplands
There were no further discussions on this matter (referred to above in open session).