

# 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 25 June 2018

### MINUTES

**Present:** Cllrs Sue Barnard (arrived 16:38), Allyson Barron, Neil Coleby (Chair), Peter Collecott, Ian Graham, Dick Houghton and Alice Taylor

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

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

**351. Welcome**

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

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

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

**353. Declarations of Interests and dispensations**

None.

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

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

**355. Public Forum**

No members of the public were present.

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

This is progressing well and the aim is for work to be completed ready for the Plaisir visit on 9 July, although this cannot be guaranteed.

Councillors expressed thanks to all those involved in the project for their hard work.

A paper regarding signage will be considered by the Finance and Governance Committee at tomorrow's meeting.

Cllr Coleby and the Facilities and Contracts Manager have identified the requirements for signage. There is a bank of thirteen windows overlooking the car park, which it was suggested could accommodate the words 'Lowestoft Town Council' and the logo, as well as five smaller images representing Lowestoft Town Council's assets. It was suggested the images could incorporate the Town Hall, Marina Theatre, the pool at Kensington Gardens, Ness Point and the Maritime Museum.

There was also a suggestion to consider one large image to cover the entire bank of windows.

It was said that the images would need to be taken with a high-resolution camera. Cllrs Houghton and Taylor know of a local photographer and offered to speak with her. The Facilities and Contracts Manager will send them an email with a specification for the images and will discuss in more detail after the meeting.

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It was also suggested that East Coast Community Healthcare could be approached with regard to a building occupation sign in reception and an updated occupancy sign in the car park.

It was further suggested that a Perspex Lowestoft Town Council sign could be introduced on the first floor concourse, with a welcome sign and logo in the reception area of the new office and clear logos on the lower panels of the doors.

A discussion was held as to whether the meeting rooms should be named for ease of reference. It was agreed that the smaller meeting room should be named the 'Plaisir Room', the larger, segregated meeting room should be named the 'Lowestoft Room' and the kitchen and dining area should be named 'Ness Point'. Name plaques to identify the rooms could also be created.

With regard to the crockery, it was suggested that some lighter mugs or teacups with larger handles also be considered.

It was suggested that once the new office is established, an LCD display of rolling images of the town could be considered, which could provide the opportunity for a photographic competition in the town.

All Councillors were happy with the current recommendation, which will be considered by the Finance and Governance Committee tomorrow.

### **357. Progress with events on Town Council land, including the following:**

357.1 A request from DanceEast to incorporate the drying racks into one of their performances – Cllr Taylor proposed approval of this application; seconded by Cllr Barron; all in favour.

357.2 The planned continental fair and associated craft fair at the Triangle Market, music at Sparrows Nest and street entertainment competition in the town centre (2 – 5 August) – Lowestoft Vision have approached Lowestoft Town Council to request the organisation of a craft fair at the Triangle Market and music event at Sparrows Nest, to coincide with their planned continental fair in the town centre.

There was a concern that there may not be enough time to organise these events, and of a potential clash with children's events held in Sparrows Nest on Thursdays during the school holidays.

It was suggested that all Councillors be contacted to see who would like to be involved.

It was agreed that if it is not feasible for Lowestoft Town Council to organise these events, permission could still be granted to Lowestoft Vision to use the Triangle Market area and Sparrows Nest, provided there is no clash with other scheduled events.

It was suggested that a meeting could be arranged with Lowestoft Vision and Waveney District Council's Economic Development team to discuss the future of markets in the town.

A meeting has been arranged for 3 July for members of the AID Committee to discuss a market strategy and it was agreed that a meeting with external bodies could be arranged following that.

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

Cllr Houghton proposed the recommendation of adoption of this framework to Full Council; seconded by Cllr Barron; all in favour.

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- 359. Any developments in relation to the threatened closure of Lowestoft Records Office**  
The Records Office have requested a meeting, however it is understood that a consultation is to be held and until that point there is no further action that Lowestoft Town Council can take.

*Cllr Barnard arrived 16:38*

It is understood that the closure date for the Records Office is currently still the same.

**360. Progress with community engagement**

- 360.1 Progress with the survey – The Deputy Clerk has been progressing this with Archant and the survey should be published mid-July for a report on the results to be received in September. The survey will also be available online.

It was queried whether the gazebo and associated sails and pull-up banners can now be ordered. This can go ahead but it was suggested that a discussion be held with the Deputy Clerk as to what wording and imagery should be included on the pull-up banners.

- 360.2 Promotion leaflets and advertising – It was suggested that letter box sized stickers could be produced with Lowestoft Town Council's logo for residents to display to deter against cold-calling, junk mail and dog fouling.

Cllr Graham proposed referring this to the Finance and Governance Committee to investigate costings; seconded by Cllr Houghton; all in favour.

It was suggested that a leaflet could be produced to advertise the town's museums and how to reach them.

A meeting could be organised once the Council has moved into the new premises, to look at how the Council can be promoted and what it can advertise. A sub-committee or working group could be established to investigate this further. It was suggested that a professional advertising company could be approached to assist with this.

It was also suggested that signs could be placed above bins giving Waveney Norse's contact details to report if the bin is full and requires emptying.

A sample vinyl sticker of Lowestoft Town Council's logo is currently being tested for weather-resistance at Kensington Gardens. If successful these can be used where relevant to identify a site under the jurisdiction of Lowestoft Town Council; to negate the requirement of expenditure for new signage.

- 360.3 Noticeboards, signs and plaques – Cllr Houghton volunteered to photograph the existing noticeboards and put together a working paper for the AID Committee to consider the requirements.

**361. Any update with the issue of bicycles and vehicles on London Road North, and related issues**

The Clerk has been in contact with Suffolk Highways and the matter is ongoing.

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

- 362.1 Compliance monitoring, maintenance and condition surveys – East Coast Community Healthcare have confirmed that they would be able to host the legionella monitoring software on their server, at a cost of £200 per annum. The Facilities and Contracts Manager will make further enquiries, and it was suggested that this could be incorporated into the

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overall budget for the new office premises. This will also be raised with the Finance and Governance Committee.

The Facilities and Contracts Manager displayed spreadsheets he has devised for overseeing monitoring and maintenance of sites going forward.

With regard to legionella monitoring, sites have been identified as low, medium or high risk and thus how regularly they should be tested. The date of the last inspection has been recorded, therefore allowing the routine scheduling of inspections going forward. It was noted that the Clerk and Deputy Clerk have successfully completed their legionella responsible persons' training and have received certification.

The Facilities and Contracts Manager has reviewed the leases and licences to identify Lowestoft Town Council's and the tenants' contractual obligations regarding maintenance of sites. This has been organised into a five year plan using the condition surveys, with an associated estimated cost for each year. This should enable completion of a risk analysis to identify priorities and therefore budget accordingly.

The estimated cost for new condition surveys to be completed could be £40 per hour, depending on the level of detail required. It may be possible to negotiate the cost if quotes are obtained to cover all sites.

With regard to fire risk assessments this would primarily involve completing an audit to ensure tenants are fulfilling their obligations.

A spreadsheet has also been created to oversee asbestos inspections, which identifies the date of the last inspection, how regularly they are to be completed, and whether the responsibility to do so is with Lowestoft Town Council or Waveney Norse. The Facilities and Contracts Manager will complete an audit of sites under Waveney Norse's responsibility to ensure their obligations are being met.

The only vacant property under Lowestoft Town Council's ownership is the Town Hall. For risk management and insurance purposes this is inspected regularly and a log kept of the time, date and outcome of each inspection.

Thanks were expressed to the Facilities and Contracts Manager for all his hard work.

- 362.2 CAD plans and compliance information – The Facilities and Contracts Manager is making enquiries to see if these can be obtained directly from NPS Property Consultants. If this is not possible enquiries may need to be made with an architect to create new plans. It is thought that the cost may be approximately £2,000 per site.
- 362.3 The sale of land on Walmer Road - No update at present.
- 362.4 The sale of land next to Uplands Community Centre – No update at present.
- 362.5 Improvement works to play areas – It is understood that Stoven Close and Rosedale Park are now completed; awaiting official confirmation from Waveney Norse.  
A meeting is to be arranged with Sentinel to discuss priorities and budgets for all of the play areas.
- 362.6 Gunton Warren land transfer and environmental issues – No update at present.
- 362.7 Cotman Close land transfer – No update at present.
- 362.8 Normanston Allotments land transfer – No update at present.
- 362.9 Leases, including the following:
- 362.9i Kirkley and Pakefield Community Sports and Social Club Ltd – No update at present.
- 362.9ii The Lowestoft Movie Makers Club – A query was raised as to the current situation. Waveney District Council did not have a lease in place and therefore this is now required to formalise arrangements.

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362.9iii Community Halls – No update at present.

### **363. Asset records, protocols and strategies**

- 363.1 The summary table for asset records, protocols and strategies – There have been no significant changes to this document but it will be kept updated with any changes.
- 363.2 The toilet strategy – There was an issue raised regarding a potential odour issue at the public conveniences at the Triangle Market, and it was requested that this be investigated. The Facilities and Contracts Manager requested that any issues be reported. The aim is for this strategy to be a working document and used in conjunction with the planned maintenance schedule.
- It was queried whether information could be obtained with regard to how regularly each of the sites are used. It is understood that Waveney Norse may have already provided this. It was also suggested that a map showing the locations of the public conveniences could be put on the website.
- Cllr Barnard proposed recommending approval of the toilet strategy as a working document to Full Council, with inclusion of data regarding usage of each site; seconded by Cllr Barron; all in favour.

### **364. Update and next steps for the following assets:**

- 364.1 Allotments, including consideration of the asset record – Cllr Houghton proposed recommendation of approval of the allotments asset record to Full Council; seconded by Cllr Barron; all in favour.
- The Clerk has sent a letter to Lowestoft and District Allotments Ltd and the next stage will be to arrange a meeting with them once the new office space has been completed.
- 364.2 East of England Park – A meeting was held last week with the Mayor, the Chairs of each Committee, the Clerk and Waveney District Council's Economic Regeneration Manager. A Project Manager has now been appointed and progress is being made to arrange for a landscape architect to produce the designs. A representative from Lowestoft Town Council will be asked to join the Steering Board to participate in the decision making process. The aim is to complete the planning this year for work to commence next year.
- 364.3 The Lowestoft Collection – It was suggested that some pieces could be taken out of storage and displayed in the new office in due course.
- 364.4 Marina Theatre – It is understood that the Energy Performance Certificate has been completed. Contracts have not yet been exchanged.
- 364.5 North Denes – The suggestion of park benches in the area is not yet being progressed until further information is known about the wider plans for the East of England Park. It was raised that turf has been deposited in the area and the Facilities and Contracts Manager will be visiting the site with Cllr Coleby to see if they can identify where it came from.
- 364.6 Open Spaces and parks - The flower beds at Kensington Gardens have become very overgrown. The Facilities and Contracts Manager has spoken with Waveney Norse and will arrange a site visit. A visit to the site can also be incorporated as part of the annual walkabout with Waveney Norse.
- There also appears to be an issue with the way weed killer has been applied at Sparrows Nest. This can again be looked into and the matter raised with Waveney Norse.

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364.7 Heritage Action Zone, including Town Hall – It is not yet known whether Lowestoft Town Council’s grant application to Historic England has been successful. If the funds are received a plan can be formulated as to how the money will be used.

Cllr Houghton will circulate a report he submitted to the leader of Waveney District Council regarding improvement work required at the Scores, and the reply he has received.

364.8 Triangle Market – This has already been covered by discussions earlier in the meeting.

364.9 Other assets and asset records – A Royal Navy event is taking place in Belle Vue Park on 7 October, with an anticipated attendance of 5,000 people.

The pathway leading the war memorial is in a poor condition and Waveney Norse has quoted £1,300 (+ VAT) to complete temporary repair work.

Cllr Coleby proposed a recommendation to the Finance and Governance Committee that approval is given Waveney Norse to complete the work; seconded by Cllr Barnard; all in favour.

It is understood that a letter will be sent to the Clerk offering a lantern from the SMS Derfflinger as a gift to the town.

A meeting has been held with the Mayor, the Facilities and Contracts Manager, Lowestoft Vision and Blachere to discuss the Christmas lights provision in Lowestoft. It is hoped that the High Street and Bevan Street East can both be decorated, but the Facilities and Contracts Manager will need to discuss feasibility with Suffolk County Council.

It is anticipated that a budget of £30,000 - £40,000 would be needed to achieve this. The budget this year will be higher than in future years due to the required groundwork.

The Facilities and Contracts Manager has produced a paper which will be circulated for discussion at the next meeting.

**365. Date of the next meeting**

Monday 9 July 2018 16:00 (location to be confirmed)

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

It was requested that a Memorandum of Understanding with East Coast College be considered at the next Full Council meeting, for work they are to be involved with at Hamilton House.

The Chair closed the meeting at 18:25.

Signed: .....  
9 July 2018