

# Lowestoft Town Council

## Meeting of the Implementation Committee

**Minutes** of the Implementation Committee meeting at Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ at 17:00 on 25 September 2017

**Present:** Cllrs Neil Coleby, Amanda Frost, Peter Knight (Chair) and Keith Patience.

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

**Also present:** Kelly Wigley (Waveney District Council) and Simon Eades (Waveney District Council).

### 30. Welcome

The Chair welcomed the meeting, explained the fire evacuation procedure and reminded those present that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

### 31. Acceptance of apologies for absence

It was noted that Cllrs Allyson Barron, June Ford, Tara Carlton, Dick Houghton and Ian Graham had sent their apologies.

### 32. Declarations of Interests and dispensations

None

### 33. Speaker, Helen Johnson on Heritage Lottery funding (HLF) and Great Places

Helen provided a powerpoint presentation. Concerns were expressed about boarded up buildings in the north of the High Street, some of which are historical. There is a grant programme where owners can match-fund heritage buildings. For the Town Hall, it was important to apply for funding to scope out the pre-development work (a Resilient Heritage bid) and this would be followed by an application for the full heritage project. HLF look at value for money, evidence of need, how well the project could achieve outcomes and whether it is clear and realistic. If you are rejected first time round, it is possible to re-shape the application and try again and HLF will advise. As Lowestoft Town Council is a new organisation taking on an asset, they might be positive about an application. Sometimes they will drop the percentage they will contribute; it depends on the application. Starting to engage the community is an important first point and so far, it is not clear what outcome there should be for the Hall. This is fine as HLF expect through the Resilient funding to help this process to the right outcome. There would need to be a careful distinction between HLF and Historic England work as you cannot use both funds for the same matter.

Helen also spoke about the Great Places Making Waves Together funding which was awarded in March. This was also covered by the powerpoint presentation. About £740,000 was awarded for culture and learning projects. They would like someone to sit on the Cultural Board delivering this when the Board is established. It was noted that this should not be confused with the Heritage Action Zone bid. **It was decided that Peter Knight would be recommended to the Town Council's representative on the Cultural Board.**

### 34. Accuracy of the Minutes:

The minutes of 29 August and 5 September 2017 were agreed.

### 35. Public Forum

None.

### 36. Appointing a Vice-Chairman of this Committee

Cllr Coleby was appointed as Vice-Chair.

### 37. Community Halls

It was noted that Mr Brian Mew (WDC Finance) had fed back to the Town Council that bookings for the Gunton Residents Meeting Hall are run by Ann Hubbard. There appears to be no functioning set of trustees or committee at the moment and the most recent lease/agreement was dated 24 October 2002 to Gunton Tenants and Residents Committee. It is believed to have expired, and as there is no lease/current agreement and no rent being charged. The income collected for individual bookings is understood to be being used for the upkeep of the hall rather than being passed to WDC. WDC Estates will be bringing a report to the Implementation Committee in the near future on the future arrangements for community centres generally. Mr Eades said that sometimes in the past processes have not been as the Town Council might wish going forward but that he would support the process of implementing new arrangements. It was noted that there can be some challenges with securing formal agreements if individuals or other changes occur in the Trust.

Gunton lease expired in 2006 and Whitton earlier. Moving forward and securing a draft lease is important. At Gunton there did not seem to be people prepared to take on the tenant responsibility. At Whitton there are.

Repairs to the external building is for LTC and internal is the tenant's. Mr Eades has not inspected the properties internally. Since the new heating has been put in at Gunton, the hall is in a better position. LTC can either grant a lease to its occupiers or take over full control of the buildings. Mr Eades suggested this best rests with the community. This is already possible with Whitton. There is a committee of three or four.

There has been a nominal fee of £50 per annum for the lease in the past in light of this enabling more community money to go into the halls. It was noted that in the old leases there are break clauses and termination options will apply. If the lease arrangement ends then the halls would revert to LTC management. Utility bills are paid by the tenants. Mr Eades offered to take forward trying to identify the committee members.

It was noted that Gunton is well-used and the contact lives nearby. It was suggested that there would be a value to having a town councillor on the committee. In terms of having LTC having representation on the committee this would not necessarily be incorporated under the lease. There could also be a requirement for an annual report to LTC. A suggestion was made that a standardised lease for all the halls would be beneficial.

Trustees of the resident's association sign the lease but at this stage LTC does not know how the associations are constituted. Tenants have rights of occupation. It was noted that satisfaction with the rules of the associations is achieved by:

- a) Paying rent
- b) Fulfilling their repairing responsibilities
- c) Insuring the hall

LTC would ask for insurance details and the governance rules from committees.

Mr Eades will prepare Heads of Terms for negotiation. There is an allocation in budget based only on what was previously provided. A full repairing lease might be problematic in the event that the tenant cannot pay. It was not certain whether a condition survey had been conducted of the halls. **Asset management updates to be kept on the agenda.** Mr Eades left the meeting.

Referring to Item 43, Mrs Wigley updated the Committee that on 18 October a meeting had been arranged on North Lowestoft assets. A meeting on CCTV was to be arranged. The s.113 agreement is to be signed shortly. Mrs Wigley left the meeting.

### 38. Noticeboards

**Sparrow's Nest contact to be progressed by Cllr Coleby. Cllr Knight will contact Danny Steele to obtain the key for the noticeboard in Triangle Market** and there would be some investigation with the current manufacturer to see if they could repair this. Norse might also be able to quote to fix it.

Tenants associations might own their noticeboards and arrangements might be secured to obtain use. There was a suggestion that county councillors are contacted in order to obtain funds for new noticeboards. Check what Norse have to say re noticeboards. They need proposals on locations from ward councillors.

It was noted that Lowestoft College were interested in providing noticeboards. This was received positively as a way to engage with the community and young people. A specification could be set which would include matters such as durability of product. A design could be requested. There would need to be planning permission too. It was understood that Lowestoft College are also potentially able to do some painting projects e.g. the new Town Council office.

### 39. Stakeholder relationships

Consideration was given to the 18 December Implementation Committee also being the stakeholder meeting. In relation to Sparrow's Nest, a meeting might be progressed as part of the Heritage Action Zone roll-out. It was noted that there were some difficulties trying to get people who come into the station to travel to Sparrow's Nest and potentially signposting would help. There might also be an opportunity for better promotion of the site to coach trips and coach companies might like to have Sparrow's Nest as an option to visit direct. Pontins might also hold some information too. It was also noted that neighbourhood planning would provide important community engagement in due course. All stakeholders might be invited to Sam's café or the CAB.

### 40. Asset contacts

WDC contacts list received.

### 41. Town Council Youth Council

**Research would be progressed by Cllr Coleby.** The youth of Lowestoft have requested a youth council. This would enable youth views on Lowestoft in particular rather than the wider district. **Democratic Services to be contacted for a contact** for the Waveney Youth Council to ask them if they would like to form a Youth Council and to ask who represent Lowestoft on the Council. Access at Sam's Café have offered to assist. There was a concern expressed that items are being revisited and that membership of the Committee might be increased to ensure higher attendance and to help consistency through regular attendees.

### 42. Asset strategy paper

It was agreed to defer the matters in this item until the next meeting.

### 43. Next steps for various assets

Some matters had been discussed above and it was agreed to defer the matters in this item until the next meeting.

### 44. Requests for events on LTC land:

- Spooky Saturday - Insurance and risk assessment needed and confirmation of the nature of the event being as per previous trail events. Authority was delegated to the Clerk in consultation with Cllr Knight to decide whether to sign off this event.

- Christmas Market. Authority was delegated to the Clerk in consultation with Cllr Knight to decide whether to sign off this event. Although this was outside of the remit of decision about whether to grant the event, ways to secure an increased footfall were discussed.
- Armistice - Wreath to be obtained from the Royal British Legion (one wreath with payment to go through Council or Finance & Governance Committee.

It was noted that Norse should be contacted regarding tidying up and making repairs around Belle Vue park to make it nicer for the forthcoming RNPS event.

**45. Office space**

It was noted that Cefas, Steele and Co and Norse have all kindly offered office furniture.

**46. Date of the next meeting**

9 October 2017 17:00 Riverside.

**47. Items for the next meeting**

Assets in storage – WDC list.

**Signed .....**

**Date 9 October 2017**