

Lowestoft Town Council

Meeting of the Implementation Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
17:00 on 22 January 2018

MINUTES

Present: Cllrs Sue Barnard (arrived 17:07), Allyson Barron, Neil Coleby, Peter Collecott, Dick Houghton, Peter Knight (Chair), Alice Taylor, Ian Graham (departed 17:57)

In attendance: Shona Bendix (Town Clerk), Lauren Elliott (Committee Clerk)

Public: None

156. Welcome

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

157. Apologies for absence

Apologies were received and accepted from Cllr June Ford. Cllr Patience was absent. Cllr Amanda Frost has stepped down from this committee.

158. Declarations of Interests and dispensations

None.

159. To consider the accuracy of the Minutes:

8 January 2018 – accepted as accurate.

160. Public Forum

None present.

161. Community engagement

161.1 Survey (including Survey Monkey) – approval for payment required, this will be carried forward to next Finance and Governance meeting.

161.2 Promotion leaflets and advertising – meeting is being held this week. It was suggested a page should be set aside to advertise the fee waiver on public services.

162. Draft volunteer and 'friends of' protocol

This is nearly complete and should be ready for the next meeting.

The Clerk is arranging safeguarding training to coincide.

163. Town Council noticeboards and signs

Mark Speller and Sarah Foote will be dealing with this and will liaise with Cllr Taylor and Cllr Byatt about audit information.

Cllr Barnard arrived 17:07

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164. Town Council office

- 164.1 Current position with current licence to occupy - Laptops, mobile phones and internet have been provided, and photocopier purchased. The finalised design has been received back from the architect but requires a few amendments. To be reviewed in February once Mr Speller has started and has had chance to look over.
- 164.2 Any progress with plans and lease - covered above.
- 164.3 Office equipment – covered above.

165. Revisions to the LTC Asset Categories list

Normanston Skate Park is in progress, awaiting final documents from Kelly Wigley.
Leathes' Ham – still subject to consent. The Committee discussed the need to scrutinise carefully due to possible drainage problems, which could be costly if something goes wrong. If it is offered to Lowestoft Town Council there would need to be an associated financial undertaking before it would be considered.
The Asset Categories List, as amended by Ms Wigley, will be kept on record.
Bowling club – needs clarification as to location.
Sparrows Nest cine-club – query raised as to whether this should be included.
Sparrows Nest Europa room – clarification required as to which building this refers to.
Sea wall – from Tingdene to East Point. This has been transferred to Lowestoft Town Council but Lowestoft Town Council does not have the power to maintain sea defences. A relevant undertaking for repairs and maintenance is required from Waveney District Council.

166. Current position on condition surveys:

- 166.1 Town Hall - Cllr Taylor advised that condition survey quotes from 3 companies have been received. Roche gave the most complete survey for the middle price and have provided a quote for an asbestos survey at £3800. A discussion will be held with Mr Speller before any decision is made and the companies will be asked to provide a presentation to Lowestoft Town Council.
- 166.2 Marina Theatre – Waiting to hear back from the Marina Theatre.
- 166.3 WDC surveys – To be progressed when Ms Wigley is available.

167. Update and next steps for the following assets:

- 167.1 Allotments - Cllr Houghton advised the group has not had a chance to meet yet.
- 167.2 CCTV - The Mayor advised that a meeting has been organised but the press have been enquiring as to why the original budget figure has now decreased. There has been no change in the service, and neither Waveney District Council or Norse could provide an explanation. The Mayor advised that Waveney District Council, Norse and Sentinel are all invited to attend a meeting on 16th February, in the meantime we can advise the press that we are being charged the lower figure and would need to refer them to Waveney District Council to explain why it was higher before, as they set the original budget. It is intended to hold a meeting with Norse within the next couple of weeks, when Mr Speller is in position.

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- 167.3 Community halls, including leases – Simon Eades will be invited to attend the next meeting of the Implementation Committee.
- 167.4 East of England Park – It is understood that there has been no further progress with regard to the governance arrangements. The Lowestoft Town Council asset plan is broadly worded to accommodate options that can be adapted as more information is received, and a consultation would take place before any decisions are made. It was agreed to recommend adoption of the Lowestoft Town Council East of England Park Asset Plan.

It was agreed that item 172 be looked at now (17:55) as the Mayor had to leave the meeting early.

172. Request for Freedom of the Town

A request had been received to grant an individual Freedom of the Town. This would require a special meeting of the council specifically for that purpose. Developing a policy and procedure for this would be on the next agenda and may require the formation of a sub-committee to draw up criteria and a process on how Freedom is granted.

The Mayor left at 17:57

- 167.5 Lowestoft Porcelain – It was noted that this should have been recorded as The Lowestoft Collection. The Clerk advised that there was no update, but the Board is meeting this month.
- 167.6 Marina Theatre – No further update.
- 167.7 North Denes including asset records – The asset plans for North Denes, Phases 3 and 4, were agreed, 1 abstention.

Clerk left 18:12

- 167.8 Open Spaces and parks including:
- i) Related tree, pond and toilet strategies – Cllrs Coleby and Barnard put together tree and pond policies which had been circulated to the committee. It agreed that these should be adopted and the Chair expressed thanks to Cllrs Coleby and Barnard for their hard work.

Clerk returned 18:14

- ii) Gainsborough Drive - Cllr Barnard advised that the majority of the work had been completed and that positive feedback had been received from residents. There was still strimming to be done, the removal of a tree, and the middle of the pond would need to be looked at in the summer when the water level reduces. A friends group may be set up by residents to do tidying up work around the pond. It was understood that Norse would collect grass cuttings free of charge if the residents explain that they had set up a friends group. It was suggested that thanks be sent to Norse in recognition of the work they have done; the Clerk has already arranged this.
- iii) Asset records for Sparrows Nest and Belle Vue Park were agreed. The Chair expressed thanks to Cllrs Coleby and Barnard for all their work on the documents.
- Cllr Houghton advised that lots of tidying up had been completed at Arnold's Bequest (currently WDC Charity land) and it was agreed that thanks should be passed on. There was also a concern raised that the bins had been emptied but loose bags of rubbish had not been

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taken. This would need to be raised directly with Norse as it is a matter for the District Council.

- 167.9 Town Hall and Heritage Action Zone – Cllr Taylor advised that the first meeting of the Heritage Action Zone had taken place on 12th January and a report would be sent out in due course. It was agreed to recommend that Cllrs Taylor and Knight be signatories on behalf of Lowestoft Town Council for the Memorandum of Understanding. This would need to go to Full Council and a copy of the Memo would be required for the next meeting for this to be looked at. This has been added to the Full Council agenda list.
- 167.10 Triangle Market – Cllr Houghton advised that no meeting had taken place yet, pending Mr Speller being in post. Payment to NABMA has been processed.
- 167.11 Other assets and asset plans – Dealt with above.

168. Progress with grounds management contract arrangements
Mr Speller will work on KPIs with the sub-committee.

Cllr Houghton left 18:51

169. Budget and income for assets

The Budget has been sent round for consideration. The Clerk has asked for clarification on variables. Any ideas and suggestions for expenditure would need to go before Finance and Governance Committee or Full Council.

Cllr Houghton returned 18:53

Cllr Houghton enquired if there were any plans to make repairs to the Naval Museum in Sparrows Nest as the flat roof is leaking. Cllr Houghton will contact Norse.

There are also other issues at Sparrows Nest and the condition surveys will need to be considered.

170. WDC list of items in storage
Still waiting, has been chased.

171. Events on Town Council land

2 events – the most easterly half marathon (October or November). The risk assessment is basically the same as last year, traffic management is in place. It was agreed that the Clerk and Deputy Clerk would have approval to progress and authorise this event.

22nd April – Colour Run for EACH same as above. Delegated authority agreed to the Clerk and Deputy Clerk to progress and authorise this event.

An enquiry was raised as to whether Lowestoft Town Council's logo is being used. It was agreed that use of the logo in association with these events should be encouraged.

172. Request for Freedom of the Town

This has already been covered earlier in the meeting.

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173. Threatened closure of Lowestoft Records Office

Suffolk County Council would be asked about how much it costs them to rent the space at Lowestoft Library and if there is anything within the Records Office which might be considered should belong to Lowestoft Town Council for the benefit of the town. The floor space currently occupied would also be requested. The Clerk advised that a Freedom of Information request could be submitted. It was noted that the emergence of Lowestoft Town Council was not considered in SCC plans for the future guardianship of the records. It was agreed to work with the Save Our Records Office Group and other interested parties. A statement to stakeholders and the press has been published.
Next agenda.

174. Date of the next meeting

5 February 2018 17:00 Riverside

175. Items for the next Agenda and Close

Lowestoft Records Office.

The Chair closed the meeting at 19:17

Signed:
5th February 2018