

**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 6 February 2023**

**MINUTES**

**Present:** Cllrs Robert Breakspear (Chair), Wendy Brooks, Colin Butler (Deputy Chair), Jen Jones, Christian Newsome, Andy Pearce, John Pitts and Elise Youngman

**In Attendance:** Shona Bendix (Town Clerk), Lauren Elliott (Project and Committee Clerk) and Taylor Williams (Committee Clerk)

**Public:** One member of the public was in attendance (in person)

**171. Welcome**

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

**172. Approval of apologies for absence**

Apologies were received from Cllr Page with reasons provided.

Cllr Pearce proposed approval; seconded by Cllr Youngman; all in favour.

**173. Declarations of Interests and dispensations**

173.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda.

Cllr Youngman declared she is the Chair of the Allotments Sub-Committee. Cllr

Breakspear declared a non-registerable interest on matters relating to Kensington Gardens as a member of Friends of Kensington Gardens. Cllr Pearce declared he is the Chair of the Gunton Residents' Association.

173.2. To consider written requests for dispensations for interests and note dispensations granted.

None were received.

**174. To consider the draft minutes and confidential note of the meeting on 9 January 2023**

The draft minutes were received and approved by the Committee.

**175. Public forum**

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

No comments were received.

**176. To monitor expenditure by this Committee and its Sub-Committees from their delegated budgets**

Expenditure was noted and no comments were made.

***The member of the public left the chamber at 18:05***

**177. Parks and Open Spaces:**

177.1. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 17 January 2023 – No comments were made.

177.2. To consider a request from Cllr Parker to join the Parks and Open Spaces Sub-Committee – Cllr Brooks proposed approval; seconded by Cllr Pearce; all in favour.

177.3. To consider requirements for bin compounds and screening at Kensington Gardens, Sparrows Nest, Normanston Park, Denes Oval and Fen Park – It was noted that there was a lack of bins south of the bridge and a bin compound sited at Fen Park would assist

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with the waste management of the Town Council, therefore it was a high priority. Cllr Pearce proposed approval of the screening for Kensington Gardens, Sparrows Nest, Normanston Park and Denes Oval at £3,000 per site, and the approval of the addition of Fen Park at £3,000 for a total of £15,000 and for the Finance and Governance Committee (F&G) to decide the budget allocation for Fen Park. Cllr Pearce amended the proposal to include that any extra funding required for Fen Park comes from the waste management budget delegated to the Town Clerk, and a delegation to the officers, in conjunction with this Committee and in consultation with the Friends Group, to decide on the location and design of the bin compound. It was agreed Fen Park would be prioritised above the other four sites. Seconded by Cllr Brooks; all in favour.

- 177.4. To consider quotations for repairs to the Kensington Gardens Boating Lake – It was noted the lake had been emptied and the next step would be to complete an assessment and obtain quotes.
- 177.5. To receive an update on planting plans for the Holocaust memorial bed at Kensington Gardens – It was noted the flower bed had been planted.
- 177.6. To receive an update on a noticeboard for the Friends of Kensington Gardens – It was noted the request for funding from Adnams Brewery was denied. It was suggested to purchase a new noticeboard for Sparrows nest and relocate the current one to Kensington Gardens. Cllr Pearce proposed a delegation to the Parks and Open Spaces Sub-Committee to decide whether to directly fund or award a grant to the community group for a noticeboard, with a delegated budget of £3,000; seconded by Cllr Brooks. The proposal was amended to ask the Facilities Maintenance Officer (FMO) and the Parks and Community Officer (PCO), before the next Parks and Open Spaces meeting, to assess if the plaque on the Sparrows Nest noticeboard could be removed and the viability of relocating the noticeboard to Kensington Gardens, and to confirm if £3,000 would cover the costs of removing the plaque and ordering a larger noticeboard. All Councillors voted in favour.
- 177.7. To consider approving the purchase of petrol, strimmer cable and refuse sacks for the Community Payback Project at the Great Eastern Linear Park – Cllr Brooks proposed approval; seconded by Cllr Butler. A maximum budget of £200 was suggested with excess costs to be funded from the waste management budget delegated to the Town Clerk. This would be progressed under delegation to the officers. All Councillors voted in favour.
- 177.8. To consider installation of a rubberised hopscotch pad at the Cotman Close Play Area within a maximum budget of £5,000 – Cllr Brooks proposed approval; seconded by Cllr Pearce who requested budget allocation be decided by F&G and to have a follow up discussion to evaluate the success of the installation with a view to install a rubberised surface on the band stand at Sparrows Nest. It was noted alternative sites could be considered for installing a hopscotch pad. Cllr Pearce requested an amendment to the proposal for the evaluation to take place three months after installation and then consider the installation of hopscotch pads at other sites, this amendment was agreed by Cllr Brooks. A vote was held with seven Councillors in favour and one abstention.
- 177.9. To consider a request from the Budget and Loan Sub-Committee to review capital investment works at Sparrows Nest – It was noted the works were being progressed within the five year preventative repair programme. Cllr Pearce proposed a recommendation be made to Full Council, subject to planning consent and revised cost estimates being obtained, to approve a delegation to officers to progress the works set out in years one and two of the report; seconded by Cllr Butler; all in favour.
- 177.10. To consider the following relating to the Sparrows Nest Sensory Garden:
- 177.10a. Tree works – It was noted the timber from the diseased trees could be reused for the entrance arch. Cllr Brooks proposed to remove the three trees and then consider whether to replace the trees and appropriate locations;

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- seconded by Cllr Pearce with the amendment that a delegation be made to the Parks and Open Spaces Sub-Committee to decide on replacement trees and their location; all in favour.
- 177.10b. Progressing initial works, including planting plans, within a maximum budget of £5,000 – Cllr Pearce proposed approval with a delegation to officers, in conjunction with this Committee and the Parks and Open Spaces Sub-Committee, to progress; seconded by Cllr Youngman; all in favour.
- 177.11. To consider an application for a memorial bench in Sparrows Nest – Cllr Pearce proposed approval with a delegation to officers, in conjunction with the applicant, to agree on a location for the bench; seconded by Cllr Newsome; all in favour
- 177.12. To consider the purchase of a replacement cargo unit for Sparrows Nest, within a maximum budget of £5,000 – Cllr Pearce proposed approval with a delegation to F&G to decide budget allocation; seconded by Cllr Butler; all in favour.
- 177.13. To consider the following regarding the Bentley Drive Play Area refurbishment:
- 177.13a. The relocation or removal of the four-way springer, noting residents' concerns regarding its proposed location – Cllr Pearce proposed the equipment remain in the new location and a letter be sent to the resident noting their concerns, explain that any anti-social behaviour should be reported to the police and that Lowestoft Town Council would monitor the situation; seconded by Cllr Brooks; all in favour.
- 177.13b. To note the need to remove the existing fence, and to consider whether to replace it – The view of officers was for the fence to be removed and no replacement was required. Cllr Pearce proposed approval of the officers' recommendation and remove the fencing with no replacement. As there were concerns of dogs accessing the play area, this would be monitored and action would be taken if required. Seconded by Cllr Newsome; all in favour.
- 177.14. To consider bank stabilisation works at the Great Eastern Linear Park (some aspects may be confidential) – Cllr Pearce proposed a recommendation be made to Full Council for the approval of the works per the quote of £12,000 and to obtain advice from a suitable professional on the general management required along the embankment and what annual tree management is required to prevent repeated issues. Seconded by Cllr Brooks; all in favour.
- 177.15. To consider and progress the proposals from the Most Easterly Community Gardening Group regarding the Town Green – Cllr Butler proposed to decline the plans of the Most Easterly Community Gardening Group and opt to develop the Town Green with flower beds and a display of the Lowestoft town crest; seconded by Cllr Pearce; all in favour.
- Cllr Pearce proposed to offer working with the Most Easterly Community Gardening Group on alternative sites for a community garden, with the development of the coastal garden at The Ness as a possibility; seconded by Cllr Jones; all in favour.
- 177.16. To receive an update on the Gunton Residents' Association meeting of 26 January 2023 with local residents regarding the boat planter on the green at Gainsborough Drive – It was noted a compromise was agreed for the planter to be relocated and painted green, and for it to be reviewed at the AGM in September. The Parks and Community Officer approved the new location and the Committee needed to source top soil and arrange the planting.

**178. Events and Communications:**

- 178.1. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 18 January 2023 – No comments were made.

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**179. Allotments:**

- 179.1. To receive and note the draft minutes of the Allotments Sub-Committee meeting on 12 January 2023 – No comments were made.
- 179.2. To consider the following recommendations from the Allotments Sub-Committee:
- 179.2a. The removal of tyres at various allotment sites, the appropriate budget and health and safety – Officers recommended a contractor to collect and dispose of the tyres (£3 per tyre) and the contractor would liaise directly with the Lowestoft District Allotments Association (LDAA). Cllr Pearce proposed approval of officers' recommendation and to fund the removal of the tyres; seconded by Cllr Youngman; all in favour. It was noted LDAA would manage the issue with the tyres as part of the renewed lease with their tenants. The Project and Committee Clerk would liaise with the Chair of LDAA to regularise all aspects of management of the allotment sites and implement quarterly inspections.
- 179.2b. Installation of a chain link fence at the Normanston Allotment Site within a maximum budget of £6,200 – Cllr Pearce proposed endorsement of the recommendation and to request approval of the budget from F&G; seconded by Cllr Brooks; all in favour.
- 179.2c. Re-surfacing works on the allotments site off Sussex Road within a maximum budget of £2,500 – Cllr Brooks proposed approval; seconded by Cllr Pearce; all in favour.
- 179.3. To note the Lowestoft Town Council subscription to the National Allotment Society, at a cost of £55.00 per year, has been secured – This was noted.
- 179.4. To consider cost and how to progress boundary hedgerow works at the Church Road allotment site – It was noted this was instructed by Suffolk Highways and officers were awaiting Norse to confirm if they can complete the works and the cost. Cllr Pearce proposed, once the information is received, a delegation be made to officers to decide on and proceed with works within a maximum budget of £1,000, subject to obtaining necessary permissions and liaising with Suffolk Highways on relevant protocol; seconded by Cllr Jones; all in favour.
- 179.5. To note the draft revised Tenancy Agreement and Constitution for the Lowestoft and District Allotment Association (confidential) – To be discussed in confidential session.

**180. To receive the notes of the Triangle Market Working Group Meeting on 1 February 2023**

The notes were being produced at the time of the meeting.

**181. To receive an update on the refurbishment of the Fen Park, Sparrows Nest and Triangle Market public toilets**

It was noted the officers were awaiting quotes.

**182. To receive a progress report from the Clerk on grounds and building maintenance services**

To be discussed in confidential session.

**183. To consider the procurement briefs for grounds and building maintenance services, including caretaking and cleaning, and arboriculture**

To be discussed in confidential session.

**184. To consider flying the Ukrainian Flag at the Town Hall and relevant costs**

Cllr Brooks proposed to fly the flag again; seconded by Cllr Pearce with the amendment for the flag to be raised on 24 February, the one year anniversary, and a maximum budget of £500. It was agreed for officers to advertise and contact Community Safety Partnership at East Suffolk Council and Pathways Care Farm to extend an invitation to Ukrainian refugees. All Councillors

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voted in favour.

***Cllr Youngman temporarily left the chamber at 20:03***

***Cllr Pearce proposed to suspend standing orders for twenty minutes; seconded by Cllr Jones; all in favour***

**185. To consider lease and licence arrangements for the following (some aspects may be confidential):**

185.1. To receive an update on the Hamilton House lease and associated provision/costs and rent review (confidential) – To be discussed in confidential session.

185.2. To receive an update on progressing the lease for workshop premises (confidential) – To be discussed in confidential session.

**186. Date of the next meeting**

6 March 2023 18:00

**187. Items for the next agenda and close**

It was requested item 181 be on the next agenda.

**188. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal issues relating to the matters on this agenda:**

188.1. To consider any legal issues, including those above as required

Cllr Pearce proposed the meeting be moved into confidential session; seconded by Cllr Brooks; all in favour.

***Cllr Youngman returned to the chamber at 20:05***

***Cllr Brooks temporarily left the chamber at 20:05***

***The Chair closed the meeting to the public and moved into confidential session at 20:05***

***Cllr Brooks returned to the chamber at 20:07***

179.5 To note the draft revised Tenancy Agreement and Constitution for the Lowestoft and District Allotment Association (confidential) Draft tenancy agreement – It was noted improvements were required and feedback had been provided to the Chair of LDAA. It was requested officers verify if the lease could include an allowance for produce to be grown for community groups such as food banks.

185.1 To receive an update on the Hamilton House lease and associated provision/costs and rent review (confidential) – An update was received concerning the Hamilton House lease and rent review. Cllr Pearce proposed to support pursuing the lease per the lawyer's advice; seconded by Cllr Jones; all in favour.

185.2 To receive an update on progressing the lease for workshop premises (confidential) – Workshop premises – An update was received on the lease for workshop premises.

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**182. To receive a progress report from the Clerk on grounds and building maintenance services**

**183. To consider the procurement briefs for grounds and building maintenance services,  
including caretaking and cleaning, and arboriculture**

It was agreed to have the report sent to Committee members outside the meeting.

***The Chair closed the meeting at 20:27***

Signed: .....

9 March 2023