

Lowestoft Town Council
Extraordinary Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:15 on Tuesday 4 December 2018

MINUTES

Present: Cllrs Sue Barnard, Allyson Barron, Neil Coleby, Peter Collecott, Amanda Frost, Ian Graham (Chair), Alan Green, Peter Knight, Peter Lang, Keith Patience, John Pitts and Alice Taylor

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

Public: There were no members of the public in attendance

It was queried whether the scheduling of meetings should include two Full Council meetings per month as standard. This will be considered in due course.

438. Welcome

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

439. To receive and consider acceptance of apologies for absence

Apologies were received from Cllrs Alam, Byatt, Bemment, Carlton, Eastwood and Houghton. Cllr Parker advised in advance of the meeting that he would be late. Cllr Ford had not provided apologies and was absent. All Councillors voted in favour to accept the apologies and note the absence.

440. Declarations of Interests and dispensations

Cllr Lang declared a pecuniary interest in item 443.8.

441. Public Forum

There were no members of the public in attendance.

Cllr Coleby proposed to take item **446** now and move the meeting into confidential session; seconded by Cllr Knight; all in favour.

442. Consideration of plans for the 'East of England Park' Project

Further discussion around Lowestoft Town Council's opinion of the plans is required to inform the Steering Group meetings. It has been suggested that consideration could be given to having children's play equipment situated at various locations within the park, rather than a single area, to encourage visitors to explore the entire park. There have been concerns regarding the lack of shelter and whether a stage is required for the performance space. Alongside this, sound levels and ensuring facilities already in existence at Sparrows Nest are not duplicated must be considered.

Some stakeholders have expressed concerns over the use of gravel in the park for the paths and would prefer shale, self-bonded aggregate or similar, such as that in the Poppy Garden. Concrete is being considered for some of the paths and the Town Council has previously requested a twenty-five year guarantee on such. Lowestoft Town Council's previous decision regarding the consideration of the heritage of the site (including the drying racks, liver reduction trench and Rope Walk) have been noted.

Feedback at the Steering Group meetings suggest that many are in favour of natural planting, although this can require a lot of maintenance. It was suggested that more information should be available at the site as to the history of it, and the park's location at the most easterly point

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of the UK should be celebrated. An idea was presented at one of the meetings to record and project videos of the sunrise.

With regard to a permanent name for the site, 'Ness Point Park' has been suggested, but there have been some reservations as to the use of the term 'park'.

Cllr Parker arrived 18:35

Other suggestions were raised and discussed but the name and branding will be on the agenda for the next Full Council meeting.

It was agreed to instead discuss matters for Cllr Coleby to feed back at the next Steering Group meeting. Councillors agreed the play equipment should be reviewed. It was suggested that consideration could be given to lighthouse-themed equipment, incorporating solar panels so a soft light would be given out in the evening.

Cllr Graham proposed opposition to the central pathway and central set of steps; seconded by Cllr Knight; all in favour.

Councillors agreed that some sort of signage should be introduced to direct visitors to Ness Point.

Further discussion was held regarding the entertainment/education space. It was commented that Sparrows Nest already has a stage which is not as well used as it could be. The area instead could be a flat area encircled with seating, which could be formed from natural mounds of earth or from wood similar that of the drying racks. Any permanent structures would require planning permission.

Any seating should again be natural wood, or at least styled so that they are sympathetic to the area. A contemporary style of seating styled to look like pebbles was also suggested.

Lowestoft Town Council will also give consideration to renovation of the South entrance of Sparrows Nest to make it more attractive for visitors.

443. Legal:

443.1 Consideration of the draft licence for Waveney District Council to undertake work on Lowestoft Town Council owned land ("East of England Park") (confidential) – This is not yet required yet as preliminary work has been completed.

443.2 Consideration of the following matters relating to Meeting Halls:

443.2a Signing documents relating to the land registration of Gunton Estate Residents Meeting Hall and Whitton Residents Meeting Hall (confidential) – Legal advice is being sought to establish the exact area of land which has passed over to the Town Council's ownership.

443.2b Arrangements with Waveney and District Council and British Gas in relation to Whitton Residents Meeting Hall – This was discussed at the last Full Council meeting. The Clerk has contacted Waveney District Council for clarification as to whether the solar panels have transferred to the Town Council's ownership and confirmation that they will agree transfer arrangements with British Gas, confirm what amount is due and confirm who is responsible for reading the meter. It was also queried whether the same feeding tariff will apply. Once further information is received it will be scrutinised carefully.

443.3 Consideration of the Supplemental Agreement between Waveney District Council, Waveney Norse and Lowestoft Town Council (confidential) – Lowestoft Town Council's and Waveney District Council's solicitors are currently looking into issues surrounding the CCTV contract. Lowestoft Town Council have been asked to consider wireless CCTV equipment but needs to establish ownership of the monitoring equipment. The Waveney Norse charges for 2019-20

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were displayed to Councillors at the meeting. A further CCTV meeting is required and the Finance and Governance Committee will need to consider the budgetary implications. The Clerk is also awaiting further legal advice. There has been an ongoing proposition to introduce Key Performance Indicators (KPIs) and review the Service Level Agreement (SLA) but little progress has been made. Another meeting will be diarised and the Clerk will ensure she has received the required legal advice.

Cllr Barnard left the meeting 19:11

There have been no updates with the Supplemental Agreement so this will remain on the agenda.

Cllr Lang left the room 19:12 for the discussion of item 443.8, as this was taken now

Councillors would like to see a more full and open process with regard to the CCTV service. It was raised that the survey included 47 cameras but it is understood there are only 44 in the Council's ownership. The Clerk will investigate this. This issue will be placed on hold pending legal advice and a meeting of the CCTV Committee.

Cllr Lang returned 19:19

443.4 Consideration of the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential) – A suitable draft lease should be available for the Full Council meeting on 18 December. The costing schedule to be incorporated in the lease was displayed to Councillors at the meeting and noted.

443.5 Consideration of an agreement between Waveney District Council and Lowestoft Town Council in respect of coastal erosion/flood risk works (confidential) – This is an ongoing matter and there were no updates to consider at this stage.

443.6 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) – Lowestoft Town Council's solicitors are seeking clarification over certain points.

443.7 Consideration of legal issues relating to the North Denes land (confidential) – It was queried whether it was appropriate for Cllr Parker to remain in the room for the discussion of this item and he was asked to consider whether his opinion could be considered as pre-determined. He decided to remain in the room as he considered himself no more predetermined than any other councillor. Legal advice has been sought and the lease is being reviewed.

443.8 Consideration of progress with the CCTV contract and out of hours service (confidential) – This was covered during earlier discussions.

443.9 Consideration of the application of the Living Wage to contractual arrangements (confidential) – This is in relation to Lowestoft Town Council's sub-contractors. Cllr Lang was asked to consider whether it was appropriate for him to remain in the room during the discussion of this item and he decided to remain in the room. Cllr Coleby proposed the Living Wage should be applied to contractual arrangements for sub-contractors for work they complete on behalf of Lowestoft Town Council (as a Living Wage employer); seconded by Cllr Barron; five Councillors voted in favour; four Councillors voted against; one Councillor abstained from the vote.

It was also suggested that the Town Council should consider signing the Modern Anti-Slavery Charter.

443.10 Consideration of the 2019 – 20 contract with Waveney Norse (confidential) – This was covered during earlier discussions.

443.11 Consideration of a lease for the Lowestoft Tennis Association and other clubs (confidential) – This would allow the sports clubs access to grant funding which would not previously have been available to them. Staff will look at what a suitable lease for the sports clubs would be and will present this to the Assets, Inclusion and Development (AID) and Finance and

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Governance Committees, for a recommendation to be made to Full Council, before it is presented to the sports clubs.

- 443.12** Consideration of a review of utilities and payment of utility bills (confidential) – The Facilities and Contracts Manager (FCM) will obtain quotes for the utilities and this will be discussed further at the next Full Council meeting.
- 443.13** Consideration of utilities contracts (confidential)
- 443.14** Consideration of a commercially sensitive matter re advertising (confidential) – Concerns have been raised regarding an article in the Bugle which expressed controversial views about burkas. Cllr Coleby proposed that the Clerk write to the Bugle to express Lowestoft Town Council's disappointment. This goes against the Council's Equality and Diversity Policy and the Council requests to see an apology printed in the magazine. If such an incident happens again Lowestoft Town Council will cease its advertisement page in the Bugle. It will be requested that the letter is published in the magazine also. This was seconded by Cllr Parker; all in favour.
Cllr Frost proposed that Lowestoft Town Council should decline the offer of further advertising space in the Bugle; seconded by Cllr Barron; nine Councillors voted in favour; one Councillor voted against.
- 443.15** Consideration of a dispute with Waveney District Council regarding a recharge (confidential)
– There has been no significant updates at present. The Clerk will gather as much information to assist the solicitors. Councillors are happy to sign affidavits if necessary.

444. Date of the next meeting

18 December 19:30

445. Items for the next agenda

Cllr Barron gave her apologies for the next meeting.

It was requested consideration be given to signing the Modern Anti-Slavery Charter.

446. Resolution to close the meeting to the public:

- 446.1** Any legal issues including those listed with **443** above as required – There were no other matters for consideration.

The Chair closed the meeting 19:48.

Signed:

18 December 2018