

# 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 21 May 2018

### MINUTES

**Present:** Cllrs Sue Barnard, Neil Coleby (Chair), Peter Collecott, Ian Graham, Dick Houghton, Peter Knight, Keith Patience and Alice Taylor

**In Attendance:** Mark Speller (Facilities and Contracts Manager) and Lauren Elliott (Committee Clerk)

**Public:** No members of the public were present

**314. Welcome**

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

**315. To receive and consider acceptance of apologies for absence**

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

**316. Declarations of Interests and dispensations**

None.

**317. To consider the accuracy of the Minutes:**

11 May 2018 – It was agreed that agenda item 322 should be broadened to cover a discussion about bicycles and vehicles in the town generally, rather than London Road North specifically; to reflect what was discussed as the previous meeting.

Cllr Taylor proposed accepting the minutes from the meeting of 11 May 2018 as accurate; seconded by Cllr Knight; all in favour with one abstention.

**318. Public Forum**

No members of the public were present.

**319. Review Sub-Committees and Working Groups, scope and composition and any delegations**

The Sub-Committees and Working Groups were reviewed as follows:

Allotments Sub-Committee – Cllrs Barron, Houghton and Patience

Open Spaces Sub-Committee – Cllrs Barnard, Coleby and Knight

Triangle Market Working Group – Cllrs Barron, Coleby, Collecott and Houghton.

The Town Council Office Working Group was mentioned but is understood to have been established by Full Council. There was also a Council Branding Working Group which no longer meets and possibly a 'Friends Of' Working Group which also no longer meets.

All Councillors were happy with the current Working Groups and Sub-Committees and their composition.

**320. Whether or not to change the start time of AID Committee meetings**

It was discussed that 16:00 may not be the most convenient time for members of the public to attend. It was suggested that meetings could be alternated, with one to start at 10:00 – 10:30 and the next to start at 18:00. Meetings during the day could however be difficult for some Councillors to attend.

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Consideration would also need to be given to staff's working hours, as any additional hours worked after 17:00 would need to be recouped.

Bookings have already been secured at Riverside until March 2019; however the office space at Hamilton House should be ready for July.

It was agreed to trial the alternating morning and evening meetings, if rooms are available to accommodate this at Riverside until Hamilton House becomes available (the days of the meetings will not change).

It was agreed for the next meeting to be held at 18:00, if possible.

### **321. Community Infrastructure Levy consultation proposals**

Propositions for projects to potentially receive funding were made at the last meeting.

It is thought that Waveney District Council may still have insurance money relating to the fire at the pavilion in Normanston Park. It is understood this money was to be used for reinvestment of the site.

Cllr Taylor proposed submitting a Freedom of Information request to Waveney District Council to ascertain if the money is still available and the amount; seconded by Cllr Houghton; all in favour.

It is thought there may be money under the Section 106 arrangement which will need to be used shortly – possibly for the Harbour ward. This will be checked.

### **322. Issues with bicycles and vehicles on London Road North**

There has been an ongoing issue in the area for some time now. Vehicles are seemingly not adhering to the 'no entry' signs which is causing issues for pedestrians and business owners in the area. The local MP has been made aware of the issue and a Police Community Support Officer has assisted. Temporary bollards have been placed in the area but the issue should eventually be resolved by traffic wardens.

There are signs to say that cycling is prohibited along London Road North between 10:00 and 16:00, however these are not being adhered to and it was queried whether this is enforceable. It is thought that Waveney District Council did not apply for the appropriate traffic order and it is therefore the signs which are incorrect, however Suffolk Highways have advised that cycling is prohibited.

The issue with cyclists using pavements seems to be more of a town-wide issue, although designated cycle lanes are often confusing or blocked by vehicles parked where they shouldn't be.

The Police and Crime Commissioner is aware but the Police's resources are stretched.

It was suggested that Lowestoft Town Council could take a lobbying position and draw up a paper for Waveney District Council, Suffolk County Council and the Police with concerns and potential solutions.

Cllr Patience advised that there is a website called 'Crash Map', which gives statistics about the number of accidents in particular area.

Making the area safer would have a positive impact on tourism and may encourage more people to cycle rather than drive.

Cllr Knight checked the 'Crash Map' website, which showed one vehicle accident in the London Road North area in 2016.

The Neighbourhood Plan could also be used to influence this and ensure that provisions are made for cycling and parking, as new roads are constructed.

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In the interim, it was suggested that Suffolk County Council Highways are contacted to legally clarify the position regarding cycling on London Road North, and request the signs are removed if it cannot be legally enforced.

### **323. Asset transfer and compliance issues, in particular the following matters:**

- 323.1 Compliance monitoring, maintenance and condition surveys – Incident reporting forms and the procedure were circulated to Councillors ahead of the meeting for approval.  
The software for legionella monitoring has been ordered today and the Clerk and Deputy Clerk are receiving Legionella Responsible Person's training this week.  
A condition survey management plan is in place and an asbestos management plan is almost complete.  
A cyclical monitoring plan is being progressed as to what action needs to be taken when, and by whom.  
Cllr Knight proposed recommendation of the incident reporting forms and procedure to Full Council for adoption; seconded by Cllr Graham; all in favour.
- 323.2 CAD plans and compliance information from Waveney District Council – The Facilities and Contracts Manager is still trying to progress this.
- 323.3 The sale of land on Walmer Road - This matter is currently with Waveney District Council.
- 323.4 The sale of land next to Uplands Community Centre - The section of land in question is included in the lease for the Uplands Community Centre, which could present legal complexities.  
Cllr Taylor suggested progressing with this and dealing with any legal issues as they arise.  
The exact area of land in question also needs to be mapped out, as the septic tank cannot be sold without the soakaway.
- 323.5 Improvement works to play areas – Improvements work to Rosedale Park is ongoing and should be completed by the end of May. At Stoven Close the equipment is in place and the fencing should be removed by the end of this week. It was suggested that the press should be notified of the work being completed.  
Equipment for Normanston Park has been ordered and delivered, awaiting installation. The relocation of the play area needs to be authorised, then the Facilities and Contracts Manager can progress it.  
It is thought that authorisation has already been granted for the relocation of the play area, and the only issue is with the fencing. Norse have said the fence relocation will be at a cost, quotation pending. The park is popular with dog owners and it is also relatively close to a body of water.  
Cllr Coleby proposed that work should progress as soon as possible, with a fence reinstated around the play area, and the inclusion of a Disability Discrimination Act compliant swing; seconded by Cllr Knight; all in favour.  
It has been said that the slide is nearing the end of its lifespan. All equipment is monitored and certified annually as part of the regulations. It was suggested that a meeting be organised with Sentinel Leisure to discuss all of the play areas and the money available for them.
- 323.6 Gunton Warren land transfer and environmental issues – There have been no further developments so far. Awaiting contact from Waveney District Council.
- 323.7 Cotman Close land transfer – This is currently with Waveney District Council.

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- 323.8 Normanston Allotments land transfer –Awaiting a paper from Waveney District Council with more details and any associated financial implications or covenants. It is understood that on a section of the Great Eastern Linear Park which has not yet been transferred to Lowestoft Town Council there is a pile of debris, and some parts of the pathway are becoming impassable due to overgrown foliage.  
A site visit can be arranged once the paper has been received from WDC for Councillors to decide what to do.
- 323.9 Draft lease for Community Halls – The Heads of Terms for the Gunton Estate Community Meeting Hall were agreed by Full Council, now awaiting the formal lease document from WDC, which can then form the basis for the other community halls.
- 323.10 Signing the Kirkley and Pakefield Community Sports and Social Club Ltd Deed of Surrender and lease – This is currently with Waveney District Council.
- 323.11 Lease with the trustees of the Royal Naval Patrol Service Association – This relates to a new lift in the building and a small section of land. The Facilities and Contracts Manager is reviewing the lease.  
It was noted that the lease for the Lowestoft Movie Makers needs to be considered. The Facilities and Contracts Manager is creating a schedule of all the leases and what information is missing.  
Policy positions relating to assets are being considered at the Full Council meeting this evening.
- 323.12 Health and safety: Fen Park public conveniences – The fencing is still in place so Building Control are satisfied that no immediate risk is posed.  
A public conveniences strategy is being developed.
- 324. Asset records, protocols and strategies**
- 324.1 The summary table for asset records, protocols and strategies – The asset records for the Triangle Marketplace and Allotments are in progress.
- 324.2 The 'Friends Of' Groups protocol – This has been recommended for approval, and the Stakeholder Policy will be considered for adoption at the next regular Full Council meeting. It was noted that the policy still refers to the Implementation Committee and this may also be the case for other policies. It has previously been agreed staff can make such amendments to these documents. The guide and leaflet relating to the 'Friends Of' protocol have been included as appendices which will allow them to be reviewed also.
- 324.3 Any progress with the development of a toilet strategy – This will be referred to the Facilities and Contracts Manager for review, and then will be circulated to the Committee.
- 325. An update and next steps for the following assets:**
- 325.1 Allotments – The Facilities and Contracts Manager will arrange a meeting with the Allotments Sub-Committee and the existing asset record will be reviewed and updated. It was suggested that periodic inspections of the allotments should also be discussed.
- 325.2 East of England Park – Waveney District Council are arranging a meeting with the Chairs of the Committees and the Council and the Clerk.
- 325.3 The Lowestoft Collection – Advice is being sought from an expert as to the most appropriate way to store the items. Lowestoft Town Council has offered to assist with implementing training for staff as well.

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With regard to obtaining new pieces, the museum has the authority and sources of funding available to purchase pieces which will enhance the collection. If a significant piece becomes available the Town Council can investigate funding, but there potentially would be an issue as to how quickly this could be secured.

*The Facilities and Contracts Manager left the room 17:25*

325.4 Marina Theatre - This is being discussed at this evening's Full Council meeting.

325.5 North Denes – A policy for memorial benches around the town will need to be developed. With regard to picnic benches in the North Denes area, it was suggested that even though the area behind the sea wall is not included in the East of England park plans, it would be of benefit to see those plans first so that there is a uniform style of bins and benches, etc, across the area.

*The Facilities and Contracts Manager returned 17:28*

The Open Spaces Sub-Committee can look at the Denes Oval, North Denes, East of England Park, Arnold's Bequest, Sparrows Nest and Belle Vue Park as a whole.

325.6 Open Spaces and parks, including the septic tank on the land of the Uplands Community Centre- This has already been covered in earlier discussions.

The Sparrows Nest Bowls Club have approached Lowestoft Town Council with a request for replacement equipment. This will be considered by the Finance and Governance Committee at tomorrow's meeting.

It was noted that the Charter Tree in Sparrows Nest is growing healthily.

325.7 Heritage Action Zone, including Town Hall – The Heritage Action Zone officially launched on Friday 18 May. The report from the Historic England architect should be received shortly. Roofing contractors have inspected the Town Hall and it appears there is still some water ingress despite the earlier clearance of the guttering. The reason for this was not evident so they will use a tower scaffold for further investigation. The associated cost is not yet known. The contractors also noticed that there are a number of broken roof tiles. There could also be an issue with a window leaking in the Council chamber. The Facilities and Contracts Manager could not see any evidence of this, but it was mentioned to the Historic England architect during his visit.

There has been further vandalism at the Town Hall and Norse have been instructed to reinstate fencing. The Facilities and Contracts Manager recommends anti-climb paint, at an estimated cost of £100 - £150 for the paint, labour and necessary warning signs.

It was suggested that windows could be boarded up as a deterrent.

It was also suggested that temporary, motion-activated CCTV could be installed, or barbed/razor wire (this would also require the appropriate warning signage), as well as the submission of a trespassing report to the Police.

Cllr Knight proposed approval of anti-climb paint at the Town Hall, and extended it to allow the Facilities and Contracts Manager to investigate the cost of protecting the windows which are not currently boarded up, both internally and externally, particularly the stained glass window; seconded by Cllr Houghton; all in favour.

There is already money available for emergency repairs in the budget, with delegated authority to the Clerk.

A record of the expenditure will duly be submitted to the Finance and Governance Committee.

325.8 Triangle Market – Cllr Houghton is arranging a meeting with the Triangle Market Working Group. The re-scheduled NABMA event is being held in Cambridge on 31 May.

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325.9 Other assets and asset records – There were no further matters for discussion.

**326. The register of land and assets including building and office equipment**

The Facilities and Contracts Manager is developing this.

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

Work is progressing very well with the new office space and the aim is still to have all work completed by early July. The colour schemes have been decided; furniture has been ordered and should be delivered early July. Some aspects of the work have gone slightly over budget but savings should be made elsewhere to ensure the agreed overall budget is adhered to. The Heads of Terms have mostly been finalised and the lease can be progressed.

**328. Progress with events on Town Council land**

The current events spreadsheet has been circulated to the Committee but there have been no significant updates.

**329. Progress with a framework for requests for the Freedom of the Town**

Staff have been looking into this, but it was agreed that this is not an urgent matter.

**330. Progress with community engagement**

330.1 Survey (including Survey Monkey) – The Deputy Clerk will be fixing a final date so that there is a deadline to work towards.

330.2 Promotion leaflets and advertising – No storage space is available until the new office space is complete. It was suggested that signs against cold calling, junk mail and dog fouling could be produced with the Lowestoft Town Council logo to be handed out. It was queried whether 'no cold calling' signs can be displayed unless the particular area has been designated as such, however it is acceptable for individuals to display their own personal signs to prevent cold calling. As the signs will be carrying Lowestoft Town Council's logo it was agreed that enquiries should be made to ensure this is acceptable. Neighbourhood Watch may be able to confirm.

330.3 Noticeboards, signs and plaques – It was queried why Lowestoft Town Council does not have more noticeboards. Quotes can be obtained but a decision would need to be made about where to position them. If this is not on LTC's land then permission would need to be sought from Waveney District Council.

Cllr Taylor proposed approving the Facilities and Contracts Manager to obtain three quotes for noticeboards; seconded by Cllr Barnard; all in favour.

The Facilities and Contracts Manager can put together a specification for the noticeboards, with the assistance of Cllr Coleby, who had previously done some research into this.

Waveney Norse have kindly provided some self-adhesive vinyl logos, which will be trialled at Kensington Gardens.

With regard to advertising banners relating to sports facilities, the results of the meetings with the individual clubs will be analysed to clarify exactly what will be advertised.

At the Denes Oval some of the concrete posts have perished and it is thought that advertisement banners may be exacerbating the issue. Norse have been instructed to remove them in the interest of public safety.

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- 331. Any developments in relation to the threatened closure of Lowestoft Records Office**  
The petition is being presented to Suffolk County Council on Thursday.
  
- 332. Date of the next meeting**  
Monday 4 June 2018 16:00 Riverside
  
- 333. Items for the next Agenda and Close**  
No further matters were raised.

The Chair closed the meeting at 18:11

Signed:.....  
4 June 2018

DRAFT