

**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 March 2023**

**MINUTES**

**Present:** Cllrs Wendy Brooks, Colin Butler (Chair), Andy Pearce, John Pitts and Elise Youngman

**In Attendance:** Lauren Elliott (Project and Committee Clerk) and Taylor Williams (Committee Clerk)

**189. Welcome**

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

**190. Approval of apologies for absence**

Apologies were received from Cllrs Breakspear, Jones, Newsome and Page with reasons provided.

Cllr Pearce proposed approval of apologies; seconded by Cllr Pitts; all in favour.

**191. Declarations of Interests and dispensations**

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

Cllrs Brooks and Pearce declared an interest in item 198 as they had met with third parties to review the viability of the sculpture. Cllr Pearce declared he is Chair of the Gunton Residents Association. Cllr Youngman declared interest in items under 196 as she is a Town Council representative on Lowestoft and District Allotments Ltd. Cllr Butler declared an interest in item 195.2a as the ward Councillor of St Margaret's East.

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

None were received.

**192. To consider the draft minutes and confidential note of the meeting on 6 February 2023**

Cllr Brooks proposed approval of the draft minutes, seconded by Cllr Pearce; all in favour.

**193. 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 members of the public were in attendance and no advance comments were received.

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

Until the end of March, any new expenditure should be reviewed by the Finance and Governance Committee (F&G) to check the budget allocation.

The reed clearance of the Fen Park pond had been completed and quotes were pending for the oxygenation of the water.

It was requested the Project and Committee Clerk clarify the expenditure of £4,956.22 for re-used fencing at Pakefield Green Play Area. It was queried if the Pakefield Green Play Area name could be changed to London Road or Wellington Road.

**195. Parks and Open Spaces:**

195.1. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 21 February 2023 -

The draft minutes were received and would be approved at the next meeting of the Sub-Committee.

195.2. To consider the following recommendations from the Parks and Open Spaces Sub-

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Committee:

- 195.2a. To progress the purchase of free standing posts for the play panels removed from the Bentley Drive play area fencing -  
Cllr Pearce proposed approval of a maximum budget of £200 for the purchase of at least two posts; seconded by Cllr Youngman; all in favour.
- 195.2b. To progress a condition survey for the drying racks at The Ness -  
A condition survey was required for all racks in situ to determine the scale of deterioration and establish the approach and whether any racks need to be removed or could remain. The service would be outsourced and could be undertaken with the next round of surveys, unless it was deemed an urgent matter. It was suggested to have displays on the surrounding fencing of the original drying racks. Cllr Butler proposed an initial in-house survey be undertaken by officers and reported back to this Committee with photos; seconded by Cllr Pearce; all in favour.
- 195.2c. To note the recommendation to refuse the issuing of parking permits for volunteers of the RNPS museum, pending consideration by the Community Safety Committee -  
It was noted the request for parking permits presented possible health and safety concerns within Sparrows Nest but would address equality of access. The parking permits had been previously permitted by Waveney District Council and no more than four vehicles would be parked at any time. It was noted that this should be addressed by Full Council as the Committees may not have the appropriate delegation to approve or reject permits. It was suggested to consider providing disabled parking in Sparrows Nest by the main entrance. It was requested an item be on the Community Safety Committee agenda to review the request and consider the feasibility of disability parking inside Sparrows Nest, or surfacing on the opposite car park for disabled parking. Cllr Pearce proposed this item be addressed by Full Council in March, with the recommendations from the Parks and Open Spaces Sub-Committee and the Community Safety Committee, and the discussions of this Committee to be considered. With representatives for the volunteers invited to attend Full Council. Seconded by Cllr Butler; all in favour.
- 195.3. To consider the purchase of two bins for the Bentley Drive play area -  
It was noted only one bin would be required for Howley Gardens entrance. Cllr Pearce proposed approval of purchasing one frog bin with a maximum budget of £600; seconded by Cllr Butler; all in favour.
- 195.4. To consider quotations for repairs to the Kensington Gardens Boating Lake -  
Two quotes had been received and a maximum budget of £4,500 would be required. Cllr Butler proposed approval of the works with a maximum budget of £5,000; seconded by Cllr Pearce; all in favour.
- 195.5. To receive an update on a noticeboard for the Friends of Kensington Gardens -  
This item would be deferred to the next meeting to receive feedback from Cllr Breakspear on a joint noticeboard with the Bowls Club. The previous suggestion of purchasing a larger noticeboard for Sparrows Nest and relocating its current smaller noticeboard to Kensington Gardens was not practical and a larger noticeboard was already sited at Sparrows Nest and it would be preferable to instead purchase a small noticeboard for Kensington Garden.
- 195.6. To consider a memorial tree application for Kensington Gardens -  
There were concerns of the mountain ash tree being located near the ponds and leaf fall. It was noted a cherry tree may be in stock that was awaiting confirmation to be used by a different applicant. Cllr Pearce proposed to approve this application in principal and delegate to officers to liaise with the applicant and the Friends of

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Kensington Gardens on the species and location of the tree. In the interim F&G would resolve an ongoing memorial tree application, from which a cherry tree may become available for this applicant. Seconded by Cllr Butler; all in favour.

- 195.7. To consider methods of water storage, including use of chlorine -

There was evidence that minimal use of chlorine could benefit plants whilst high levels risked damaging plants, so the Committee needed to establish the appropriate concentration levels. Cllr Pearce proposed a stand-alone zoom meeting be scheduled with the Health and Safety Consultant, members of this Committee and the Parks and Open Spaces Sub-Committee to discuss water conservations, the use of chlorine and receive advice on managing the risks, with a follow up agenda item to consider formal approval; seconded by Cllr Youngman; all in favour.

- 195.8. To receive an update on the restoration of the Denes Oval perimeter wall -

Issues found from the site visit would be addressed by F&G and it was noted facilities officers had been investigating and resolving urgent repairs. Cllr Pearce proposed officers arrange a condition survey and obtain quotes for the restoration of the entire wall, and then consider the scope of works, timescales and funding options; seconded by Cllr Brooks; all in favour.

- 195.9. To consider improvement works at the Dene's Oval cricket ground -

It was concluded from the site visit that there were issues with the nets and outer field. It was noted, due to timescales, the Town Council may need to consider contracting one-off works before the deciding what is outsourced for the grounds maintenance. The Town Council may also need to consider providing long term funding support for issues such as replacing the nets, however at this time the Cricket Club were unable to apply for third party grant funding as they had no license. Cllr Pearce proposed to repair the outer field before the season starts and requested officers liaise with the cricket club, who are obtaining quotes, and for the quotes to be considered either by Full Council (if over £10,000) or by F&G (if under £10,000) with an extraordinary meeting to be called if necessary for a decision. Seconded by Cllr Butler; all in favour.

Cllr Pearce proposed other issues identified at the site visit be resolved by F&G; seconded by Cllr Butler; all in favour.

Cllr Pitts would provide the Cricket Club with details of suppliers for nets.

**196. Allotments:**

- 196.1. To receive and note the draft minutes of the Allotments Sub-Committee meeting on 2 March 2023 -

The minutes were being produced at the time of this meeting.

- 196.2. To consider any recommendations from the Allotment Sub-Committee regarding the following:

- 196.2a. The revised tenancy agreement, namely planting of trees and keeping of hens, rabbits and bees -

It was noted these allowances were part of the National Allotments Agreement and Lowestoft and District Allotments Ltd (LDAL) would consider how these would be managed in the revised tenancy agreement.

- 196.2b. The renewal of the lease/management services agreement with the Lowestoft and District Allotments Ltd (some aspects may be confidential) -

It would be ensured that the renewed lease and revised tenancy agreement complement each other. Cllr Pearce proposed to approve items 196.2a and 196.2b and endorse the recommendations from the Allotments Sub-Committee; seconded by Cllr Youngman; all in favour.

- 196.2c. Any matters arising from health and safety inspections of Sussex Road, Church Road, Longacre and Fen Park allotment sites -

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This was discussed by the Allotments Sub-Committee and LDAL were addressing the issues. Cllr Pearce proposed endorsement of the recommendations and actions agreed by the Allotments Sub-Committee with the LDAL in attendance; seconded by Cllr Youngman; all in favour.

- 196.2d. The Lowestoft and District Allotments Ltd priorities and aspirations -  
It was noted the Chair of LDAL would liaise with a plot holder at the St Margarets allotment site and the Poplar's Primary School concerning a request for a lockable entrance between the allotment site and the school.  
Road surface improvements had been requested by an anonymous source for the Kirkley Park Road allotment site. The facilities officers did not find any issues so the Chair of LDAL would review the issue with the allotment site representative, with recommendations for works to be brought back to the Allotments Sub-Committee.  
The Chair of LDAL would sort the removal of asbestos from the site per their lease.

- 196.2e. Planning/budgeting for capital investment in and maintenance of allotments, including potential expansion of the provision of allotments, community gardens and community orchards -  
The Committee were in favour of expansion of allotment sites but at this time LDAL were at capacity and unable to manage more sites.  
The Parks and Open Space Sub-Committee would consider potential sites for community gardens and orchards, and would establish local demand.

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

The notes were received.

**198. To consider the Kindertransport Memorial Sculpture concept pack (some aspects may be confidential)**

Cllr Pearce proposed to reconvene a meeting with the third parties to progress this, with any decisions requiring approval to be brought to the relevant Committee; seconded by Cllr Brooks; all in favour.

**199. Vandalism:**

- 199.1a. To note vandalism of the Pakefield Street toilets and to consider repairs/replacement -  
A quote had been received for the repair works at £16,000 and facilities staff were seeking alternative quotes. It was noted approval of the quote would be determined by Full Council (if over £10,000) or by an extraordinary meeting of F&G (if under £10,000). It was suggested to consider bringing forward the refurbishment of the toilets if the repair quote is over £10,000.

- 199.1b. To note vandalism of a basket swing at The Ness and to consider repairs/replacement-  
The suppliers would be able to repair the swing for £400 and £150 per journey for the courier service, requiring a maximum budget of £700. It was requested officers query the use of alternative materials for the swing with the supplier. A quote for a new swing had been requested for price comparison. Cllr Pearce proposed officers obtain further information and put an item on the Parks and Open Spaces agenda when a decision is required; seconded by Cllr Butler; all in favour.

**200. Date of the next meeting**

3 April 2023 18:00

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

It was requested items be email to officers.

**202. 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:**

202.1.To consider any legal issues, including those above as required  
No resolutions were made.

***The Chair closed the meeting at 19:52***

Signed: .....

3 April 2023