

Lowestoft Town Council
Meeting of the Assets, Inclusion and Development Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 10 December 2018

MINUTES

Present: Cllrs Neil Coleby (Chair), Peter Collecott, Ian Graham, Peter Knight, Graham Parker, John Pitts and Alice Taylor

In attendance: Shona Bendix (Clerk), Mark Speller (Facilities and Contracts Manager) and Lauren Elliott (Committee Clerk)

Public: There were no members of the public in attendance

533. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

534. To receive and consider acceptance of apologies for absence

Apologies were received and accepted from Cllrs Barnard, Barron, Houghton and Patience. Cllr Ford had not provided apologies and was absent. Cllr Parker advised ahead of the meeting that he would need to leave at 19:00. Cllr Knight proposed acceptance of the apologies and noting of the absence; seconded by Cllr Parker; all in favour.

535. Declarations of Interests and dispensations

The Clerk gave a reminder at the meeting to Councillors to ensure their register of interest is reviewed regularly and updated as necessary. Councillors were advised to contact the Communications Assistant with advice on how to do this.

536. To consider the accuracy of the Minutes:

26 November 2018 – Accepted as accurate. Proposed by Cllr Graham; seconded by Cllr Parker; all in favour.

537. Public Forum

There were no members of the public in attendance.

538. Asset records, protocols and strategies

538.1 Noting of the summary table for asset records, protocols and strategies – There were no updates to consider.

538.2 Consideration of any new or revised asset records, protocols and strategies – There were no new documents to consider.

539. Consideration of geotagging or siting of QR codes at Lowestoft Town Council's assets

Sentinel Leisure are giving a presentation on 21 January on the service offered by Sprytar and it was agreed to discuss this matter again following that. It will be queried whether Sprytar provide software for mapping and visual data management also.

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- 540. Consideration of any progress with the lease and developments on site for the first floor of Hamilton House**
A revised lease with amendments from Lowestoft Town Council's solicitors has just been received. The Clerk has emailed it to Cllrs Coleby, Graham and Green for review. This will be considered by Full Council at the meeting on 18 December.
- 541. Consideration of bestowing the Freedom of the Town**
There are some organisations in the town which have reached their centenary, such as the Royal Anglian Regiment, the Royal National Lifeboat Institution, the Scouts and the Girl Guides. Each of these organisations has been serving the town for 100 years or more. The Royal Anglian Regiment received the Freedom of the Town as the Suffolk Regiment but have not as the Royal Anglian Regiment. A protocol for bestowing Freedom of the Town has been adopted by Full Council. This will be circulated again for further discussion at the next Assets, Inclusion and Development (AID) Committee meeting, and can be considered by Full Council also. Members of the public are also welcome to submit nominations. Once a recommendation has been made to Full Council, the Events and Communications Sub-Committee can progress this. It was suggested that the ceremony could form part of the Annual Assembly of the Town.
- 542. Noting of progress with events on Town Council land, including the following:**
- 542.1 Holocaust Memorial Day – A meeting paper from the Deputy Clerk was circulated in advance of the meeting. Lowestoft Town Council will be taking over the organisation of the commemorative event from Waveney District Council. This year, the Town Council will be funding the event and shadowing the District Council in preparation of it. In 2019 it will be held on 28 January at 10:30, where wreaths will be laid at the memorial at Lowestoft train station. The associated budget of £330 is on the Finance and Governance Committee agenda for consideration. It was recommended that paper of the quality used for the service sheets for the community event in Sparrows Nest for the commemoration of Armistice Day is also used for the service sheets for Holocaust Memorial Day. The Deputy Clerk is liaising with Waveney District Council as to the parking situation at the train station and whether there has been a change in policy. It was suggested that the budget could be increased to £500 to include replacement of the plaque for the memorial tree in Kensington Gardens. Cllr Taylor proposed a recommendation to the Finance and Governance Committee for the approval of a budget of £500 for Holocaust Memorial Day; seconded by Cllr Knight; all in favour.
The Events and Communications Sub-Committee will consider the organisation of the event in 2020 and it was recommended that any suggestions be forwarded to them.
- 543. Policy issues affecting assets, including:**
- 543.1 Any developments in relation to the threatened closure of Lowestoft Records Office – Cllr Taylor has circulated the minutes of the Cabinet and Scrutiny Committee meetings.
- 544. Consideration of progress with community engagement**
- 544.1 Noticeboards, signs and plaques – Noticeboards and vinyl stickers for updating signage are being progressed. It was suggested that plaques should be created for the Charter Tree and Poppy Garden. A replacement sign is also required the one removed from the beacon in Sparrows Nest. For the noticeboards, Cllr Collecott recommended the charitable

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organisation SOLD. The Facilities and Contracts Manager (FCM) will consider them. Cllr Coleby is compiling a report regarding the heritage plaques.

The Survey Working Group met to discuss the results of the North Denes and Clarkes Lane community surveys. With regard to the North Denes, 70% of those who responded wished to see the North Denes remain as public open space, whereas 30% would like to see it developed. The area is currently mostly used for dog walking, cycling and leisure activities. The most popular suggestions were for the introduction of a café, public conveniences and a play area. For Clarkes Lane, the majority of those who responded wanted to see improvements to the play area and more planting. The Deputy Clerk has been liaising with Waveney District Council regarding the involvement of the Youth Council in the development of a youth survey. The Youth Council next meet in February and are keen to be involved. All schools in Lowestoft are represented on the council.

545. Consideration of asset transfer and compliance issues, in particular the following matters:

545.1 Report from the Facilities and Contracts Manager regarding asset management, compliance monitoring, maintenance and condition surveys – Since July, 22 maintenance requests have been sent to Waveney Norse, of which 7 were not completed within the expected time frame, and 9 of which were not responded to within the expected time frame. Non-compliant cases will be listed with associated information. Tomorrow’s meeting with Waveney Norse will now mainly focus on the budget, but these issues can be raised if time allows. Councillors requested that a note be recorded on the spreadsheet every time the FCM has to contact Waveney Norse to progress these matters, and whether a response is received. It was queried whether this is reviewed periodically. The FCM maintains regular contact with Waveney Norse via email and telephone. It was queried whether monthly meetings with Waveney Norse would be beneficial to inform the quarterly review meetings. The FCM could look into this if time allows but these would have to be reviewed carefully to ensure they are beneficial. If not, any compliance issues will be reported back to the AID Committee to inform the quarterly review meetings.

545.2 The sale of land on Walmer Road – There were no updates to consider.

545.3 The sale of land next to Uplands Community Centre – There were no updates to consider.

545.4 Improvement works to play areas, including the following:

545.4a Any update with the provision of adult outdoor gym equipment – Lowestoft Town Council has received contact from one company who are keen to provide further information on the products they offer. Further information is required from alternative suppliers. Cllr Coleby has previously circulated a list of suppliers and this will be progressed in the new year.

545.4b Playground inspections and data from Waveney Norse – Routine inspection data has been received from Waveney Norse for each of the play areas. The number of times an area is inspected per year is dependent on its usage.

Cllr Parker left the meeting 18:45

545.5 Gunton Warren land transfer and environmental issues – 18 December is the end of the public advertisement period regarding the land transfer. Following this, if there are no public objections, the documentation will be signed and sent to Waveney District Council.

545.6 Normanston Allotments land transfer – The Clerk gave an update to Full Council at the last meeting and there has been no further updates since.

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546. Consideration of an update and next steps for the following assets:

- 546.1 Allotments – The FCM will be arranging site visits and queried whether to progress this now or in the Spring. An email will be sent to Cllr Coleby and Cllrs Barnard, Barron and Patience as members of the Allotments Sub-Committee to decide how to proceed. The minutes of previous meetings will also be checked to confirm who else would like to be involved.
- 546.2 East of England Park – This was discussed at an Extraordinary Meeting last week and Cllr Coleby will feed back the comments made. The next meeting of the Steering Group will be held on 17 December.
- 546.3 The Lowestoft Collection – The Clerk is seeking assurances regarding insurance. Cllr Coleby has been researching options for storage of the artefacts from Waveney District Council and there is provision to continue storage at the current location, should the Council wish. It was suggested that a representative from Lowestoft Town Council should be present when the ownership of the items is transferred to ensure all of the items are viewed.
- 546.4 Marina Theatre – An Extraordinary Meeting is being held tomorrow to discuss the budget, including the budgetary implications of the Marina Theatre condition survey. There was a meeting today with the Theatre to discuss the condition survey and the main responsibilities and issues to be addressed. There is a schedule which can be worked through with them to identify the main priorities. The Theatre have been researching alternative options for funding and plans for expenditure next year have been amended to address only the most urgent work.
- 546.5 North Denes – Legal issues are still ongoing and an update was provided.
- 546.6 Open Spaces and parks – Waveney Norse have received a request from a member of the public for a handrail, and it is understood this is for the steps in Sparrows Nest from the bowls club hut up to the walkway overlooking the greens and up Lighthouse Score. The FCM will send a reply requesting further clarification as to the exact location.

A further email has been received requesting the consideration of a dog litter bin. However, the land is not owned by Lowestoft Town Council and the individual concerned will be advised to contact their District or County Councillor.

- 546.7 Heritage Action Zone – A meeting was held recently at Hamilton House and a presentation is being provided ahead of the Full Council meeting on 18 December.
- 546.8 Triangle Market – There were no updates to consider.
- 546.9 Public Conveniences, including a specification for renovation work to the public conveniences at Fen Park and Sparrows Nest – Cllr Coleby and the FCM are obtaining quotes and putting together specifications. Available budgets and funding will be explored. It is likely the Fen Park public conveniences will be unisex and the Sparrows Nest public conveniences will maintain the same layout.
- 546.10 Community Meeting Halls – There have been no further updates since the last Full Council meeting.
- 546.11 Great Eastern Linear Park – An email has been received from the Ormiston Denes Academy advising they have £17,000 available to fund a student-led, sustainable project, and would like to work on the former tramlines, which it is understood refers to the Great Eastern Linear Park. Their ideas include to make the area safer and more accessible, to clear litter and install more bins, a new sign and information board, a bird house and nature area, an art history display and a hopscotch or number snake. The Academy are keen to meet with the Town Council to discuss this further. Cllr Coleby advised he would be happy to meet with

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them and other Councillors for those wards will also be invited. The Committee Clerk will progress this.

It was suggested the Town Council should meet with the Community Payback Scheme also, as they are keen to work with the Council. They have previously completed work at Arnold's Bequest, overseen by Waveney Norse, and it was suggested they may be able to assist the Friends of Kensington Gardens with their planting project.

547. Date of the next meeting

Monday 7 January 2019 18:00

548. Items for the next Agenda and Close

There were no matters raised for discussion.

549. Resolution to close the meeting to the public

There were no confidential matters for discussion.

It was queried whether the condition survey for the Marina Theatre is available, or whether the list of required work, priorities and costings could be circulated. This is being discussed by the Finance and Governance Committee and Full Council.

The Chair closed the meeting 19:54.

Signed:

7 January 2019