

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 5 November 2018

MINUTES

Present: Cllrs Sue Barnard, Allyson Barron, Neil Coleby (Chair), Peter Collecott, Ian Graham, Dick Houghton, Peter Knight, Graham Parker, John Pitts and Alice Taylor

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

Public: There were no members of the public in attendance

496. Welcome

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

497. To receive and consider acceptance of apologies for absence

Apologies were received from Cllr Patience. Cllr Ford had not provided apologies and was absent. Cllr Collecott explained why he had not been able to attend the previous meeting or provide apologies at the time.

Cllr Knight proposed acceptance of Cllr Patience's apologies for this meeting and Cllr Collecott's apologies for the previous meeting, and noting of Cllr Ford's absence; seconded by Cllr Parker; all in favour.

498. Declarations of Interests and dispensations

There were none.

499. To consider the accuracy of the Minutes:

22 October 2018 – Accepted as accurate. Proposed by Cllr Taylor; seconded by Cllr Barron.

500. Public Forum

No members of the public were present.

501. Noting of Cllr Parker's and Cllr Pitts's membership to the Assets, Inclusion and Development Committee

This was noted and both Councillors were welcomed to the Committee.

502. Asset records, protocols and strategies

502.1 Noting of the summary table for asset records, protocols and strategies – This has been updated following Full Council's adoption of the Legionella and Water Hygiene Policy, the Safeguarding Policy and the Marina Theatre Asset Record.

502.2 Consideration of any new or revised asset records, protocols and strategies – There were none for consideration.

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

503.1 Terms of Reference – The draft document will be presented at the next meeting of the Assets, Inclusion and Development (AID) Committee.

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

Sentinel Leisure have also been looking into this and have offered to provide further information to Lowestoft Town Council. There would be a cost involved, which would vary depending on how much information the Council would like the geotagging or QR codes to supply. A meeting is being held with Sentinel Leisure on 7 November and this can be

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discussed further. Cllr Taylor has offered assistance should the Council proceed with the QR codes or geotagging.

505. Consideration of Lowestoft Town Council's opening hours over the Christmas period

Staff are contractually obliged to take annual leave between Christmas and the New Year and the office will be closed. Any urgent calls from members of the public regarding any of the Town Council's assets should be reported directly to Waveney Norse anyway. At present, the office is to open on Christmas Eve and it was queried whether this should be the case.

The Facilities and Contracts Manager and Committee Clerk left the room at 18:13 for this discussion

Cllr Barron proposed a recommendation to the Finance and Governance Committee for the office to be closed on Christmas Eve, for which staff will be paid but will not be required to take annual leave. The office will therefore close at 17:00 on Friday 21 December and reopen at 09:00 on Wednesday 2 January. This proposal was seconded by Cllr Parker and all Councillors voted in favour of it.

The Facilities and Contracts Manager and Committee Clerk returned 18:16

506. Consideration of the Supplemental Agreement between Waveney District Council, Waveney Norse and Lowestoft Town Council

As there were no members of the public in attendance, it was agreed to discuss this confidential item now.

The Facilities and Contracts Manager left the room 18:18

The Facilities and Contracts Manager returned 18:18

Cllr Collecott proposed that legal advice be sought and reported back to the AID Committee; seconded by Cllr Knight; all in favour.

507. Consideration of any progress with the lease for the first floor of Hamilton House

The draft document should be ready for consideration shortly.

508. To note progress with events on Town Council land

There was a reminder that the application form to hold an event on land owned by Lowestoft Town Council stipulates that no inflatable equipment of any kind is authorised.

Final preparations are being made for the commemorative events taking place for Remembrance Sunday. All Councillors have been sent details of what will be happening throughout the day. Cllr Barron advised she would not be able to attend due to a prior engagement.

It is understood that the planned Continental Christmas Market will not be going ahead this year, as the company running it decided that the Triangle Marketplace would not be a viable location. It was suggested that the Council needs to explore ways to make the Triangle Marketplace a more attractive prospect for such events.

509. Policy issues affecting assets, including:

509.1 Any developments in relation to the threatened closure of Lowestoft Records Office – There were no updates to consider.

510. Consideration of any progress with community engagement

510.1 Noticeboards, signs and plaques – The Facilities and Contracts Manager (FCM) has obtained three quotes for vinyl stickers to update signage at Lowestoft Town Council's assets. The quotes are for fifty, UV stable, stickers of each of the relevant sizes (five sizes in total). The lowest price of £90 (+VAT) was quoted by UK Graphics and Engraving.

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Cllr Barron proposed a recommendation to the Finance and Governance Committee to produce the vinyl stickers of the specified quantities; seconded by Cllr Barnard; all in favour. A meeting of the Community Survey Working Group was held earlier today and this will be reported to the Events and Communications Sub-Committee, along with any other matters relating to community engagement.

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

- 511.1 Compliance monitoring, maintenance and condition surveys – It was agreed that item 512.1 would also be discussed here. Legionella monitoring has been completed by Waveney Norse and no issues were discovered.

Cllr Coleby, the FCM and Waveney Norse met with an arborist to identify any issues with trees on land owned by the Town Council. The FCM has drafted a report following this, which lists any issues and their locations, with accompanying images. This was displayed to Councillors at the meeting. Waveney Norse have agreed the report also and have agreed to act upon all of the issues identified.

The FCM keeps a spreadsheet of all maintenance requests submitted to Waveney Norse, marked with the level of priority. This was also displayed at the meeting and provides a written record of the requests sent to Waveney Norse, and a way of monitoring when the work is completed. It was agreed that the FCM would provide a monthly report to the AID Committee based on this information, which will then form the basis of the quarterly meetings with Waveney Norse. Should Councillors discover any issues, they should be immediately reported to the FCM to be added to the spreadsheet and sent across to Waveney Norse. Signage directs members of the public to raise any issues with Waveney Norse directly. The sign at Cotman Close was removed before the land transferred over to Lowestoft Town Council and enquiries can be made as to whether this can be replaced under the contract. It was queried whether the spreadsheet could be shared with Waveney Norse so it can be updated immediately by both parties. Lowestoft Town Council does not currently have the software to support this but it can be considered in the future.

The FCM has created a spreadsheet of issues identified following the Annual Walkabouts with Waveney Norse. These are being progressed, but some have a financial undertaking attached to them. Some issues may be covered under the contract with Waveney Norse but some are separate and these will need to be identified.

Scheduled Legionella risk assessments are taking place at the moment. Asbestos assessments have been completed but the FCM is obtaining three quotes for one more, low risk, site at Kensington Gardens.

The column adaptations in preparation for the Christmas lights will be taking place on 26 November. The lights will be switched on on 1 December and will remain illuminated daily between 15:00 – 23:00.

- 511.2 The sale of land on Walmer Road – There were no updates to consider.
- 511.3 The sale of land next to Uplands Community Centre – There were no updates to consider.
- 511.4 Improvement works to play areas, including any update with the provision of adult outdoor gym equipment – It was reported at the last meeting that work has been completed at Normanston Park and the play area is operational again. Images will be uploaded to the Town Council's website and Facebook page. A meeting is being held on 6 November with Sentinel Leisure to discuss the improvement plan for the play areas over the next ten years. A list of suppliers of adult outdoor gym equipment has previously been circulated. Another potential supplier was also identified at the National Association of Local Councils (NALC)

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Conference last week. Cllr Collecott advised that Oulton Parish Council would be able to offer advice should the Council wish to progress this. The demand for this type of equipment would need to be considered, and it was suggested that a further survey could be produced. The results of the community survey will be reviewed for any comments relating to this. Cllr Coleby will be collating information from the survey regarding public conveniences, and Cllr Barnard will be doing the same for open spaces.

- 511.5 Gunton Warren land transfer and environmental issues – Advice is being sought as to whether the land transfer requires the involvement of the Secretary of State. Cllr Coleby proposed that the Coastal Management Team be invited to provide a presentation to the AID Committee; seconded by Cllr Barnard; all in favour.
- 511.6 Cotman Close land transfer – There were no updates to consider and it was agreed to remove this item from the agenda. One piece of play equipment on the land is understood to still belong to Waveney District Council, but it appears that it has been included with the routine inspection of Lowestoft Town Council's play equipment, and thus Lowestoft Town Council have been charged for its inspection. Cllr Coleby proposed that Waveney District Council and Waveney Norse be formally contacted in writing to advise that if the piece of equipment has not transferred into Lowestoft Town Council's ownership, that Lowestoft Town Council has no responsibility over it and would therefore request a refund of the cost to inspect it for the last two years; seconded by Cllr Knight; all in favour.
- 511.7 Normanston Allotments land transfer – Legal advice is being sought and the matter is ongoing.
- 511.8 The lease for Gunton Estate Residents Meeting Hall – It was agreed that work should begin to progress the constitution document. It was agreed that the draft document will be circulated to Cllrs Barron, Coleby and Graham before being presented to the AID Committee. An internal meeting will be arranged, followed by a meeting of representatives from Lowestoft Town Council, Gunton Estate Residents Meeting Hall and Waveney District Council's legal team.
- 512. Consideration of an update and next steps for the following assets:**
- 512.1 Report from the Facilities and Contracts Manager regarding asset management – This was already covered by discussions earlier in the meeting.
- 512.2 Allotments – The FCM will arrange visits to the remaining sites with the Allotments Sub-Committee and Lowestoft and District Allotments Ltd. It was confirmed that Cllrs Barnard, Barron, Coleby and Patience will participate in the site visits. The FCM will check the availability of representatives from Lowestoft and District Allotments Ltd and circulate some dates. The potential presence of asbestos at the sites will need to be raised with Lowestoft and District Allotments Ltd, along with an agreement as to how it will be addressed.
- 512.3 East of England Park – An Extraordinary Meeting is scheduled to be held on Monday. It was agreed that if the necessary paperwork has not be received by Wednesday the meeting will not go ahead, as these will need to be reviewed by Lowestoft Town Council's solicitors before the meeting.
- 512.4 The Lowestoft Collection – Cllr Taylor attended a meeting of the Lowestoft Museum Trustees on 3 November. She reiterated to them that a small budget is available for relevant training for the museum staff and enhancing the collection. Waveney District Council are progressing the transfer of the artefacts across to Lowestoft Town Council. Enquiries are being made as to the cost of continuing to store them in their current location for the time being.
- 512.5 Marina Theatre – The FCM is obtaining quotes for repair work to the wall. A Board Meeting is being held shortly and there will be discussions regarding recommendations from the condition survey and what work requires the most urgent attention, for the purpose of informing the budget.

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- 512.6 North Denes – This was already covered by discussions earlier in the meeting.
- 512.7 Open Spaces and parks – Cllr Coleby has recently circulated the first draft of the Open Spaces Strategy and is seeking feedback and availability to organise a meeting of the Open Spaces Sub-Committee.

The FCM is seeking quotes for a multi-purpose drinking water fountain. It has been confirmed that planning consent is not required.

The FCM has circulated the minutes of the meeting with Gunton residents regarding Gainsborough Drive. It was requested that Councillors review these and email the FCM with any feedback or comments tomorrow.

- 512.8 Heritage Action Zone – The next Steering Group meeting is being held shortly, but there were no other matters to report.
- 512.9 Triangle Market – The issue with the lock on one of the cubicles at the gentlemen’s public conveniences has been added to the maintenance request spreadsheet for Waveney Norse to rectify. The FCM will work with Councillors to produce a specification for the Triangle Market, the public conveniences at Fen Park, the Kensington Gardens Pavilion and the changing rooms at Normanston Park, so that the amount of funding required can be determined. This will be reported back to the AID Committee.

It was requested that enquiries be made with Waveney Norse to determine where rental income from the Triangle Market is being paid. It was requested that this be reported back to the AID Committee and Finance and Governance Committee.

- 512.10 Public Conveniences – Cllr Coleby will be reviewing the community survey results and comments with regard to public conveniences and will provide a report to the AID Committee. Cllrs Coleby, Houghton and the FCM will meet to discuss the standardisation of the public conveniences across Lowestoft Town Council’s portfolio. Any available Community Infrastructure Levy (CIL) or Section 106 funding will be explored. Any urgent repairs or routine maintenance will still be completed in the interim.

513. Date of the next meeting

Monday 26 November 2018 18:00

514. Items for the next Agenda and Close

It was requested that at future meetings of all the Committees and Full Council, that the Chair sit in the middle of the table, rather than at the head of the table, so that they are more visible to all present.

The Chair closed the meeting 20:12

Signed:

26 November 2018