

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 08 October 2018

MINUTES

Present: Cllrs P Knight, S Barnard, A Taylor, N Coleby (Chair), I Graham.

In attendance: Mark Speller (Facilities and Contracts Manager) and Shona Bendix (Town Clerk)

Public: Cllr Parker was in attendance as an observer.

Also in attendance: Cllr Tracey Eastwood (for part)

464. Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

465. To receive and consider acceptance of apologies for absence

Apologies were received from Cllrs Collecott, Barron and Patience.

Cllr Ford had not provided apologies and was absent.

Cllr Graham proposed both the apologies and the absentees these were seconded by Cllr Taylor.

18.04 Town Clerk entered the room.

466. Declarations of Interests and dispensations

There were none.

467. To consider the accuracy of the Minutes:

24 September 2018 – accepted as accurate. Proposed by Cllr Taylor seconded by Cllr Barnard; all in favour

18.05 Town Clerk left the room.

468. Public Forum

None

18.07 Cllr Houghton entered the room.

469. To consider feedback from the Traffic Management meeting

Cllr Eastwood explains the group comprises mainly Taxi drivers, driving Instructors and driving safety standards.

A significant issue is the roadworks near the station. There is 4 weeks left of this work and then 10 weeks for phase 2,

Cllr Eastwood gave out the following documents which are kept with the minutes:

Lowestoft Road Safety Group 1 No. hand out.

LTIP Meeting – Lowestoft Connect 1 No. hand out.

18.10 Town Clerk entered the room.

Cllr Eastwood agreed to raise the question of whether the group represented cyclists or pedestrians well. Cllr Eastwood noted that it appears to be a better flow of traffic as time is reduced getting into the town.

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 08 October 2018

Cllr Eastwood noted that she has bulletins about traffic volume at different times for Oulton Broad and Lowestoft.

Cllr Eastwood is representing Lowestoft LTIP on the Connect group and noted that this process is at an early stage, involving many professional drivers commuting constantly.

Cllr Eastwood confirmed that the bus service is being invited to LTIP in December to discuss.

470. To consider Cllr Parker becoming a member of the AID Committee

Proposed by Cllr Taylor and seconded by Cllr Knight; all in favour. To be recommended to Full Council.

471. To consider the following with regard to the Events and Communications Sub-Committee:

Cllr Coleby explained that no terms of reference have been circulated as yet and three councillors have expressed interest.

472. To consider any progress with the lease for the first floor of Hamilton House

It was noted that there is a Licence to occupy but the lease has not yet been finalised. Cllr Coleby and the Facilities and Contracts Manager (FCM) will be assessing the offices for any snags that need to be addressed, after the completion of the boxing-in of the pipe work following the lean-to works being completed.

473. Asset records, protocols and strategies

Nothing further.

474. To note progress with events on Town Council land

It was noted that six silhouettes via the Armed Forces Covenant Fund Trust had been awarded to the Council. They are of Perspex and can be tied to chairs via ribbon if required. They are arriving 29th October and the Council needs to agree where they will be sited. There was a discussion about refreshments for Remembrance Sunday and it was noted that tea and coffee will be provided beforehand.

Thanks were noted to all that supported and attended the Memorial Poppy Garden and WW1 Centenary Maritime event on 7 October. The Council has received much good feedback on the garden as well as being mentioned in the Lowestoft Journal.

It is understood that the Council has not yet received any further information about the Festival of Light.

Cllr Coleby has spoken with Dan Poitras (Lowestoft Vision) about a 2019 Christmas Market. Mr Poitras noted that there might be a continental street market from 12th December in the High Street and they could meet with the Council on this and other market options.

475. Policy issues affecting assets, including:

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

Cllr Taylor spoke with Paul West in charge of the portfolio from SCC. There is lobbying against closure and SCC have a consultation out about the process. The impact on funding and other related pieces of work in the town need to be considered. Cllr Barnard suggested that we visit on 29th November.

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 08 October 2018

There was a discussion about the value of the Equality Impact Assessment and whether it sufficiently took into account accessibility.

476. To consider progress with community engagement

476.1 Noticeboards

The FCM provided reassurance that he would negotiate on price as a matter of course and would look at local suppliers. Cllrs Parker and Barnard would find out where Gunton Residents Association are obtaining theirs. It was noted that branding would need to be considered and agreed.

Plaques

Cllr Coleby with regards to heritage plaques has a meeting with John Stannard on 9th October 2018 . The Town Clerk enquired about the reason for a printed cover with different text being put over a stone in Belle Vue Park. Cllr Coleby clarified that this was because the underlying plaque was not legible and there had been some problems with delivery. A document will be presented with all listed proposals and specifications for plaques for Council agreement.

Signs

FCM to obtain sizes from W Norse. Town Clerk suggested the initial focus should be on on Kensington Gardens, Sparrows Nest, Normanston Park, Denes Oval, Belle Vue Park and Fen Park. Thereafter, plans could be rolled out as desired by Council. Proposed by Cllr Coleby, seconded by Cllr Knight; all in favour.

477. To consider asset transfer and compliance issues, in particular the following matters:

477.1 Compliance monitoring, maintenance and condition surveys

No updates.

477.2 The sale of land on Walmer Road

No updates.

477.3 The sale of land next to Uplands Community Centre

FCM to liaise with Binder to ask about the life span of equipment and replacement costs.

477.4 Improvement works to play areas, including any update from enquiries to site a bench and litter bins at Normanston Park

Cllr Coleby noted that this has not apparently moved forward and it needs progressing. Cllr Coleby provided a report on outside adult gym equipment. The Town Clerk noted the need for other quotes. Cllr Taylor noted the need for neighbourhood consultation to check need and potential usage. It was noted that a Community survey working group is due to meet and the Council could explore the results and what further survey might be useful for that area. Cllr Barnard noted that funding might be available and Cllr Taylor noted the potential to access funds from the Health Lottery or Kirkley Peoples Forum depending on the location and that LTC would still need to demonstrate a demand for it.

477.5 Gunton Warren land transfer and environmental issues

No further update. However the pits are likely to cover a considerable area and the transfer back to Waveney District Council is essential.

477.6 Cotman Close land transfer

No update.

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 08 October 2018

477.7 Normanston Allotments land transfer
A visit is planned on 16th Oct to look at a proposed land transfer.

477.8 Leases, including the following:
477.8a Kirkley and Pakefield Community Sports and Social Club Ltd
No update.

477.8b The Lowestoft Movie Makers Club
No update.

477.8c Community Halls
FCM explains that a meeting on 12th October 2018 at 12pm is taking place with a Waveney District Council lawyer to go through the lease and associated arrangements with the trustees. The FCM, Cllrs Graham, Coleby and Barron and the Town Clerk will be attending.

477.8d Normanston Park Skate Park
No update.

Denes Oval

The Town Clerk noted that the Tennis Association have asked about the possibility of a lease. It was noted that there is a meeting planned with the Leisure groups on 7th Nov at 5:30pm.

Waveney Norse have supplied LTC with figures of usage for the free facilities as shown below.

	Denes Oval						Kensington Gardens					
	PUTTING (Rounds)			TENNIS (Hours)			Bowls			Tennis (Hours)		
	2017	2018	Increase	2017	2018		2017	2018		2017	2018	
April	12	41	29	3	2	-1	23			10	15	5
May	127	323	196	21	127	106	155			49	173	124
June	162	374	212	40	217	177	343			123	223	100
July	210	507	297	69	280	211	530			170	297	127
August	323	922	599	53	460	407	333			121	258	137
September	56	242	186	13	115	102	238			38	47	9
Total increase			1519			1002						502

The Town Clerk had received information that Normanston Park tennis courts usage could not be measured as the courts are too far away from the attendant's office and that they are generally out doing works. Kensington Gardens bowls could not be differentiate between the club and the members of the public. They have been asked to try to obtain information in future. Cricket usage was not quantified as the pitch can only be used a certain amount. The Committee noted the apparent success of the removal of charges in increasing use.

478. To consider an update and next steps for the following assets:

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 08 October 2018

478.1 Allotments

A meeting had taken place with the Lowestoft and District Allotments Association (LDAA) and had been reasonably positive meeting with lots of information exchanged. LDAA will be sending LTC a list of the site contacts. The LDAA had been reassured that the Council has no intentions to build on the land allocated for allotments. The LDAA are content for LTC to attend the annual general meeting which is being held on 19th February 2019. Cllr Houghton asked whether the Council has a copy of their constitution. The Town Clerk noted that it had been requested and they have supplied a copy of the accounts. They had indicated that there were 36 on the waiting list for an allotment (generally people awaiting a specific location) and that there is a shortage in the South of Lowestoft. They stated that they have dramatically reduced their waiting list and are disciplining allotment-holders and removing their agreement if necessary where discipline problems are not resolved. Cllr Houghton noted the need to clarify whether allotment holders were allowed more than one plot. The LDAA are considering the rubbish collections from the sites and how to manage the state of plots after people leave. They are considering a deposit scheme. Cllr Coleby mentioned the potential for LDAA to apply for grants. Cllr Houghton asked about site security and the Town Clerk noted that the lease dictates the extent to which the Council can manage the sites and if there were any serious security issues these should be reported to the police. It was noted that LTC could change the lease. The LDAA are interested in making alterations and are concerned with the time left on the lease. FCM says that the lease does specify some tenant obligations and prohibitions. Cllr Graham proposed a meeting to work through the lease obligations after 16th Oct. Cllr Houghton came off the Allotments group and will be replaced by Cllr Barnard, Cllr Taylor seconded; all in favour.

478.2 East of England Park

Cllr Coleby states that the steering group meeting is on Monday 15th October 2018. Cllr Taylor asked about the minutes from the previous meeting and requested they be circulated. Cllr Taylor also asked about dates for the tender process for the construction phase as she thought it was originally in November. Cllr Coleby says it is now in January. Town Clerk has a document about governance arrangement for meetings and substitutes for attendance and this will be presented to Full Council. Cllr Coleby noted that a stakeholder workshop is planned for later in October and it was agreed that the Council need to be informed and have people attending. A list was given to Cllr Coleby of proposed stakeholders which was read out with additions that he had made in red and is to be circulated.
19.50 T Eastwood leaves the room.

Cllr Houghton suggested that the Council might want to involve local Friends. Cllr Taylor offered to start up a group and this was agreed. Cllr Coleby will ask John Stannard about other possible stakeholders. There was a discussion about whether Great Places are involved and supply artwork and raised a question of who would own any artwork. It was noted that there is a need to establish whether the drying racks are listed. FCM says that they are a part of a conservation area.

478.3 The Lowestoft Collection

Cllr Coleby says that the artefacts should be classed as part of the Collection and Waveney District Council have agreed the transfer of the objects requested by the Town Council. The District Council want to supply them all in one go but the Town Council needs to acquire storage space. An offer has been made to LTC and Cllr Coleby is to liaise with Mr Stannard

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 08 October 2018

and the custodians. Cllr Taylor noted that the Magistrates Court might be among the options that should be explored.

Cllr Barnard noted that an auction including Lowestoft porcelain takes place on 24th Oct 2018. The Town Clerk explained the budget for purchasing to enhance the collection where match funding is required by the V&A. So far there had been no requests to the Council for match funding.

478.4 Marina Theatre

The Council continues with discussions with the Marina Theatre Trust and there remain legal issues with Waveney District Council. It was noted that the Town Council would have to significantly raise the precept in order to cover the works being identified as essential and there remains a debate with the District Council about its obligations in this respect.

478.5 North Denes

The Town Clerk noted that there have been discussions with the Planning Authority and legal advice is being sought given threats of legal action from a group called PONDA. A meeting with Tingdene is being sought by the Council.

Cllr Coleby noted that there had been a presentation from Peter Coleby on his revised plans for a proposed development at Links Road car park. It was noted that the Town Council has still to develop its plans for the wider area and will be consulting with local people before progressing any plans.

478.6 Open Spaces and parks, including the following with regard to Kensington Gardens:

478.6a Any update regarding the provision of a drinking water tap

FCM says that costs range from £300 to £3000 pounds and that there is a need to consider the waste implications. FCM to explore this for Kensington Gardens. Cllr Knight noted that there could be a value in installing a sub-meter to monitor usage.

Kensington Gardens – Tennis Courts.

Cllr Taylor - Concerns on the locking of the courts over the winter period. The Town Clerk noted that concerns had been raised about potential damage to nets and vandalism if opening is extended but Waveney Norse have extended the period of opening them during week days while the good weather lasts. It was requested that the Town Clerk seek confirmation over staffing arrangements at that site and whether there have been reductions. Cllr Taylor suggested that the Café owner might be able to have a key to unlock and lock the courts on the Council's behalf. Cllr Coleby noted the need to consider the leasing arrangements at the site, especially given the lack of opening of the kiosk. Cllr Houghton also suggested that it could be that the Friends Group could be considered to open and close the tennis courts. There was a discussion about budgeting for what was considered a relatively low risk of damage to nets. Cllr Taylor proposed the possibility of a key being given to the café to open and close in daylight hours. Cllr Knight seconded; all in favour.

478.6b To consider a request from the Friends of Kensington Gardens to complete work on the long border

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 08 October 2018

Cllr Houghton raised a concern and the FCM explained that at present if questions are raised they come to the AID committee. Cllr Coleby explained that stakeholder decisions should be communicated to the Council and this had not happened. Norse do make minor decisions and anything substantive should be discussed with the Council. There should be quarterly meeting with Friends, Café, bowling clubs etc. There was a discussion about the degree of flexibility for decisions given to the FCM. Cllr Coleby confirmed that Norse have been told that they need to speak with the Council before making alterations but historically they had more autonomy when working with Waveney District Council.

20.40 Town Clerk left the room.

FCM noted the need to forward plan including for planting.

20.45 Town Clerk entered the room.

Cllr Knight suggested that the poppy garden plans and ideas should be shared with the Friends to show the process but Cllr Taylor noted that they already have plans.

Gainsborough Drive

Cllr Barnard asked about a copy of the final letter for Gainsborough Drive to enable her and Cllr Parker to deliver them to residents. The Town Clerk noted that this had been provided and that she would now print 30 copies, as requested, for distribution.

20.58 Town Clerk left the room.

478.7 Heritage Action Zone

Cllr Taylor explained that a meeting is due and may take place at Hamilton House.

478.8 Triangle Market

Sub committee to be put in place and to consider, among other things, the option of replacing the sails and having lock up units and accommodation above.

21.00 Town Clerk entered the room and handed the print-outs to Cllr Barnard as requested.

Cllr Knight noted that individuals have been seen using the sails as trampolines and he raised concerns about safety. Cllr Taylor noted £20000 budget has been set aside for Triangle via the Heritage Action Zone and potential other sources of funding might be drawn down.

478.9 Public Conveniences

Cllr Houghton raised concerns about the public conveniences at the Triangle market. It was confirmed that the Council does have written details of some conveniences being cleaned once a day and some twice a day depending on location and footfall. Norse have been asked to supply a detailed report in the last meeting with them. There have been requests made to Norse to post up cleaning activities on sites. Cllr Knight suggested that we put a sign in all toilets that 'any issues or damages with these toilets are reported to LTC on *****' However, it was noted that concerns should be directed to Norse and they should keep us informed otherwise members of the public have the bureaucracy of indirect contact.

It was noted that delivery under the contract should continue to be monitored. Cllr Knight requested that this discussion close and that the Committee move to the next item as the meeting had so far lasted 3 ¼ hours.

479. Date of the next meeting

Monday 22 October 2018 18:00

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 08 October 2018

480. Items for the next Agenda and Close

Cllr Taylor asked for bike racks to be considered across the parks as there are only some at Normanston Park - to be reviewed as part of the open spaces strategies and for the next agenda.

It was agreed to review the toilet strategy at the beginning of next AID meeting.

The Chair closed the meeting at 21.17

Signed:

18 October 2018