

# Lowestoft Town Council Implementation Committee

## Meeting of the Implementation Committee

*Membership: Sue Barnard, Allyson Barron, Neil Coleby, Peter Collecott, June Ford, Amanda Frost, Ian Graham, Dick Houghton, Peter Knight (Chair), Keith Patience and Alice Taylor*

**Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ  
17:00 on 20 November 2017**

### Minutes

**Present:** Cllrs Sue Barnard, Amanda Frost, Dick Houghton, Peter Knight (Chair), Keith Patience and Alice Taylor

**In attendance:** Shona Bendix (Clerk)

#### **101. Welcome**

The fire evacuation procedure was explained, the meeting was welcomed and a reminder was given about the public right to report.

#### **102. To receive and consider acceptance of apologies for absence**

The meeting accepted apologies from Cllrs Allyson Barron, Neil Coleby, Peter Collecott, June Ford and Ian Graham.

#### **103. Declarations of Interests and dispensations**

Cllr Taylor advised that she sits on the Kirkley Business Association. Cllr Barnard noted that she sits on the Lowestoft Archaeological and Local History Society.

#### **104. To consider the accuracy of the Minutes:**

6 November 2017 – agreed.

#### **105. Lowestoft Summer Festival presentation and discussion**

Mark Lanham and Phil Aves attended to speak about the Lowestoft Summer Festival. They are exploring how to expand the Festival which requires increased funds. However, they are not a replacement for the air show. They want a bigger stage and want to add in a cinema on Friday and a variety show with a big band on the Saturday. They are getting sponsors but want £15-£18k from the local authorities. One limitation is that charges cannot be applied for anything on Royal Green. They have looked at nominal charges, perhaps for a VIP tent or seating but there are logistical problems. In the local area, charging is unrealistic. There was a discussion about bad weather provision and potential use of a marquee and also about getting the museums involved. Lowestoft Tourism Group pulled out after the first year and reverted to their own event; their Dog Show is popular. Waveney District Council contributed £3750 last year and matched the amount SCC had contributed the year before. They are now seeking £5000 per authority. Royal Green is not an LTC asset and it was suggested that Sparrow's Nest might be a better location. They have not considered Sparrow's Nest as they stick to one end of the town with, for example, the beach for a sandcastle competition. They are now trying to increase footfall. They do not have exact visitor numbers but have been very busy when the weather is good. Some of the food stalls sold out of food as so many people. They are increasing their contacts with organisers who can help promote the event and they are increasing their number of posters etc. Royal Green is booked for 21-22 July 2018.

## **106. Public Forum**

No matters raised.

## **107. Next steps for the following assets:**

Item 107.5i) Draft leases. This matter was brought forward to enable Simon Eades and Kelly Wigley to present for Waveney District Council on the draft Gunton Meeting Hall Heads of Terms. A 5 year lease is being considered (expiry 31 December 2022). A break clause and notice period are included. The permitted use is restricted to non-pecuniary benefits for the Gunton Estate. The amount is drafted at a level which is believed to be realistic but still useful. It was suggested that there is no review of rent but that the rent is fixed for 5 years.

The tenant is responsible for business rates, utilities and all other outgoings. The tenant also covers fixtures and fittings and must conduct the H & S checks. The landlord covers the building external/structure. No structural changes are permitted without permission of the landlord. Permission must be sought for signs. No assignment of their interest or sub-letting is permitted.

The planning provision needs amending as this refers to the landlord being the planning authority. No service charge is needed as the lease is for a self-contained building. Tenants to have £10 million public liability. An AGA is an Authorised Guarantee Agreement and this is not applicable (as stated in the Heads of Terms). There are specific provisions to control use e.g. 'reasonable use' and 'non-commercial purposes'. A management Committee is established for the premises under a constitution approved by the Landlord and the tenant must observe that constitution.

It was noted re 20.4 that the word 'commercial' could be inserted before 'auction' so that this does not preclude charity auctions. There is a need to define 'Gunton Estate'. It was noted that the occasional use for other purposes ought not to be totally excluded e.g. where occasional use by residents from another area brings in money which can benefit Gunton residents and the hall is otherwise not in use. Gunton Hall has two noticeboards and use could be covered by the terms of the lease. An annual meeting between landlord and tenant and other provisions could be built into the lease or constitution arrangements. A town councillor representative on each hall's committee is also an option. A suggestion was made that the governance arrangements might include provision for there not to be charges for councillor surgery use if this is appropriate. Allotments leases exist for 2008 and 2009. The agreements will be tailored

107.5ii) Asset plan for community halls. It was hoped this would be finalised shortly.

107.1 i) and ii) Triangle Market working group. The Triangle Market Asset Plan had been sent out and some comments had been received. There were suggestions that an Easter and/or Valentine's event might be preferable owing to the timing. December 8<sup>th</sup> there is a Lowestoft Vision event. A couple of stalls are at the site without permission. It was agreed to recommend to Council that these two pitches should receive letters saying that they can have the pitches for free. It was noted that they would need public liability and a licence and should be encouraged to apply properly for a pitch. It was noted that there was no delegated permission for the Implementation Committee to manage markets in advance of an officer being appointed to manage markets. There is no market policy adopted by the Council as yet.

A Council market would be covered by insurance as long as a suitable risk management process was in place and someone made health and safety checks, such as checking stalls are secured and that there are no guy rope tripping hazards etc. It was agreed that a recommendation would be made that there would be one Christmas Market event which would be on Wednesday 20<sup>th</sup> before Christmas and that this would go to Finance and Governance

Committee to consider. In relation to the asset plan, it was noted that there were particular concerns about the intentions to change the bus route. There is a bus stop a little over 100 yards away. It was agreed that the asset plan should be agreed with an amendment that parking and bus provision should only be investigated.

107.2 i) and ii) The Marina Theatre. An information evening had been offered to the Town Council and also a meeting was to be arranged for Cllrs Graham and Coleby to meet the Trust. An asset plan would be progressed by the Clerk after the information evening.

107.3 i) to vi) The Town Hall and Heritage Action Zone. Posters on the boarded-up windows in the Town Hall remain under consideration. £3500 upwards have been quoted for condition surveys. There are further quotes being sought and then this will go to Finance and Governance Committee. Neither the school or the Marina have come back with responses to date. Suffolk Art Link have expressed some interest and this will be explored. If it is not cost-effective to consider posters then Flipside could be progressed. There have been some positive individual engagements over the Town Hall. A Resilient Heritage Lottery grant expression of interest application is being considered to obtain a mentor. WDC has been consulted but they have not responded yet. It was recommended that, subject to being checked by Clerk, the application should be sent. Heritage Action Zone bid results not available yet.

107.4 Denes area- this will be dealt with at the next meeting.

107.5 Dealt with above.

107.6 i) to iv) Open spaces Sub-committee. Asset plans for Sparrows Nest and Belle Vue were considered. Cllr Barnard will add in trying to obtain Green Flag awards. It was noted that the header in the table should say which asset was being considered not just the category. It was also noted that developing friends of groups should be an objective in all parks. It was agreed to adopt the plans for recommendation to Full Council, subject to amendments. The Open spaces Committee will build up an asset plan for Arnold's Bequest. The bin storage area needs to be an issue for resolution on the Arnold's Bequest. Taylor properties should be putting in planning permission for the hard standing for the bins.

Tree and pond strategies – The Waveney District Council tree policy does not seem to refer to addressing only “diseased, dead and damaged” trees, as had been suggested by Norse. Tree and pond strategies will be developed for the Town Council by the sub-committee and views on content were invited.

Quotes are being obtained for signs. It is approximated that about 120 are needed.

107.7 i) to iii) CCTV A meeting is planned with senior WDC staff on this matter. Next agenda.

107.8 i) and ii) Lowestoft Collection. A confidential asset plan designed to enhance the conditions and value of the Collection. It was agreed to recommend the asset plan to Full Council.

107.9 i) Allotments. Allotments: The Clerk again confirmed that Normanston allotments are Lowestoft Town Council's allotment site. Newson's Meadows and Fir Lane allotments have been confirmed by WDC as not their property. It was noted that these were private allotments over which the Town Council had no rights or interest. The leases for the Council's own allotments (2008 and 2009) would be obtained.

107.10 i) to ii) Gainsborough Drive. Request to transfer resource from Sparrow's Nest and Belle Vue for one cut. It was noted that long grass was a problem across lots of areas and there was a

concern about the transfer across. It was agreed that an extra cut could go ahead as a one-off. One idea had been put forward that the number of cuts could be spread out over a longer period in future years so that the last cut would be later in the year.

**108 to 116** to be taken to the next meeting and to be dealt with as the first items. It was agreed that where possible the meetings would be extended to 2 ½ hours with any speaker in advance.

107.10 ii) Concrete around the trees near the sails on Triangle Market. Cllr Barnard to obtain Quotes for removal. Cllr Knight will look into who concreted that area. This matter would then need to go to Finance and Governance Committee.

**117. Date of the next meeting**

4 December 2017 17:00 Riverside – Noted.

**118. Items for the next Agenda and Close**

It was noted that a formal proposal from Lowestoft Summer Festival would be needed at some point if they wanted to apply for funding. Any Christmas events that councillors wish to advertise should be sent to the Clerk to pass to WDC for promotion.