

Lowestoft Town Council

Meeting of the Implementation Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
16:00 on 23 April 2018

MINUTES

Present: Cllrs Allyson Barron, Neil Coleby, Peter Collecott, Ian Graham, Dick Houghton, Peter Knight (Chair) and Alice Taylor

In attendance: Shona Bendix (Clerk), Mark Speller (Facilities and Contracts Manager), Sarah Foote (Deputy Town Clerk), Dan Ritchie from the National Association of British Market Authorities and Tony Rudd and Alistair Bissett from Waveney District Council (arrived 16.16) and Andrew Reynolds from Waveney District Council Environmental Health (arrived 16.45).

276 . Welcome

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

277. To receive and consider acceptance of apologies for absence

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

278. Declarations of Interests and dispensations

None.

279. To consider the accuracy of the Minutes:

9 April 2018 – accepted as accurate.

280. Public Forum

None present.

281. A Presentation was received from Dan Ritchie of the National Association of British Market Authorities. Prior to the meeting Mr Ritchie had toured the town and looked in particular at the Triangle Market area, the High Street and London Road north. Mr Ritchie outlined key points which the Town Council would need to consider when addressing market provision in the Town; what does the Town Council want to have from a market? Would it be a community facility? Would it contribute to the bottom line of the Town Council's budget? Does the Town Council have the resources to sustain a market? Is there a corporate strategy? How could the market contribute to the corporate strategy of the Council? He envisaged for the market to be a success it would have to offer something different to the existing retail offer. ACTION: – NAMBA would provide a written report by 8 May for Full Council consideration. ACTION: Agenda accordingly.

282. Discussion with Waveney District Council

282.1 Gunton Warren and Normanston Allotments

Tony Rudd and Alistair Bissett, Lawyer.

Normanston – the assets which were transferred included the allotments in the parish area including a set at Normanston (between Field View Drive and Princes Walk). Have the allotments transferred under a specialist order or not, even it were the case it would only be the allotment area that has transferred and the small area of verge land and some access land (understood to be only used for allotment users). The first two are leased to the allotment association. But the access area has not transferred. A paper has gone to WDC Cabinet for all three pieces of land to be transferred to LTC. This was approved and discussions can now be progressed. The consideration is for three pieces of land to be transferred as a package. With any new transfers, the Council wants to look a related terms and will have to go to full council for consideration. It is understood that the Allotment

Lowestoft Town Council

Meeting of the Implementation Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
16:00 on 23 April 2018

Association does not have any concerns with the transfer. ACTION: Written commentary to be provided by WDC with maps to be submitted to full council for consideration.

Cllr Coleby noticed in the Local Plan there was provision for a new allotment on the old Nursery site. Would these be operated by the Allotment Association? Mr Rudd thought that the finer details of this had probably not yet been considered.

16.51 Andrew Reynolds from WDC Environmental Services joined the meeting.

Gunton Warren – Mr Rudd explained that Gunton Warren extended from Links Road North to 'Tramps Alley' and the vast majority of was leased to Suffolk Wildlife Trust. Due to an administrative error only the northern part (north of the housing on Corton Road) was transferred to the Town Council via the reorganisation order. WDC had now approved the transfer of the southern section to the Town Council subject to the Town Council wishing to accept the land transfer. SWT at the moment have two landlords depending on which part of the land they are on.

Mr Reynolds gave background on the Eleni V oil spill in 1978 where 17,000 tonnes of heavy oil was discharged and how at the time it had been agreed to bury the dispersed material in holes on the beach. Since then some coastal erosion has taken place and the wave action has eroded and left an unstable sandy cliff north of the groins at the bottom of Links Road. During the last three weeks erosion was showing some of the 'dumped oil' mainly in the first six groins from the bottom of Links Road northwards.

The material was heavy oil and it had attenuated over the years and however were carcinogenic aspects. Great Yarmouth had already experienced the problem in 2013/14 on the beach at Hopton and Gorleston. They engaged HyDroc Consultants who had taken samples, assessed the situation and come to some informed conclusions about the hazard to beach users and the environment. What was now left did not leave a residue but was more of a nuisance than a health hazard. At the moment there were about 12 places where it is appearing and the most appropriate response would be for warning signs to be placed on the beach. The coastal protection team had advised erosion should be minimal during the summer but could increase in the winter. Whilst the waste material remained in situation it would not cause a problem but if it was touched it would have to be dealt with under waste regulations.

The Mayor summarised a range of questions that had been put to Mr Reynolds and asked does the Committee does the Town Council want to take on this section of land? Would WDC issue an indemnification to remove the Town Council of any liabilities?

Mr Reynolds thought this would be difficult and unlikely as there was no way of defining how long the indemnification would be for and what it may cover. Cllr Coleby responded that the Town Council would be in exactly this position if they were to take on the land. Mr Reynolds confirmed that legally the Town Council did not have to take the land but Suffolk Wildlife Trust could not have two landlords under one lease, therefore, their lease would need to be reviewed to be legally plausible if the transfer did not take place.

It was asked if WDC would considered taking back the part of the land already transferred but Mr Reynolds was unable to answer this.

Suffolk Wildlife Trust, as tenants, had been informed and were reassessing their risks, however, the current risks were to the eco system not people.

The Town Clerk expressed concern for the serious consequence if there was a disturbance of the middle of a large deposit and questioned why the land contamination had not been mentioned in the original transfer. Through the reorganisation order WDC could only transfer what it was

Lowestoft Town Council

Meeting of the Implementation Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
16:00 on 23 April 2018

appropriate to transfer to a Parish or Town Council and it is not an appropriate transfer if WDC were aware of the waste burial on the land. It was confirmed that the information reported above could be public knowledge and that WDC would display warning signs in the area and would carry out weekly inspections of the area making photographic recordings of deposits and changes as they occur.

ACTION: Agenda for Full Council meeting on 8 May with report from Andrew Reynolds to be supplied to all Councillors and no recommendations from this committee. Full Council to consider transfer of remainder of the land. ACTION: Town Clerk to investigate any legal implications for the Town Council and limitations on dealing with environmental hazards? FOI request to Great Yarmouth Borough Council to access relevant technical reports.

282.2 Kirkley and Pakefield Community Sports and Social Club Deed of Surrender and Lease. It was noted there had been no progress and therefore deferred to next meeting. ACTION: Agenda next meeting.

283. To consider asset and compliance issues in particular the following matters:

283.1 The sale of the land at Walmer Road

This matters was still being addressed by WDC and there was no progress report to date. ACTION: Agenda next meeting.

283.2 The introduction of memorial benches

It was agreed to defer this item until Cllr Barnard was in attendance. ACTION: Agenda next meeting.

283.3 Improvement works to play areas

Mark Speller provided an update:

Stoven Close – play equipment was now installed, ground level and seeded, with a view to be opened in three weeks. ACTION: Event to be organised for opening. Mark Speller to contact Richard Hackney and keep Cllrs Barron, Bemment and Coleby informed.

Rosedale Play Area – items had been secured so play area could still be used. Some items need replacement. It was questioned why the improvements were taking place in a piecemeal fashion.

Normanston Park – concerns with underground electric cables should have been dealt with at the end of last year. A new location for the play equipment had been agreed and Norse should have pursued. The fence perimeter would not to be replaced and would become an open plan play area. ACTION: This should be progressed with urgency as per the recommendations of the original site meeting with Simon Walker with the work being completed by June. ACTION: Mark Speller to progress with Norse

ACTION: Sentinel meeting needed to prioritise what next for play parks, changing rooms on LTC land etc. Mark Speller and Committee Clerk to arrange.

283.4 Compliance monitoring and maintenance

284. Summary table of concerns regarding asset transfers (confidential document)

Mark Speller reported that asbestos surveys needed to be updated at a cost of £5,750 and that the existing legionella risk assessments had expired and need to be renewed at a cost of £4090 (this was a mandatory requirement to comply with legislation). These costs were estimated on Mr Speller's previous experience. It was proposed by Cllr Coleby, seconded by Cllr Barron and agreed to request Finance Committee approval of this amount with delegated authority to carry out the work as soon as possible. ACTION: Agenda Finance Committee.

CAD Plans still had not been received from WDC. It was agreed to agenda this item for future consideration. ACTION: Agenda next meeting.

Lowestoft Town Council

Meeting of the Implementation Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
16:00 on 23 April 2018

285. Progress with events on Town Council land

The Deputy Town Clerk gave a report. To note was a Navy Patrol Maritime Commemoration Event planned for 9 October which would be a significant event for the Town and difficulties with one particular event in June and compliance with the Town Council's procedures. There was agreement that the Council, through Finance and Governance, should explore insurance cover for certain events which would provide cover individuals/small groups running events. ACTION: Agenda Finance and Governance for consideration.

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

There was no update available.

287. Progress with draft lease for community halls

There was no update available.

288. Progress with community engagement

288.1 Survey (including Survey Monkey)

288.2 Promotion leaflets and advertising

It was asked what was happening with the Town Council's Face Book page and the Clerk confirmed it was being managed in line with previous expectation that the site would be for factual information only.

288.3 Noticeboards and signs – vinyl signs had been sourced to start to replace WDC logos with Lowestoft Town Council logo. A sample was being tried and if successful Norse would start work on covering all logos.

The need to publicise the fact that leisure facilities were being offered at no charge by the town council was discussed and will take place at an appropriate time, following meetings with stakeholders

288.4 Events material: gazebo, banners and microphone etc – all was in place for the order to be made but this was on hold pending the move to the Town Council's own office. Delivery was estimated to be 10 days from order.

289.1 'Friends of' groups – Cllr Taylor has re-drafted this and it will be available for the next meeting. ACTION: Agenda next meeting

Discussions returned to item 283 to discuss toilets at Fen Park. The toilets are closed off with a fence owing to Health and Safety concerns. Concerns have been raised by members of the public that they have heard the toilets are being moved down to near the pond. This has not been agreed with Lowestoft Town Council and Mark Speller will make enquiries of Waveney Norse to seek confirmation that no such activity has been agreed by them. The Toilets at the Cemetery are now also fenced off and the Council is not aware of the reasons for this. Mark Speller will enquire of Norse to determine the reason for this fencing and the apparent lack of notification to Lowestoft Town Council. ACTION: Mark Speller to contact Norse

The development of a toilet strategy was discussed. This is underway. The need to contact the Lowestoft and District Allotment Society was noted. This would notify them of Mark Speller's intentions to visit all sites and would also ensure that the Council has information about their AGM and constitution. ACTION: Liaison with Allotment Society to be progressed.

Lowestoft Town Council

Meeting of the Implementation Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
16:00 on 23 April 2018

Other than noting the date of the CCTV meeting all of the following business was deferred to the next meeting.

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

291. Update and next steps for the following assets:

291.1 Allotments (including Asset Record)

291.2 CCTV - The CCTV Committee would meet on 26 April. All Councillors had been invited to attend.

291.3 Community halls

291.4 East of England Park

291.5 The Lowestoft Collection

291.6 Marina Theatre

291.7 North Denes

291.8 Open Spaces and parks –

291.9 Town Hall (including condition survey) and Heritage Action Zone

291.10 Triangle Market

291.11 Other assets and asset records – There were no matters raised for discussion.

291.12 Additional condition surveys

292. Summary table for asset records, protocols and strategies

293. Any developments in relation to the threatened closure of Lowestoft Records Office

294. Date of the next meeting

11 May 2018 16:00 at Hamilton House.

295. Items for the next Agenda and Close

Toilets and Public Interest companies to be investigated as part of Toilets Strategy.

It was agreed that the meeting should be closed and any items not dealt with will be moved to the early part of the next agenda.

The Chair closed the meeting at 18.15

Signed:

11 May 2018