

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 21 January 2019

MINUTES

Present: Cllrs Sue Barnard, Allyson Barron, Neil Coleby (Chair), Ian Graham, Peter Knight and Alice Taylor

In attendance: Shona Bendix (Clerk), Mark Speller (Facilities and Contracts Manager) and Lauren Elliott (Committee Clerk)

Public: There were no members of the public in attendance

566. Welcome

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

567. To receive and consider acceptance of apologies for absence

Apologies were received from Cllrs Peter Collecott, Dick Houghton, Graham Parker, Keith Patience and John Pitts. Cllr Ford had not provided apologies and was absent. Cllr Graham proposed acceptance of the apologies and noting of the absence; seconded by Cllr Knight; all in favour.

568. Declarations of Interests and dispensations

There were none.

569. To consider the accuracy of the Minutes:

7 January 2019 – Accepted as accurate. Proposed by Cllr Barron; seconded by Cllr Graham; all in favour.

570. Public Forum

There were no members of the public in attendance.

571. Consideration of the Open Spaces Strategy

The draft strategy was displayed at the meeting. Cllrs Barnard and Coleby are still working through the strategy.

Councillors started to read through the document at the meeting and the following amendments were suggested:

- Page four – Strategy Overview – Amendment of phrasing of the first sentence from ‘more specific policies for individual practices’ to ‘individual treatments at sites’.
- Page five – Amendment of ‘city planning policy’ to ‘town planning policy’.
- Page five – At the bullet point regarding public green spaces, addition of a sentence to say that trees in parks contribute to air quality and mitigation of vehicle exhaust fumes.
- Page twenty – Addition of a policy to remove flowers or items placed at memorial benches or around memorial trees after two days.
- Page twenty-one – Under ‘Sponsorship’, consideration of the addition of a sentence to clarify that any individual trees or plants which perish cannot be replaced.
- Page thirty-four – Addition of a full stop at the end of the final sentence.

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The Strategy suggests the Council could consider renaming some of the sites within its portfolio. It was suggested that, if any sites are renamed they should remain easily identifiable to members of the public and could reflect the Council's aspirations for the site. It was requested that a members' section be added to the website. There is not currently provision for this but it was suggested that Councillors could use an alternative file-sharing service for partnership working in the interim.

It was agreed that staff would review the Open Spaces Strategy, once Cllr Coleby has revised it, add in the relevant policies, as referred to in the document and forward to Cllr Coleby with tracked changes. The Strategy will then be circulated to the Committee for it to be considered more closely.

Thanks were offered to Cllrs Barnard and Coleby for their work on the Open Spaces Strategy.

It was suggested that Lowestoft Town Council could register with TerraCycle for recycling solutions. The Clerk will forward details of their website to the Committee for further consideration.

572. Asset records, protocols and strategies

572.1 Noting of the summary table for asset records, protocols and strategies – There were no updates to consider.

572.2 Consideration of any new or revised asset records, protocols and strategies – There were no new or revised documents to consider.

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

This is ongoing with the solicitors.

574. Noting of the minutes of the Events and Communications Sub-Committee (21 January 2019) and noting of the progress with events on Town Council land, including the following:

574.1 The Lowestoft Half Marathon – The Events and Communications Sub-Committee delegated authority for staff to oversee events and event applications, unless a controversial matter arises.

575. Policy issues affecting assets

There were none for consideration.

576. Consideration of progress with community engagement

576.1 Noticeboards, signs and plaques – Plaques will be discussed in more detail at the next meeting. The Facilities and Contracts Manager (FCM) displayed options for the noticeboards to Councillors at the meeting. Councillors were in agreement to select the first option, displaying 'Lowestoft Town Council' in raised gold lettering at the top of the noticeboard, with a vinyl graphic of Lowestoft Town Council's logo covering the magnetic board inside the noticeboard. The FCM has also received the vinyl stickers for updating signage at Lowestoft Town Council's assets and will pass these to Waveney Norse. The sample sticker at Kensington Gardens will be checked.

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576.2 Community surveys – A meeting of the Community Survey Working Group was held today to analyse the results of the community surveys for the North Denes and Clarkes Lane. The Deputy Clerk is working on a community survey for public opinion on the public conveniences at Kirkley Cliff Road and Pakefield Street.

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

577.1 Report from the Clerk regarding legal issues affecting assets – There were no updates for consideration at this meeting.

577.2 Report from the Facilities and Contracts Manager regarding asset management, compliance monitoring, maintenance and condition surveys – The FCM met with Waveney Norse recently regarding responsive maintenance. The spreadsheet used to record and keep track of requests has been updated and this was displayed at the meeting. It was queried whether Waveney Norse obtain three quotes for work they contract out. This will be clarified with them. There was a maintenance request included on the spreadsheet which is not related to a Lowestoft Town Council asset. This will be queried with Waveney Norse.

Three quotes have been obtained for asbestos management surveys to be completed at the entrances to Belle Vue Park and Sparrows Nest. The quotes were considered and the quote from RSFSS of £90 (plus samples) (no VAT) for each site was preferred. Lowestoft Town Council has also worked with them previously.

Two options were presented to complete necessary works to the ceiling of the Denes Oval Pavilion. The first option was to remove the flaking paint under controlled conditions and encapsulate the ceiling. The second option was to remove and replace the ceiling. The FCM has calculated the approximate cost of each option and this was displayed to Councillors at the meeting. The option for removal did not include the cost of replacement of the ceiling. It was suggested that removal of the ceiling would give access to roof space, which would allow loft insulation to be laid.

Three quotes have been obtained for repair work and encapsulation of the ceiling of the Kensington Gardens Model Boat Clubhouse. The quotes were considered and the quote from ID Asbestos of £280 (plus VAT) was preferred.

Cllr Coleby proposed a recommendation to Full Council for RSFSS to complete asbestos management surveys at Belle Vue Park and Sparrows Nest within a maximum budget of £100 per site. Furthermore, for ID Asbestos to complete repair and encapsulation work at Kensington Gardens within a maximum budget of £280 (+VAT). Additionally, for the ceiling of the Denes Oval Pavilion to be removed and replaced and for insulation to be laid, within a maximum budget of £7,500 and with delegated authority to the Clerk to progress these matters; seconded by Cllr Knight; all in favour.

The FCM displayed images of duck feeding signage at Nicholas Everett Park. Similar signage has previously been requested for Gainsborough Drive. The supplier of the signs at Nicholas Everett Park has been contacted. The FCM was asked to obtain quotes from other suppliers also.

577.3 Improvement works to play areas, including the following:

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577.3a Any update with the provision of adult outdoor gym equipment – A piece of the play equipment at Gunton Community Park has become worn. Waveney Norse have temporarily repaired it, but estimate a £1,500 replacement cost. The FCM will discuss options with Sentinel.

A member of the public has reported broken glass and broken equipment at Pollard Piece play area. Waveney Norse have suggested which pieces of equipment should remain and Sentinel have also provided proposals. It was agreed that the report from Sentinel will be considered at the next meeting. In the meantime, Waveney Norse will be instructed to remove any items posing an immediate health and safety hazard.

There is no signage at the Cotman Close play area to provide contact details for reporting faulty equipment, etc. The cost of a sign would need to be explored, however Lowestoft Town Council does not own all of the site.

578. Consideration of the offer of artefacts from a member of the public and the need for an artefacts policy

Insurance implications would need to be considered, along with storage space and cost. The Clerk has an example artefacts policy and a document to complete to confirm an item passing into the Town Council's ownership. The Council would need to consider its policy on items to accept, and whether it would be more appropriate to refuse, or for another organisation to receive, particular items.

The FCM left the room 19:30

The Clerk will create a draft policy for consideration by the Assets, Inclusion and Development (AID) Committee.

The FCM returned 19:32

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

- 579.1 Allotments – The FCM has been in contact with Lowestoft and District Allotments Ltd to ensure access to the allotments is secure to prevent encroachments. The lease will also be checked.
- 579.2 The Ness – A new version of the licence to occupy is being drafted. The Heritage Lottery Fund bid has been submitted. The next bid to Arts Council England will be completed through Lowestoft Town Council. It has been decided that public conveniences should be available at the site. Consideration now needs to be given to how many there should be and the nature of them, etc. Bicycle parking near the seawall has now been included and the new design images should be presented shortly.
- 579.3 The Lowestoft Collection – Arrangements are still being made for the artefacts transferred from Waveney District Council.
- 579.4 Marina Theatre – There were no updates to consider.
- 579.5 North Denes – Cllr Barnard raised a concern regarding works on the Phase 3 land and was advised by the Clerk that she should consider whether it was appropriate for her to raise the matter at this meeting, which was already under consideration by the Council and was related to a legal dispute.
- 579.6 Open Spaces and parks, including the following:
- 579.6a Consideration of geotagging/QR codes, following an earlier presentation – The presentation was for an app which is more sophisticated than QR codes or geotagging. Sentinel are seeking funding for this project. The Council needs to consider maintenance of

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it and how widely used it will be. The nearest park using the app is in Lincoln and it was suggested that a site visit could be considered.

579.6b Consideration of a request from a member of the public for lighting in Normanston Park – The same question could be asked of lighting in other parks, such as Belle Vue Park. Options were discussed, but the ecological effect would need to be considered, along with the effect on nearby dwellings and the cost to the taxpayer. The Committee Clerk will reply to the member of the public to advise that the Council understands their concerns but this is not currently financially viable and to consider bringing their own suitable lighting if using the park when it is dark.

579.7 Heritage Action Zone – The process of deciding the feasibility study for the Town Hall is ongoing.

579.8 Triangle Market, including to consider terms and conditions for markets – The matter of the rental income from the stallholders should be resolved by the end of the financial year. Waveney District Council have received a licensing application for a new stall on London Road North. The Charter Market may however prohibit this.

579.9 Public Conveniences, including the following:

579.9a A specification for renovation work to the public conveniences at Fen Park and Sparrows Nest – Cllr Coleby has been working on this with the FCM. It was suggested that professional advice may be required, such as from the British Toilet Association. The FCM has asked Waveney Norse to address the broken window at the Sparrows Nest public conveniences.

579.9b Compostable eco-toilets – This matter is ongoing.

579.10 Community Meeting Halls – It was queried whether there has been any progress with the replacement of the fire escape doors at the Whitton Residents' Hall. The Committee Clerk will refer to the minutes for the last update and liaise with the FCM to progress this. The FCM is aware of when the meter readings for the solar panels should take place.

579.11 Great Eastern Linear Park – A meeting is being held this week with representatives from the Ormiston Denes Academy regarding the proposed student project.

580. Date of the next meeting

Monday 11 February 2019 18:00

581. Items for the next Agenda and Close

The Community Payback Service Level Agreement will be circulated with the agenda for the next meeting. Enquiries will be made regarding insurance cover.

582. Resolution to close the meeting to the public

There were no confidential matters for discussion.

The Chair closed the meeting 20:19.

Signed:

11 February 2019