

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 4 September 2018

MINUTES

Present: Cllrs Sue Barnard, Allyson Barron, Peter Byatt, Tara Carlton, Neil Coleby, Tracey Eastwood, Amanda Frost, Ian Graham (Chair), Alan Green, Peter Knight, Graham Parker, Keith Patience (left 21:16) and Alice Taylor

In attendance: Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

Public: There were 3 members of the public in attendance

Also in attendance: Nick Khan (Strategic Director – Waveney District Council) and Kelly Wigley (Project Officer – Waveney District Council)

375. Welcome

As it was anticipated the meeting would be moved straight into confidential session, it was agreed that items 375, 378 and 379 would be considered once the meeting had moved back into public session.

376. To receive and consider acceptance of apologies for absence

Apologies were received from Cllrs Nasima Alam, Baz Bemment, Peter Collecott, June Ford, Dick Houghton, Peter Lang and John Pitts. All Councillors voted in favour to accept the apologies.

377. Declarations of Interests and dispensations

Cllrs Byatt, Graham, Green and Patience declared a local non-pecuniary interest in item 380.1, as they are Waveney District Councillors. Cllrs Barnard and Parker declared a local non-pecuniary interest in item 381.2, as they are members of the Gunton Residents' Association. It was queried why delegations to make dispensations was on the agenda. The Council decided to delegate authority to decide dispensations to the Clerk.

378. To consider the accuracy of the Minutes:

- a) 7 August 2018
- b) 16 August 2018

379. Public Forum

Councillors agreed to move business to item 380 with 380.2 being taken first and 378 and 379 to be taken afterwards in order to facilitate early consideration of confidential matters which included representations from two Waveney District Council officers.

380. Resolution to close the meeting to the public

380.1 Discussion with representative from Waveney District Council – It was agreed to discuss item 380.2 first.

380.2 Staff salaries –

The Clerk left the room 19:34

The Council agreed that the staff salary increases approved at the Full Council meeting on 10 July would be effective from 1 July 2018. This was proposed by Cllr Coleby and seconded by Cllr Knight. Twelve Councillors voted in favour; one Councillor voted against.

The Clerk returned 19:36

Nick Khan and Kelly Wigley arrived 19:36

380.1 Discussion with representative from Waveney District Council - Nick Khan (Strategic Director, Waveney District Council) and Kelly Wigley (Project Officer, Waveney District Council)

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were introduced. Although they did not provide the legal basis for their claim, they explained why they would like to recharge to the Town Council a payment Waveney District Council had made to the Marina Theatre Trust.

Nick Khan and Kelly Wigley left the meeting 19:58

The Committee Clerk arrived 19:58

Cllr Barron proposed requesting that Lowestoft Town Council's solicitor write to Waveney District Council to request mediation and obtain details of the legal basis of their understanding that Lowestoft Town Council is responsible for the payment of the Marina Theatre management fee for 2017-18; seconded by Cllr Barnard; twelve Councillors voted in favour; one Councillor abstained from the vote.

Three members of the public arrived 20:07

375. Welcome

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

378. To consider the accuracy of the Minutes:

- a) 7 August 2018 – A query regarding item 362.7 of that meeting was raised. Cllr Eastwood had not been able to circulate the minutes from the previous Lowestoft Transport Infrastructure Partnership meeting due to IT issues. She also had not received the minutes from previous meetings to circulate. She is attending meetings with them on 7 and 17 September and will query this. The minutes of item 357.6 of that meeting require an amendment to reflect that the results of the Marina Theatre condition survey are being reviewed by Cllrs Coleby, Graham and the Facilities and Contracts Manager (FCM), rather than just Cllr Graham. Cllr Coleby proposed approval of the minutes with the amendment; seconded by Cllr Knight; twelve Councillors voted in favour; one Councillor abstained from the vote.
- b) 16 August 2018 – Accepted as accurate. Proposed by Cllr Coleby; seconded by Cllr Knight; ten Councillors voted in favour; three Councillors abstained from the vote.

379. Public Forum

A member of the public spoke to advise he had through social media that the public conveniences at Kensington Gardens would be closing. It was confirmed no plans are in place to close either of them and this would not be considered without prior public consultation. He had also heard that maintenance of the tennis courts and bowling greens had been reduced since the leisure fee waiver came into being. It was confirmed that there have been no changes to the maintenance contract following the leisure fee waiver. It appears there has been some confusion since the Friends of Kensington Gardens group has been established, as to the future of Waveney Norse's gardeners. Cllr Coleby has spoken with Waveney Norse to clarify that the 'Friends of' group has not been set up to replace its gardeners. Another member of the public spoke to advise there is a proposed public meeting regarding Lowestoft Hospital to be held in October. Cllr Coleby proposed submitting an application for Lowestoft Hospital to receive listed building status; seconded by Cllr Barnard. It was agreed that the vote would be conducted at the appropriate point on the agenda.

381. Finance:

381.1 The minutes of the previous Finance and Governance Committee Meeting (21 August 2018) were received and the following matters in particular were considered:

381.1a The budget, monitoring and bank reconciliation – The outcome of the proposed bonfire event at the North Denes was queried. It was previously decided that an event will be organised

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next year. Papers giving an overview of the budget were circulated to Councillors in advance of the meeting for review.

381.1b Establishing an Events Sub-Committee – This would be the Events and Communications Sub-Committee and it will report to the Assets, Inclusion and Development (AID) Committee. Cllr Green proposed that the Events and Communications Sub-Committee is established; seconded by Cllr Coleby; all in favour.

This Sub-Committee is open for any Councillor to join and anyone interested was encouraged to email staff.

381.1c A recommendation to continue Lowestoft Town Council's information page in The Bugle at a cost of £2,208 (no VAT) – This is a widely read and widely distributed publication and is also available online. Kirkley no longer receives the Waveney Advertiser, therefore The Bugle is popular there. It was queried whether data is available to confirm how many copies are returned following distribution. If another community survey is run next year a question could be included to gain an understanding as to the popularity of The Bugle. It was queried whether the points of distribution in Lowestoft could be increased. If the Council decides to continue the information page it will be requested that copies are supplied to Hamilton House for distribution.

Cllr Barron proposed that Lowestoft Town Council continue its information page in The Bugle; seconded by Cllr Frost; twelve Councillors voted in favour; one Councillor voted against.

381.1d Events to formally open Lowestoft Town Council's new premises will be arranged, within an overall maximum budget of £1,000 – It was suggested that the first event should be the Macmillan Coffee Morning on 28 September, which would be open for the general public to attend. Staff will register online to receive the Coffee Morning pack. Any Councillors or staff who would like to bake something for the event are also welcome to do so. Other events for local clubs and charitable organisations, District and County Councillors and other local Parish Councils will be held between 2 – 5 October. The events will be funded via the Civic Budget.

381.1e The agreement that Lowestoft Town Council will be the lead body if required and will provide the insurance cover and/or other related expenditure for the Royal Naval Maritime event, with a maximum associated budget of £2,000 plus reserves, and delegated authority to the Clerk – This was noted.

381.2 Any payments approved or made, including:

Amount	Detail	Paid/Approved
£645.46	Salaries July 2018 adjustment	Paid
£226	WDC NNDR Triangle Market Aug 2018	Paid
£500	Lowestoft in Bloom grant	Paid
£1,075.70	July Pensions Employee	Paid
£3,847.22	July Pensions Employer	Paid
£75,000 (+ £15,000 VAT)	Marina Theatre grant 18/19 (second)	Paid
£41,598.67	HMRC VAT repayment	Paid
£350 (+VAT)	Repair work to Marina Theatre sub-station doors	Approved
£270	Land Registry fee for purchase of Marina Theatre Box Office building	Paid
£6,250	Stamp Duty fee for purchase of Marina Theatre Box Office building	Paid
£9,118.17	Salaries August 2018	Paid
£4,173.88	Pensions August 2018	Paid
£344 (+VAT)	Installation of Heras fencing at	Approved

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	Denes Oval	
£584 (+VAT)	One year's hire fee for Heras fencing at Denes Oval	Approved
£58,300 x 5	Waveney Norse invoices April – August 2018	Approved
£46.65	Reimbursement of Council expenses to Deputy Clerk	Approved
£14.36	Mileage and parking reimbursement to Deputy Clerk	Approved
£788.92	Bid Levy second instalment	Approved
£3,241.20 (+VAT)	Fire protection Building Control requirement for Hamilton House	Approved
£2,737 (+VAT)	Induction loop Hamilton House	Approved
£750	Gunton Residents Association grant	Approved

The HMRC VAT repayment of £41,598.67 should not be on this list as it is income, not expenditure.

381.3 Any payments for approval by Full Council, including:

381.3a The associated schedule of payments – The following schedules of payments made and payments to be authorised were presented to Councillors:

Date	Person	Amount	Description	Status
4 th September 2018	Gunton Residents Association	£750	Gunton Residents Association Grant	Paid
4 th September 2018	SALC	£84.00 + £19.80 VAT	Payroll service 3 months	Paid
4 th September 2018	Nisbets	£13.59 + £2.71 VAT	Remaining Sundry Items	Paid
4 th September 2018	Theatre Projects Consultants	£8050.00 + £1610.00 VAT	Marina Theatre Condition Survey 2 nd Payment	Paid
4 th September 2018	No5 Chambers	£500 + £100 VAT	Legal Advice on Neighbourhood Plan	Paid
4 th September 2018	Lauren Elliott	£12.60	Travel Expenses	Paid
4 th September 2018	Mark Speller	£13.07	Travel Expenses	Paid

Person	Amount	Description
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East Point Business Services	£96666.68 + 19333.33 VAT	Hamilton House Contribution to Refurbishment
Zurich Insurance	£69.93	Office Insurance

Cllr Coleby proposed to note the expenditure and authorise the payments to East Point Business Services and Zurich Insurance; seconded by Cllr Barron; all in favour.

The following list of scheduled payments was presented to Councillors:

Beneficiary ↓	Account	Reference	Amount	Post Date
Waveney Norse	20-62-61 03222640	029105	£69,960.00	08 Oct 2018
Waveney Norse	20-62-61 03222640	029105 MAY 2018	£69,960.00	09 Oct 2018
Waveney Norse	20-62-61 03222640	029105 JUNE 2018	£69,960.00	10 Oct 2018
Waveney Norse	20-62-61 03222640	029105 JULY 2018	£69,960.00	11 Oct 2018
Waveney Norse	20-62-61 03222640	029105 AUGUST 2018	£69,960.00	12 Oct 2018
Waveney Norse	20-62-61 03222640	029105 SEPT 2018	£69,960.00	18 Oct 2018
Waveney DC	30-84-54 33700760	500295470BR KG PC	£288.00	01 Oct 2018
Waveney DC	30-84-54 33700760	500295483BR PK PCS	£168.00	01 Oct 2018
Waveney DC	30-84-54 33700760	500295483BR PK PCS	£168.00	01 Nov 2018
Waveney DC	30-84-54 33700760	500295470BR KG PC	£288.00	01 Nov 2018
Waveney DC	30-84-54 33700760	500295470BR KG PC	£288.00	30 Nov 2018
Waveney DC	30-84-54 33700760	500295483BR PK PCS	£168.00	30 Nov 2018
Waveney DC	30-84-54 33700760	500295483BR PK PCS	£168.00	31 Dec 2018
Waveney DC	30-84-54 33700760	500295470BR KG PC	£288.00	31 Dec 2018
Waveney DC	30-84-54 33700760	500295470BR KG PC	£288.00	01 Feb 2019
Waveney DC	30-84-54 33700760	500295483BR PK PCS	£168.00	01 Feb 2019
Waveney DC	30-84-54 33700760	500295470BR KG PC	£288.00	01 Mar 2019
Waveney DC	30-84-54 33700760	500295483BR PK PCS	£168.00	01 Mar 2019
SCC Pension Fund	30-00-02 00219512	LOWESTOFT TC AUG	£4,173.88	05 Sep 2018

The schedule of payments to Waveney Norse is a result of the receipt of their invoices.

381.4 The expenditure and income reports for the month ending 30 August 2018 – Income was noted as follows:

Date	Person	Amount	Description
3 rd September 2018	Tenant	£6125.00	Rental Income for Martello's Café and Giardinios Bar in Sparrows Nest

381.5 Any progress with condition surveys for the Town Hall and Marina Theatre – Formal confirmation of the decision regarding the grant application to Historic England for the Town Hall is pending. If successful, a tender document will need to be produced to progress the survey. The condition survey for the Marina Theatre is being reviewed to identify urgent work and the associated cost. A meeting will be arranged with representatives of the Theatre to review this.

382. Governance:

382.1 The following Governance matters were considered:

382.1a Any feedback from the external audit – This has not yet been received.

382.1b Progress with the interim internal audit – This will be taking place shortly and preparatory work is ongoing.

382.1c The proposed amendments to Standing Orders – The proposed changes have largely been prompted by the changes in Data Protection Regulations. These were displayed to Councillors at the meeting. If approved, Section 17dii would be changed from Section 1 to Section 2 of the Governance and Accountability return, the wording of Section 18c would be amended due to a change in the provision (amended wording was displayed in red text), and

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Section 21a would be amended to reflect that the Council may appoint a Data Protection Officer, but this is not compulsory.

Cllr Coleby proposed the acceptance of all of the changes; seconded by Cllr Green; all in favour.

382.1d The proposed amendments to the meeting schedules – The revised timings put more of an emphasis on evening meetings. The proposed changes to the scheduling of the Finance and Governance Committee and Full Council meetings gives officers the opportunity to create the financial reports in time for them to be circulated with the agendas. This allows the Finance and Governance Committee to scrutinise the reports and make recommendations to Full Council. The AID Committee meetings have been scheduled so that they can continue to make recommendations to the Finance and Governance Committee and Full Council in a timely manner. Meetings can still be held during the moratorium period, to discuss urgent and essential matters only. It had previously been agreed that future meetings of the Planning and Environment Committee would be scheduled flexibly to incorporate afternoons and evenings. The next meeting on 18 September has already been scheduled for 14:00. It was agreed that a standard statement should be added to all agendas to advise members of the public that they may submit comments in writing to be considered at the meeting.

Cllr Graham proposed acceptance of the revised meeting schedule on the basis that the Planning and Environment Committee meeting may be scheduled flexibly on the agreed dates to incorporate afternoon and evening meetings; seconded by Cllr Green; all in favour.

383. Assets and Contracts:

383.1 The minutes of the previous Assets, Inclusion and Development Committee Meeting (20 August 2018) were received and a report from the meeting of 3 September 2018. The following matters in particular were considered:

383.1a The recommendation that Lowestoft Town Council's position regarding the Record Office be that Suffolk County Council's decision to move records out of Lowestoft is not respectful of the consultation process – This is a formal proposal from the AID Committee. It was queried whether confirmation had been received that records have definitely been removed from the Records Office. It is understood that records will be moved following the consultation process.

Cllr Graham proposed seeking confirmation from Suffolk County Council that no records have been removed from the Records Office thus far, and an assurance that no records will be removed until completion of the consultation process; seconded by Cllr Coleby; all in favour.

383.1b The draft lease for the Normanston Park Skate Park – A draft lease has been received from the Big Lottery Fund, which they have already signed.

Cllr Green proposed that the draft lease be reviewed by Lowestoft Town Council's solicitor, with delegated authority for Cllrs Graham and Green to sign the lease following advice from the solicitor; seconded by Cllr Knight; all in favour.

383.1c The introduction of defibrillators at all of Lowestoft Town Council's assets, and an associated budget – The AID Committee have been approached by a local charity and it has been agreed that they will install a defibrillator in Normanston Park. It was agreed for the AID Committee to produce a policy for the provision of defibrillators at all of the parks and public buildings in Lowestoft Town Council's portfolio.

383.1d Any contractual and financial matters connected with the Town Council's offices at Hamilton House – The lease is being finalised. There were no financial matters for consideration.

Following feedback from a member of the public at yesterday's AID Committee meeting, it was agreed that Councillors should take Lowestoft Town Council's gazebo to the Clarkes Lane play

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area to gather suggestions from members of the public as to how the area can be improved. Similarly, following the submission of proposals for development of the North Denes, it was agreed that a survey should be produced for public opinion as to the future of the site. This should be available in hard-copy format and online. A litter-pick of the area has been arranged for 27 October and it was agreed that the gazebo could be taken there to coincide with this, to advertise and distribute the survey. The AID Committee are looking to progress the provision for noticeboards. It was requested that all Councillors specify whether or not they would like noticeboards in their wards and if so how many, if they have not already done so. The AID Committee have been discussing the provision for Christmas lights along the High Street and Bevan Street East. One quote has been obtained so far and two further quotes are being sought. The maximum expenditure for this year would be up to £25,000, to include the purchase of the lights, a survey of the lampposts and any necessary adjustments, and the switching on of the lights. The storage costs will be included in the expenditure for the second and third years, but it is thought future expenditure will be reduced to approximately £4,000 per year, depending on whether the lights are changed and more areas are considered for Christmas lights. It was queried whether signs could be added to the lampposts to advertise that the lights had been provided by Lowestoft Town Council. That would not be possible for this year as the quote is for braids of lights to be wrapped around the lampposts. To hang any lights or signage from the lampposts would be more expensive and would require a separate survey. It was however agreed that this should be promoted in the Lowestoft Journal and The Bugle.

ClIr Coleby proposed progression of the provision of Christmas lights along the High Street and Bevan Street East this year, within a maximum budget of £25,000 and with delegated authority to the Finance and Governance Committee to progress; seconded by ClIr Green; twelve Councillors voted in favour; one Councillor abstained from the vote.

The amended Toilet Strategy was circulated to Councillors in advance of the meeting. It has been updated at the request of the Council to include figures from historic research completed by Waveney Norse. Thanks were expressed to all those involved with the creation of the document.

ClIr Coleby proposed the approval of the amended Toilet Strategy; seconded by ClIr Frost; all in favour.

A meeting is being organised with Lowestoft and District Allotments Ltd, between 2 – 5 October. The results of the community survey have shown that there is a demand for allotments in the town.

384. Planning and Environment:

384.1 The minutes of the previous Planning and Environment Committee meetings (7 August and 21 August 2018) were received. The following matters in particular were considered:

384.1a Assistance is being sought from a Planning Barrister at a cost of £500 (+VAT) – This is to obtain professional advice and assistance. The expenditure was previously approved by the Finance and Governance Committee so this item was noted.

385. Policy and consultation matters

How to take forward the following matters:

385.1 Concerns about the threatened closure of the Records Office and to consider a response to the consultation – It is not yet known what the consultation will encompass. An extraordinary meeting can be called if necessary, or delegated authority can be granted to the Planning and Environment Committee. Individuals will also be able to respond to the consultation.

ClIr Patience left the meeting 21:16

There was a concern that conversations may have been held without the involvement of Lowestoft Town Council. The Clerk will write to Suffolk County Council to address this.

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385.2 The results of the community survey and recommendations from the Community Survey Working Group – The results were displayed to Councillors at the meeting. The Community Survey Working Group have analysed the results and a document is being produced for public distribution. The results reflected participation from across all wards. There were positive responses to restoration of the Town Hall and continued financial support of the Marina Theatre. Many people value the provision of public conveniences and there were suggestions of where to locate additional facilities, although these were not all in areas under the jurisdiction of Lowestoft Town Council, such as the seafront. With regard to the leisure facilities, many people were in favour of them being improved, but only just over half of those who responded were in favour of them being provided free of charge. There were also many who value the Community Halls. 17.9% of people who responded to the survey said they would be interested in having an allotment. This could be discussed with Lowestoft and District Allotments Ltd as to the existing demand and the current waiting list. There was lots of support for a market in the Triangle marketplace area and plenty of suggestions as to the type of market people would like to see. The results showed that the parks with public conveniences and the best facilities are used most and suggestions were made as to how they could be improved, such as the introduction of adult gym equipment. With regard to CCTV, over 18% of those who responded were in favour of maintaining the current system, over 40% wanted to see the service increased and over 60% would like to see the service upgraded (more than one of these option could be selected). There were suggestions regarding other security provisions in the town, such as a more visible police presence, which the Council would need to approach the police about. There was support for the Council taking measures to protect the environment and to increase and improve the provision of cycle paths and parking in the town. This would again involve discussions with other bodies and all of these aspects would have potential budgetary implications. The Community Survey Working Group have recommended that the results of the survey are published with a summary document, which will also be circulated to Councillors. The results will also be analysed by Full Council and the Finance and Governance Committee. The response rate was lowest amongst the younger age categories and it was suggested that a survey specifically aimed at young people could be produced. This will be raised in the summary document. The Local Government for England Boundary Commission have confirmed that Lowestoft Town Council's external boundaries will not be changing as a result of the consultation process. They have also advised that they will not be extending the consultation period, therefore Lowestoft Town Council's provisional response will become the official response. There was a concern over the way this has been handled, and that documents have not been sufficiently controlled and dated to allow the appropriate discussion. The concern regarding the number of Councillors for the Gunton ward has been included in the response. It was queried whether proceedings will be halted if a general election is called in November. The Clerk will check this with the Boundary Commission.

Earlier in the meeting, it had been proposed by Cllr Coleby and seconded by Cllr Barnard to submit an application for Lowestoft Hospital to receive listed building status. The vote took place and all Councillors voted in favour to progress this.

386. Written reports from Councillors and any new representative roles

- 386.1** Report on the Coastal Communities Team – A meeting is due to be held shortly.
- 386.2** Report on the Kirkley People's Forum – There were no updates to consider.
- 386.3** Report on the Lowestoft Development Group – There were no updates to consider.
- 386.4** Report on the Transport Steering Group – There were no updates to consider.
- 386.5** Report on the Plaisir Twinning Association – Cllr Lang was not in attendance.
- 386.6** Report on the Cefas neighbourhood group – There were no updates to consider.

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- 386.7** Report on the Lowestoft Transport Infrastructure Partnership – Meetings are being held on 7 and 17 September. Cllr Eastwood will enquire about obtaining the minutes of previous meetings.
- 386.8** Report on the Lowestoft Railway Partnership – There were no updates to consider
- 386.9** Report on First Light Festival Board – There were no updates to consider.
- 386.10** Report on the Lowestoft Museum – Cllr Lang was not in attendance.
- 386.11** Report from the Consultation Committee for the Lowestoft Records Office Closure – There were no updates to consider
- 386.12** Report from the New East Suffolk Council – Cllr Patience was not in attendance.
- 386.13** Report from the Third Crossing Group – Cllr Houghton was not in attendance.
- 386.14** Report from the Heritage Action Zone – The first meeting with the new Project Manager was held this morning. The main topic of discussion was the Heritage Open Days, which will be formally launched at the Town Hall.
- 386.15** Report from the Kirkley Business Association – There were no updates to consider.
- 386.16** Report from the SCC A47 Improvement Scheme – It was queried whether there has been any recent activity and staff will check which Councillor is formally representing Lowestoft Town Council.
- 386.17** Report from the Lowestoft Summer Festival – A report will be produced following an analysis of this year's event. There will then be no further activity until the planning of next year's event begins.
- 386.18** Report from the Community Enabler Project Board – There were no updates to consider.
- 386.19** Report from the East of England Park Steering Group – The Landscape Architect has been appointed and an official announcement will follow shortly.
- 386.20** Any other reports and attendance – There were no further reports to consider.
- 386.21** Any Councillor membership on the Anglian (Eastern) Regional Flood and Coastal Committee (in a personal capacity) – No matters were raised for discussion.

An invitation has been received and circulated to Councillors for a representative from Lowestoft Town Council to attend the East Suffolk Partnership Annual Forum. Cllr Green advised that he would like to attend.

Cllr Graham proposed that Cllr Green represent Lowestoft Town Council at the East Suffolk Partnership Annual Forum; seconded by Cllr Knight; all in favour.

387. Date of the next meeting

Following the adoption of the revised meeting schedule the next Full Council meeting will now be held on 23 October at 19:30. Any urgent matters which arise in the interim can however be addressed. Cllr Eastwood gave her apologies for that meeting.

388. Items for the next agenda

No matters were raised for discussion.

The Chair closed the meeting at 21:46

Signed:

23 October 2018