

**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 22 October 2018**

**MINUTES**

**Present:** Cllrs Sue Barnard, Allyson Barron, Neil Coleby (Chair), Ian Graham, Dick Houghton, Peter Knight, Graham Parker, John Pitts 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

**481. Welcome**

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

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

Apologies were received from Cllr Patience. Cllrs Collecott and Ford had not provided apologies and were absent. Cllr Taylor proposed acceptance of the apologies and noting of the absences; seconded by Cllr Knight; all in favour.

**483. Declarations of Interests and dispensations**

Cllrs Barnard and Parker declared a local non-pecuniary interest in item 493.6b. Cllr Pitts declared a local non-pecuniary interest in item 492.8a, having personal involvement with the Kirkley and Pakefield Community Sports and Social Club. Cllr Parker's and Pitts's membership on the Assets, Inclusion and Development (AID) Committee had not yet been considered by Full Council, which prevented them from participating in any votes.

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

8 October 2018 – accepted as accurate. Proposed by Cllr Taylor; seconded by Cllr Knight; all in favour.

**485. Public Forum**

There were no members of the public in attendance.

**486. Asset records, protocols and strategies**

486.1 The summary table for asset records, protocols and strategies – The table was circulated to Councillors in advance of the meeting and had been updated to show that the Legionella Control and Water Hygiene Policy and the confidential Marina Theatre Asset Record were being considered for adoption by Full Council at their meeting on 23 October.

486.2 Any new or revised asset records, protocols and strategies were considered, including the following:

486.2a The Toilet Strategy – Cllr Houghton offered assistance with applying the strategy to the public conveniences in Lowestoft Town Council's portfolio. It was suggested that a meeting should be arranged to discuss standardisation and investigate any Community Infrastructure Levy (CIL) or Section 106 funds which may be available. Cllrs Houghton and Taylor will visit the Fen Park public conveniences to create a list of issues to be addressed. Cllr Barnard will complete the site visit with Cllr Houghton if Cllr Taylor is unable to. A member of the public has reported a broken lock in the gentlemen's public conveniences at

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the Triangle marketplace. Cllr Barnard will email the details to the Facilities and Contracts Manager (FCM) to raise with Waveney Norse. The FCM will monitor this at the liaison meetings with Waveney Norse to ensure their grounds maintenance and cleaning staff are raising these issues. The FCM will contact Waveney Norse to see if they can gain access to the structure at the North West entrance of Belle Vue Park to see what is inside.

**487. The following matters with regard to the Events and Communications Sub-Committee were considered:**

487.1 Terms of Reference – The draft Terms of Reference will be considered at the next AID Committee meeting. It will be noted that the Events and Communications Sub-Committee will be responsible for a delegated budget.

**488. Progress with the lease for the first floor of Hamilton House**

The Finance and Governance Committee have reviewed a spreadsheet detailing the costs over the period of the lease. This information will be incorporated into the lease and will be reviewed by Full Council and Lowestoft Town Council's solicitors.

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

The timetable of events for Remembrance Day was circulated to Councillors in advance of the meeting. A meeting regarding the First Light Festival was held on 19 October and it has been confirmed that the Kensington Garden Bowling Green will not be used as part of the event. The organisers of the Lowestoft Summer Festival may need to consider alternative arrangements should the event go ahead next year, due to the introduction of a new policy regarding sound levels at Royal Green. Lowestoft Town Council could consider the event being held in one of its parks, should any proposals be submitted.

**490. Policy issues affecting assets, including:**

490.1 Any developments in relation to the threatened closure of Lowestoft Records Office – The consultation is ongoing and decisions will be made following this.

It was queried whether Lowestoft Town Council has adopted a policy for memorial trees and benches on its land. This will form part of the Open Spaces Strategy. Cllrs Barnard, Coleby and Houghton will arrange a meeting to progress this.

**491. Progress with community engagement**

491.1 Noticeboards, signs and plaques – The priority sites requiring updated signage by way of vinyl stickers have been identified. The cost of the required quantity of stickers is not yet known as Waveney Norse previously provided a quote of £200 for fifty stickers of each size (five sizes in total). Three quotes are required and Cllrs Pitts and Taylor have details of local companies who may be able to assist. They will email the FCM with the details. The three quotes will be provided at the next meeting. There was no update to report regarding plaques. It was noted that the Gunton Estate Residents Meeting Hall's noticeboard requires replacement.

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

492.1 Compliance monitoring, maintenance and condition surveys – Asbestos surveys have been completed and some remedial work is required at the Denes Oval and Sparrows Nest as a

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result. The FCM has obtained three quotes from local companies and the details were displayed to Councillors at the meeting. Part of the work will require the replacement of a downpipe on the former theatre building in Sparrows Nest.

Cllr Graham proposed that Waveney Norse be approached to complete the replacement of the downpipe as part of the repair and maintenance aspect of the contract; seconded by Cllr Barnard; all in favour.

The Denes Oval asbestos has been secured. The risk assessment did not recommend the same for Sparrows Nest.

It was requested that the FCM devise guidelines to be followed when quotes are obtained from local companies, including a process for the specifications. It was suggested that one company could be selected to complete all works of a similar nature throughout the year.

Cllr Coleby proposed that the FCM produces a draft of this for consideration by the Finance and Governance Committee; seconded by Cllr Barron; all in favour.

Cllr Barnard proposed a recommendation to Full Council for the remedial work required at the Denes Oval and Sparrows Nest as a result of the asbestos surveys be completed by ID Asbestos; seconded by Cllr Knight; all in favour.

The buildings at the Yarmouth Road entrances to Belle Vue Park and Sparrows Nest have not yet had asbestos surveys completed. It was queried whether these could be completed by the same company which completed the other surveys, but Lowestoft Town Council currently has no agreed contractor and therefore the FCM will need to obtain three quotes to be considered by the Finance and Governance Committee. It was suggested that the Finance and Governance Committee may also like to consider an agreed contractor for the future and create a specification for this.

- 492.2 The sale of land on Walmer Road – Sentinel Leisure have requested a meeting with Lowestoft Town Council regarding Walmer Road and this is being held shortly. Cllrs Coleby, Graham and the Clerk will be representing the Council at the meeting and will report back to the AID Committee.
- 492.3 The sale of land next to Uplands Community Centre – Information has been obtained regarding the condition and assumed age of the sewage treatment plant. The FCM is reviewing the lease with regard to potential recharge options.
- 492.4 Improvement works to play areas, including the following:
- 492.4a Any update from enquiries to site a bench and litter bins at Normanston Park – A bench would cost £450 (+VAT), plus an extra £300 (+VAT) for the hardstanding area to secure it. Bins would be £350 (+VAT) each. It had previously been discussed that an accessible picnic bench for those less able would also be considered at the Stoven Close play area and possibly a proposal for a further piece of play equipment there.
- Cllr Barron proposed a recommendation to Full Council for the installation of a picnic bench and two bins at the Normanston Park play area and an accessible picnic bench for those less able at the Stoven Close play area; seconded by Cllr Coleby; all in favour.
- It was noted that work to relocate the Normanston Park play area had been completed and was now open again. It was requested that this be advertised on Lowestoft Town Council's website and Facebook page. A temporary slide for younger children is currently in place whilst Waveney Norse seek a replacement. It is understood that only two of the football pitches are currently operational due to a lesser demand for them. This will be raised at the meeting with Sentinel Leisure.
- 492.4b The report regarding adult outdoor gym equipment – Cllr Coleby has produced a list of companies who supply such equipment. It was suggested that research should be

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completed to establish the demand for an adult outdoor gym in Lowestoft. There has been a request from a member of the public for gym equipment at Cotman Close, however at present only part of the land is owned by Lowestoft Town Council.

- 492.5 Gunton Warren land transfer and environmental issues – The draft transfer document has not yet been received. The land transfer may require approval from the Secretary of State and advertisement in the local press for at least two weeks, at a cost which should not exceed £200, to give members of the public the opportunity to express their views. Cllr Graham proposed a recommendation to Full Council to proceed with the advertisement in the local press as soon as possible; seconded by Cllr Barron; all in favour.

Once received, the transfer document will be considered by Lowestoft Town Council's solicitors. All Councillors were in favour of the Clerk using her delegated authority to progress this with the solicitors and follow due process thereafter, should the document meet with the solicitors' approval. It was agreed that the advertisement in the local press should still be arranged whilst legal advice is being sought.

- 492.6 Cotman Close land transfer – There were no updates to consider.
- 492.7 Normanston Allotments land transfer – Cllrs Coleby, Patience and the FCM completed a site visit to the area recently. Verification is being sought as to whether this land has already been transferred to Lowestoft Town Council.
- 492.8 Leases, including the following:
- 492.8a Kirkley and Pakefield Community Sports and Social Club Ltd – There were no updates to consider.
- 492.8b The Lowestoft Movie Makers Club – There were no updates to consider.
- 492.8c Community Halls – A meeting has been held with Waveney District Council's Solicitor, representatives from the Gunton Estate Residents Meeting Hall, Cllrs Coleby and Graham and the FCM, to discuss the lease. Progress has been made and this will be considered further at the next Finance and Governance Committee meeting. Cllr Barron offered thanks to all those who have been involved with this.
- 492.8d Normanston Park Skate Park – This is on the agenda for tomorrow's Full Council agenda and it was requested that this now be removed from the AID Committee agenda.

**493. Updates and next steps for the following assets:**

- 493.1 Allotments – The FCM will be arranging site visits with the Allotments Sub-Committee and Lowestoft and District Allotments Ltd, following recent meetings.
- 493.2 East of England Park – It has been proposed that the Clerk join the Steering Group, and this will be considered at the Full Council meeting tomorrow. The next Steering Group meeting is on Friday 26 October, which Cllr Coleby and the Clerk will be attending. Last week's meeting focussed on events and marketing for the project. A draft of the proposals for the park should be produced as a result of this week's meeting. The Senior Project Manager will be speaking with Councillors ahead of tomorrow's Full Council meeting to provide an overview of the project's progress so far.

*The FCM left the room 19:21*

The Licence to Occupy will also be discussed at the Full Council meeting, following the consideration of Lowestoft Town Council's solicitors.

*The FCM returned 19:23*

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There have been concerns raised regarding trees from Fen Park potentially overhanging the surrounding allotments. Waveney Norse have inspected the area but could see no immediate issues.

- 493.3 The Lowestoft Collection – Arrangements need to be considered for storage of the artefacts from Waveney District Council and how they will be transferred across to Lowestoft Town Council.
- 493.4 Marina Theatre – The condition survey is being reviewed to inform the budget-setting process for next year.
- 493.5 North Denes – Waveney Norse have trimmed the grass ahead of the litter-pick this weekend. The formation of a ‘Friends Of’ group is being discussed, and whether more than one group would be required due to the size of the area. It was suggested that this matter could be raised during the Steering Group meeting on Friday. The Stakeholder Policy requires review with regard to the requirement for Lowestoft Town Council officers to take minutes at Friends Group meetings. It is expected that Friends Groups would arrange this internally and report back to Lowestoft Town Council following any meetings, but it was suggested that the Council should meet with each of the groups quarterly. Cllr Coleby and the Clerk will review the policy and report back to the AID Committee for a proposal to be formulated for Full Council.
- 493.6 Open Spaces and parks, including the following:
- 493.6a The provision of a drinking water tap at Kensington Gardens – The FCM has completed a site visit with Waveney Norse to look at the feasibility of this. It has been suggested that a drinking water fountain rather than a tap should be considered, as this cannot be left running. It was suggested that this could be considered as part of the Open Spaces Strategy, along with an appropriate budget, however it was agreed that Kensington Gardens could be treated as the pilot site; with input from the Friends Group to raise the necessary funds. The FCM will obtain three quotes for a drinking water fountain, which can also be used to fill bottles and drinking bowls for dogs.

There has been a request to install cycle racks in Normanston Park, and it was queried whether these should be provided more widely across all the parks in the Council’s portfolio. This will be considered as part of the Open Spaces Strategy. Cllrs Houghton and Taylor offered to complete more research into this and will report back to the AID Committee with costings.

It was queried whether any plans had been made for the buildings at the bowling green in Kensington Gardens. A site visit with the Bowls Club had previously been completed and they would like to see an extension to their changing facilities, as a lot of the space is taken up by the equipment. The Council would need to investigate what budget would be available for this and the availability of any grant funding; plus the implication of the site being part of a conservation area.

493.6b The formation of a volunteer group for the Gainsborough Drive pond as part of the Gunton Residents Association – The Gunton Residents Association have the necessary insurance in place already, so it was suggested that the Friends Group could be formed as a Sub-Committee of the Association. Lowestoft Town Council has adopted a policy for Friends Groups but it does not cover other organisations. This would need to be considered by Full Council and the policy may need to be amended to include third parties. Cllrs Barnard,

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Coleby, Parker and the FCM met with representatives of the Gunton Residents Association recently to discuss this. The Association will now consider this and come back to the Council.

The Friends of Kensington Gardens have produced a map identifying the trees in the area. This was displayed to the Committee at the meeting. It was suggested that a similar document could be produced for all the parks in the Town Council's ownership, to display at each site and on the website. There are apps available which can assist with identifying tree species. The Friends Group have also cleared weeds from the long border and suggested a planting plan, which was displayed to Councillors at the meeting. The proposed plan is based on a sunrise theme, to tie in with the First Light Festival. There is an item on tomorrow's Full Council agenda to consider working with Pathways Care Farm to provide seeds and mother plants for the Council. It is also understood that Waveney Norse had some bulbs left over from the Poppy Garden in Belle Vue Park. It was queried whether the AID Committee is happy for these plans to be progressed, but consideration would need to be given to the Open Spaces Strategy and ensuring equality across all wards. It was also queried as to where the budget would be coming from and whether the Friends Group would be prepared to raise the necessary funds themselves. It was suggested that the plants could be grown from seeds, which could also be used at other sites, which could present a more cost-effective option. It was noted that there are several gaps in the hedgerow at Kensington Gardens. Councillors were happy for the Friends Group to move plants to fill these, subject to liaison with Waveney Norse.

493.7 Heritage Action Zone – There were no updates to consider.

493.8 Triangle Market – A meeting was held earlier today with Lowestoft Vision to discuss the possibility of a Continental Christmas Market at the Triangle Market Place, between 12 – 16 December 2018. This would be at no cost to Lowestoft Town Council, other than any advertising it wishes to produce to promote the market. The electricity supply and power points at the Triangle Market Place would need to be tested beforehand. It was suggested that the pitches could be offered free of charge, as this is the first time this type of market has been run. The proposed categories of the stalls were circulated to Councillors during the meeting, some of which are similar to existing shops along the High Street. It was suggested that the business owners along the High Street should be made aware of the proposals so they may participate as well.

Cllr Coleby proposed a recommendation to Full Council to give approval for the Continental Christmas Market to go ahead between 12 – 16 December, with a pitch fee waiver; seconded by Cllr Houghton; all in favour.

493.9 Public Conveniences – There were no further matters to consider in addition discussions from earlier in the meeting.

The Gunton Residents Association have requested a noticeboard for the pond area of Gainsborough Drive for general notices relevant to the residents of the area. This could also jointly be used by Lowestoft Town Council. A recommendation will be submitted to Full Council for this to be approved.

On 24 October, Cllrs Coleby, Graham and the FCM will be meeting to discuss snagging issues at the Lowestoft Town Council offices. Councillors were encouraged to contact the FCM with any issues they have encountered. The issue of the lack of mirrors in the toilets was raised. These have been delivered but have not yet been installed.

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**494. Date of the next meeting**

Monday 5 November 2018 18:00

**495. Items for the next Agenda and Close**

Geotagging is becoming increasingly popular and there is a new initiative to encourage people to get active by scanning tags on lampposts to receive points. It was queried whether Lowestoft Town Council could look into this or consider QR codes at its sites and the information it would like to be accessed through them.

The Chair closed the meeting at 20:32

Signed: .....

5 November 2018