

**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 7 January 2019**

**MINUTES**

**Present:** Cllrs Sue Barnard, Neil Coleby (Chair), Ian Graham, Peter Knight, Keith Patience, Graham Parker 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

**550. Welcome**

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

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

Apologies were received from Cllrs Peter Collecott, Dick Houghton and John Pitts. Cllr June Ford had not provided apologies and was absent. Cllr Knight proposed acceptance of the apologies and noting of the absence; seconded by Cllr Barnard; all in favour.

**552. Declarations of Interests and dispensations**

There were none.

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

10 December 2018 – Accepted as accurate. Proposed by Cllr Taylor; seconded by Cllr Parker; seven Councillors voted in favour; one Councillor abstained from the vote.

**554. Public Forum**

There were no members of the public in attendance.

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

555.1 Noting of the summary table for asset records, protocols and strategies – There had been no amendments to the document since the last meeting.

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

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

Lowestoft Town Council has submitted its last set of comments and the matter is now with the solicitors.

**557. Consideration of the Freedom of the Town policy**

The policy adopted by Lowestoft Town Council is for bestowing Freedom of the Town upon individuals. The Council does not yet have a policy for bestowing Freedom of the Town upon a group. The Clerk is seeking legal advice before the policy is amended.

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**558. Noting of progress with events on Town Council land and the establishment of an Events and Communications Sub-Committee**

The Events and Communications Sub-Committee will be meeting this month and any matters relating to events will be considered by the Sub-Committee. It was queried whether a policy is in place for tenants who wish to rent out buildings owned by Lowestoft Town Council for events, particularly if the individual hiring the venue would like a bouncy castle or similar. The Clerk will formally write to all of Lowestoft Town Council's tenants with the Council's policy and will check the terms of the lease.

The Deputy Clerk is overseeing the preparation for Holocaust Memorial Day. There was a query regarding the availability of free parking for the event. Waveney District Council have advised that they have not made any changes to this since last year's event, but it is not known whether any changes were made in 2017, upon the creation of Lowestoft Town Council. It has been confirmed that work has begun to replace the plaque for the memorial tree in Kensington Gardens. The Deputy Clerk has been speaking with local schools to see if they would like to commemorate Holocaust Memorial Day in Kensington Gardens, to which Councillors will also be invited.

**559. Policy issues affecting assets, including:**

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

**560. Consideration of progress with community engagement**

560.1 Noticeboards, signs and plaques – Stickers have been ordered to update signage with Lowestoft Town Council's logo, but it is not known when they will be delivered. The Facilities and Contracts Manager (FCM) is making enquiries regarding the cost and availability of replacement acrylic panels for the noticeboards and whether the price can be negotiated for an order of more than five.

Cllr Coleby has been gathering information relating to plaques and should be able to provide an update at the next Assets, Inclusion and Development (AID) Committee meeting.

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

561.1 Report from the Clerk regarding legal issues affecting assets – There were no updates to consider.

561.2 Report from the Facilities and Contracts Manager regarding asset management, compliance monitoring, maintenance and condition surveys – The FCM will be meeting with Waveney Norse tomorrow to discuss responsive maintenance and any matters that arose from the previous meeting.

The Friends of Kensington Gardens have requested tree bark chippings for work they are completing on the flower beds in Kensington Gardens. Waveney Norse are happy to provide this and the AID Committee had no objections to this. The FCM will facilitate this through Waveney Norse.

561.3 Improvement works to play areas, including the following:

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561.3a Any update with the provision of adult outdoor gym equipment – The list of suppliers has previously been circulated to the Committee. The community survey and other feedback has demonstrated there is a demand for this type of equipment.

Cllr Barnard proposed inviting three companies to provide quotes and details of the equipment they can offer; seconded by Cllr Knight; all in favour.

Discussions will be held with Sentinel Leisure regarding the priorities for play areas. A decision has already been made at Full Council for new benches and bins at Normanston Park and Stoven Close. Several requests have been received for bins at different areas in the town. The Communications Assistant is completing an analysis of the community survey regarding open spaces and this will be considered by Full Council alongside the Open Spaces Strategy.

#### **562. Consideration of an update and next steps for the following assets, including with regard to budget implications:**

- 562.1 Allotments – It was previously agreed for the site visits to be arranged for March. The FCM will organise this.
- 562.2 East of England Park – It was noted that this will need to be amended on future agendas to The Ness. There were no updates to report since the last meeting. The next Steering Group meeting will be on 14 January and Cllr Coleby and the Clerk will be attending.
- 562.3 The Lowestoft Collection – A meeting is to be arranged with CEFAS, regarding an offer of items from them. This needs to be considered alongside the artefacts from Waveney District Council with regard to space. Cllr Coleby and the Clerk were delegated authority from Full Council to view the artefacts from Waveney District Council at their current storage location. Cllr Parker would also like to be involved with this. A Full Council decision is required regarding the items from CEFAS.
- 562.4 Marina Theatre – Cllr Coleby has circulated a report regarding a record year for the pantomime. There was a reminder encouraging all Councillors to read the Marina Theatre's condition survey report.

Work has started at the North Denes Phase 3 area. It is understood there are no restrictions as such in the lease but it may be that planning permission is required, if not already sought. Councillors are able to see the lease, but this is confidential and would be for Lowestoft Town Council purposes only.

- 562.6 Open Spaces and parks, including considering adult gym equipment and noting that a geotagging/QR codes presentation will take place on 21 January – Cllrs Barnard and Coleby will be working on the Open Spaces Strategy. It was noted that there will be a presentation ahead of the next meeting, regarding geotagging/QR codes.

A member of the public has contacted the FCM about clearing litter and debris from the pond area at Uplands Road North. The FCM will forward the details to the Committee for a decision to be made.

- 562.7 Heritage Action Zone – There were no updates to consider.
- 562.8 Triangle Market, including to consider terms and conditions for markets –  
*Cllr Patience left the room 18:36*

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UK Markets Index have produced a report which shows that markets nationally suffered a decline in profits last year. The National Association of British Markets (NABMA) has described the report as bleak for markets.

*Cllr Patience returned 18:38*

- 562.9 Public Conveniences, including a specification for renovation work to the public conveniences at Fen Park and Sparrows Nest – Cllr Coleby is working on specifications with the FCM and these will be circulated to the AID Committee for consideration once complete.
- 562.10 Community Meeting Halls – There were no updates to consider.
- 562.11 Great Eastern Linear Park – The Committee Clerk will be arranging a meeting with Cllr Coleby and a representative from the Ormiston Denes Academy, to discuss their proposed student project at the Great Eastern Linear Park. Cllr Barnard would also like to attend the meeting.

The suspected land encroachment issue is subject to legal advice.

**563. Date of the next meeting**

Monday 21 January 2019 18:00 – There was a reminder that a presentation from Sentinel Leisure will be held ahead of the next meeting.

**564. Items for the next Agenda and Close**

There will be a discussion of the Open Spaces Strategy, which will cover many of the individual items on the agenda. The agenda will be amended to reflect this.

**565. Resolution to close the meeting to the public**

There were no confidential items for consideration.

The Chair closed the meeting 18:40

Signed: .....

21 January 2019