

**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 19 August 2019**

**MINUTES**

**Present:** Cllrs Sue Barnard (Chair), Bob Breakspear, Peter Knight, Graham Parker, Andy Pearce and Alice Taylor

**In attendance:** Sarah Foote (Deputy Clerk) and Lauren Elliott (Committee Clerk)

**Public:** There were no members of the public in attendance

**88. Welcome**

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

**89. Receipt and consideration of acceptance of apologies for absence**

Apologies were received from Cllrs Butler, Coleby and Collecott. Cllr Taylor proposed acceptance of the apologies; seconded by Cllr Knight; all in favour.

**90. Declarations of Interests and dispensations**

Cllrs Breakspear and Taylor declared a local non-pecuniary interest in matters relating to Kensington Gardens. Cllrs Barnard and Pearce declared a local non-pecuniary interest in matters relating to Gainsborough Drive.

**91. Consideration of the accuracy of the Minutes**

5 August 2019 – It was agreed that the recorded discussion regarding a professional market company attending the next Finance and Governance Committee meeting should not include potentially commercially sensitive information, such as costs. Cllr Knight proposed acceptance of the minutes with the removal of any such information; seconded by Cllr Parker; all in favour.

**92. Public Forum**

There were no members of the public in attendance.

**93. Matters relating to leases, including the following:**

Any progress with the lease and developments on site for the first floor of Hamilton House (confidential) – There were no matters for discussion.

**94. Progress with noticeboards, signs and plaques, including the following:**

94.1. Whether signage at Kensington Gardens and other parks and open spaces should be updated or replaced to include provision for a telephone number for reporting issues – It was agreed the signage should include Waveney Norse's telephone number, and it was requested that the Facilities and Contracts Manager (FCM) obtain quotes for vinyl stickers, for the Finance and Governance Committee to consider. Noticeboards have not yet been erected at Whitton Green and the Triangle Marketplace. It was requested that the FCM make enquiries with Waveney Norse and provide an update.

94.2. Consideration of approval of the Noticeboard Protocol – This was circulated ahead of the meeting and also read out by the Chair at the meeting. Cllr Pearce proposed a recommendation to Full Council to adopt the Noticeboard Protocol; seconded by Cllr Knight; all in favour. There were no updates to consider regarding plaques. The Jack Rose Old Lowestoft Society are due to meet again in September and Cllr Coleby has been working with them to produce a list of the existing heritage plaques and proposed new plaques.

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

- 95.1. Report from the Clerk regarding legal and policy issues affecting assets (some aspects may be confidential) – There were no matters for consideration.
- 95.2. Report from the Facilities and Contracts Manager regarding asset management, compliance monitoring, maintenance and condition surveys – Regarding item 94.1, the FCM has made a recommendation that new signs be considered, should Councillors want to include a telephone number on them. It was therefore requested that the FCM explore the cost of new signs, as well as updating the existing ones with vinyl stickers; for the consideration of the Finance and Governance Committee. The images used in the FCM's report were still displaying the former Waveney District Council logo and it was queried why these have not been updated with the vinyl stickers of Lowestoft Town Council's logo. The FCM will be asked to look into this. A small works specification has been drafted for the Belle Vue Park wall and five companies have been invited to quote. Further to the query raised at item 94.1 earlier in the meeting, the report states that noticeboards at the Triangle Market and Whitton Green are due to be installed this week. Installation was delayed due to an issue with underground electricity cables. Cllr Lang has previously volunteered to ensure the Whitton Green noticeboard is kept updated. The report provided an update with the provision of Christmas lights on London Road South in 2020. Councillors were in agreement that braid lights, as used along Bevan Street East and the High Street, would be the preferred option to keep costs down. A site visit is still required. The FCM has consulted the Environment Agency regarding the algal bloom issue at Kensington Gardens. They have suggested the use of DyoFix products. Cllr Knight proposed a recommendation to the Finance and Governance Committee to approve the purchase of DyoFix water soluble sachets, at a cost of £40 (plus VAT); seconded by Cllr Pearce; all in favour. Options are being explored for aeration of the Fen Park pond and this will come back to the Assets, Inclusion and Development (AID) Committee for consideration once further information has been obtained. Updates were given regarding compliance and Legionella monitoring and there were no issues to report. Quotes are being sourced for the removal of asbestos from allotment sites. The FCM recommends that the gas meter is removed from the Denes Oval as it is now obsolete but is still subject to a standing charge of £38.66 plus VAT per month. The removal cost is £262.64 plus VAT. Cllr Taylor proposed a recommendation to the Finance and Governance Committee to approve the removal of the gas meter from the Denes Oval; seconded by Cllr Knight; all in favour.

**96. A report from the Events and Communications Sub-Committee**

This was noted. The recommendation from the Events and Communications Sub-Committee that it becomes a sub-committee of the Finance and Governance Committee will be considered at tomorrow's Full Council meeting.

**97. Consideration of a recommendation from the Parks Working Group to become the Parks and Open Spaces Sub-Committee**

There was a discussion as to whether there should be a recommendation that this Working Group becomes a sub-committee of the Finance and Governance Committee, as it would like a delegated budget. It was agreed that the sub-committee could still make recommendations on expenditure to the Finance and Governance Committee if it were a sub-committee of the AID Committee. Cllr Barnard proposed approval of the Parks Working Group becoming the Parks and Open Spaces Sub-Committee. This will be a sub-committee of the AID Committee, with no delegated budget; seconded by Cllr Knight; all in favour.

**98. Update and next steps for the following assets:**

- 98.1. Allotments – It was confirmed that the next meeting of the Working Group is 3 September at 18:30.

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- 98.2. The Ness – Cllr Patience and the Deputy Clerk attended a Steering Group meeting this morning. The Licence to Occupy is with East Suffolk Council's solicitors. Further consideration is being given to the provision of public conveniences at The Ness and the installation of artwork at Ness Point.
- 98.3. Marina Theatre – The theft of the door handles was discussed, and this will be considered further by the Finance and Governance Committee.
- 98.4. North Denes – There were no matters for consideration.
- 98.5. Open spaces and parks, including the following:
- 98.5a. Any update regarding the proposed installation of a dog litter bag dispenser in or near the Nightingale Road play area – Cllrs Breakspear and Taylor will be completing a site visit to see if there are any suitable locations on land owned by the Town Council.
- 98.5b. Any update regarding quotations for repairs to the Belle Vue Park wall – This was covered at item 95.2.
- 98.5c. To note the advice to remove play equipment from the Parklands play area and to consider whether to replace the equipment – The most recent inspection has deemed that much of the equipment is beyond economical repair and its removal is advised. Cllr Barnard proposed approval to remove the play equipment from the Parklands play area; seconded by Cllr Knight; all in favour. Waveney Norse have advised they will secure the site in the interim and the FCM will be asked to ensure the site is made secure and signage put up if necessary.
- 98.5d. The security of Lowestoft Town Council's parks (some aspects may be confidential) – It was suggested that lockable bollards should be considered at the entrances to the Town Council's parks to prevent unauthorised vehicular access. Cllr Breakspear proposed that a list be sent to Councillors of the parks within their wards, requesting that a photograph of each entrance be taken, to allow further consideration by the Parks and Open Spaces Sub-Committee; seconded by Cllr Taylor; all in favour.
- 98.5e. Recent issues affecting the Kensington Gardens Boating Lake (some aspects may be confidential) – This was covered at item 95.2. Individual meetings with the tenants at the site are being progressed.
- 98.6. Heritage Action Zone – Councillors were reminded to ensure they reply to the invitation to the Town Hall Heritage Open Day event on 13 September.
- 98.7. Triangle Market – It was confirmed that the monthly market will not affect existing traders who have static stalls on the site. The Clerk has been in contact with Lowestoft Vision to discuss the prohibition of parking for businesses in the area on market days. It was suggested that signs to this effect should be erected in advance of market days to give warning. Cllr Taylor has also started speaking with local businesses to make them aware. Cllr Barnard proposed that formal contact be made with Lowestoft Vision, requesting the support of the Police Community Support Officer against parking in the area on market days; seconded by Cllr Pearce; all in favour. It was agreed that the Working Group of Cllrs Barnard, Parker, Pearce and Taylor should meet again two weeks before the first market is held and it was suggested that live music could be considered at the market. Cllr Barnard will look into this. The Deputy Clerk will check whether a licence will be required for this.
- 98.8. Town Hall – Councillors were reminded that a Feasibility Study Workshop will be taking place on 3 September, and all were encouraged to attend for a chance to give their views. The Town Hall will be open for the Heritage Open Days and arrangements are being made for this.
- 98.9. Public conveniences – Arrangements will be made for the first meeting of the Toilet Strategy Working Group.
- 98.10. The Lowestoft Collection – There were no matters for consideration.

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**99. Date of the next meeting**

9 September 2019 – Cllr Parker advised he would be unable to attend any further meetings of the AID Committee until Christmas. This would also be the case for the Events and Communications Sub-Committee, if meetings are still held on a Monday afternoon. Cllr Pearce advised he may be able to attend meetings of the Events and Communications Sub-Committee if there are issues with the meetings being quorate. It was requested that arrangements be made for an asset tour during the second half of September. As part of the Heritage Open Days, the Town Hall will be open to members of the public on 14 and 15 of September. Cllr Taylor will ask for volunteers from amongst the Councillors for assistance during this time.

**100. Items for the next agenda and close**

No matters were raised.

**101. Resolution to close the meeting to the public:**

101.1. Any legal issues including those at 93.1, 95.1, 98.5d and 98.5e – There were no confidential matters for discussion.

The Chair closed the meeting 19:17.

Signed: .....

9 September 2019