

Lowestoft Town Council

Meeting of the Assets, Inclusion and Development Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
16:00 on 11 May 2018

MINUTES

Present: Cllrs Allyson Barron, Neil Coleby (Chair), Peter Collecott, Ian Graham, Dick Houghton (arrived 16:22), Peter Knight and Alice Taylor

In Attendance: Shona Bendix (Clerk), Lauren Elliott (Committee Clerk)

Public: No members of the public were present

296. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. As Chair, Cllr Coleby expressed thanks to Cllr Knight for all of his work as Chair of the former Implementation Committee.

297. To receive and consider acceptance of apologies for absence

Apologies were received and accepted from Cllrs Barnard, Ford and Patience. Proposed by Cllr Graham; seconded by Cllr Barron; all in favour.

298. Declarations of Interests and dispensations

None.

299. To consider the accuracy of the Minutes:

23 April 2018 – accepted as accurate. Proposed by Cllr Barron; seconded by Cllr Taylor; all in favour.

300. Public Forum

No members of the public were present.

Further to the Full Council meeting on 8 May, the Chair proceeded to elect a Vice Chair.

Cllr Knight proposed himself for the position; seconded by Cllr Barron; all in favour.

Cllr Barron proposed acceptance of the Terms of Reference; seconded by Cllr Coleby; all in favour.

It was suggested that the AID Committee Terms of Reference are reviewed again three meetings before the next Lowestoft Town Council Annual Meeting so that recommendations can be submitted.

301. Signing the Kirkley and Pakefield Community Sports and Social Club Ltd Deed of Surrender and lease

This will be deferred to the next AID Committee meeting to receive the documents from Waveney District Council.

302. Community Infrastructure Levy Consultation

Waveney District Council is considering options for spending CIL for 2018 – 19 and is requesting project proposals to receive CIL funding. Proposals need to be submitted by Friday 25 May. The amount of funding available has not been disclosed. Lowestoft Town Council should receive 15% of all CIL money raised as a matter of course, so this funding should be a portion of the remaining 85%. It was noted that the funding is intended to

Lowestoft Town Council

Meeting of the Assets, Inclusion and Development Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
16:00 on 11 May 2018

support development and cannot be used to reduce existing funding deficits, unless it can be proven that these have been exacerbated by new development.

It was suggested that improvements to the facilities at Normanston Park should be considered as they are in a state of disrepair and have deteriorated. Similarly, the public conveniences at Fen Park were also suggested.

Improvement work is required at the Gunton Community Park and the wall surrounding the Denes Oval but it is understood that there should be funds available in the existing budget to cover this.

Cllr Houghton arrived 16:22

Cllr Houghton was advised of the discussion so that he could participate and vote.

Cllr Barron proposed improvements to the public conveniences and changing facilities at Normanston Park, and improvements to the public conveniences at Fen Park as the projects; seconded by Cllr Coleby; all in favour.

There were further discussions about further potential projects to submit and it was agreed to also submit an extension to the pavilion at Kensington Gardens, improvement work and removal of fencing at Gunton Community Park, improvement work at Clarkes Lane Park and the introduction of a skate park at Rosedale Park as projects to be considered for funding.

The Clerk will put together a recommendation to be considered by the Finance and Governance Committee.

303. Asset transfer and compliance issues, in particular the following matters:

- 303.1 The sale of land on Walmer Road – There have been no updates at present. It was noted that if the land is sold it must be on the basis that it cannot then be developed.
- 303.2 The introduction of memorial benches – With particular regard to the North Denes area, it was agreed to wait and see what the wider plans for the East of England Park are first. A policy needs to be created for memorial benches across all of Lowestoft Town Council's assets, to include the length of time which they remain in place.
- 303.3 Improvement works to play areas – Work has started at Rosedale Park to install new equipment and improve the existing facilities. There is a proposal to relocate the existing play area at Normanston Park and introduce new equipment. It was queried whether this has been approved at one of the Committees or by Full Council. The proposal also suggests that Lowestoft Town Council has consented to the removal of the fence around the play area.
- It was suggested that consideration should be given to what new equipment is erected, such as a disabled swing, or the possible inclusion of an outdoor gym for adults. The costings for this would need to be investigated.
- This will be included on the next agenda and will also be referred to the Finance and Governance Committee for consideration.
- At Stoven Close it was noted that old equipment had been removed but no new equipment installed yet.
- A meeting is being arranged with Sentinel at which all of the play areas can be discussed.
- 303.4 Compliance monitoring and maintenance – This will be deferred to the next meeting for the Facilities and Contracts Manager to provide an update.
- 303.5 Gunton Warren land transfer and environmental issues – The decision has been taken at Full Council to contact Waveney District Council to negotiate that they take back ownership of the land which was transferred to Lowestoft Town Council.
- 303.6 Cotman Close land transfer – Awaiting proposal from Waveney District Council.
- 303.7 Normanston Allotments land transfer – Awaiting proposal from Waveney District Council.

Lowestoft Town Council

Meeting of the Assets, Inclusion and Development Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
16:00 on 11 May 2018

- 303.8 Draft lease for Community Halls – This is still ongoing.
- 303.9 CAD plans and compliance information from Waveney District Council – This issue was raised at a meeting with Waveney District Council and may involve cost implications as the CAD plans are held by Norfolk Property Services. The Facilities and Contracts Manager is investigating this further.
- 303.10 Any update regarding the health and safety concerns of the public conveniences at Fen Park – There is now a fence in place to remedy the immediate health and safety concerns. Enquiries are being made with Waveney Norse regarding the cost of new facilities. Consideration will need to be given as to what is required there and Cllr Taylor volunteered to obtain some quotes. She will liaise with the Facilities and Contracts Manager and this will be discussed further at the next meeting.
- 304. Summary table of concerns regarding asset transfers (confidential)**
This will be discussed at the Extraordinary Meeting on 21 May.
- 305. Asset records, protocols and strategies**
- 305.1 Summary table for asset records, protocols and strategies – It was queried whether all Lowestoft Town Council’s assets have been identified, such as the sub-station at Fen Park and the Normanston Allotments.
It was suggested that the Open Spaces Sub-Committee should meet with the Facilities and Contracts Manager to put together a schedule and assess what can be done with each space. The Facilities and Contracts Manager has been completing site visits with Waveney Norse and creating a database.
It was suggested that another annual tour of Lowestoft Town Council’s assets could be arranged this year, to include sites which were not visited last year. Waveney Norse’s Annual Walkabout is already scheduled for 20 and 27 June. It was suggested that the Open Spaces Sub-Committee could decide which site visits to prioritise.
The Allotments Sub-Committee will arrange a site visit to the allotments with the Facilities and Contracts Manager, which will also progress the development of the asset record.
- 305.2 ‘Friends Of’ Groups protocol – There have been no significant changes made, it is just the Friends, Stakeholders and Assets Policy which needs to be finalised, the other documents are just information documents which can be amended any time.
Cllr Taylor proposed the recommendation to Full Council that the Information Leaflet and ‘Friends Of’ Group Start-Up Pack are adopted; seconded by Cllr Barron; all in favour.
- 305.3 Any progress with the development of a toilet strategy – Cllr Coleby and the Facilities and Contracts Manager are working on this and it should be available for the next meeting.
It was said that there is no legal requirement for Lowestoft Town Council to provide public conveniences, so if they are provided they should be to a high standard and well maintained.
- 305.2 Any update regarding the health and safety concerns of the public conveniences at Fen Park – This is a duplicate of item 303.10.
- 306. Update and next steps for the following assets:**
- 306.1 Allotments, including asset record – This has already been covered during the discussion around item 305.1, and the asset record will be developed once site visits have been completed. It was said that a long-term aim could be to introduce more allotments at the South end of the town, and ensure that the management of all the allotments is robust.

Lowestoft Town Council

Meeting of the Assets, Inclusion and Development Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
16:00 on 11 May 2018

- It was discussed that 'Peace Garden' at Gunton Community Park is in a state of neglect. It was considered if this could become a site for more allotments, or a community garden, orchard or vegetable patch.
- 306.2 CCTV – It was agreed to remove this item from the agenda now that a CCTV Committee has been established. Any recommendations which are made by the CCTV Committee can then be added to the agenda as required.
- 306.3 Community halls – There are no updates at present regarding leases; awaiting contact from Waveney District Council's lawyers. The Facilities and Contracts Manager may be able to obtain an update in time for the next meeting.
- 306.4 East of England Park – The Economic Regeneration Manager of Suffolk Coastal and Waveney District Councils would like to arrange a meeting with the Mayor and Chairs of each Committee. This was agreed by Full Council. A report will be created following the meeting and fed back to Councillors.
- 306.5 The Lowestoft Collection – Cllr Lang has attended his first Board meeting and a report has been circulated to Councillors. The Clerk is looking into the pieces which are not on the Reorganisation Order and it will then be discussed at Full Council as to whether Lowestoft Town Council would like to take on ownership of the pieces.
Thanks were expressed to the Clerk for all the work she has put in to this.
Enquiries will be made with the Lowestoft Museum regarding the purchase of appropriate storage, which Lowestoft Town Council will assist with. It was also noted that the Town Council can contribute towards the training of a new custodian.
Cllr Lang is aware of these matters and can raise them at a future meeting if necessary.
- 306.6 Marina Theatre – This is an ongoing, and there has been lots of activity recently. The Secretary of State has requested more information and the Clerk has worked with Cllr Coleby to provide this, along with a budget paper. The Clerk will also speak with the Debt Management Office regarding the loan.
There have also been discussions with the Marina Theatre Trust.
At the Extraordinary Meeting on 21 May consideration will need to be given as to whether Lowestoft Town Council takes the funds from its own account if the loan is not secured.
Thanks were expressed to the Clerk for all her work towards this.
- 306.7 North Denes including review of asset records – The asset records have been reviewed and accepted. Next steps for the North Denes area will tie in with wider plans for the East of England Park.
- 306.8 Open Spaces and parks, including the septic tank on the land of the Uplands Community Centre – Full Council approved exploration of sale of the land of the septic tank at the meeting on 8 May.
The Open Spaces Sub-Committee of Cllrs Barnard, Coleby and Knight have not yet met and are happy for others to join them. Cllr Houghton advised he would like to join the Open Spaces Sub-Committee. They will work with the Facilities and Contracts Manager to make site visits.
- 306.9 Town Hall (including condition survey) and Heritage Action Zone – The Heritage Action Zone launch is 18 May.
The report from the architect regarding the town hall has not yet been received but it was a positive visit and he will be looking to make recommendations.
It was noted that Waveney District Council have not requested that the Town Hall return to their ownership; their position has always been that they would be willing to take back ownership if requested. It was agreed at the Full Council Meeting on 8 May that Lowestoft Town Council would formally approach Waveney District Council to confirm they would like

Lowestoft Town Council

Meeting of the Assets, Inclusion and Development Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
16:00 on 11 May 2018

to retain ownership and also negotiate the transfer of car park land on Mariners Street and the site of the former biscuit factory. It was suggested that Peter Aldous MP should also be copied into this communication.

306.10 Triangle Market, including asset records –The report from NABMA has been circulated to Councillors, which provides lots of recommendations.

The Sub-Committee will work through the report with the Facilities and Contracts Manager and provide recommendations to this Committee and the Finance and Governance Committee.

Cllr Houghton will arrange this.

It was queried whether the existence of Sub-Committees, Working Groups and the membership of each needs to be acknowledged following the Full Council Meeting on 8 May. Cllr Graham proposed approving that they all remain as they are; seconded by Cllr Coleby; all in favour.

306.11 Other assets and asset records – There were discussions regarding actions being taken regarding a caravan on Lowestoft Town Council land.

It was said that options for the future of that area need to be considered. After the meeting regarding the East of England Park it will be known what funding is available for the area.

306.12 The need for any additional condition surveys – The Facilities and Contracts Manager has created a list which shows what is required. This can be reviewed at the next meeting, to enable the Committee to reach a decision as to whether surveys are required or not.

307. Any progress with plans and lease for the first floor of Hamilton House

The Heads of Terms were agreed at the Full Council Meeting on 8 May.

Building work has started, which includes insulated flooring. This will be the more cost and time effective option and should reduce the amount spent on heating.

East Coast Community Healthcare are looking to keep the costs down and will be working through this with the Finance and Governance Committee and Working Group.

Photographs are being taken at each stage and the aim is that work will be completed in early July.

Cllr Houghton spoke in praise of the training he received from Lowestoft Town Council at Hamilton House on 4 May, which was organised and run by the Clerk and Deputy Clerk. All those in attendance found it most beneficial and Cllr Houghton encouraged more events like it.

308. Progress with events on Town Council land

All scheduled events are progressing well and no new events have been booked since the previous meeting.

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

There are no updates at present.

310. Progress with community engagement

It was noted that items 310.1 – 310.3 are all ongoing and there was no update to give.

310.1 Survey (including Survey Monkey)

310.2 Promotion leaflets and advertising

310.3 Noticeboards, signs and plaques

Lowestoft Town Council

Meeting of the Assets, Inclusion and Development Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
16:00 on 11 May 2018

310.4 Events material: gazebo, banners and microphone etc – This item will be removed from the agenda, as the relevant items can be ordered once Lowestoft Town Council has the storage space.

The Clerk and Deputy Clerk have been researching Freedom of the Town, and how other Councils manage it, and a draft policy will be drawn up. This is not an urgent matter and not something which will be regularly awarded.

In conjunction with this, it was agreed that information should be displayed on Lowestoft Town Council's website as to how to nominate an individual for a UK national honour. It was also suggested that Lowestoft Town Council's Freedom of the Town policy could cover a two-tier system of awarding Freedom of the Town occasionally for exceptional service to the town, as well as an annual Pride of Lowestoft award, or similar.

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

The final report from the Pre-Consultation Committee is being produced and a formal consultation will be arranged. Lowestoft Town Council should be notified but it was suggested that everyone look out for updates.

312. Date of the next meeting

Monday 21 May 2018 16:00 Riverside

313. Items for the next Agenda and Close

CLlr Barron gave her apologies for the next meeting.

It was noted that there is an issue on London Road North with vehicles parked where they should not be, and cyclists cycling through the area when prohibited to do so.

There were concerns about whether cycling is legal and any prohibition is enforceable in that area, as it is formerly the A12 and believed still a thoroughfare.

It was suggested that the legal status is determined, then the issue can be taken up with the Police and Crime Commissioner, the Safer Neighbourhoods Team and Suffolk County Council Highways.

The Chair closed the meeting at 18:07

Signed:.....
21 May 2018