

Lowestoft Town Council
Meeting of the Assets, Inclusion and Development Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 11 March 2019

MINUTES

Present: Cllrs Neil Coleby (Chair), Peter Collecott, Ian Graham, Peter Knight, John Pitts and Alice Taylor

In attendance: Shona Bendix (Clerk) and Mark Speller (Facilities and Contracts Manager)

Public: There was one member of the public in attendance.

617. Welcome

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

618. To receive and consider acceptance of apologies for absence

Apologies were received from Cllrs Allyson Barron, Dick Houghton, Graham Parker and Keith Patience. Cllr Knight gave apologies on behalf of Cllr Barnard. Cllr Knight proposed acceptance of the apologies; seconded by Cllr Taylor; all in favour.

619. Declarations of Interests and dispensations

There were none.

620. To consider the accuracy of the Minutes:

25 February 2019 – Accepted as accurate. Proposed by Cllr Knight; seconded by Cllr Taylor; all in favour.

621. Public Forum

The member of the public raised concerns regarding development of the North Denes. It was explained that this is an ongoing legal matter and it would be for the Planning Authority to decide what development is permitted. The area will also be included in the Neighbourhood Plan.

The member of the public left the meeting 18:32

622. Asset records, protocols and strategies

622.1 Noting the summary table for asset records, protocols and strategies – This has been updated with the Acquisitions and Disposals Policy.

622.2 Consideration of any new or revised asset records, protocols and strategies – The Acquisitions and Disposals Policy will be considered at item 629.

623. Consideration of any progress with the lease and developments on site for the first floor of Hamilton House

Delegated authority was granted to Cllrs Coleby, Graham and the Clerk to progress this and the matter is ongoing.

624. Consideration of a request from Groundwork Norfolk and Suffolk to temporarily spray paint yellow fish by surface water drains in Lowestoft as part of their Big Yellow Fish Project

Cllr Taylor proposed a recommendation to Full Council to approve the Big Yellow Fish Project; seconded by Cllr Graham; all in favour.

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It was requested that information about the project be made available on the website.

625. Consideration of whether to contact Waveney District Council regarding incidents of theft and vandalism in cemeteries

The Committee felt there was insufficient information available for them to discuss this matter. This is also on the agenda for tomorrow's Full Council meeting, where further information should be available.

626. Consideration of a specification for tablets for Councillors

It was suggested that tablets with an Android operating system should be sufficient for Councillors' requirements. It was agreed that Cllrs Coleby, Graham, Taylor and the Clerk will further explore the options with East Coast Community Healthcare's IT Department.

627. Consideration of progress with noticeboards, signs and plaques

The Facilities and Contracts Manager (FCM) asked for specific site locations and orientations to be decided prior to delivery as Waveney Norse would need to install them very soon after delivery.

Noticeboard Installations agreed with Norse at £99.99 each (soft dig only) on the understanding that we plan in advance of delivery the locations and orientations. It was discussed prior to ordering that they were all to be cemented in the ground. The FCM has enquired about altering the order for two noticeboards to have flat plate hardstanding feet instead. This can be done but there is currently a two weeks lead time for Galvanising on-cost of £35 per board. The FCM will determine if the budget permits the alteration. The following locations were suggested for Hardstanding: Triangle Market and Whitton Green. The remainder for concrete underground fixing for: Hollingsworth Road, Normanston Park, Gainsborough Drive, Denes Oval and Links Road Car Park. It was agreed that the approval of these locations would be put forward as a recommendation to tomorrow's Full Council meeting.

Cllr Coleby attended the Disability Forum and there was a concern raised that signs at the public conveniences are advising that Radar keys are available from sources which do not issue them anymore. They will now be available from the Marina Theatre, Disability Advice North East Suffolk and East Coast Mobility. Cllr Coleby will check with the Disability Forum whether Braille signs are required. Cllr Coleby proposed a recommendation to Full Council of a maximum budget of £250 to replace signage at the public conveniences with updated information about the stockists of Radar keys; seconded Cllr Peter Knight; all in favour.

Cllr Coleby is progressing heritage plaques with the Heritage Centre.

628. Consideration of asset transfer and compliance issues, in particular the following matters:

- 628.1 Report from the Clerk regarding legal and policy issues affecting assets – There was a discussion regarding insurance, following the incident of vandalism to the Rosedale Park picnic bench. Options were considered, including self-insurance, but the Council would still need to consider the excess in relation to the policy. The FCM has asked Waveney Norse to cost each piece of play equipment including benches and bins for replacement. Cllr Coleby proposed a recommendation to Full Council to request that Waveney Norse remove the damaged bench, to be replaced with a bench of the same specification following

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the May half term break; seconded by Cllr Knight; five Councillors voted in favour; one Councillor voted against.

Cllr Graham left the room 19:17

Cllr Graham returned 19:22

There would be an increase to the insurance premium of £2.89 for the newly acquired medals, and an increase of £149.95 for the civic artefacts transferred from Waveney District Council. It was noted that walls are generally not insured unless integral to the building and costs to repair will be for Lowestoft Town Council to bear.

Cllr Coleby proposed a recommendation to Full Council that insurance for the medals and civic artefacts be progressed as expressed, with delegated authority to the Clerk; seconded by Cllr Knight; all in favour.

The Clerk is seeking further advice regarding Lowestoft Town Council's position with an agreement in place between Waveney District Council and the Lottery Fund, regarding the Normanston Park Skate Park.

Legal advice has been sought regarding the Licence to Occupy The Ness for Waveney District Council and this requires further consideration. The plans for the site mostly fall within permitted development but some of the play equipment may be subject to planning permission.

There was a discussion regarding the CCTV provision in the town and a confidential recommendation was made to Full Council.

628.2 Report from the Facilities and Contracts Manager regarding asset management, compliance monitoring, maintenance and condition surveys – Work began on the Denes Oval internal ceiling asbestos extraction on 4 March. The reinstatement is pending due to actual received costs showing a shortfall in budget of £2,200. This needs to be completed by mid-April in readiness for the cricket season and the building usage. The FCM is to gain quotations for the external roof and replacement of the heavily corroded soil vent pipes.

Cllr Taylor proposed a recommendation to approve the extra budget allocation of £2,200 to progress the required work; seconded by Cllr Knight; all in favour.

Asbestos Survey orders have been placed for both the Belle Vue Park and Sparrows Nest entrances on Yarmouth Road. Asbestos pipe removal at the Lowestoft Moviemakers Club in Sparrows Nest and encapsulation works at Kensington Gardens Model Boat Club have been ordered. Legionella Surveys have been received and are pending due to queries raised.

The Temperature Monitoring Audit has been completed on three sites: Denes Oval, Sparrows Nest Bowls and Public Conveniences on 1 March. Periodic electrical testing is being progressed. Gas servicing and gas safe certification has been ordered for the Gunton Estate Residents Meeting Hall and Whitton Residents Meeting Hall.

Quotes are pending for Building Fabric Condition Surveys to inform the overall Preventative Maintenance Plan and several surveyors have been approached.

Quotes have been submitted for the replacement brick pier at the North West entrance to Kensington Gardens.

Cllr Taylor proposed a recommendation for the work to be completed by S Harvey and Sons Ltd; seconded by Cllr Peter Knight; all in favour.

Lowestoft Town Council

Meeting of the Assets, Inclusion and Development Committee

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18:00 on 11 March 2019

A quotation has been received, after extensive searches for a wood turner were eventually sourced through the Woodturners Association. This is to replace the wooden pillars at Kensington Gardens Bowls Pavilion with like for like due to the conservation area. Cllr Coleby proposed a recommendation to Full Council for the work to be completed within a budget of £7,500 (+VAT); seconded by Cllr Knight; all in favour.

628.3 Improvement works to play areas – The FCM will contact Waveney Norse again regarding a design proposal for the Nightingale Road and Stoven Close play areas.

629. Consideration of the Acquisitions and Disposals Policy

Cllr Taylor proposed a recommendation to Full Council to adopt the Acquisitions and Disposals Policy; seconded by Cllr Coleby; all in favour.

630. Consideration of an update and next steps for the following assets:

630.1 Allotments – The FCM will visit the Normanston Allotments on 21 March further to the suspected infringement of Clause 7 of the lease.

630.2 The Ness – A Steering Group meeting took place earlier today and tenders are out for the construction. There has been a suggestion to rearrange the next scheduled meeting on 15 April but Lowestoft Town Council has not consented to this. The Event and Marketing Co-Ordinator for The Ness project is looking to organise events there.

630.3 Marina Theatre, including the following:

630.3a Marina Theatre – Some quotes from the Marina Theatre Trust have been received as well as notes on the Condition Survey priority list as circulated.

630.3b Consideration to the Supplemental Agreement – The Supplemental Agreement between the Marina Theatre Trust, Waveney District Council and Lowestoft Town Council is progressing.

630.4 North Denes – Following a query, it was confirmed that the transfer of Gunton Warren back into Waveney District Council's ownership had been completed.

630.5 Open Spaces and parks – A request was received from the Lowestoft Model Club, to grant them permission to load and unload within Kensington Gardens.

Cllr Graham proposed granting approval for vehicular access to the Lowestoft Model Boat Club for loading and unloading purposes only, restricted to the circular area at the entrance to the North West; seconded by Cllr Knight; all in favour.

A site plan will be issued, detailing the agreement and the restrictions.

630.5a Consideration of potential future uses of the Kensington Gardens storage building – Cllr Taylor proposed a recommendation to Full Council to progress conversion of the building into a pop-up venue; seconded by Cllr Coleby; all in favour.

630.5b Consideration of entries for Lowestoft in Bloom – Cllr Coleby proposed the planting of yellow flowers around the Holocaust Memorial Tree in Kensington Gardens ahead of the First Light Festival; seconded by Cllr Knight; all in favour.

The deadline for submissions to Anglia in Bloom is 11 April 2019.

Cllr Coleby proposed a recommendation to Full Council to submit Kensington Gardens and the Belle Vue Park Poppy Garden as the Town Council's entries; seconded by Cllr Knight; all in favour.

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Cllr Collecott advised he is pleased that the Town Council are working with Lowestoft in Bloom.

- 630.6 Heritage Action Zone – There were no updates to consider.
- 630.7 Triangle Market – It is understood that the stall at the Triangle Market which has been closed for a considerable length of time should be reopening by the end of April. It was suggested that the Town Council should consider what action should be taken next if this is not the case.
- 630.8 Public Conveniences – Site visits were recently undertaken with representatives from the British Toilet Association and a report will be created for the Town Council. The FCM is also organising site visits with Dudley Resan to obtain quotes.

It was noted that Triangle Market public conveniences had a door boarded over and Pakefied Street public conveniences had a door which had become loose. Also, there was a report of plastic bottles in the urinals at the public conveniences on Rotterdam Road and there was a small fire in the wash basin. Lowestoft Town Council had not received reports of these incidents via Waveney Norse.

630.8a A specification for renovation work to the public conveniences at Fen Park and Sparrows Nest – This is being progressed.

630.8b Compostable eco-toilets – This is being progressed.

- 630.9 Community Meeting Halls – The lease for the Gunton Estate Residents Meeting Hall is still being progressed. This will form the basis for leases with the Whitton Residents Meeting Hall and the Lowestoft Moviemakers Club.
- 630.10 Great Eastern Linear Park – Lowestoft Town Council is liaising with the Ormiston Denes Academy regarding their project to improve the area. The school has asked the Council to specify what work would and would not be permitted. They have also enquired as to what lighting would be permissible and whether murals could be created on the bridges, once ownership of them has been established.
- 630.11 Town Hall – It was explained that there was an issue with an alarm in the Town Hall sounding over the weekend. The FCM is making enquiries into looking into a system which can inform the contractor out of hours or Lowestoft Town Council during normal operational hours. The contractor can also be a key custodian. Costs obtained by the FCM were presented to Committee.

Cllr Graham proposed a recommendation to Full Council to grant delegated authority to the Clerk to progress this, within a maximum budget of £1,000; seconded by Cllr Coleby; all in favour.

The Condition Survey has been completed now but pending the details in a report. The feasibility study should have gone to Historic England and is pending.

631. Date of the next meeting:

To be confirmed after the Local Council elections.

632. Items for the next Agenda and Close

There were no matters raised for inclusion on the next agenda.

The Chair closed the meeting 20:55.

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Signed:

Date:

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