

**Lowestoft Town Council**  
**Meeting of the Assets, Inclusion and Development Committee**  
**Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ**  
**16:00 on 6 August 2018**

**MINUTES**

**Present:** Cllrs Sue Barnard (arrived 16:40), Neil Coleby (Chair), Peter Collecott (left 17:29), Ian Graham, Peter Knight and Keith Patience (arrived 16:04)

**In Attendance:** Sarah Foote (Deputy Clerk), Mark Speller (Facilities and Contracts Manager) and Laure Elliott (Committee Clerk)

**Public:** There were no members of the public present

**400. Welcome**

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

**401. To receive and consider acceptance of apologies for absence**

Apologies were received and accepted from Cllrs Allyson Barron, John Pitts and Alice Taylor. Cllr Ford was absent. Cllr Barnard advised in advance of the meeting that she would be late. Cllr Collecott advised he would be leaving the meeting at 17:30. Cllr Knight proposed acceptance of the apologies and noting of Cllr Ford's absence; seconded by Cllr Graham; all in favour.

**402. Declarations of Interests and dispensations**

There were none.

**403. To consider the accuracy of the Minutes:**

23 July 2018 – accepted as accurate. Proposed by Cllr Graham; seconded by Cllr Coleby; all in favour.

**404. Public Forum**

No members of the public were present.

**405. Progress with plans and lease for the first floor of Hamilton House**

A meeting with the solicitors has been held and there are a few items which require clarification.

*Cllr Patience arrived 16:04*

The Chair checked with Cllr Patience that he had no disclosable pecuniary or non-pecuniary interests relating to matters on the agenda and updated him with the discussion so far. Building Control have identified another requirement for the air conditioning and hoods are being installed this week as a result. Signage (excluding the external window graphics) is being installed this week and furniture and IT is being installed next week. It is anticipated that work should be completed by 20 August. Repayment options for the refurbishment work will be considered at tomorrow's Full Council meeting.

**406. Asset records, protocols and strategies**

406.1 The summary table for asset records, protocols and strategies – It was noted that the Clerk will be reviewing the confidential Marina Theatre Asset Plan.

406.2 Any new or revised asset records, protocols and strategies – There were none for consideration.

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### **407. Progress with events on Town Council land**

The traditional Scores Race will be held on 9 September and will pass through Sparrows Nest. The Deputy Clerk has requested that the organisers of the event therefore complete the necessary forms. The start and finish point of the race is usually the Triangle Marketplace. Barriers will be erected and a chip timing van will be on site. Councillors were asked to consider whether a deposit should be taken.

Cllr Coleby proposed that no deposit is requested as this is an historic event which has had no issues in the past, however this will be considered in future should there be any issues this year; seconded by Cllr Knight; all in favour.

The Friends of Kensington Gardens are looking to organise a Heritage Open Day event on 16 September. The Deputy Clerk has requested that the necessary forms are completed. The Deputy Clerk will be attending a meeting in Ipswich on 8 August to discuss the required road closures for the Royal Naval March on 7 October. The Committee agreed that Lowestoft Town Council would be willing to take on the responsibility of organising the road closures but has no budget to cover the associated cost. It is understood that a Royal Naval Patrol Service Association event is being held on 28 August involving 28 motorcyclists congregating in Belle Vue Park at 17:00. Staff will make enquiries regarding this. East Coast Hospice have requested initial approval for a Bubble Rush event in Normanston Park in June next year. There were no objections to this on the understanding that the appropriate health and safety measures will be in place.

### **408. A request from Peter Aldous MP to plant five saplings as part of the Queen's Commonwealth Canopy and to consider where they should be located**

Cllr Collecott advised that Lowestoft in Bloom would be happy to assist with this. The location of the trees was discussed. It was agreed that the trees should be planted together, so as to form the canopy, but will grow 12 – 25 metres high and will therefore need an area with plenty of space. Rosedale Park and Clarke's Lane were considered as they meet this criterion. Kirkley Fen Park was discussed but it already has a large wooded area and it was thought that the East of England Park was too close to the sea, and the sea spray could affect the health of the trees. It was suggested the trees would be beneficial to Rosedale Park as they would offer shade to the play area.

Cllr Graham proposed a recommendation to Full Council that Rosedale Park is selected as the preferred site for the planting of the five saplings, with Clarke's Lane the secondary option; seconded by Cllr Knight; all in favour.

### **409. Developments in relation to the threatened closure of Lowestoft Records Office**

A six week public consultation is being launched at the end of August. It was requested that Lowestoft Town Council advertises this on its website and a response to the consultation be considered at September's Full Council meeting.

### **410. Progress with community engagement**

410.1 Promotion leaflets and advertising – Over 300 responses have been received to the survey via Survey Monkey and 50 – 60 paper copies have been received into the office. Copies of the survey will be given to Councillors at tomorrow's Full Council meeting to distribute to parishioners and the Marina Theatre also have a batch for customers to take.

410.2 Noticeboards, signs and plaques, including a request to progress a plaque on London Road South to commemorate the centenary of the Suffragette movement – Two locations have been suggested in Gunton and one in Normanston Park for noticeboards to be situated. It was suggested that three quotes be obtained.

*Cllr Collecott left the room 16:32*

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It is thought the cost could be £800 - £900 per noticeboard. Cllr Coleby has previously completed some research into this and will circulate to the Committee. At the Full Council meeting tomorrow Councillors will be asked if and where they would like to see noticeboards located in their wards.

*Cllr Collecott returned 16:34*

Cllr Coleby has been working with the Jack Rose Old Lowestoft Society to produce a record of existing plaques around the town and details of them. The tenant of Hunny Bee Vintage on London Road South would like a plaque on the building to commemorate the start of the Suffragette movement in the area. Cllrs Coleby and Taylor will be meeting with them to discuss wording and location. Cllr Coleby has also worked with the Jack Rose Old Lowestoft Society to produce wording for a new plaque in Belle Vue Park to replace the one which is now illegible. This was read out to the Committee and all Councillors were happy to use the wording and restore the plaque as soon as possible. The majority of the existing plaques currently bear a cross, seal or boat, and there are a couple which bear the Lowestoft coat of arms.

*Cllr Barnard arrived 16:40*

To produce new plaques with the coat of arms would be more expensive than the cross, seal or boat images as the coat of arms is in colour. It had however previously been discussed that the coat of arms would be the preferred option for new plaques.

Cllr Graham proposed that new plaques be produced with the Lowestoft coat of arms; seconded by Cllr Knight. The Chair briefed Cllr Barnard on the discussion to enable her to participate in the vote. Five Councillors voted in favour. One Councillor abstained from the vote.

### **411. Asset transfer and compliance issues, in particular the following matters:**

- 411.1 Compliance monitoring, maintenance and condition surveys – Asbestos surveys have been commissioned and will be completed this week and next. Legionella surveys will also be organised, and quotes are being obtained for fire alarm and fire extinguisher tests and lightning conductor tests. The Facilities and Contracts Manager is devising a Legionella policy and associated procedures.
- 411.2 The sale of land on Walmer Road – There has been no further updates.
- 411.3 The sale of land next to Uplands Community Centre – There has been no further updates.
- 411.4 Improvement works to play areas – Work to relocate the Normanston Park play equipment and fencing is due to commence after the school summer holidays. Waveney Norse have proposed a site meeting on Wednesday 29 August at 10:00, to which Councillors are welcome to attend. It was queried whether any CIL money is available to fund extra equipment at the Stoven Close play area. This has been raised and there are other parks which would also benefit from improvement work or new equipment. Cllrs Coleby and Graham and the Clerk attended a meeting with Sentinel Leisure. They will be detailing what improvement works have taken place at each of the parks under Waveney District Council's jurisdiction and the age of the existing equipment so that the Council can decide what work is required where.
- 411.5 Gunton Warren land transfer and environmental issues – It is understood that the transfer of land has been approved by Waveney District Council's Cabinet, but official confirmation is required. This will be followed by a process Lowestoft Town Council must follow to appropriate the land, including two weeks of advertising in the local press and consideration of any objections, and an approach to the Secretary of State.
- 411.6 Cotman Close land transfer – There were no updates to consider.
- 411.7 Normanston Allotments land transfer – The Facilities and Contracts Manager will be arranging a site visit for this to be given further consideration.

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411.8 Leases, including the following:

411.8i Kirkley and Pakefield Community Sports and Social Club Ltd – With regard to items 411.8i – iii the Clerk will be meeting with Waveney District Council’s solicitor on 15 August. Hard copies of the Gunton Estate Community Meeting Hall and the Whitton Residents Hall have been received and are under review. The lease documents for the skate park in Normanston Park have also been received.

411.8ii The Lowestoft Movie Makers Club

411.8iii Community Halls

### **412. Update and next steps for the following assets:**

412.1 Allotments – Once the new office space in Hamilton House has been completed a meeting will be arranged with Lowestoft and District Allotments Ltd.

412.2 East of England Park – Cllr Coleby attended the first meeting of the Steering Group and a report has been circulated. It is anticipated that the Landscape Architect will be appointed by early September and the priority will be archaeological work. The tender process for contractors will then begin, with the aim for work to commence in March 2019. It was suggested that a working group could be established to provide feedback from the Council. Cllr Barnard advised she would be interested in joining this. It was also suggested that other Harbour Ward Councillors could be involved. Cllr Knight could be restricted by other commitments but will consider it. Cllr Coleby advised he could invite the Project Manager to speak to the Committee as the project progresses. Cllr Taylor will be involved with the appointment of the Landscape Architect. Ideas relating to the development of the park will be presented to Full Council to consider. The name of the park also needs to be considered. A suggestion of Ness Park was given. The decision-making process for determining the permanent name of the park will be discussed in more detail at tomorrow’s Full Council meeting.

412.3 The Lowestoft Collection – Councillors visited the museum in July as part of the annual walkabout and discussed the storage of items not on display. Lowestoft Town Council has offered to assist with the training of any new staff.

412.4 Marina Theatre – A meeting regarding the supplemental agreement has been held and the solicitor will take forward any matters raised. A meeting to explore the structure of the building is being organised. Potential costings for recommended works at the theatre have been received. Priority work requiring immediate action is estimated at £41,500. Work which they recommend should be completed within a year is estimated at £232,500. Work to be completed within one to five years is estimated at £687,000. Work to be completed within five to ten years is estimated at £1,000 and work to be completed after ten years is estimated at £81,500. The Theatre are exploring grant applications and funding and may complete work on the building which will negate the requirement for some of this expenditure. It is understood that Suffolk County Council have offered funding to theatres in other areas of Suffolk, but not yet Lowestoft, so this could be explored further. The leader of Waveney District Council has been invited to attend Lowestoft Town Council’s Full Council meeting on 16 August to discuss the management fee, but is unable to attend due to prior commitments. He has been invited to the next Full Council meeting on 4 September and to submit a paper for the Council to consider.

412.5 North Denes – A quote has been received from Waveney Norse to complete a sample of the soil deposited on the Phase 3 leased land. The Facilities and Contracts Manager has been in contact with Tingdene regarding the issue of soil depositing. A meeting has been held with Waveney Norse and meetings will be held each month to provide updates and discuss any issues. With regard to the separate issue of soil depositing at the North Denes, it has been agreed that permission must be sought from Lowestoft Town Council first, with details of

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where the soil has come from, an assurance that it is not contaminated, and an agreement as to where it will be deposited. The result of the structural survey of the Denes Oval perimeter wall has been received. The worst deterioration is along the south elevation and Heras fencing has been recommended around at least four of the panels in the interest of health and safety.

Cllr Coleby proposed that the Facilities and Contracts Manager obtain a quote from Waveney Norse to erect Heras fencing around either four or seven panels of the south elevation of the Denes Oval perimeter wall, to then be considered by Full Council; seconded by Cllr Barnard; all in favour.

- 412.6 Open Spaces and parks – Cllrs Barnard and Coleby have started to work through the strategy. They have identified what they believe the strategy should involve and this document was circulated to Councillors at the meeting to review. It was queried whether the Council is looking to obtain any more open spaces. There is an area of land next to the Town Hall currently owned by a housing association which the Committee agreed it would like to consider. There were also suggestions of land on Trafalgar Street, Bevan Street West and Alma Street.

Cllr Coleby proposed making enquiries as to who owns the land next to the Town Hall, the purchase cost and the potential cost of maintaining the land, and also regarding the land on Trafalgar Street, Bevan Street West and Alma Street; seconded by Cllr Knight; all in favour.

*Cllr Collecott left the meeting 17:29*

Cllr Knight is also a member of the Open Spaces Sub-Committee but agreed that he would review the work being completed by Cllrs Barnard and Coleby due to time constraints and other commitments.

- 412.7 Heritage Action Zone – A Project Manager has been appointed and they have requested to work from Lowestoft Town Council's offices. The feasibility of this will be considered. The Heritage Action Zone will have a stall at the Town Hall during the Heritage Open Days. The grant application for the Town Hall should be decided on Wednesday and the result should be known by Friday. A meeting has been held with the Architectural Heritage Fund to explore potential further grants for feasibility studies and consultation.

- 412.8 Triangle Market – This is still ongoing and the matter of the Charter Market is still to be resolved. It is understood that pop-up stalls at the East Point Pavilion are now no longer being considered. There is one stall at the Triangle Market which is not currently trading but the owner has advised Lowestoft Town Council they intend to re-open it.

### 413. Date of the next meeting

Monday 20 August 2018 16:00 – Once the new office space at Hamilton House is complete, the times of the meetings can be rotated between mornings and evenings as previously agreed.

### 414. Items for the next Agenda and Close

There were no further matters raised to be considered.

The Chair closed the meeting at 17:36

Signed:.....  
20 August 2018