

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:30 on Tuesday 18 December 2018 (preceded by presentation at 18:30 and Charity
Board Meeting at 19:00)

MINUTES

Present: Cllrs Nasima Alam, Sue Barnard, Neil Coleby, Peter Collecott, Amanda Frost, Ian Graham (Chair), Peter Knight, Graham Parker, Keith Patience, John Pitts and Alice Taylor

In attendance: Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

Public: There was one member of the public in attendance

456. Welcome

To welcome the meeting, explain the fire evacuation procedure and remind councillors and members of the public that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

457. To receive and consider acceptance of apologies for absence

Apologies were received from Cllrs Allyson Barron, Baz Bemment, Peter Byatt, Tara Carlton, Tracey Eastwood, Alan Green, Dick Houghton and Peter Lang. Cllr Ford had not provided apologies and was absent.

All Councillors voted in favour of accepting the apologies and noting the absence.

458. Declarations of Interests and dispensations

There were none.

459. To consider the accuracy of the Minutes:

a) 27 November 2018 – Cllr Coleby proposed acceptance of the minutes; seconded by Cllr Taylor; all in favour.

The Clerk left the room 19:32

b) 4 December 2018 – Cllr Coleby proposed acceptance of the minutes; seconded by Cllr Taylor; all in favour.

460. Public Forum

The Clerk returned 19:33

The member of the public had not been able to gain access to the meeting easily due to after-hours security measures. Lowestoft Town Council is working to fix this issue and a short-term solution will be considered if necessary. The member of the public also queried item 461.1c and the nature of the capital expenditure. This will be discussed as part of the consideration of the 2019-20 budget and information will be provided to the public as part of the consultation, should the Council decide to progress a loan. The majority of the capital expenditure relates to the Marina Theatre, Town Hall and Denes Oval. The Council is looking at options which would result in the least amount of expense to the taxpayer.

461. Finance:

461.1 Receipt of a report from the previous Finance and Governance Committee Meeting (13 December 2018) and, in particular, to consider the following matters:

461.1a The 2018-19 budget, monitoring and bank reconciliation – These have previously been considered and noted by the Finance and Governance Committee and no further comments were added. Councillors were provided at the meeting with copies of a report on the Community Infrastructure Levy income to Lowestoft Town Council and s.106 expenditure from

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:30 on Tuesday 18 December 2018 (preceded by presentation at 18:30 and Charity Board Meeting at 19:00)

those funds received for the area by Waveney District Council. Cllr Coleby had prepared a paper providing more clarity regarding the reserves, which all Councillors had received.

Cllr Coleby proposed noting of the reserves paper; seconded by Cllr Knight; all in favour.

461.1b Noting of the expenditure and income reports for the month ending 30 November 2018 and December 2018 to date – These were circulated with the agenda and all Councillors were happy to note them.

461.1c Confirmation of the provisional budget for 2019-20

i. Consideration of capital expenditure of up to £1,665,274 – This would be over a five year period.

ii. Consideration of whether a loan should be raised to cover capital expenditure cost of up to £1,665,274 – Repayment options are available over ten or twenty years.

It was suggested that all Councillors should read the Marina Theatre condition survey completed in June 2018. The document has been made available following a request at the last meeting, however it has previously been scrutinised by the Finance and Governance and Assets, Inclusion and Development (AID) Committees. The document is large and confidential but staff could look into ways of sending this via email should Councillors wish. During the meeting the Clerk emailed all of the Councillors and advised that the report would be made available for any Councillor wishing to see it.

Cllr Patience proposed that all Councillors be given the opportunity to read the Marina Theatre condition survey report and for the Clerk to start the process to secure a loan approval, including public consultation, in preparation for a decision in January; seconded by Cllr Parker; all in favour.

Period of loan	Total cost of loan	Year one payment	Increase in total precept demand from 2018-19	Annual Band D equivalent	Increase from 2018-19 on Band D
10 year loan fixed at 1.9% (as at 10 December 2018)	£1,839,295.13	£189,972	8.86% (£142,605)	£139.51	7.65% (£9.91)
20 year loan fixed at 2.29% (as at 10 December 2018)	£2,065,689.13	£118,903	4.48% (£72,023)	£133.89	3.31% (£4.29)

iii. Consideration of whether the precept should be raised to cover the loan above – This was covered by the discussion above.

iv. Consideration of community engagement on the capital works, loan and precept impact – This was covered by the discussion above.

461.1d Confirmation of the provisional precept demand for 2019-20 – For further consideration at January's meeting.

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:30 on Tuesday 18 December 2018 (preceded by presentation at 18:30 and Charity Board Meeting at 19:00)

461.2 Noting of any payments previously approved (schedule and see **461.1b**), including:

Amount	Payee	Detail	Approved/Paid
£740	8 th Lowestoft Girl Guides	Grant	Approved
£300	8 th Lowestoft Girl Guides	Grant	Approved
£500	London Road Baptist Church	Grant	Approved
£2,000	DIAL Lowestoft and Waveney	Grant	Approved
£500	Lowestoft Shopmobility	Grant	Approved
£1,360	Friends of Kensington Gardens	Grant	Approved

These were noted.

461.3 Noting of income received (schedule) and the transfer of £300,434.71 from the Debt Management Office account to the current account and a recommendation regarding any further investment – The Finance and Governance Committee made a recommendation to defer the investigation of reinvestment options until completion of the budget process.

461.4 Consideration of any payments for approval by Full Council:

461.4a The associated schedule of payments – There were none for consideration.

461.5 Noting of any progress with condition surveys for the Town Hall and Marina Theatre – The Marina Theatre was discussed earlier in the meeting. A meeting was held on Friday to review the tender documents submitted for the Town Hall and recommendations have been made to Historic England.

Cllr Graham proposed delegating authority to the Working Party and the Clerk to progress this upon receiving feedback from Historic England; seconded by Cllr Barnard; all in favour.

461.6 Consideration of progress with a feasibility study for the Town Hall and whether to conduct this as part of a joint study with Waveney District Council for their site behind the Town Hall and consider delegating authority for agreement of the tender process –

The member of the public left the meeting 20:10

No response has yet been received from Waveney District Council.

461.7 Noting of the 2019/20 payscales – These were circulated to Councillors in advance of the meeting and will be discussed further during the confidential session.

462. Governance:

462.1 Consideration of signing the Modern Anti-Slavery Charter – A paper created by Cllr Coleby was circulated in advance of the meeting, providing more information.

Cllr Graham proposed that Lowestoft Town Council sign the Modern Anti-Slavery Charter; seconded by Cllr Knight; all in favour.

It was agreed this would also apply to Waveney Norse and other contractors for work they undertake on behalf of Lowestoft Town Council.

463. Assets, Inclusion and Development:

463.1 Receipt of the minutes of the previous Assets, Inclusion and Development Committee meeting (26 November 2018) and a report from the meeting of 10 December 2018, including the following:

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:30 on Tuesday 18 December 2018 (preceded by presentation at 18:30 and Charity Board Meeting at 19:00)

- 463.1a** Consideration of a recommendation to make further enquiries into geotagging or siting of QR codes at Lowestoft Town Council's assets – A presentation from Sentinel Leisure to provide more information is being arranged for January.
- 463.2** Consideration of progress with the 'East of England Park' project, including the naming of the park – A presentation was given in advance of the meeting to update the Council with the latest concept design.
- Cllr Coleby proposed approval of the design as it is, with regard to the major structural elements; seconded by Cllr Taylor; all in favour.
- A paper was circulated in advance of the meeting created by the project's Marketing and Events Co-Ordinator, proposing Ness Point Park as the name. Suggestions of Ness Park and The Ness were also made. Votes were taken for all three of the suggestions. Two Councillors voted for Ness Point Park, five Councillors voted for The Ness and four Councillors voted for Ness Park. The Ness won the vote but not by an absolute majority so Ness Point Park was removed from the vote and it was taken again. Five Councillors voted for The Ness, four Councillors voted for Ness Park and two Councillors abstained from the vote. The Ness was the decided name.
- A paper was circulated to Councillors in advance of the meeting seeking agreement from Lowestoft Town Council to submit a bid for external funding to the Heritage Lottery Fund, in partnership with Waveney District Council and Poetry People. The application would be for £95,000 for physical heritage interpretation and heritage activity at the site, and could allow for an augmented reality element. Cllr Coleby is investigating would own the digital assets upon completion of the project, but it is understood Lowestoft Town Council would be responsible for maintaining the digital element and deciding whether or not to reinvest in it. Cllr Taylor proposed delegating authority to the Clerk to sign the bid, upon confirmation of the query regarding ownership of the digital assets; seconded by Cllr Knight; all in favour.
- 463.3** Consideration of the appointment of two Trustees from Lowestoft Town Council to the Board of Trustees for the Lowestoft Charity Board Charities – It was suggested to defer this item until the annual meeting. Cllr Patience is currently a Trustee in his capacity as District Councillor. Cllr Patience proposed contacting the Clerk to the Trustees to advise that Lowestoft Town Council feels this would be the best option, if they are agreeable with that; seconded by Cllr Coleby; all in favour
- 464. Legal:**
- 464.1** Noting of progress with the assessment of the Normanston Allotments site – There were no updates to consider.
- 464.2** Noting of progress with the domain transfer for the website –
Cllr Parker left the room 20:30
The domain has transferred to Lowestoft Town Council and East Coast Community Healthcare's (ECCH) IT department is implementing it.
Cllr Parker returned 20:31
- 464.3** Consideration of arrangements with Waveney and District Council and British Gas in relation to Whitton Residents Meeting Hall – There have been no further updates since the last meeting.
- 464.4** Consideration of signing documents relating to the land registration of Gunton Estate Residents Meeting Hall and Whitton Residents Meeting Hall (confidential) – For discussion during the confidential session.
- 464.5** Consideration of the Supplemental Agreement between Waveney District Council, Waveney Norse and Lowestoft Town Council (confidential) – There were no updates to consider.

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:30 on Tuesday 18 December 2018 (preceded by presentation at 18:30 and Charity Board Meeting at 19:00)

464.6 Consideration of the 2019 – 20 contract with Waveney Norse (confidential) – The information provided by Waveney Norse is the cost of delivery of the contract for 2019-20. The increase is due to the application of Retail Price Index (RPI) and National Joint Council (NJC) conditions.

Cllr Alam left the meeting 21:00

Cllr Coleby proposed agreement of the Waveney Norse contract for 2019-20, totalling £725,900; seconded by Cllr Taylor; all in favour.

Leisure fee income has been received from Waveney Norse but the issue regarding payment of the profit share has not yet been resolved.

A member of the public has reported an accident in Sparrows Nest. They will be contacting Waveney Norse with the details but it is thought to have been caused by a slippery surface, and so may be a matter for the Council to be aware of.

464.7 Consideration of progress with the CCTV contract and out of hours service (confidential) – The Clerk displayed the latest legal advice she has received to Councillors at the meeting. A meeting is being held with Waveney Norse on 20 December and a CCTV Committee meeting has been arranged for 16 January to discuss this further.

464.8 Consideration of the application of the Living Wage to contractual arrangements (confidential) – This was agreed at the last meeting and will be discussed at the next liaison meeting with Waveney Norse.

464.9 Consideration of the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential) – A decision was originally made by Full Council to double the repayments so that a reserve could be set aside. The Finance and Governance Committee have now made a recommendation to revisit this decision, as part of the consideration of the 2019-20 budget.

Cllr Coleby proposed to make the loan repayment only in the 2019-20 year, but to make a decision at the end of each financial year about whether to make any additional payments the following year; seconded by Cllr Graham; all in favour.

464.10 Consideration of an agreement between Waveney District Council and Lowestoft Town Council in respect of coastal erosion/flood risk works (confidential) – There were no updates to consider.

464.11 Consideration of a deed of transfer and release between the Big Lottery Fund, Waveney District Council and Lowestoft Town Council in relation to Normanston Skateboard Park (confidential) – There were no updates to consider.

464.12 Consideration of legal issues relating to the North Denes land (confidential) – The documentation is ready to be signed following this meeting.

464.13 Consideration of a lease for the Lowestoft Tennis Association (confidential) – No formal proposal has been received as yet.

464.14 Consideration of a review of utilities and payment of utility bills (confidential) – A breakdown of the costs for the current year was displayed to Councillors at the meeting.

Cllr Graham proposed approval for either the Finance and Governance Committee or any two of the following; Cllrs Graham, Green, Taylor and the Clerk, to agree a new contract up to £35,000; seconded by Cllr Barnard; all in favour.

464.15 Consideration of a commercial matter (confidential) – The Clerk will be writing to The Bugle regarding recent controversial comments which have appeared in the magazine. The Council previously agreed to continue Lowestoft Town Council's information page in The Bugle for 2019-20 but the Finance and Governance Committee have recommended that this decision be revisited. The total cost for the coming year is £2,208. The principle of the value of what the Town Council gets for that amount has already been agreed.

Cllr Frost left the room 21:33

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:30 on Tuesday 18 December 2018 (preceded by presentation at 18:30 and Charity Board Meeting at 19:00)

Cllr Frost returned 21:33

This is now about reconsidering this decision following the comments which appeared recently in the magazine.

Cllr Frost proposed continuing Lowestoft Town Council's information page in The Bugle for 2019-20 and writing to The Bugle to request a written apology be printed in the magazine for the recent controversial comments; seconded by Cllr Barnard; nine Councillors voted in favour; one Councillor abstained from the vote.

465. Planning and Environment:

465.1 Receipt of the minutes of the previous Planning and Environment Committee meetings (27 November) - The minutes were circulated to Councillors in advance of the meeting. All Councillors were invited to speak with Urban Vision Enterprise CIC on 15 January regarding the Neighbourhood Plan. All members of the Neighbourhood Plan Working Group were encouraged to read the Plan. It was noted that Waveney District Council had accepted the Neighbourhood Plan boundaries.

Historic England have updated the 1972 listing of the Town Hall on their website. The new listing does not include the more recent additions to the rear of the building, which provides more flexibility when considering future options for the Town Hall.

466. Policy and consultation matters

466.1 The Records Office – There were no updates to consider.

466.2 Lowestoft Hospital – Dismay was expressed as to how the sale of the site was conducted and the lack of information subsequently released.

467. Written reports from Councillors and any new representative roles

467.1 Report on the Coastal Communities Team – There have been no recent meetings.

467.2 Report on the Kirkley People's Forum – There were no updates to consider.

467.3 Report on the Lowestoft Development Group – There were no updates to consider.

Cllr Frost left the room 20:38

467.4 Report on the Plaisir Twinning Association – Cllr Lang was not in attendance at the meeting to provide any updates.

467.5 Report on the Cefas neighbourhood group – Cllrs Byatt and Green were not in attendance at the meeting to provide any updates.

467.6 Report on the Lowestoft Transport Infrastructure Partnership – A meeting due to have been held last week was cancelled so there were no updates to report.

467.7 Report on First Light Festival Board – There were no updates to report.

467.8 Report on the Lowestoft Museum – There were no updates to report.

467.9 Report from the Records Office meetings – There were no updates to report.

467.10 Report from the new East Suffolk Council – There were no updates to report.

467.11 Report from the Third Crossing Group – Cllr Taylor circulates documents as she receives them.

Cllr Frost returned 20:39

467.12 Report from the Heritage Action Zone – There were no updates to consider.

467.13 Report from the Kirkley Business Association – There were no updates to consider.

467.14 Report from the SCC A47 Improvement Scheme – There were no updates to consider.

467.15 Report from the Lowestoft Summer Festival – It was agreed to remove this item from the agenda as they will not be meeting this year but may approach the Council with regard to a venue for 2020.

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:30 on Tuesday 18 December 2018 (preceded by presentation at 18:30 and Charity Board Meeting at 19:00)

- 467.16** Report from the Community Enabler Project Board – A meeting due to be held on 10 December was cancelled. Progress is being made to establish a Community Enabler Project in the Roman Hill area.
- 467.17** Report from the East of England Park Steering Group – This was already covered by discussions earlier in the meeting.
- 467.18** Report from the Lowestoft Regeneration and Growth Board meeting and to consider a representative on the Board – The Board currently meets quarterly and Cllr Taylor circulates the minutes.
- 467.19** Report from the NALC Annual Conference – This was circulated to Councillors in advance of the meeting.
- 467.20** Report from the Cultural Board, and to consider a further representative from Lowestoft Town Council –

The Clerk left the room 20:42

The Clerk returned 20:43

Cllr Knight is the representative for Lowestoft Town Council, with Cllr Patience as substitute. It was agreed that an extra representative from Lowestoft Town Council would be beneficial. Cllr Coleby advised that he would like to be considered.

Nine Councillors voted in favour of Cllr Coleby representing Lowestoft Town Council on the Cultural Board, alongside Cllr Knight, with Cllr Patience as substitute; one Councillor abstained from the vote.

- 467.21** Any other reports – There were no other reports to consider.

468. Date of the next meeting

22 January 2019 19:30

469. Items for the next agenda

It was requested that consideration be given to commencing Full Council meetings earlier than 19:30.

The signing of the Armed Forces Covenant was discussed. This had previously been considered by the AID Committee who deferred the matter until early in the New Year to coincide with Armed Forces Day.

The Clerk is making enquiries as to whether the Council can award Freedom of the Town to a company.

Cllr Graham proposed moving the meeting into confidential session; seconded by Cllr Coleby; all in favour.

470. Resolution to close the meeting to the public:

- 470.1** Any legal issues including those **431** above as required.

The Clerk had received an update regarding item 464.5 and it was agreed to discuss this now.

Cllr Patience left the meeting 20:50

Waveney District Council have confirmed that ownership of the solar panels on the Whitton Residents Meeting Hall transferred to Lowestoft Town Council with the building. The meter should be read quarterly and the Town Council will now be responsible for arranging this. Waveney District Council will be submitting a final meter reading and will receive a final payment from British Gas. There is a payment of £546.01 required to clear the capital cost.

Lowestoft Town Council

Full Council Meeting

**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:30 on Tuesday 18 December 2018 (preceded by presentation at 18:30 and Charity
Board Meeting at 19:00)**

Cllr Taylor proposed approval of the payment of £546.01 to Waveney District Council, minus the sum of the payment they receive from British Gas, for which the Town Council would like to be informed of the amount by the end of January; seconded by Cllr Knight; all in favour.

A planning application has been submitted for the installation of solar panels on the Maritime Museum. Lowestoft Town Council has not yet been approached as landlord.

The period of advertising for the transfer of land at Gunton Warren from Lowestoft Town Council to Waveney District Council ended yesterday and no objections were received. As one of the previously agreed signatories, Cllr Green was unavailable.

Cllr Graham proposed approval for any of the bank signatories to sign the documentation; seconded by Cllr Taylor; all in favour.

The Committee Clerk left the room 21:36 for discussion of a confidential matter regarding salaries

Following a recommendation from the Finance and Governance Committee, the Council agreed that it would apply the NJC salary cost of living increase to all staff on an ongoing basis, regardless of whether a contractual obligation exists, until further notice. Proposed by Cllr Coleby; seconded by Cllr Parker; all in favour.

The Committee Clerk returned 21:39

The Chair closed the meeting 21:40.

Signed:

22 January 2019