

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 25 February 2019

MINUTES

Present: Cllrs Sue Barnard, Neil Coleby (Chair), Ian Graham, Peter Knight 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

602. Welcome

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

603. To receive and consider acceptance of apologies for absence

Apologies were received from Cllrs Allyson Barron, Peter Collecott, Dick Houghton, Graham Parker, Keith Patience and John Pitts. Cllr Knight proposed acceptance of the apologies; seconded by Cllr Taylor; all in favour.

604. Declarations of Interests and dispensations

Cllr Barnard advised she would leave the room for the discussion of any confidential legal matters relating to the North Denes.

605. To consider the accuracy of the Minutes:

11 February 2019 – Accepted as accurate. Proposed by Cllr Knight; seconded by Cllr Graham; all in favour.

606. Public Forum

There were no members of the public in attendance.

607. Consideration of the Open Spaces Strategy

It was requested that a more detailed discussion take place regarding signage in parks. It was suggested this could specifically include signage at the entrances to the parks and signs which businesses within the parks have erected themselves. The Open Spaces Strategy contains a small section on signage but this could be extended at a later date. Signage around the town could be considered under the Neighbourhood Plan.

Cllr Taylor proposed a recommendation to Full Council to adopt the Open Spaces Strategy; seconded by Cllr Knight; all in favour.

608. Asset records, protocols and strategies

608.1 Noting the summary table for asset records, protocols and strategies – This has been updated with the progress of recent documents, such as the Open Spaces Strategy and the Heritage Plaques Policy.

608.2 Consideration of any new or revised asset records, protocols and strategies – An Artefacts Policy is to be considered later on the agenda.

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 25 February 2019

609. Consideration of any progress with the lease and developments on site for the first floor of Hamilton House

The additional kitchen units and worktops have been ordered. The blue surrounds for the electrical sockets have been installed. The lease is an ongoing matter between the solicitors. Lowestoft Town Council has not yet received the Service Level Agreement. Its solicitor has advised that this does not necessarily need to be concluded at the same time as the lease but recommends that the Council at least has sight of it first.

610. Consideration of progress with noticeboards, signs and plaques

Seven noticeboards have been ordered. The Facilities and Contracts Manager (FCM) needs to know where Councillors would like these to be sited in their wards and the orientation. Waveney Norse have provided a quote of £109.33 installation costs per noticeboard. The FCM will look into the cost further and obtain more quotes if necessary.

Cllr Taylor proposed granting delegated authority to the Clerk and FCM to progress the installation of the noticeboards; seconded by Cllr Knight; all in favour.

The vinyl stickers to update signage have been received and will be passed to Waveney Norse. The sticker already applied at Kensington Gardens as a sample has been checked recently and has not deteriorated.

The Heritage Plaque Policy has been recommended for approval. The budget for heritage plaques has been approved and this will be progressed.

There are signs on public conveniences giving information about where to obtain Radar keys which need to be updated. Radar keys can be obtained from the Disability Information and Advice Line (DIAL) Lowestoft and Waveney, but they are in the process of re-branding. It was suggested that the Kirkley Centre, the Marina Theatre and Sam's Café could be approached as potential locations for Radar keys to be purchased. Once the locations have been finalised and DIAL's re-branding is complete, stickers can be ordered to update the signage.

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

611.1 Report from the Clerk regarding legal and policy issues affecting assets – Bills have been received for the CCTV service's electricity supply. It is thought this may be to supply the camera feed but it is unclear whether the Council should be paying for this separately to the CCTV contract. Enquiries will be made with Waveney Norse. Enquiries will also be made with East Coast Community Healthcare (ECCH) as to whether Lowestoft Town Council has separate gas and electricity meters at Hamilton House, as it has received no bills for these so far. The Council previously agreed that Bulb would be its gas and electricity supplier, however the CCTV element cannot be switched to Bulb as they do not cover unmetered supplies, which CCTV is. Several electricity bills have been received for some of the Council's other properties, which is part of the switching process.

611.2 Report from the Facilities and Contracts Manager regarding asset management, compliance monitoring, maintenance and condition surveys – There was a confidential matter and it was agreed this would be discussed during the confidential session of the meeting.

Legionella risk assessments have been completed. The FCM has some outstanding queries relating to these and is awaiting responses.

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 25 February 2019

An overview of the maintenance requests submitted to Waveney Norse in February was given. Four new reports were submitted. Of those due to be completed in February, three were completed in time and three were not and there is one which requires a decision of the Council. One of the trees planted at Clarkes Lane as part of the Queens Commonwealth Canopy has gone missing. It was queried whether shrouds should be put around the existing trees and the missing one replaced with a similar tree or something more substantial. Of the five trees planted, two are hazels, two are rowans and one is a silver birch.

Cllr Taylor proposed a recommendation to Full Council or the Finance and Governance Committee for a maximum expenditure of £250 from 2018-19 Parks budget to purchase larger versions of the same species (two hazels, two rowans and one silver birch), to plant in between the existing trees of the Commonwealth Canopy, with delegated authority to the Clerk to progress this and all orders relating to plants, with advice from Cllr Coleby; seconded by Cllr Coleby; all in favour.

The Waveney Norse facilities management spreadsheet was displayed to Councillors for their information. This identifies the work required, the level of priority (as identified by the FCM), a description of the work required, the total budget and the spend against the budget so far.

Cyclical testing is being arranged following approval of the expenditure by the Finance and Governance Committee.

- 611.3 Improvement works to play areas – Advice is being sought from Waveney Norse regarding the improvement work to Nightingale Road, within a budget of £35,000, and the extra piece of equipment at Stoven Close, within a budget of £15,000. There had previously been an agreement for extra bins and benches at Stoven Close and Normanston Park and it was queried whether this has been progressed. The minutes will be checked to determine what the decision was.

The District and County Councillor for Pakefield has contacted Lowestoft Town Council to suggest improvement work to the play area at Wellington Road, based on feedback received from families who use the park. It is felt that the equipment is not appropriate for the age of the children who most commonly use the park and it could also benefit from another picnic bench. There was also a request to move the play area back to accommodate a car park. Councillors were in agreement that the play equipment could be improved, however, it was agreed that the area should be preserved as open space and not converted for car parking uses. The Council has limited resources and will need to look more generally at all of its play areas. It was suggested that Councillors could take the gazebo to the play area during the summer to seek opinion from those using it.

612. Consideration of an artefacts policy

This was distributed to Councillors at the meeting. A related procedure is required to cover the loan of items in more detail, such as insurance arrangements, etc. Councillors requested that the policy specifies that Lowestoft Town Council will only accept items on loan for a specified limited time, not in perpetuity. It was also suggested that consideration be given to the explanation of why the Council may refuse acceptance of the offer of an item(s), and to clarify that this does not mean that the Council feels that a particular item is not of significance. Extra forms will be created to cover Lowestoft Town Council loaning, selling or gifting an item(s) to another organisation.

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 25 February 2019

Cllr Coleby proposed a recommendation to Full Council to adopt the Artefacts Policy, with the amendments as detailed; seconded by Cllr Knight; all in favour.

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

613.1 Allotments – Following the decision taken at the last AID Committee meeting, the FCM has contacted the leaseholders, requesting the infringement of the lease be rectified within thirty days. The site will be inspected on 21 March and this will be reported back to the Council.

Lowestoft Town Council requested an invitation to the Annual General Meeting, but, despite several requests, did not receive an agenda or any further details about the meeting.

613.2 The Ness – Updated plans for The Ness were detailed in a presentation earlier today. A new design for the entertainment/education space was presented. A meeting is being held on 6 March to discuss public conveniences. It is anticipated the tender process will begin in the next couple of weeks. It was requested to ensure the position of the navigation buoys is correct in any park design layout

613.3 Marina Theatre – Cllrs Coleby, Graham, the Clerk and the FCM will be visiting the Marina Theatre this week. This should provide a clearer understanding of the scale of work required over the next year.

613.4 North Denes – As the Planning Authority, Waveney District Council make decisions regarding planning enforcement, if applicable. Any matters which may be in breach of the lease is a separate issue and evidence would be required to prove the lease had been breached. This is an ongoing matter being considered with solicitors. It was queried whether formal footpaths could be established on the land which has not been developed. The Council would need clarification as to what footpaths are already in existence and could consider permissive footpaths. It was suggested that footpaths could be formally delineated and a policy created for that land, supplementary to the Neighbourhood Plan. Suffolk Wildlife Trust currently offer advice regarding the grass cutting to protect wildlife. They may also be able to offer advice on the importance of the land, to boost its status. It was suggested that a noticeboard could be erected there, giving the name of the area, a description of the land and more environmental information.

Cllr Taylor proposed a recommendation that, following the local elections in May, a Working Group is set up to progress consideration of the best options to enhance this land; seconded by Cllr Knight; all in favour.

The asbestos extraction of the ceiling of the Denes Oval will be taking place over the week commencing 4 March. Quotes are being obtained for the reinstatement of the ceiling and the Pavilion will remain in a usable condition in the interim. A roofer may be required to assess wider works. Quotes will be obtained with a view for work to commence at the end of September, once the cricket season has ended. Quotes will also be required for the wall, to incorporate in to the loan application.

613.5 Open Spaces and parks, including the following:

613.5a Consideration of whether to progress the Sprytar – or an alternative – software – A decision is required by the end of February. Carlton Colville Town and Oulton Broad Parish Councils have already agreed to put funding towards this. It has been confirmed that the Council would not have to commit to funding the full amount of £5,000. It has been suggested that Lowestoft Town Council may wish to consider Sparrows Nest/Belle Vue Park as the focus for the app. This would require further consideration.

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 25 February 2019

Cllr Coleby proposed a recommendation to Full Council to submit £1,000 of funding from the Parks Development budget to secure Lowestoft Town Council's involvement with the Sprytar project; seconded by Cllr Graham; all in favour.

613.5b Consideration of a request from the University of the First Age, Suffolk One Sixth Form College, Ipswich, to use the Normanston Park car park as a pick up and drop off point for thirty students, as part of their National Citizen Service programme – It was requested that the Deputy Clerk go through insurance arrangements and risk assessments with them. Waveney Norse and the manager of the café will need to be contacted.

Cllr Knight proposed approval of the request to use the Normanston Park car park as a pick up and drop off point, as requested, subject to the Deputy Clerk's assessment; seconded by Cllr Taylor; all in favour.

613.6 Heritage Action Zone, including the following:

613.6a Consideration of Terms of Reference for the Heritage Action Zone Partner Board and Delivery meetings – No members of the Heritage Centre or local history groups are represented on the Steering Group.

Cllr Barnard proposed an amendment to the Terms of Reference to stipulate that there will be full engagement with expert individuals and organisations in the town regarding heritage conservation; seconded by Cllr Graham; all in favour.

613.7 Triangle Market, including to consider terms and conditions for markets – A request has been received from a member of the public wishing to start trading at the Triangle Market. The nature of the business is a mobile catering service, producing food made with locally sourced ingredients. Details of the relevant qualifications they have were provided. Cllr Graham proposed approval of the application to trade at the Triangle Market; seconded by Cllr Taylor; all in favour.

This will be on the same terms as the existing stallholders for the time being, and will be on a short-term basis.

There was a report of graffiti on the Sails. The FCM will visit the site tomorrow and report the matter to Waveney Norse. The work to remove the graffiti should be covered under the contract.

613.8 Public Conveniences, including the following:

613.8a A specification for renovation work to the public conveniences at Fen Park and Sparrows Nest – A meeting has been arranged with the British Toilet Association to progress this.

613.8b Compostable eco-toilets – This will be discussed during the meeting with the British Toilet Association.

It has been reported that the doors of the public conveniences at the Triangle Market may be requiring replacement. The FCM will visit the site tomorrow and report back. Quotes will be obtained if the work cannot be completed as part of the Waveney Norse contract.

It has been reported that the Wallgate units at the Kirkley cliff public conveniences are not functioning. It was suggested that the units be removed and replaced with a basin. Waveney Norse should be able to do this under the contract.

Cllr Coleby proposed the removal of the Wallgate units at the Kirkley cliff public conveniences and installation of a replacement basin, to be completed by Waveney Norse under the contract; seconded by Cllr Graham; all in favour.

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 25 February 2019

- 613.9 Community Meeting Halls – Work is due to start shortly to replace the Whitton Residents Meeting Hall’s fire escape doors. An enquiry has been received from an organisation who would like to be considered as leaseholders when the current lease ends. The hall however is a community centre and not for the sole use of one organisation.
- 613.10 Great Eastern Linear Park – A site visit is being completed on 26 February ahead of a meeting with the Ormiston Denes Academy, regarding their proposed student project.
- 613.11 Town Hall – Three site visits have been completed as part of the process of producing the draft condition report. A meeting is being arranged to discuss this and it was requested that photographs are taken to provide publicity. The feasibility study bid is being progressed.

The Sunrise Coast Heritage Guild has arranged for a representative from the National Lottery Heritage Fund to speak with local heritage groups. It was requested that the meeting take place at Hamilton House. A space has been reserved for a member of Lowestoft Town Council to attend the official launch.

614. Date of the next meeting

Monday 11 March 2019 18:00 – Cllr Graham gave his apologies for this meeting.

An enquiry has been received from an organisation wishing to hire a Town Council meeting room for three weeks, to run a Construction Skills Certification Scheme course. Councillors had no objections to this but requested that research be completed into the company who submitted the request and references requested. A contract would need to be drawn up and it was suggested that payment should be made in advance.

Cllr Graham proposed approval of the meeting room hire, subject to the completion of research into the organisation who submitted the request; seconded by Cllr Knight; all in favour.

615. Items for the next Agenda and Close

There were no matters raised for inclusion on the next agenda.

All Councillors voted to move the meeting into confidential session.

616. Resolution to close the meeting to the public

The confidential matter from item 611.2 was discussed. At a previous Assets, Inclusion and Development (AID) Committee meeting, it was requested that the FCM obtain further details about Waveney Norse’s procurement process. This has been received and was displayed to Councillors at the meeting. The Council has discussed the possibility of having a list of approved contractors and this document may be able to provide a framework for that. Waveney Norse’s policy for quotation and tendering thresholds is very similar to Lowestoft Town Council’s. The document will be treated as confidential and a hard copy will be made available in the Members’ Room for Councillors to read.

The Chair closed the meeting 20:16

Signed:

11 March 2019