

# 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 9 October 2017

**Present:** Cllrs Allyson Barron, Neil Coleby, Peter Collecott, Amanda Frost, Ian Graham, Dick Houghton, Peter Knight (Chair).

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

**Also present:** Town Councillor Alice Taylor

### 48. 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.

### 49. Acceptance of apologies for absence

Apologies were noted from Cllrs June Ford, Tara Carlton and Keith Patience.

### 50. Declarations of Interests and dispensations

None

### 51. Accuracy of the Minutes:

The minutes of 25 September 2017 were **agreed with one abstention**. The Clerk advised that councillor committee members can approve the minutes even if they were not present at the meeting under consideration and would provide details of the legal advice that SALC has obtained on this.

### 52. Public Forum

None.

### 53. To progress an asset strategy paper and related asset plans

Cllr Barron left the meeting at 17:20. The Committee considered an asset discussion paper provided by Cllr Coleby and a draft asset plan for community halls prepared by the Clerk. Cllr Barron returned to the meeting at 17:23. **The Committee agreed to progress asset plans on the basis of the categories outlined in the discussion paper and with a review date being added to each plan.** It was noted that the options for review dates might vary per asset and in due course a default position of an annual review might be appropriate, unless agreed otherwise. Within the Community Hall Asset Plan it was noted that annual reports from the halls were among the desired outcomes.

### 54. Next steps for specific assets

It was agreed that the new asset plan template would be developed and used as the reference for the following assets:

#### 43.1 The Triangle Market

There was concern expressed that the footfall level was insufficient for a new market to be successful and viable relative to the financial investment needed. There is a market support organisation which will help with setting up markets. There was a discussion about those who no longer had a trading opportunity at the Britten Centre and there was a need to engage and survey stakeholders, business and the public on the need and desirability of having a market in that area. It was suggested that permitting events to take place free of charge might help revitalise the area. It was noted also that some degree of risk was needed but it was not

envisaged that there would need to be significant additional funds invested. Any significant financial need would have to be considered carefully as part of a longer-term fund. Concerns were raised about the state of the sails. It was suggested that the Council look at the opportunity to liaise with business based on the draft asset plan. It was noted that Lowestoft Vision will be reviewed. **It was agreed that there was a suggestion that a working group could take forward the asset plan for the Triangle Market and would report on 6 November including on the options for the market. The working group would comprise Cllrs Houghton, Barron, Coleby and Collecott.**

#### **43.2 The Marina Theatre**

The draft Agreement transferring from Waveney District Council and the Trust to the Town Council and the Trust had not yet been provided. However, it was understood that the Trust were seeking to vary terms. A negotiation was currently underway between Waveney District Council and the Trust and a third party for additional building space. The Town Council has an interest in this matter as it affects the overall sustainability of the theatre building offer. **It was agreed that the Clerk should progress the asset plan for the Theatre, incorporating the points within the asset discussion paper and provide a draft to the next meeting.**

#### **43.3 The Town Hall**

The Resilient Heritage bid is being progressed with Helen Johnson with the ambition of making enhancing the town hall's iconic building status and to ensure its development supports the uplift of that area of the town. The funding would pay, for example, for initial scoping assessments. The Heritage Action Zone bid is also being progressed and will be decided in November. It was noted that Cllr Alice Taylor has met with a Heritage arts group who could be helpful, including for professional support and for volunteering. Cllr Taylor offered to put together a draft volunteer protocol to help set a framework for 'Friends of' groups and volunteers to support activities, such as open days, in the future. It was also noted that expectations should be managed and that it was important that the process should be inclusive so that a range of stakeholders would feel able to contribute. **It was agreed that a protocol would be drafted by Cllr Alice Taylor.** Funding progress would be picked up within the individual asset plans being populated.

There was a discussion of putting images of the inside of the Town Hall or information about the Town Council on the boarded-up windows. It was noted that an organisation called 'Flip-Side' would like to put some artwork on the hoarding, linked to flood defences. The timescale for the artwork is only temporary. The flood defences go up next spring. Cllr Taylor would explore this with them and see whether there were options to also promote what the Town Council does, incorporating the Town Council branding and logo. There might also be a way to involve Lowestoft Sixth Form. The Committee was concerned that the building is not seen as just a derelict shell that people might think is due for demolition. A roundel incorporating the logo and a tagline such as 'Bring our History Back' might be used to indicate the proactive work that the Town Council will be undertaking. It was suggested that the museums might each look at developing a design or content for each window but potentially this would increase the workload and might delay progress. County councillor locality budgets might be a source of support and it was noted that the railway had artwork and this model could be explored. It was agreed that a working group would be established of Cllrs Houghton, Frost, Taylor and Coleby to explore options for the boarded-up windows.

The question of obtaining a surveyor was discussed. This is part of the Resilient Fund bid. It was agreed that Cllr Taylor would also progress obtaining a view from a volunteer architect who has offered support.

#### **40.4 North Denes**

It was noted that the numbering for this agenda item was incorrect. Cllrs Taylor and Houghton has met with two people from PONDA regarding Tingdene. There is concern about the lease arrangements between Tingdene and Waveney District Council. The PONDA representatives have provided information which has been passed to the Clerk. Leases already exist on some land but the additional leaseback has not been written and provided to the Town Council. It was

noted that there are some historic covenants which appear to be less enforceable with the passage of time. **Cllrs Knight, Patience and Graham were agreed as the Council representative at a pre-meeting on 16<sup>th</sup> October (to be confirmed) and a meeting with Tingdene on 26 October at 11am.** It was also noted that all councillors would be able to attend a meeting on 18 October 2017 at 2pm at Riverside on North Lowestoft assets generally. Cllr Collecott noted that he was involved originally in the WDC meetings on the lease with Tingdene. It was noted that the terms of the existing leases with Tingdene are not known and that this information has been requested. There was concern that the walls around the Oval appear in a poor state and it is hoped that the leaseback arrangements will also involve WDC making repairs.

#### **43.4 The community halls**

A draft asset plan had been provided. Clarity is being sought around the funding, liabilities and income streams and further information would be forthcoming. **It was agreed that this matter would be further considered at the next meeting.**

#### **43.5 The Council's open spaces**

##### **i) Toilet at Fen Park**

There is some funding from the Kirkley People's Forum being explored by Cllr Taylor. It was also noted that confirmation is being progressed of funding that might be available from the Capital Funding Programme. It was noted that there is a Friends of Fen Park who look after the garden.

##### **ii) WDC Parks and Gardens Document**

It was noted that three of the public conveniences are outside of parks but that an overarching strategy for parks might be progressed and elements of strategy would be built into the template as far as possible.

##### **iii) Electricity/water access points**

Norse has a contact who can support the Council to understand where these points are. It was noted that Germany encourage visitors through charging points for camper vans.

##### **iv) Noticeboards**

**Options for the repair of the Triangle Market noticeboard are being explored and relevant contact information for Lowestoft College is being sought** owing to their interest in developing noticeboards. Keys for noticeboards can be a problem and **it was agreed that the Town Clerk needs to have access to keys.** There can be problems of possessiveness of keys with some community key-holders and overall Town Council does need to have some control. It was noted that it was difficult to find out who has keys for some of the noticeboards.

#### **43.6 CCTV**

A meeting to explore options for the CCTV contract will take place with WDC the following day, **attended by Cllrs Graham and Knight and the Clerk.**

#### **43.7 Lowestoft Porcelain**

It was noted that the ownership by Lowestoft Town Council needs to be recognised with the collection. The security needs be considered with the review of the insurance. It was noted that there should be a more detailed breakdown of the assets, including the porcelain and art collection in the Reorganisation Order and the Clerk has requested that Kelly Wigley of WDC supports and progresses this.

#### **43.8 Other assets**

Allotments were dealt with below.

### **55. Requests/decisions for events on LTC land**

Spooky Saturday and the Christmas Market were being dealt with by Cllr Knight and the Clerk under a previous delegation.

### **56. WDC list of property in storage**

WDC has completed the list and now has to decide what property it feels is best placed with the Town Council. The Town Council would have to make its own decision whether to accept this property but the Clerk has requested that WDC provide the complete list so that the Town Council can see what is being retained, with reasons for the decision.

**57. Stakeholder relationships**

Deferred to the next meeting.

**58. To consider a list of Lowestoft Town Council asset contacts**

Deferred to the next meeting.

**59. To progress a Lowestoft Town Council Youth Council**

Deferred to the next meeting.

**60. Date of the next meeting**

23 October 2017 17:00 Riverside.

**61. Items for the next meeting agenda**

Cefas list – the list of items that Cefas were prepared to consider transferring to the Town Council.

Allotments – and **it was agreed that Cllr Houghton would draft an Asset Plan paper for consideration.**

Signed .....

**Date 23 October 2017**