

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 10 June 2019

MINUTES

Present: Cllrs Steve Ardley, Sue Barnard (Chair), Bob Breakspear, Colin Butler, Peter Collecott (for part – left 18:33), Peter Knight, Graham Parker (for part – left 19:10), Andy Pearce and Alice Taylor

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

Also in attendance: Cllr Neil Coleby was in attendance as an observer (for part – left 18:20)

Public: There were five members of the public in attendance

17. Welcome

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

Cllr Collecott advised he would need to leave the meeting at 18:30. Cllr Parker advised he would need to leave the meeting at 19:15. Cllr Taylor advised she would need to leave the meeting at 19:30. Cllr Ardley advised he would need to leave the meeting at 20:00.

18. Receipt and consideration of acceptance of apologies for absence

Apologies were received from Cllr Nick Webb. Cllr Taylor proposed acceptance of the apologies; seconded by Cllr Ardley; all in favour.

19. Declarations of Interests and dispensations

Cllr Ardley declared a local non-pecuniary interest in item 28.

20. To consider the accuracy of the Minutes:

20 May 2019 – Accepted as accurate. Proposed by Cllr Knight; seconded by Cllr Parker; all in favour.

21. Public Forum and item 26.1a

A member of the public spoke with regard to item 26.1a, and it was agreed to bring forward this item on the agenda. Lowestoft and District Allotment Association have submitted the request so that disabled users can access the site. They previously won an appeal against the Planning Authority, who had refused planning permission, and are now seeking the Town Council's permission as landowner. Town Cllr Patience also addressed the Committee regarding this matter, as he had been contacted by two members of the public; one of whom had raised objections against the proposal and the other in support of it as a disabled user seeking an allotment at the site. As part of its decision to uphold the appeal, the Planning Inspectorate stipulated certain conditions, such as the style of the gates being in keeping with the surrounding area, the size of the parking area being extended to five metres and a provision to ensure surface water does not run onto the highway. A provision for a drainage gully has been included in the plans.

Cllr Ardley proposed that a full report be submitted for consideration at the next Full Council meeting; seconded by Cllr Barnard; all in favour.

The members of the public in attendance were advised of the time and date of the next Full Council meeting.

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A member of the public offered thanks to the Council for use of the Sails area for the recent Big Lunch event. An issue regarding permit parking in the town was raised, which Cllr Patience offered to assist with.

A member of the public left the room 18:15

A member of the public left the meeting 18:15

A member of the public spoke on behalf of the voluntary group Friends of Leading Lives. They are raising funds to provide an exercise facility in the town for disabled people and would like the Council's approval to situate it in Normanston Park. The Committee welcomed the idea but would like to see more detailed plans. Locality funding may be available to support this and it was suggested that other organisations, such as Sentinel Leisure Trust, may be able to assist.

Cllr Coleby advised he would be leaving the meeting and expressed disappointment that he had not been able to participate in discussions, as other Councillors had been permitted to do previously, despite not being members of the Committee.

Cllr Coleby left the meeting 18:20

22. Consideration of a review of the register of land and assets, including building and office equipment

The remaining members of the public left the meeting 18:21

The Facilities and Contracts Manager left the room 18:21

This was reviewed and there were no queries. It was suggested that the Council could review its assets to decide whether it would wish to sell land for development or maintain ownership of them all. It was agreed that an Open Spaces Sub-Committee should be convened to consider this in more detail. An email will be circulated to all Councillors requesting expressions of interest for membership to the Sub-Committee.

23. Consideration of matters relating to leases, including the following:

23.1 Any progress with the lease and developments on site for the first floor of Hamilton House (confidential) – This will be reported at the next Full Council meeting.

24. Consideration of progress with noticeboards, signs and plaques, including the following:

The Facilities and Contracts Manager returned 18:24

Some of the noticeboards have been installed. The noticeboards due to be installed at Whitton Green and the Triangle Market have not yet been installed due to modifications required to install them onto tarmac. It was agreed at the last meeting of the Assets, Inclusion and Development (AID) Committee to slightly adjust the location of the noticeboards due to be situated at the Denes Oval and Links Road. The Facilities and Contracts Manager (FCM) has asked Waveney Norse when installation is likely to be completed.

An image was displayed to Councillors of the existing RADAR key signage at the public conveniences, which have out-of-date information about stockists of RADAR keys. The FCM has produced a draft graphic for replacement signage and this was displayed at the meeting. Councillors agreed they would like to see a graphic of a key on the sign and would like to amend the wording to read 'RADAR keys are available from:'

It has previously been requested that signage be erected at the Cotman Close, Stoven Close and Normanston Park play areas, providing telephone numbers to report incidents or damage to the equipment. The FCM has drafted a graphic of the sign and this was displayed to Councillors at the meeting. Waveney Norse's number would be provided. This is not available twenty four hours a day, as this facility is not included in the Service Level Agreement between Waveney

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Norse and Lowestoft Town Council. It was agreed the sign should be amended to confirm the telephone number is only available during business hours. It was agreed the wording should be amended to read 'for any problems please call (*telephone number*) during business hours.' The Committee agreed it would also like to see 'please keep the park clean' added to the sign.

Cllr Collecott left the meeting 18:33

Heritage plaques are being progressed and local history groups are being consulted.

- 24.1 An appropriate way to acknowledge the recent incident at Ness Point and the young people involved – It was suggested that a letter should be sent to the young person who assisted their friend, with further consideration to be given to the presentation of an award at the Annual Assembly.

Cllr Barnard proposed that an invitation be sent to the young person and their family to attend the next Full Council meeting and receive a letter from the Council to acknowledge their bravery, with further consideration to be given at a future AID Committee meeting to the presentation of an award at the Annual Assembly; seconded by Cllr Knight; all in favour.

25. Consideration of asset transfer and compliance issues, in particular the following matters:

- 25.1 Report from the Clerk regarding legal and policy issues affecting assets (some aspects may be confidential) – Any updates on legal matters will be provided at the next Full Council meeting.
- 25.2 Report from the Facilities and Contracts Manager regarding asset management, compliance monitoring, maintenance and condition surveys – There were no updates to report.

26. Consideration an update and next steps for the following assets:

- 26.1 Allotments, including the following:

26.1a A request from Lowestoft and District Allotment Association to establish vehicular access at the Normanston Allotments – This item had been brought forward and was discussed, and a decision made during the public forum, which will be considered further at the next Full Council meeting. It was queried whether there is existing disabled access to the Normanston Allotments and it was advised that the current arrangements do not provide suitable disabled access as the terrain is uneven and the entrances are too great a distance from the allotments themselves.

- 26.2 The Ness – A public meeting is being held on 11 June to organise a Friends of The Ness community group.

- 26.3 Marina Theatre, including the following:

26.3a Consideration of the Supplemental Agreement between East Suffolk Council, The Marina Theatre Trust and Lowestoft Town Council, and governance arrangements for the Marina Theatre (confidential) – A recent scheduled meeting of the Marina Theatre Trust Board was postponed. Cllr Ardley queried in what capacity he would be representing the Town Council at the meetings and the current situation between East Suffolk Council, the Marina Theatre Trust and Lowestoft Town Council was explained.

A member of the public returned 18:49

A member of the public had returned to the meeting to listen to the Committee's discussion of item 26.7 – the Triangle Market. It was agreed to bring forward the discussion of that item to this point in the meeting:

- 26.7 Triangle Market, including to consider the following:

26.7a A report from the meeting of the Triangle Market Working Group – A draft market plan was drawn up by the Triangle Market Working Group, for consideration by the AID Committee. Expert advice sought by the Council has indicated that the space would not be large enough to accommodate a regular static market, but the draft plan proposes a monthly market, whereby stallholders may make a payment online to secure a space, offering more flexibility than fixed stalls. Enquiries would need to be made with Suffolk Highways as to the constraints and the number of stalls the site can accommodate. Conditions need to be set out to prohibit the sale of

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certain items and to ensure stallholders have the appropriate insurance cover. Cllr Ardley assists with the arrangements for an Antiques Fair in Southwold and offered to make enquiries with those involved to see if a similar event could be held at the Triangle Market. It was also suggested that advice be sought from the Lowestoft Lions, who have previously held events at the Triangle Market. The draft plan will be circulated to the AID Committee for consideration at the next meeting.

26.7b Terms and conditions for markets – This will be discussed once the AID Committee has considered the draft market plan drawn up by the Triangle Market Working Group.

26.7c Establishing a monthly market – This was considered as part of the discussion of item 26.7a.

The member of the public left the meeting 18:58

The FCM left the room 18:58

26.4 North Denes – There were no matters for consideration.

The FCM returned 19:01

26.5 Open Spaces and parks, including the following:

26.5a Noting a query regarding the land boundaries of the Parkhill play area – It was clarified this relates to the land off Bentley Drive. A map of the area was displayed to Councillors at the meeting, which shows the Oulton Parish Ward boundary passing through the play area and a possible land encroachment inherited from East Suffolk Council. East Suffolk Council have been approached for comment.

The Denes Oval cricket and tennis clubs would like to fund a defibrillator at the Denes Oval. There would be a nominal electricity cost which would fall to Lowestoft Town Council, but the clubs have offered to meet any other expenses.

Cllr Barnard proposed a recommendation to Full Council to approve the installation of a defibrillator at the Denes Oval; seconded by Cllr Breakspear; all in favour.

Cllr Parker left the meeting 19:10

26.5b Making a recommendation for the Nightingale Road play area – Due diligence has been completed. Information is being sought on whether CiL or S.106 funding may be available and any associated time constraints for the spending of it. There is already a bin at the site and it should be possible to install another within the £35,000 budget. Regarding a bench, enquiries could be made regarding locality funding or sponsorship.

Cllr Barnard proposed a recommendation to Full Council to proceed with the renovation work at Nightingale Road, as presented in the plans displayed at the previous AID Committee meeting; seconded by Cllr Knight; all in favour.

26.5c Consideration of amendments to the Tree Policy – Cllr Barnard proposed deferring this item to the next AID Committee meeting, to give Committee members a chance to review it sufficiently; seconded by Cllr Taylor; all in favour.

Discussions have been held with East Suffolk Council's Licensing Officer regarding the transfer of the existing Sparrows Nest Premises Licence to Lowestoft Town Council. This does not include the two restaurants, which have their own licences. The fee to transfer the licence would be £320.

Cllr Barnard proposed a recommendation to Full Council to proceed with the transfer of the Sparrows Nest Premises Licence; seconded by Cllr Taylor; all in favour.

A paper will be presented at the next Full Council meeting with the details.

Waveney Norse has confirmed that the judging date for Anglia in Bloom will be the afternoon of 9 July and they have requested a representative from Lowestoft Town Council be present for the judging of Kensington Gardens and Belle Vue Park.

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- Cllr Taylor proposed that Cllr Breakspear attend the judging of Kensington Gardens and Cllr Barnard attend the judging of Belle Vue Park; seconded by Cllr Knight; all in favour.
- 26.6 Heritage Action Zone – Cllr Taylor recently participated in a tour of the Heritage Action Zone with the person who will be creating the design guide. Representatives from East Suffolk Council and English Heritage were also present.
- 26.7 Triangle Market, including to consider the following:
- 26.7a A report from the meeting of the Triangle Market Working Group – This item was discussed earlier in the meeting.
 - 26.7b Terms and conditions for markets – This item was discussed earlier in the meeting.
 - 26.7c Establishing a monthly market – This item was discussed earlier in the meeting.
- 26.8 Town Hall, including the following:
- 26.8a Creation of a rota for Heritage Open Days and consider what will be on display – Full Council agreed for the Town Hall to be open on the 13, 14 and 15 September as part of the Heritage Open Days. The National Head of Historic England will be visiting on 13 September. The Deputy Clerk will be putting together a plan of the events and displays taking place in the Town Hall across the three days and the FCM will be completing a risk assessment. It is understood that more events are being planned at the Town Hall by the Heritage Action Zone and it was requested that the Deputy Clerk make enquiries into this.
- 26.9 Public Conveniences, including the following:
- 26.9a Progression of the Toilet Strategy – There were no updates to consider.
 - 26.9b A specification for renovation work to the public conveniences at Fen Park and Sparrows Nest – There were no updates to consider.
 - 26.9c Compostable eco-toilets – There were no updates to consider.
- 26.10 The Lowestoft Collection, including the following:
- 26.10a Consideration an extension of the Lowestoft Collection loan agreement with the Lowestoft Museum (confidential) – Cllr Ardley proposed a recommendation to Full Council to proceed with a one year extension of the loan agreement, to include a review of the terms of the agreement and the length of the agreement; seconded by Cllr Knight; all in favour.
- 27. Consideration of a request to replace a public litter bin on Crestview Drive**
Confirmation has been received from the individual who submitted the request that the matter has since been resolved.
- 28. Consideration of working with Sentinel Leisure Trust to deliver the ‘Ping!’ project in Lowestoft**
A schedule of the potential costs involved was displayed to Councillors at the meeting. An outdoor ping pong table could be acquired as part of the project for £1,120. The project could contribute funding towards this and the cost to the Council would be approximately £550. It was suggested Kensington Gardens or Sparrows Nest could be considered as venues, where the cafes could be asked to act as custodians of the equipment. It was suggested that locality funding may be available to support this. This item is also on the agenda for the Finance and Governance Committee meeting this week.
- 29. Consideration of the installation of Christmas lights on London Road South**
It was agreed that the cost of this will need to be carefully considered, as well as whether the infrastructure will support Christmas lights.
Cllr Barnard proposed deferring this matter to the next AID Committee meeting, to be considered in more detail; seconded by Cllr Taylor; all in favour.

- 30. Date of the next meeting**
24 June 2019 18:00

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31. Items for the next Agenda and Close

It was noted that the dispensers for dog waste disposal bags in Kensington Gardens have been ordered by the Canine Crèche, with assistance from the Friends Group. It was requested that the Friends of Kensington Gardens discuss and decide at their next meeting the location of the proposed memorial bench and notify the FCM. It was requested that Councillors let staff know of any bulbs they would like for planting in any assets within their wards, so that Waveney Norse may be notified.

32. Resolution to close the meeting to the public:

32.1 Any legal issues including those at 23.1, 25.1, 26.3a and 26.10a above as required – There were no further matters for consideration.

The Chair closed the meeting 19:20.

Signed:

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