

Lowestoft Town Council

Meeting of the Assets, Inclusion and Development Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
18:00 on 4 June 2018

MINUTES

Present: Cllrs Sue Barnard, Allyson Barron, Dick Houghton, Peter Knight (Chair) and Alice Taylor

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

Public: No members of the public were present

334. Welcome

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

335. To receive and consider acceptance of apologies for absence

Apologies were received and accepted from Cllrs Coleby, Collecott, Ford, Graham and Patience. Proposed by Cllr Barron; seconded by Cllr Taylor; all in favour.

336. Declarations of Interests and dispensations

None.

337. To consider the accuracy of the Minutes:

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

338. Public Forum

No members of the public were present.

339. Any update with the issue of bicycles and vehicles on London Road North, and related issues

The issue is whether the signs on London Road North prohibiting traffic are enforceable. Waveney District Council have advised that Suffolk County Council should be able to answer this question.

Lowestoft Vision have introduced temporary planters in the area as a traffic calming measure.

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

340.1 Compliance monitoring, maintenance and condition surveys – The condition survey on the Town Hall has been received from the Historic England architect.

He has recommended that Lowestoft Town Council applies for a £42,000 (excluding VAT) emergency grant from Historic England comprising of: £6,000 for the main survey, including production of an illustrated report, £2,000 for the attendance of a contractor, £4,000 for additional surveys or specialist advice, £25,000 for the first stage of the most urgent repairs identified by the survey, and a £5,000 allowance for all professional fees associated with the repairs.

The Town Hall and Heritage Action Zone Sub-Committee can meet to research heritage architects and surveyors. It was suggested that an application for £30,000 worth of repairs should be submitted.

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Cllr Barron proposed a recommendation to Full Council that a grant application is submitted to Historic England for a heritage survey of the Town Hall; seconded by Cllr Barnard; all in favour.

The person who currently runs the software recommended by the Facilities and Contracts Manager, for compliance monitoring (particularly legionella) is retiring. Lowestoft Town Council can purchase the software for a single fee of £1,000 and would then only be charged for the web hosting.

The Facilities and Contracts Manager has researched alternative compliance software, but this would be charged at £2,500 per annum, plus web hosting.

For continuity of service, the Facilities and Contracts Manager recommends that Lowestoft Town Council proceeds with the recommended software.

Enquiries can be made with East Coast Community Healthcare about hosting the service.

Cllr Taylor proposed proceeding with the purchase of the software, subject to the Facilities and Contracts Manager making enquiries with East Coast Community Healthcare; seconded by Cllr Barron; all in favour.

- 340.2 CAD plans and compliance information from Waveney District Council – This is still ongoing. No further progress has been made. Waveney District Council have said they would need to pay £400 per site to obtain the information, but this would only be for the CAD designs, not the compliance information.

It was suggested that Lowestoft Town Council should consider researching options to get its own information, although this would attract associated expenditure.

It was discussed which sites should be prioritised, and whether the Town Hall would be covered by the funding discussed earlier, but it may well be more cost-effective to pay one amount to cover all sites.

The Facilities and Contracts Manager will research this further and provide a budget estimate.

Cllr Houghton proposed a recommendation to Full Council or the Finance and Governance Committee, that hardwiring tests are completed at all sites, subject to a budget recommendation; seconded by Cllr Taylor; all in favour.

- 340.3 The sale of land on Walmer Road – There have been no further updates involving Lowestoft Town Council at present.

- 340.4 The sale of land next to Uplands Community Centre – There have been no further updates at present.

- 340.5 Improvement works to play areas – It is understood that Stoven Close should have been completed and this will be checked. Improvement works to Rosedale Park are currently in progress. Approval has been obtained to relocate the play equipment at Normanston Park, but it is understood there will be an additional cost to reinstate the fencing. The Facilities and Contracts Manager is awaiting a quote.

The Clerk has submitted the proposals for projects for the CIL funding and has requested that if there any issues or queries with the applications that she be contacted in the first instance.

- 340.6 Gunton Warren land transfer and environmental issues – Waveney District Council are giving consideration to Lowestoft Town Council's proposal that they take back ownership of the land which was transferred to LTC.

- 340.7 Cotman Close land transfer – This is on tomorrow's Full Council agenda, but there is no further update at present.

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340.8 Normanston Allotments land transfer – This is on tomorrow’s Full Council agenda and will be discussed in further detail then.

340.9 Leases, including the following:

340.9i Kirkley and Pakefield Community Sports and Social Club Ltd – There are no further updates at present.

340.9ii The Royal Naval Patrol Service Association – The Supplemental Lease is being discussed as a confidential paper at tomorrow’s Full Council meeting.

340.9iii The Lowestoft Movie Makers Club – There are no updates at present.

340.9iv Community Halls – LTC is currently awaiting a template lease which will affect all the others.

S113 support for leases from Waveney District Council is continuing until 31 July 2018.

Leases will need to be in place for all properties which have transferred over to Lowestoft Town Council.

The Clerk will ask that WDC provide an update in time for the next meeting as to when they anticipate completing the work.

341. Asset records, protocols and strategies

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

341.2 Any progress with the development of a toilet strategy – This will be deferred to the next meeting for the document to be reviewed.

342. Update and next steps for the following assets:

342.1 Allotments – The Allotments Sub-Committee and the Facilities and Contracts Manager met on 1 June and have made progress.

The asset record has been produced and circulated and action points have been identified as to what needs to be done. The asset record will be added to the next agenda as the Facilities and Contracts Manager has made adjustments to the document today.

The possibility of site visits was discussed (twelve sites in total).

It was suggested that the Clerk write to Lowestoft and District Allotments Ltd (LDA Ltd) to arrange a meeting at Hamilton House to arrange the site visits, with the Allotments Sub-Committee and the Facilities and Contracts Manager.

The Clerk expressed reservations about Cllr Houghton’s involvement in the meeting, owing to historical issues.

It was instead suggested that the Facilities and Contracts Manager could arrange site visits to establish a working relationship with LDA Ltd, in conjunction with a letter from the Clerk. Site visits will need to be arranged through the site managers to get access, etc.

Minutes will be recorded at all meetings for the benefit of Councillors not present.

The Clerk will also progress membership to the National Allotments Society and National Allotments and Gardens Society.

It was suggested that more allotments could be required on the Southern side of Lowestoft. What LTC already has will be identified and measured first.

342.2 East of England Park – Waveney District Council’s Regeneration Team have a meeting coming up but would like to meet with the Chairs of each Committee, the Mayor and the Clerk first before the information is made public. The meeting is being arranged.

342.3 The Lowestoft Collection – The Clerk met with Cllr Lang as the representative on the Lowestoft Museum Board to provide him with an update. Discussions are being held with

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- the insurers regarding items which were missing from the Durrants valuation or still in Waveney District Council's ownership.
- 342.4 Marina Theatre – This will be discussed in more detail at tomorrow's Full Council meeting. The draft Surrender of Lease and new lease documents should be available for signing. The Purchase Contract has been signed by Lowestoft Town Council and is now with the Marina Theatre Trust for them to sign, and will then just require the seller's signature. The approval for the loan application and the approval for the loan itself have both been received.
The final condition survey report on the Marina Theatre has been received, and is being reviewed by the Facilities and Contracts Manager.
- 342.5 North Denes – The Deputy Clerk has been liaising with Waveney District Council regarding the removal of the temporary fencing, and should have an update for the next meeting. Advice has been received from Waveney District Council's Planning and Conservation Team that a structural survey is undertaken of the Denes Oval perimeter wall as it is in a state of disrepair.
The quote received for the cost is £1,100 (+VAT). The Facilities and Contracts Manager advised that this is a reasonable quote but can obtain more if requested. The survey is required before replacement or repair work can start as this will identify what the issues are and recommend what remedial work should be undertaken.
Cllr Barnard proposed a recommendation to Full Council or the Finance and Governance Committee to proceed with a structural survey of the Denes Oval perimeter wall; seconded by Cllr Barron; all in favour.
- 342.6 Open Spaces and parks – The area for the centenary installation has now been outlined in Belle Vue Park.
- 342.7 Heritage Action Zone, including Town Hall – This has already been covered during earlier discussions in the meeting.
- 342.8 Triangle Market – Waveney District Council's lawyers are in favour of getting that land registered. The boundary for the relevant land area is unclear. The Facilities and Contracts Manager has a map which delineates where the adopted highway is.
At present, the land is a highway, so if there were to be a regular market in the area an application would need to be submitted for a Stopping Order to stop it being a highway, or permission would need to be sought from Suffolk County Council to have a market on the highway.
If the area remains a highway, it was queried whether safety barriers would need to be erected for events. This can be queried with Suffolk County Council.
The Clerk will write to Suffolk County Council for ongoing permission to hold a market there and ask them what would be involved in obtaining a Stopping Order is necessary.
Cllr Barron proposed submitting an application to Suffolk County Council for permission to hold a regular market on the highway; seconded by Cllr Taylor; all in favour.
- It was suggested that the power points in the Triangle marketplace and underneath the sails should be surveyed and restored to working order. This would be covered by the hardwiring checks discussed earlier in the meeting, but a separate budget would be required to remedy any issues found.
A survey is required first to determine where all of the power points are, then a quote can be obtained to have them checked.
Cllr Houghton proposed that a quote is obtained for a future meeting; seconded by Cllr Barnard; all in favour.

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The re-scheduled NABMA event was held on 31 May in Cambridge. The Clerk and Facilities and Contracts Manager have produced a summary of the event. Those who attended found the event very helpful.

The representative from NABMA who visited Lowestoft recommended that London Road North should be considered for a regular market, whereas the Triangle marketplace could host periodic speciality markets.

It was suggested that Lowestoft Town Council could consider setting up a market on London Road North, with the assistance of Lowestoft Vision.

It was queried what the future would then be for Lowestoft Town Council's asset – the Triangle marketplace. The area could be considered for speciality markets but it may be beneficial to seek the advice of a professional organisation to help LTC make an informed decision, and the Charter can be reviewed.

Cllr Houghton will arrange a meeting of the Triangle Market Sub-Committee. It could then be requested at Full Council that a markets sub-committee is established.

It is understood that there has been a decrease in the number of complaints regarding the sails since they have been cleaned.

At 19:50 an announcement was made over the public-address system that the building was to be locked at 20:00

It was agreed that all remaining items would be deferred to the next meeting and moved to the front of the agenda.

It was noted that Gritfest had been a very successful event.

The framework policy for dealing with conferring the Freedom of the Town will be discussed at the next meeting.

With regard to noticeboards, it was queried whether one per ward would be sufficient. It was however agreed that this should be discussed in more detail and agreed at the next meeting.

Items 342.9 – 348 were deferred to the next meeting.

342.9 Other assets and asset records

343. Review the register of land and assets including building and office equipment

344. Any progress with plans and lease for the first floor of Hamilton House

345. Progress with events on Town Council land

346. Progress with a framework for requests for the Freedom of the Town

347. Progress with community engagement

347.1 Survey (including Survey Monkey)

347.2 Promotion leaflets and advertising

347.3 Noticeboards (including any update with the introduction of new noticeboards), signs and plaques

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348. Any developments in relation to the threatened closure of Lowestoft Records Office

349. Date of the next meeting

Monday 25 June 2018 (time and location to be confirmed)

350. Items for the next Agenda and Close

The Chair closed the meeting at 19:54

Signed:.....

25 June 2018