

Lowestoft Town Council
Meeting of the Assets, Inclusion and Development Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
16:00 on 24 September 2018

MINUTES

Present: Cllrs Sue Barnard (left 18:09), Allyson Barron (left 17:30), Neil Coleby (Chair), Peter Knight, Keith Patience (left 17:48) and Alice Taylor

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

Public: Cllr Parker was in attendance as an observer

Also in attendance: Jayne Biggs (Founder - Heart 2 Heart Norfolk)

444. Welcome

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

445. To receive and consider acceptance of apologies for absence

Apologies were received and accepted from Cllrs Collecott and Graham. Cllrs Ford and Houghton had not provided apologies and were absent. Cllr Barron proposed acceptance of the apologies and noting of the absences; seconded by Cllr Knight; all in favour. Cllr Barron advised she would need to leave the meeting at 17:30.

446. Declarations of Interests and dispensations

There were none.

447. To consider the accuracy of the Minutes:

3 September 2018 – accepted as accurate. Proposed by Cllr Taylor; seconded by Cllr Barron; all in favour.

448. Discussion with Jayne Biggs from Heart 2 Heart Norfolk regarding the siting of defibrillators at Lowestoft Town Council's assets

Heart 2 Heart Norfolk have cited several defibrillators around Lowestoft, including at the Marina Theatre and Sparrows Nest. The benefits of defibrillators were explained and those that have been installed locally have already assisted in saving lives. The package which Heart 2 Heart Norfolk purchase costs £1,300 and includes the defibrillator, protective cabinet and two sets of pads. The cabinet is guaranteed for ten years, the defibrillator for eight years and the pads for two years. The typical battery life is four years. In terms of maintenance, the hinges of the cabinets should be lubricated periodically and the buttons on the keypad tested. The Denes Oval cricket and tennis clubs would like a defibrillator to be sited nearby and have been raising funds towards this. It was queried whether Lowestoft Town Council possesses a list of the defibrillators currently on its land. A list of all the defibrillators in the area is available on the 'GoodSam' app and Heart 2 Heart Norfolk will share this list with the Facilities and Contracts Manager (FCM). It was agreed that Lowestoft Town Council will investigate what funding is available and speak with Heart 2 Heart Norfolk again regarding potential locations for defibrillators. Councillors were invited to a CPR and Defibrillator Training Evening at the James Paget Hospital's Burrage Centre on 8 November.

Jayne Biggs left the meeting 16:24

The FCM left the room 16:24

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449. Public Forum

Cllr Parker was invited to speak but did not have any matters to raise. No members of the public were in attendance.

450. The revised meeting schedule

It was requested that any meetings scheduled to start at 16:00 be deferred to 16:15 to take into consideration parking charges in the pay-and-display car parks. As per the agreed meeting schedule, all subsequent meetings of the Assets, Inclusion and Development (AID) Committee will be starting at 18:00. Spaces should also be available in Hamilton House's car park.

451. The following with regard to the Events and Communications Sub-Committee were considered:

451.1 Terms of Reference – It was agreed to defer this item to the next meeting.

451.2 Membership – Cllrs Barnard and Byatt have previously expressed an interest and Cllr Coleby will be a member, as Chair of the AID Committee. Staff will arrange a date for the first meeting.

The FCM returned 16:27

452. Whether to organise a meeting to discuss traffic management in Lowestoft and if so which organisations should be involved

The member of the public who approached Lowestoft Town Council has already organised one meeting and another is being held tomorrow. Cllr Patience will be attending, along with Cllr Eastwood as Lowestoft Town Council's representative on the Connecting Lowestoft project (formerly the Lowestoft Transport Infrastructure Partnership). It was suggested that Suffolk County Council and Highways England be involved as many of the traffic management issues in the town would require their involvement. It was also suggested that Lowestoft Town Council should update its website and Facebook pages and publish a section on its information page in The Bugle to let constituents know that the Council is aware of the issues and is doing all it can to address them. To progress this matter, it was agreed to await feedback from Cllr Eastwood following tomorrow's meeting and it was suggested she be invited to the next AID Committee meeting to discuss this further.

453. Any progress with the lease for the first floor of Hamilton House

This is being progressed by the solicitors.

454. A draft licence for Waveney District Council to undertake work on Lowestoft Town Council owned land

This is regarding the East of England Park. The licence should be received this week and an Extraordinary Meeting may be called to discuss it.

455. Revised guidance from Suffolk Highways to apply for a grit bin

This was circulated to the Committee in advance of the meeting and was noted.

456. Asset records, protocols and strategies

456.1 The summary table for asset records, protocols and strategies – There have been no significant amendments to the document since the last meeting.

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456.2 Any new or revised asset records, protocols and strategies – A Legionella Control and Water Hygiene Policy devised by the FCM was circulated to the Committee in advance of the meeting. Cllr Coleby proposed a recommendation to Full Council to adopt the policy; seconded by Cllr Knight; all in favour.

457. Progress with events on Town Council land

A paper from the Deputy Clerk providing an update was circulated to the Committee in advance of the meeting. All Councillors have been invited to observe the Maritime Commemoration events to mark the 100th anniversary of the end of World War One on 7 October.

458. Policy issues affecting assets, including:

458.1 Any developments in relation to the threatened closure of Lowestoft Records Office – A joint scrutiny meeting is being held in November to discuss the process. The meeting will be held in public. Cllrs Barnard and Taylor visited the Records Office recently on Council business, to view a record which cannot be digitised. There would be a potential cost involved with Councillors travelling to other areas to do this. The consultation has been launched.

459. Progress with community engagement

459.1 Promotion leaflets and advertising – This will be considered by the Events and Communications Sub-Committee. Cllr Patience has details of companies who can produce leaflets at low cost.

459.2 Noticeboards, signs and plaques – Cllr Barron has a suggestion of where to site a noticeboard in the St Margarets ward. The FCM has been researching the different specifications and prices and has obtained quotes from local suppliers. Images of one of the specifications were displayed to the Committee and quotes have been supplied of £1,395 (+VAT) from one supplier and £1,899 (+VAT) from a local supplier. It may be possible to negotiate the price for a bulk order. Councillors requested a focus on durability and weather resistance. It was suggested that Waveney District and Suffolk County Councils could be approached to consider shared noticeboards. It was however agreed that the ordering of the noticeboards should still continue whilst these discussions are taking place. The noticeboards will bear Lowestoft Town Council's logo. Currently, two noticeboards have been requested for the Gunton ward, one in Normanston and one in St Margarets. There could however be requests for more following next year's election, which will need to be considered by Budget Working Group.

Quotes have been obtained for plaques. A 300mm diameter plaque can be supplied for £38.79 and one has been ordered for Belle Vue Park, to replace the one which is now illegible, in time for remembrance events in the park. A discount is offered for bulk orders; ten plaques can be ordered at a cost of £26.81 each or thirty can be ordered for £24.81 each. There are several plaques which require refurbishment or replacement. A review of all the plaques is being completed to note their condition and whether the information they display is correct. Several suggestions have also been received for new plaques. This includes one at Hunny Bee Vintage to commemorate the start of the Suffragette movement in the area and it is anticipated this one will be progressed before the end of the year. A further suggestion was to site a plaque at Denmark Road to identify the area where the first zeppelin bomb was dropped in the town. Local heritage groups who have been reviewing the plaques are

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looking to create a booklet suggesting a walking route for those who would like to visit all of the existing plaques.

The FCM is progressing vinyl stickers to update signage with Waveney Norse.

460. Asset transfer and compliance issues, in particular the following matters:

- 460.1 Compliance monitoring, maintenance and condition surveys – Waveney Norse have completed the first month's legionella monitoring using the new equipment. No issues were identified and the results have been uploaded to the online database. The FCM will make Councillors aware of any issues which need addressing if they arise. The FCM is keeping a record of maintenance requests submitted to Waveney Norse, with a separate record for work requested outside of the contract. This records the priority level and the expected timeframe for completion of the work. This record provides the Council with a way of monitoring ongoing work on its assets and ensures communication can be maintained with Waveney Norse, to allow them to report any delays or issues to the Council. Quotes are being obtained for cyclical testing, such as emergency lighting and fire extinguishers, as well as the hardwire testing. A ten year cyclical programme is being created based on these quotes. Each site in the Council's portfolio has different aspects to them which require testing or maintenance, of varying risk levels and with varying schedules as to when testing is required. This has not previously been incorporated into the budget-setting process.
- 460.2 The sale of land on Walmer Road – There were no updates to consider.
- 460.3 The sale of land next to Uplands Community Centre – The FCM has started making enquiries regarding this. The age of the septic tank is not known, but it is serviced and maintained regularly. The FCM will make enquiries with the contractors who complete the servicing for an estimate of its age and life expectancy.
- 460.4 Improvement works to play areas - Work should have started at Normanston Park and the FCM will check this.
Cllr Coleby proposed an investigation into the cost of siting two litter bins and a bench at the Normanston Park play area; seconded by Cllr Knight; all in favour.
It was suggested that a further bench could be considered at the Stoven Close play area. This will be discussed when the cost is known.
- 460.5 Gunton Warren land transfer and environmental issues – There were no updates to consider.
- 460.6 Cotman Close land transfer – There were no updates to consider.
- 460.7 Normanston Allotments land transfer – A meeting is being held at Hamilton House with representatives from Lowestoft and District Allotments Ltd on 2 October. A site visit is also being scheduled for October. Lowestoft Town Council's representatives at the meeting had previously been decided but it was agreed that Cllr Patience would also attend.
- 460.8 Leases, including the following:
- 460.8a Kirkley and Pakefield Community Sports and Social Club Ltd – There were no updates to consider.
- 460.8b The Lowestoft Movie Makers Club – There were no updates to consider.
- 460.8c Community Halls – The FCM has contacted Waveney District Council to progress this and is anticipating that a meeting will be held on 28 September.
- 460.8d Normanston Park Skate Park – Enquiries will be made as to whether this has now officially transferred to Lowestoft Town Council's ownership.

461. Update and next steps for the following assets:

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- 461.1 Allotments – A report from the meeting with representatives from Lowestoft and District Allotments Ltd on 2 October will be circulated to Councillors.
- 461.2 East of England Park – The first meeting with the Landscape Architect was held on 21 September. The Coastal Management Team, Environmental Health and Suffolk Wildlife Trust have been involved as key stakeholders to address any issues with the land.

Cllr Barron left the meeting at 17:30, having given advance notice to the Chair at the start of the meeting

It was suggested that the Senior Project Manager should be invited to the next Full Council meeting (or Extraordinary Meeting) to give Councillors an update with the project. All plans will require Lowestoft Town Council's approval.

- 461.3 The Lowestoft Collection – There were no updates to consider.

- 461.4 Marina Theatre – A meeting is being held between the Theatre and Waveney District Council, regarding changes in the law which may affect the Supplemental Agreement. A meeting will be held with Lowestoft Town Council subsequent to this. The condition survey is being reviewed and it has provided a projection of future costs. A meeting will be arranged with the Theatre to decide what needs addressing most urgently, so this may inform the budget.

- 461.5 North Denes – The local press have reported on the proposals which have been submitted for the area. The lease is being reviewed with regard to the fencing on the leased land.

- 461.6 Open Spaces and parks, including the following:

461.6a Issues at the Gainsborough Drive Pond –

Cllr Patience left the meeting at 17:48

Suffolk Coastal Norse completed a site visit of the pond. Waveney Norse should have removed the dead willow tree today and Cllr Barnard will check this. Cllrs Barnard and Graham will be writing to residents in advance of a meeting on 18 October to advise that work cannot be undertaken at the site without the formation of a 'Friends Of' Group, due to recent issues at the site.

Cllr Coleby formally proposed for this course of action to be followed; seconded by Cllr Barnard; all in favour.

461.6b Requests from the Friends of Kensington Gardens:

461.6bi A drinking water tap to be provided outside the café – Parks have historically provided free drinking water and the 'Friends Of' Group would like to see this reinstated. It may also be beneficial to the environment by reducing the number of plastic drinks bottles being purchased. There is a tap behind the café but it would need to be checked for hygiene and safety purposes. The FCM will research the cost of a drinking fountain. This would need to include an internal isolation valve in case of any issues and periodic flushing of the system to prevent water stagnation, as well as a measure to prevent the system from freezing.

461.6bii The provision of benches in the area – This will be considered as part of the production of the Open Spaces Strategy.

At their meeting tomorrow, the Finance and Governance Committee will be considering working in partnership with Pathways Care Farm to decide which plants the Council would like for the spring. Cllr Coleby will be working with the FCM to arrange stakeholder meetings to consider this further. There has been a request to rotivate an area of Kensington Gardens, which will also be considered by the Finance and Governance Committee.

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461.7 Heritage Action Zone – The Council will need to consider the tendering process for a heritage survey of the Town Hall, following its grant application to Historic England. Successful events related to Heritage Open Days have taken place across the town, including at the Town Hall. Thanks were expressed to Cllrs Barnard, Byatt, Lang, Green, Taylor and the FCM for their work towards this.

Cllr Parker left the room 18:06

It is understood that the Heritage Open Day events attracted 10,000 visitors over the weekend, including almost 500 to the Town Hall.

Cllr Parker returned 18:07

As the Denes Oval is part of the Heritage Action Zone, it was queried whether a grant could be sought for repair work to be completed on the walls. A structural survey of them has been completed. Enquiries can be made regarding this.

461.8 Triangle Market, including the following:

461.8a A 2019 Christmas Market – It was suggested that a meeting with Lowestoft Vision should be arranged to discuss this further.

Cllrs Barnard and Parker left the meeting 18:09

462. Date of the next meeting

Monday 8 October 2018 18:00

463. Items for the next Agenda and Close

It was requested that consideration again be given to improvement work to the public conveniences at Fen Park. It was requested that public conveniences be added back on to the agenda to investigate the cost of required work and the standardisation of the public conveniences in the Council's portfolio. It is understood that Community Infrastructure Levy and Section 106 funding may be available and it was requested that staff make enquiries as to whether there is a deadline by which the Section 106 funding must be used.

The Chair closed the meeting at 18:14.

Signed:

8 October 2018