

Lowestoft Town Council

Meeting of the Implementation Committee

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

MINUTES

Present: Cllrs Sue Barnard (arrived 17:03), Allyson Barron, Neil Coleby (left 17:32), Peter Collecott (left 19:18), Ian Graham (left 17:32), Peter Knight (Chair) and Alice Taylor

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

Public: None present

237. Welcome

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

238. To receive and consider acceptance of apologies for absence

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

239. Declarations of Interests and dispensations

None.

240. To consider the accuracy of the Minutes:

5 March 2018 – accepted as accurate.

241. Public Forum

None present.

242. Open Spaces Strategy

This has been incorrectly referenced as an Open Spaces Strategy – it is the Open Spaces Assessment. The document has been reviewed and the only suggested alteration was adding an index to make it easier to navigate. Cllr Coleby volunteered to index the document. Cllr Taylor proposed accepting the document with an index, and it was noted that it can be amended and updated in future if necessary; seconded by Cllr Barron; all in favour.

243. Summary table of concerns regarding asset transfers

This is on the agenda for the Extraordinary Full Council Meeting on 22 March.

244. Progress with the Lowestoft Vision Service Level Agreement

The Implementation Committee have already recommended to Full Council that this Agreement is not signed. It was suggested that this item be removed from the agenda until further contact is received from Lowestoft Vision.

Cllr Barnard arrived 17:03

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245. Progress with events on Town Council land

It was noted that Lowestoft Lions would like to bring their own hot food stall to their annual Easter Egg Hunt at Sparrows Nest on Easter Sunday. This is the first time Lowestoft Town Council has had to consider a request for a food stall in one of its parks where there are permanent food outlets, but Keable and Flowers have been consulted and have no objection to the stall being there for the day, and all money raised will fund the Lions' charitable concerns.

Cllr Coleby proposed authorising the Lowestoft Lions' hot food stall (will be run by Beccles Lions); seconded by Cllr Taylor; all in favour, subject to the usual paperwork.

Lowestoft Town Council has been made aware that a Summer Solstice Cycle Ride has been organised, which will end at Ness Point. The gentleman overseeing the event has been contacted, but has insisted that it is not an organised event and therefore does not wish to complete paperwork, although there will be a food stall.

It was noted that the paperwork will need to be completed and a licence would be required to sell food on a public highway.

It was also noted that Christ Church hold a Sunrise Service on Easter Sunday at Ness Point. It was queried whether they also require permission, and whether they would be aware to request it. An historical list of events has been received from Waveney District Council and enquiries can be made with them if necessary.

There is a potential clash of events on 7 October, whereby the Royal Naval Command wish to march from the dock to Belle Vue Park at the same time as the Half Marathon is taking place. This could be problematic with the road closures which are already in place for the Half Marathon. The Deputy Clerk is meeting with both parties on 20 March to look to reaching an agreement which suits all involved.

There are still signs displayed around Lowestoft advertising a cycle ride through the town which took place last year. These should now be removed and it was suggested that the terms and conditions could be updated to stipulate that any signage must be removed following an event, and failure to do so will incur a charge.

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

Waveney District Council have been contacted to find out who has been granted this historically. It has also been queried whether WDC have a pre-existing protocol and procedure. Research is being undertaken as to what frameworks other Councils have in place.

It was noted that this is not urgent as no suggestions have yet been received as to who this should be awarded to, and this will only be an occasional occurrence.

247. Progress with draft lease for community halls

Regarding the Gunton Estate Community Meeting Hall, it was agreed at the last meeting of the Implementation Committee that the clause regarding the sale and/or serving of alcohol should be included. Tony Rudd has spoken with the Licensing Committee and the terms and conditions for hiring of the community halls should state that no more than 499 should be in attendance, and hirers would need to apply for a licence should they wish to sell and serve alcohol.

Cllr Coleby proposed acceptance of these terms and conditions; seconded by Cllr Graham; all in favour.

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It was noted that the names of the trustees for the lease document are still pending, but a meeting is being held with the occupier on Friday. It has been reiterated to the occupier that Lowestoft Town Council will offer necessary support. The Uplands Community Centre seem to be very organised in their operation and it was suggested that they could be used as a benchmark when arrangements are put in place for the rest of the community halls.

It was noted that Cllrs Coleby and Graham would need to leave the meeting early so they were asked if there was anything they would like to discuss at this stage. Cllr Coleby advised that the draft protocol for 'Friends Of' Groups was being progressed and would be discussed in more detail at the next Implementation Committee meeting. It is anticipated that this and the Open Spaces Assessment should be available for consideration at April's Full Council meeting.

248. Progress with community engagement

- 248.1 Survey (including Survey Monkey) – This is being progressed with the aim for it to be published in late May or early June.
- 248.2 Promotion leaflets and advertising – The Council Tax leaflet has been issued to residents in conjunction with their Council Tax bills.
- 248.3 Noticeboards and signs – The signs affected by the leisure fee waiver are the focal point, as this is now imminent. A meeting is being held on 20 March with Norse with regard to the booking process, but the existing booking system is to continue at present. A concern has been raised from one of the tennis clubs, as they have courts block-booked all year. A meeting is being planned for stakeholders to attend, so queries, suggestions and concerns can be addressed.
- 248.4 Events material: gazebo and banners (including colour selection), microphones etc – Cllr Taylor proposed a recommendation to Full Council of the silver/grey option as the colour selection for the gazebo and banners; seconded by Cllr Barron; all in favour with one abstention.

Cllrs Coleby and Graham left the meeting at 17:32

Lowestoft Town Council staff will be further researching options for the microphone system.

249. Draft protocols

- 249.1 'Friends of' groups – Cllr Coleby provided an update on this earlier in the meeting.
- 249.2 Reporting concerns to Norse – This has been revised following feedback from Councillors. Cllr Barnard proposed recommending the document for adoption by Full Council; seconded by Cllr Barron; all in favour.

250. Progress with the introduction of plaques commemorating significant events

This is being investigated and in due course a proposal will be formulated. A framework should be developed for Councillors to decide what is considered a significant event. It was queried whether this needs to be actioned now as the Council already has several urgent matters to be resolved, but the Jack Rose Old Lowestoft Society have already submitted a proposal to introduce a couple of plaques so a procedure needs to be put in place.

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It was noted that this year marks the centenary of the end of World War One, which could form a proposal for the first plaque; along with others marking areas which sustained bomb damage.

This year has also marked the centenary of women being granted the right to vote. Hunny Bee Vintage on London Road South is where the Suffragette movement began in this area so could also be included in the considerations as to what events to commemorate and where to situate the plaques.

It was also noted that consideration could be given to commemorating individuals already granted Freedom of the Town, once the information has been received from Waveney District Council.

251. Progress with plans and lease for the first floor of Hamilton House

This is being progressed but the costings have not yet been received. Options for furniture have been reviewed and a visual showing the anticipated layout of the reception desk was displayed.

252. Update and next steps for the following assets:

252.1 Allotments – No further updates at present.

252.2 CCTV – An article has appeared in the Eastern Daily Press which suggests Suffolk Constabulary are interested in taking ownership of CCTV across the county. No plans have been formalised yet but it was suggested that Lowestoft Town Council could request to be a part of the consultation group, if there is one. It was also suggested to discuss this with the Suffolk Police and Crime Commissioner. The police frequently use and refer to CCTV but do not contribute towards its running costs. Introducing a standard, county-wide service would mean everyone would benefit equally. This could be discussed as part of Lowestoft Town Council's policy positions at the Extraordinary Meeting on 22 March. Cllr Collecott expressed an interest in joining the CCTV sub-committee. It was noted that a meeting will be arranged and will be open for all Councillors who wish to attend.

252.3 Community halls – The contract has now been set up with Binder, with regard to the sewage treatment plant situated on the land of the Uplands Community Centre. It was noted earlier issues there had been caused by a collapsed pipe belonging to one of the properties which the septic tank serves. The occupier has sought permission for Lowestoft Town Council land to be accessed and worked upon to rectify the issue.

The Facilities and Contracts Manager is looking into having fencing erected around the sewage treatment unit to improve safety in that area. It was suggested that details of the anticipated expenditure could be provided at the next Implementation Committee meeting and a recommendation made to Full Council. This is not standard repair or maintenance and is not therefore covered under the Norse contract, as there is no existing fence currently in place.

252.4 East of England Park – A consultation company is being hired to manage the grant for the whole project. They will work in conjunction with Lowestoft Town Council to build a comprehensive plan. It was noted that the original grant request has not been seen by LTC, or the map which was submitted with the grant request, which defines the area concerned. It was queried whether the park could be re-named, but it was suggested to keep it the same for now, until the proposals are known.

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- 252.5 The Lowestoft Collection – With regard to the asset plan, there were no suggestions raised of amendments which should be made. Cllr Taylor proposed recommending the asset plan to Full Council for adoption; seconded by Cllr Barron; all in favour.
There has been no change to the asset record. An audit of items in the collection has been completed and the insurers have been notified. Waveney District Council are being made aware of differences between the Reorganisation Order and the list of items Lowestoft Town Council now possesses.
- 252.6 Marina Theatre – Lowestoft Town Council have been given a Deed of Novation, but the original agreement with Waveney District Council has not been seen. The Clerk has been seeking advice from NALC's solicitors and a local solicitor but this will be discussed in more detail during the Extraordinary Meeting on 22 March.
Cllr Barnard enquired as to whether a vote could be proposed in support of the Clerk's research and information gathering, as decisions need to be reached quickly. However it was noted that a meeting and public consultation would be required before any decisions are made.
Cllr Collecott could not see a reason for a vote to be taken, as this forms part of the Clerk's responsibility anyway.
It was noted that a vote is not essential, but it would be on record that the Implementation Committee have offered support.
Cllr Barnard proposed a vote of supporting the Clerk's research into investigating options and gathering information; seconded by Cllr Barron; all in favour with one abstention (Cllr Collecott abstained from the vote as he did not think it was necessary).
- 252.7 North Denes including asset records – The Facilities and Contracts Manager has completed a site visit with Cllrs Barnard and Parker to look at the possibility of introducing park benches behind the seawall, and picnic benches and a play area on the grassland. With regard to finance, there is a possibility this could be integrated with the East of England Park and Heritage Action Zone; but this would need to be explored, and this is only an idea in principle at this stage.
It was suggested that if memorial benches were considered, these could be funded, but it is not intended for this to become a mourning area.
Cllr Barnard proposed – in principle – park benches being introduced close to the border with the seawall; with other amenities to be considered once strategies are developed; seconded by Cllr Taylor; all in favour.
Asset records for the area have already been recommended for adoption by the Implementation Committee and now need to be considered at the next Full Council meeting.
- 252.8 Open Spaces and parks – The 'Friends Of' group for the pond on Gainsborough Drive would like to organise a meeting and it was queried whether this could be progressed. It was noted that these can be arranged by the group and do not need authorisation from the Council. It was noted that any work is undertaken at their own risk, as they are not covered by Lowestoft Town Council's insurance, but Waveney Norse may be able to assist if required.
- 252.9 Town Hall (including condition survey) and Heritage Action Zone – The Memorandum of Understanding has been sent to Lowestoft Town Council and will be signed pending approval from the Council.

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It was noted that an application can be submitted for a grant from Historic England, to carry out emergency repairs. They will arrange for a specialist architect to visit the Town Hall and decide what work should be undertaken.

It was noted that the cost could be completely funded by Historic England, or at worst they would cover 80% of the cost, with Lowestoft Town Council to cover the remaining 20%. The grant application can be submitted once the Memorandum of Understanding on 4 May.

It was suggested that a press release could be circulated to update the community on progress with the Town Hall, or a Heritage Open Day could be organised. Depending on what decisions are made regarding the Town Hall there could be building work arranged so an open day may not be feasible, but photographs could be taken when the architect visits and Flipside are creating artwork for the exterior of the building.

252.10 Triangle Market – NABMA are completing a ‘health check’ on 23 April and should be speaking to the Implementation Committee as well.

252.11 Other assets and asset records – There were no other matters for discussion.

253. Summary table for asset records, protocols and strategies

This will be added to the Full Council agenda so that it is clear that everything listed that was recommended to Full Council has been adopted. The table will be kept up to date as more documents are created, recommended and adopted, including the Open Spaces Assessment (which will be corrected from ‘strategy’). The Community Halls Asset Plan also needs to be amended as it incorrectly states that the Gunton Estate Residents Meeting Hall is in the Gunton Ward, when it should be St Margarets.

This can be revisited at each meeting.

The Facilities and Contracts Manager has requested legionella and asbestos monitoring and risk assessments from Waveney District Council’s Asset Management Team, along with the electrical and hardwiring checks. Plans for future monitoring cannot be completed without them. Legionella monitoring is currently completed monthly, with a risk assessment every two years. Asbestos is monitored at six monthly intervals.

It was queried whether checks have been completed since the creation of Lowestoft Town Council. They should have been but this cannot be confirmed until the relevant paperwork has been received from Waveney District Council. A contract is in place with WDC through to the end of the financial year and discussions are taking place with Waveney Norse to offer support after that. However, Norse do not have the expertise with regard to managing Legionella.

It was requested that asset and compliance issues be added to the next agenda to monitor the situation.

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

A visit to the records office is being arranged for Councillors. This should be early to mid-April and Hamilton House can be incorporated for a meeting if there is an issue with space.

Full Council have approved Cllr Taylor’s invite to join the Pre-Consultation Committee.

It was noted that Councillors should reiterate that moving the Records Office into the Town Hall would be expensive, in response to suggestions that this may happen. However, this option could be explored if funding were to be provided.

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Cllr Collecott left the meeting at 19:18

255. Date of the next meeting

9 April 2018 16:00 Riverside - Cllr Barron gave her apologies.

256. Items for the next Agenda and Close

Asset and compliance issues as referenced in the discussion around item 253.

The importance of recycling was mentioned and ensuring that Lowestoft Town Council is performing its duty. It was queried how the Implementation Committee could assist with this and it was decided that the matter would instead be referred to the Planning and Environment Committee.

The Chair closed the meeting at 19:20

Signed:.....
9 April 2018

DRAFT