

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 26 November 2018

MINUTES

Present: Cllrs Sue Barnard, Neil Coleby (Chair), Peter Collecott, Peter Knight, Keith Patience and John Pitts

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

515. Welcome

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

Cllr Collecott advised he would need to leave the meeting at 18:30. The Chair asked if there were any matters on the agenda Cllr Collecott wished to discuss before he left but there were not.

516. To receive and consider acceptance of apologies for absence

Apologies were received from Cllrs Barron, Graham, Houghton, Parker and Taylor. Cllr Ford was absent and had not provided apologies. Cllr Knight proposed acceptance of the apologies and noting of the absence; seconded by Cllr Barnard; all in favour.

517. Declarations of Interests and dispensations

Cllr Patience declared a non-pecuniary interest in item 523, as a former member of the Armed Forces.

518. To consider the accuracy of the Minutes:

5 November 2018 – Accepted as accurate. Proposed by Cllr Knight; seconded by Cllr Barnard; all in favour.

519. Public Forum

There were no members of the public in attendance.

520. Asset records, protocols and strategies

520.1 Noting of the summary table for asset records, protocols and strategies – This was noted.

520.2 Consideration of any new or revised asset records, protocols and strategies – There were no new documents for consideration.

521. Consideration of the following with regard to the Events and Communications Sub-Committee:

521.1 Terms of Reference – The draft Terms of Reference were circulated to Councillors in advance of the meeting for consideration. Cllr Barnard proposed a recommendation to Full Council to accept the Terms of Reference; seconded by Cllr Knight; all in favour. Cllrs Barnard, Byatt and Coleby have previously expressed an interest in becoming members of the Sub-Committee. Cllr Pitts also advised that he would like to join, if he is available to

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attend the meetings. Councillors will again be invited to join the Sub-Committee at tomorrow's Full Council meeting.

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

Waveney District Council and Sentinel Leisure have also been making enquiries regarding this. Geotagging or QR codes sited at Lowestoft Town Council's assets can provide visitors with more information about the area, including trees, birds and wildlife. It was suggested that the coding could be linked to Lowestoft Town Council's website and forwarded as necessary. Cllr Taylor has previously offered assistance with this should the Council wish to progress it. The estimated cost from one company was discussed at the last meeting of the Assets, Inclusion and Development (AID) Committee, but further information and more quotes would be required.

Cllr Knight proposed a recommendation to Full Council to make further enquiries regarding geotagging or QR codes, and the associated cost; seconded by Cllr Patience; all in favour.

523. Signing of the Armed Forces Covenant

It is understood that the Armed Forces Covenant exists to provide fair treatment in society for those who are serving, or have served, in the Armed Forces, and their families. It was suggested that should Lowestoft Town Council decide to sign the covenant, it could be done to coincide with Armed Forces Day. The Poppy Garden and Lowestoft Town Council's involvement with the Armistice Day commemorations already demonstrate recognition of local service personnel. Councillors requested more information as to what input the Town Council could have and any associated financial responsibilities. Staff will create a draft pledge from Lowestoft Town Council with deliverable specifics. Councillors requested that this be added to the agenda of the first meeting in January for consideration.

524. Any progress with the lease and developments on site for the first floor of Hamilton House

A meeting of the Town Council Office Working Group will be arranged to review the lease before it is sent to the Council's solicitors for consideration.

A snagging list has been created with issues for East Coast Community Healthcare (ECCH) to address. Some of these have since been resolved but the Facilities and Contracts Manager (FCM) is following up the rest.

The partition doors between the Council Chamber and the Lowestoft Room are due to be installed on 20 December.

525. Progress with events on Town Council land

It has been confirmed that the planned Continental Christmas Market at the Triangle Marketplace has been cancelled.

A Discover Lowestoft booklet has been produced to detail events taking place in the town over the festive period.

The Clerk left the room 18:24

The Clerk returned 18:24

It was suggested the Events and Communications Sub-Committee could review this to see what else can be added to promote the town and report back to the AID Committee.

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526. Policy issues affecting assets, including:

- 526.1 Any developments in relation to the threatened closure of Lowestoft Records Office – A meeting of Suffolk County Council’s Scrutiny Committee is taking place on 29 November to discuss this matter. Cllr Collecott advised he would be happy to represent Lowestoft Town Council at the meeting if no other Councillors were available to attend. It was agreed for the Clerk to produce a draft policy position to present at tomorrow’s Full Council meeting, but the Committee did not make any specific recommendations.

Cllr Collecott left the meeting 18:35

527. Progress with community engagement

- 527.1 Noticeboards, signs and plaques – The FCM has been sourcing quotes locally for twin-cabinet noticeboards and has received quotes from two different suppliers of £1,395 and £1,900 per noticeboard. There was not another local supplier who produced noticeboards of the specification sought by the Town Council, but a quote of £1,832 (+VAT) plus £125 delivery has been provided by David Ogilvie Engineering, who produced the benches and bin for the Poppy Garden. It was queried whether the delivery charge would increase with the number of noticeboards and the FCM will enquire about this. Enquiries will also be made as to the strength of the glass or other such panelling, and whether replacement panels could be provided. If not, Councillors would like to know how quickly the company can replace them if they are damaged. Further information is required as to the installation costs and there was a discussion about where to site them in order to reach as many members of the public as possible. There was a suggestion to site a noticeboard at the children’s play area on Rotterdam Road, but as it is not land owned by Lowestoft Town Council it is understood there would be a charge of approximately £525 for the planning permission. It was agreed that at least one noticeboard should be considered per ward and responsibility would lie with Councillors and staff to ensure they remain updated. Further noticeboards could be considered at a later date, depending on the success and reach of these ones. Cllr Knight proposed a recommendation to Full Council to agree a budget to purchase seven noticeboards from David Ogilvie Engineering, with delegated authority to the AID Committee to decide the locations; seconded by Cllr Patience; all in favour.

The Clerk left the room 18:51

The Clerk returned 18:51

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

- 528.1 Report from the Facilities and Contracts Manager regarding asset management, compliance monitoring, maintenance and condition surveys – With regard to compliance, Legionella monitoring has been completed.

Cllr Patience left the room 18:52

The FCM displayed the spreadsheet of maintenance requests sent to Waveney Norse.

Cllr Patience returned 18:54

Priority measures have been introduced as of July, which allows monitoring of whether requests are completed in a timely manner based on their level of priority. It was agreed that this information should be presented to the AID Committee once a month, as soon as a full month’s data is available. Councillors would like to know if there are any specific tasks which are not being completed as expected, so that any potential underlying issues may be addressed, but would expect to be notified if a request had not been completed and the

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reasons for this. The Committee would like to see the information presented as a spreadsheet including the following information:

- The date the request was submitted to Waveney Norse
- A description of the asset concerned
- Details of what has been requested
- Whether or not the request has been completed
- If applicable, the reasons for a request not being completed
- Monthly data on the number of requests completed and the number still outstanding

The FCM was thanked for producing and overseeing the spreadsheet.

An update was provided regarding the online compliance system. Data has now been added regarding regulatory annual inspections of the play areas. The FCM has recommended that asbestos inspections are completed on a six monthly basis. Dates of the last inspections have been entered onto the system and a reminder will now be automatically generated once each inspection is due again. It was agreed that the Committee only needs to receive an update on this if there are any issues to be addressed.

The FCM has produced a spreadsheet for the play areas under the ownership of the Town Council, detailing the dates of inspections completed by Waveney Norse and when they are due again. The frequency of the inspections is dependant on the frequency of use of the equipment at each site.

The FCM has been sourcing quotes locally for asbestos surveys for the Yarmouth Road entrances to Belle Vue Park and Sparrows Nest, and has obtained two so far. It was agreed that quotes could be sourced from further afield if local companies were not forthcoming in responding to requests for quotes, particularly for urgent work. Remedial work is also required at Kensington Gardens and the Denes Oval to address flaking paint and a damaged ceiling. The Committee requested that the FCM provide more detail on this and methods by which this can be rectified at the next meeting.

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

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

528.4 Improvement works to play areas, including the following:

528.4a Any update with the provision of adult outdoor gym equipment – A company providing such equipment has approached the Council requesting to provide a presentation of the products they offer. Cllr Coleby previously created a list of suppliers of adult outdoor gym equipment and it was suggested that their products should be reviewed in more detail so Councillors can decide which suppliers it would like to invite in to provide a presentation. It was suggested that a specification could be created, or that the companies could be contacted to ask what type of equipment they would recommend for Normanston Park. The FCM will contact the companies for more information and this will be included on the agenda for the next meeting to scrutinise each of the suppliers. Oulton Parish Council and Wenhaston and Mellis Hamlet Parish Council have already installed such equipment and it was suggested that they could also be contacted for advice.

528.4b Playground inspections and data from Waveney Norse – This was already covered during discussions earlier in the meeting.

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- 528.5 Gunton Warren land transfer and environmental issues – An advertisement has been placed in the local press to confirm that the draft land registry documents are available to view. Confidential papers detailing advice from Lowestoft Town Council’s solicitor and a recommendation from the Clerk will be considered at tomorrow’s Full Council meeting.
- 528.6 Normanston Allotments land transfer – Clarification is required as to whether the land has already been transferred across to Lowestoft Town Council and the Clerk will be seeking legal advice.
- 529. Update and next steps for the following assets:**
- 529.1 Allotments – The FCM will be arranging site visits.
- 529.2 East of England Park – The Steering Group met today to consider feedback from the meetings with Lowestoft Town Council and the stakeholders. The performance area was discussed and whether or not there is a requirement for a stage. Further discussion is required at the Full Council meeting, although it has previously been agreed that the Town Council will only sign the licence if there is evidence that the heritage of the area has been considered and maintained. Environmental factors, particularly with regard to public conveniences in the park, are also being considered.
- 529.3 The Lowestoft Collection – Cllr Coleby has been looking into the cost of keeping the artefacts in storage at their current location. This will be considered at tomorrow’s Full Council meeting.
- 529.4 Marina Theatre – Cllr Coleby has attended a meeting recently but there were no matters for consideration.
- 529.5 North Denes – The Clerk has been going through legal advice received from Lowestoft Town Council’s solicitors ahead of tomorrow’s Full Council meeting. Councillors will need to decide individually whether it is appropriate for them to be present during these discussions and a decision may need to be made by the Council as a whole.
- 529.6 Open Spaces and parks, including the following
- 529.6a A request to site litter bins at Prince’s Walk – A member of the public recently completed a litter pick of the area and removed several bags worth of waste. They have suggested this may be caused by food from the local supermarket or shops being consumed during the walk to Normanston Park and the wrappers discarded there. Drug paraphernalia has also been found in the area. The land is under Lowestoft Town Council’s jurisdiction and a walk way approaching the park was identified as a potential location for a litter bin. Waveney Norse have already confirmed they could empty more bins at no additional cost. Advice could be sought from them through their knowledge of the area and the supermarket could be approached to provide sponsorship, if there is evidence to confirm the litter has been generated from items purchased in their store. It was agreed the matter requires further consideration as the Council receives several complaints regarding litter at many locations. It was agreed that a response will be sent to the member of the public to advise that the Council is investigating wider options for the town, but they may wish to complain directly to the supermarket in the meantime.
- 529.6b Whether to reinstate the sign removed from the beacon at Sparrows Nest – It was agreed for the Deputy Clerk to make enquiries regarding the cost of an appropriate replacement sign giving more information about the beacon itself.

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Waveney Norse have provided a quote of £749.74 (plus VAT) to repair damaged railings in Belle Vue Park at the bottom of the Ravine. The FCM will seek two other quotes and there was a suggestion that he contact A1 Fabrication.

Work is required at Kensington Gardens to rebuild a brick pillar – for which Waveney Norse have provided a quote of £844.60 (+VAT) – and resetting of coping stones, which Waveney Norse have quoted at £300 (+VAT). It was agreed that further quotes should be obtained, given the total cost.

Cllr Coleby proposed a recommendation to Full Council for a maximum budget of £1,200 to complete the work at Kensington Gardens, with delegated authority to the AID Committee; seconded by Cllr Knight; all in favour.

The FCM will obtain more quotes.

Cllr Patience left the meeting 20:06

Lowestoft Town Council is currently paying standing charges for the gas supply at the Denes Oval of £464.08 (+VAT at 5%); however, there are no longer any gas appliances on site. The FCM will obtain quotes to have the gas supply capped and the meter removed, which will then be considered by Full Council. It was also suggested that the Town Council may wish to invoice Waveney District Council for the work upon completion.

It was queried whether the vinyl stickers to update signage at Lowestoft Town Council's assets had been progressed. The minutes of the last Finance and Governance Committee meeting will be checked and this will be progressed.

The FCM has obtained three quotes for a drinking fountain at Kensington Gardens, incorporating a bottle filling station. It was recommended that the fountain be located to the rear of the bowls pavilion and there was a discussion as to whether there should be a seasonal operation of the fountain. It was agreed that this matter will be added to the agenda again in the new year for consideration.

529.7 Heritage Action Zone – A meeting is being held next week. Surveys of the parks are currently being completed and there may be grant funding available to repair the railings in Belle Vue Park, as discussed earlier in the meeting.

529.8 Triangle Market – There were no updates to consider.

529.9 Public Conveniences – A Working Group meeting has been held and Councillors completed two separate site visits to Kensington Gardens recently. Councillors were reminded to consider the appropriateness of inspecting public conveniences on their own in their capacity as a Councillor. There were concerns raised over the cleanliness of the public conveniences and also why those at Normanston Park and Kirkley Cliff were locked when they should have been open. This will be raised at the next meeting with Waveney Norse.

The Clerk left the room 20:31

Cllr Knight proposed suspending the Standing Orders to allow the meeting to continue for fifteen minutes.

The Clerk returned 20:33

The Clerk left the room 20:33

Waveney Norse will be asked to consider introducing a visible cleaning schedule at each of the public conveniences.

The Clerk returned 20:33

529.10 Community Meeting Halls, including the following:

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529.10a The lease for Gunton Estate Residents Meeting Hall – The draft constitution is being created and the lease will be discussed at tomorrow's Full Council meeting.

529.10b Sanitary disposal units – These are in place at the Gunton Estate Residents Meeting Hall but not at the Whitton Residents Hall. Lowestoft Town Council has received an invoice from PHS but has never entered into a contract with them and has no legal obligation to pay it. It would appear Waveney District Council have passed on the Town Council's details to PHS.

The Clerk left the room 20:38

The annual cost to empty the units is £24.96 (+VAT) for two units. There was a discussion over the environmental and hygiene factors of different methods of disposal of sanitary items, and whether disposal units should also be available at the public conveniences under the ownership of the Town Council also. Units are already available at some sites and it will be queried with Waveney Norse why they are available at some sites and not others.

The Clerk returned 20:41

The FCM will advise PHS that there is currently no contract in place between themselves and Lowestoft Town Council and the Council would wish to see their terms and a draft contract. This will then be considered by Full Council.

It was reported that the doors of the Whitton Residents Hall's fire escape required replacement, which is the responsibility of the Town Council under the terms of the lease.

Cllr Pitts left the room 20:53. Discussions were held as the meeting was no longer quorate

Cllr Pitts returned 20:55

The FCM has obtained a quote of £618 (including VAT) but this is supply only. Three quotes will be obtained to supply and install the doors.

Cllr Coleby proposed a recommendation to the Finance and Governance Committee to progress the replacement of the doors of the Whitton Residents Hall's fire escape; seconded by Cllr Knight; all in favour.

529.11 Great Eastern Linear Park – The FCM provided the Committee with details of a potential land encroachment. He will forward the details to the Clerk.

Cllr Coleby proposed that the matter is raised with Lowestoft Town Council's solicitors for legal advice; seconded by Cllr Knight; all in favour.

530. Date of the next meeting

Monday 10 December 2018 18:00

531. Items for the next Agenda and Close

Cllr Barnard requested a discussion regarding the use of pesticides at the next meeting.

532. Resolution to close the meeting to the public

There were no confidential matters for consideration.

The Chair closed the meeting 21:03

Signed:

10 December 2018