

Lowestoft Town Council

Meeting of the Implementation Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
17:00 on 19 February 2018

MINUTES

Present: Cllrs Allyson Barron, Neil Coleby, Peter Collecott, Peter Knight (Chair), Keith Patience (left 18:03), Ian Graham (arrived 17:30) and Alice Taylor

In attendance: Shona Bendix (Town Clerk), Mark Speller (Facilities and Contracts Manager) Lauren Elliott (Committee Clerk)

Public: None present

The Clerk left the room 17:15

195. Welcome

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

196. To receive and consider acceptance of apologies for absence

Apologies were received and accepted from Cllrs Ford, Barnard and Houghton.

197. Declarations of Interests and dispensations

None.

198. To consider the accuracy of the Minutes:

5 February 2018 – accepted as accurate.

199. Public Forum

None present.

200. Progress with draft lease for community halls

Mark Speller has a meeting with Tony Rudd at Gunton Meeting Hall on 23 February.

The Clerk returned 17:20

Mr Speller is to arrange a meeting with the occupants of the Whitton Residents Hall on Hawthorne Avenue, and Cllrs Barron and Knight have offered to accompany him. He will liaise with them to make arrangements.

201. Progress with community engagement

201.1 Survey (including Survey Monkey) – The payment has gone through for authorisation today. Some of the questions have been formulated and will be drafted up, and the Waveney District Council Head of Communities has advised that one of her staff is an expert in consultation-style questions and could offer advice if needed. The insert with the Waveney Advertiser could include the survey if it is large enough. It was suggested that the CCTV section of the survey could focus on aims and a strategy for the future.

201.2 Promotion leaflets and advertising – The Council Tax leaflet has been issued.

Cllr Graham arrived 17:30

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An enquiry was raised as to whether Blackheath woods is Lowestoft Town Council's land. It is understood that this was not on the list of asset transfers, however Mr Speller will mark out the area on a map and send it to Cllr Patience to clarify the area in question, then this can be confirmed.

202. Draft protocols

- 202.1 'Friends of' groups – Mr Speller is reviewing this and will report back to the Committee. Interest has been expressed from members of the public wishing to establish a 'Friends of' group for Arnold's Bequest.
- 202.2 Reporting concerns to Norse – This has been circulated to the Committee, with an amendment made to the email address so that it now shows the shared mailbox. It was suggested that certain points could be phrased differently for clarification; Mr Speller welcomes any feedback and can amend if necessary.
- 202.3 National mourning protocol and agree the recommended budget to fulfil civic duties – This is also on the agenda for the Finance and Governance Committee.
- It was queried whether this is necessary expenditure. A meeting has been held between the Lord Lieutenant's Office, Suffolk County Council and Waveney District Council and the decision has been made, with local councils all expected to be involved and be prepared or risk no local proclamation etc. Discussions were held regarding how many of each item on the list of expenditure is required.
- A query was raised over what type of microphone or public announcement system would be preferable, and the recommended budget for this may not be enough. Further research would be needed so it was suggested that other items be prioritised, as preparations need to start forthwith.
- It was also queried whether black ties need to be purchased. It was noted that Lowestoft Town Council must be prepared and it would be better to have them in reserve in case they are needed at short notice. It was also noted that these items will be preserved for the future, and as the gender split of future councils will not be known it may also be beneficial to purchase twenty ties and rosettes.
- The number of condolence books required was also questioned, and this would depend on where they will be located.
- With regard to the microphone it was noted that the Marina Theatre has a full sound system, but it is not yet known whether any announcements or ceremonies would be inside or outdoors, and the exact location. It was suggested that a microphone with a small speaker would be multi-functional for a number of events, but this would cost significantly more than the recommended budget.
- It was proposed by Cllr Graham to refer this to the Finance and Governance Committee, with further enquiries to be made regarding the microphone by Cllr Knight; seconded by Cllr Taylor; all in favour.

203. Town Council noticeboards and signs

Mr Speller has made site visits to the Denes Oval, Sparrows Nest and Belle Vue Park. He has taken photographs and is in the process of documenting and organising his findings. It was noted that priority should be given to the signs located at sites affected by the leisure fee charges.

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It was noted that Triangle Market Noticeboard does not belong to Lowestoft Town Council. It was not in the Reorganisation Order, but Suffolk Highways are being consulted over the ownership of the adopted highway, where the noticeboard is situated.

204. The introduction of plaques commemorating significant events

It was suggested that cast iron plaques on the town's beacons could be introduced to commemorate significant events.

A meeting has been held with The Jack Rose Old Lowestoft Society Project with regard to two signs they would like to put up on the High Street and a site visit has taken place to look at the suitability of the proposed locations.

A request has been received from a member of the public regarding a plaque in memory of his wife. He will contact the Council with details but it was suggested that a policy be introduced for this.

A plaque has been recovered from Kensington Gardens which has fallen down and needs to be cleaned and reinstated or replaced.

205. Paper on Remembrance Service event planning for 2018 and consider agreeing a budget recommendation

This will be a large event with several organisations making plans for the day and will involve a large cost and staff time for Lowestoft Town Council. Preparations are being discussed by partners but concerns have been raised over the assumption that the budget is covered by Lowestoft Town Council.

It was noted that events such as a possible fly past would be covered in a separate budget, but the core costs would fall to Lowestoft Town Council.

Cllr Patience left the meeting at 18:03

The importance of involving the Royal British Legion was noted.

Cllr Graham expressed the importance of the Council's role in commemorating this event and proposed a budget of £5,000 for this year; seconded by Cllr Taylor; all in favour.

206. Town Council office

206.1 Current office arrangements – A meeting was held last week and it was noted that the proposed position of the server room was reducing the size of the meeting room, but this has been remedied by moving the server room to the storage base.

A meeting is being held tomorrow morning to discuss IT, furniture and equipment, and Mr Speller has a quote for the furniture specifications, which he will share with Councillors.

It was noted that final costings should be received soon, with everything to be finalised in March, ready for work to commence in April.

It was requested that IT ports be incorporated in the annexe next to the main meeting room, with a view to looking ahead for potential future uses of the office space.

206.2 Progress with plans and lease for the first floor of Hamilton House - No further comments were made in addition to the discussions at 206.1.

207. Update and next steps for the following assets:

207.1 Allotments – Cllr Houghton is to send through documents in relation to this. Next agenda.

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- 207.2 CCTV - A meeting was held on Friday and lots of information was received from Norse. A meeting with Norse has been requested, to take place as soon as possible, and it was recommended that they should provide a breakdown of where costs should be apportioned, so that Waveney District and Suffolk Coastal Councils and Sentinel can be approached with figures on how much they should be contributing. Comments were made that without these contributions Lowestoft Town Council cannot provide the service.
- There is still confusion around figures that have been quoted to the Council, and it was noted that St Edmundsbury Borough Council have a very successful model for CCTV and run 250 cameras for a lot less money. A suggestion was made to get a better understanding of the St Edmundsbury model and maybe arrange a visit to the area, and also Beccles as they have installed a system at a lower cost.
- It was suggested that a sub-committee could be established to gather information, but all Councillors should be invited to the initial meeting to see if they would like to be involved. A recommendation is to be made to the Finance and Governance Committee that invoices for January and February are not paid to Norse, as no explanation has been given with regard to variations in figures and the Council needs to know exactly what it is being charged for.
- 207.3 Community halls – No further comments were made.
- 207.4 East of England Park – No further update at the moment, but is being chased.
- 207.5 The Lowestoft Collection – A meeting had been held with the Lowestoft Museum. A proposal was made to recommend a one-year extension to the local agreement by way of letter, to Full Council. Proposed by Cllr Coleby; seconded by Cllr Graham; all in favour.
- 207.6 Marina Theatre – A meeting is being held this week with Waveney District Council for a progress update. With regard to the survey a quote has been requested which itemises each individual factor which provides flexibility to ensure everything can be provided within the budget.
- 207.7 North Denes including asset records – In responses to concerns about whether there is permanent occupancy of caravans, the Council have already received assurances from Tingdene that they are not occupied all year, and action would be taken against those who have breached that agreement. It was noted that any concerns should be raised with the planning authority.
- 207.8 Open Spaces and parks (including Open Spaces Strategy) – This was commended as comprehensive and will be discussed at the next meeting. Next agenda.
- 207.9 Town Hall and Heritage Action Zone – No further update on Heritage Action Zone at present. Mr Speller has been looking at Heritage England with regard to a condition survey and recommends that, if councillors wish to have an independent survey, this could be progressed but that a 'heritage survey' is reserved for when relevant grant-funding and development work is progressed. This recommendation was agreed with any remedial work being already budgeted along with the survey costs. Proposed by Cllr Taylor; seconded by Cllr Barron; all in favour.
- Mr Speller has a meeting with Norse tomorrow regarding the damp ingress at the Town Hall. It was noted that the Clerk has created a table of issues the Council has regarding assets with proposed policy positions and next actions, potentially to be sent to Waveney District Council. It was agreed that this should go straight to the next Full Council meeting as a discussion paper and Waveney District Council would be sent the document in advance.

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A discussion was held regarding the site of the proposed Burger King restaurant, and it was understood that Waveney District Council are still seeking a commercial business for the site. It was suggested that this could be an asset of community value due to its proximity to the Town Hall and may have some importance due to the history of the area. The Clerk will investigate the options for listing assets.

207.10 Triangle Market – The NABMA membership has been progressed and arrangements will be made to see if they can give a presentation at a future Implementation Committee meeting.

207.11 Other assets and asset plans – Mr Speller and Cllr Coleby made site visits to the Council's public conveniences. It was noted that many were in a better condition than anticipated, but a report will be created for all of them. An issue with a drain in the gentlemen's toilets at Kensington Gardens has been raised with Norse.

It was noted that there has been a historic lack of investment in the facilities and if these are going to be provided they need to be in a good working order and clean state. Options regarding anti-graffiti paint, energy efficient lighting and disabled access need to be explored. Cllr Coleby and Mr Speller will be working on a standard document to cover all of the facilities.

208. Maintenance and a recommended budget for maintenance of septic tanks

It was noted that there is one septic tank, situated at the Uplands Community Centre, which serves two dwellings, but is situated on Lowestoft Town Council land. It was noted that the macerator may not be functioning and Mr Speller is making enquiries with the Asset Management Team at Waveney District Council as to the whether it was in a good working order at the time of being transferred to Lowestoft Town Council. Enquiries are also being made with Norse as to whether they are pumping out the tank on a regular basis.

209. Progress with events on Town Council land and delegate authority for events to the Clerk and Deputy Clerk

It was agreed to recommend giving delegated authority for the Clerk and, likewise, the Deputy Clerk to sign off and progress events. If there are any major concerns, they would come back to the Implementation Committee. Proposed by Cllr Taylor; seconded by Cllr Barron; all in favour.

210. Developments regarding potential car park land on Hamilton Road

The tenant is known and contact details have been obtained. It was agreed to wait and see where the Lowestoft Town Council office is likely to be located long-term first, before any enquiries are made.

211. Progress with a framework for requests for the Freedom of the Town

No further updates at present.

212. Developments in relation to the threatened closure of Lowestoft Records Office

The campaign is ongoing. It was noted that it would be costly to relocate the Records Office into the Town Hall and Lowestoft Town Council should stand behind the campaign, but without giving any commitments with regard to the Town Hall. It was noted that records should be kept safe in the meantime, even if that does mean temporarily relocating them to Ipswich. It was noted that there were concerns regarding a potential flood risk of having

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items stored in the basement currently, although there historically has not been flooding in that area.

213. The Lowestoft Vision Service Level Agreement

It was noted that legal support cannot be provided from Waveney District Council under the Section 113 agreement, so enquiries can be made with the National Association of Local Councils to see if they can assist.

214. Re-scheduling the dates of future meetings of the Implementation Committee

It was noted that it could be difficult to re-arrange the meetings as dates for the rest of the year have already been set. It was suggested that the day could be changed to a Thursday or Friday, but this would make it more difficult for Councillors in the Committee to attend the meetings. It was suggested that the meetings could be moved to alternate Mondays but this again may not solve the issue.

It was agreed to leave the dates as they are for now and this can be revisited later if the issues remain.

215. Date of the next meeting

5 March 2018 17:00 Riverside

216. Items for the next Agenda and Close

A possible presentation from NABMA.

A query was raised as to whether the meetings could start earlier if a guest is invited to speak. It was agreed that the meetings could start at 16:00, and this could be the case for all of the Implementation Committee meetings, regardless of whether a guest is attending, providing that a room is available.

The Chair closed the meeting at 19:39.

Signed:
19th March 2018