

**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 20 May 2019**

**MINUTES**

**Present:** Cllrs Steve Ardley, Sue Barnard (Chair), Bob Breakspear, Colin Butler, Peter Collecott, Peter Knight, Graham Parker, Andy Pearce, Alice Taylor (*although not a member of the AID Committee, its Terms of Reference grant Cllr Taylor, as the Mayor, full voting rights and automatic Committee membership*) and Nick Webb

**In attendance:** Shona Bendix (Clerk), Mark Speller (Facilities and Contracts Manager) and Lauren Elliott (Committee Clerk)

**Public:** There was one member of the public in attendance

**1. Welcome**

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

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

There were none.

**3. Declarations of Interests and dispensations**

Cllr Ardley declared a local non-pecuniary interest in item 7.4, along with any discussions regarding Sentinel Leisure Trust.

**4. Consideration of the accuracy of the Minutes:**

11 March 2019 – Accepted as accurate. Proposed by Cllr Knight; seconded by Cllr Parker; five Councillors voted in favour; five Councillors abstained from the vote.

**5. Public Forum**

The member of the public in attendance did not wish to speak.

**6. Review and adoption of Committee arrangements**

6.1 Noting the membership of the Assets, Inclusion and Development Committee – All members were present at the meeting and this was noted.

6.2 Appointment of the Deputy Chair of the Assets Inclusion and Development Committee – Cllr Knight proposed Cllr Parker as Deputy Chair of the Assets, Inclusion and Development (AID) Committee; seconded by Cllr Pearce; all in favour.

6.3 Consideration of an Events and Communications Sub-Committee, including Terms of Reference and composition – The Terms of Reference were circulated ahead of the meeting. An explanation was given as to the Sub-Committee's remit and responsibilities. It was agreed that the Events and Communications Sub-Committee should continue to meet and Cllrs Barnard, Knight, Parker, Pearce, Taylor and Webb expressed an interest in joining. An invitation to join will be sent to the whole Council. It was suggested the Sub-Committee should look at advertising publicly what Lowestoft Town Council is and is not responsible for, as there are still complaints and negative feedback being directed at the Council and its Councillors for matters which the Town Council is not responsible for.

**7. Consideration of the following relating to leases:**

7.1 Any progress with the lease and developments on site for the first floor of Hamilton House (confidential) – To be discussed during the confidential session.

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- 7.2 A licencing proposal by the Kensington Gardens Model Boat Club (confidential) – To be discussed during the confidential session.
- 7.3 Lease obligations and responsibilities relating to the Whitton Residents Meeting Hall (confidential) – To be discussed during the confidential session.
- 7.4 A lease proposal from Jesters Diner (confidential) – To be discussed during the confidential session.

**8. Consideration of reporting arrangements for Friends Groups**

Various Friends Groups are already in existence and it is understood there is interest in a Friends of Belle Vue Park Group, Friends of The Ness and Friends of Arnold's Bequest. It is important that the minutes of their Annual General Meetings are fed back to the Council, and that up to date contact details are provided. Some of the Councillors in attendance had direct links to the Friends Groups already in existence and offered to remind them of the need for information to be provided. The Council has adopted a Friends Group Protocol and will ensure this is distributed to any new groups which are established on land belonging to the Town Council.

**9. Consideration of a specification for tablets for Councillors**

A meeting is being arranged to progress this and it is hoped this will be in time for a specification to be presented at the next Full Council meeting. It was suggested that the Council should make it clear to the public that the purchase of tablets would create a long-term saving, and a reduction in the amount of paper used by the Council.

**10. Consideration of progress with noticeboards, signs and plaques**

Seven noticeboards have been purchased and are currently being installed. There is an issue with the original positioning of the noticeboard at the Denes Oval, due to the presence of a gas main. The Facilities and Contracts Manager (FCM) proposed a slightly different location, and an image of this was displayed to Councillors at the meeting. Additionally, a noticeboard was due to be sited on Links Road, near the junction with Gunton Cliff. That location was again unsuitable due to the presence of the gas main, and the FCM showed Councillors an image of an alternative location, at the entrance to the Links Road car park. Councillors were happy with both of the proposed alternative locations. It was queried whether the Whitton Green noticeboard has been installed yet. Enquiries will be made with Waveney Norse to confirm when this will be.

Waveney Norse have been given stickers, to update signage displaying details for the former Waveney District Council, on land which has transferred to the Town Council's ownership. The FCM will check that this has been actioned.

The Council previously approved expenditure to replace signage at public conveniences, providing stockists of radar keys. The Marina Theatre, Lowestoft Shopmobility and Disability Advice North East Suffolk have agreed to be stockists. This will be progressed.

The Council previously approved a budget for the introduction of new commemorative plaques and the restoration of existing plaques. Local heritage groups have been assisting the Council with this and this will be progressed.

**11. Consideration of a request for Lowestoft Town Council's involvement in the production of a documentary about the town**

Details were circulated to Councillors ahead of the meeting and displayed at the meeting. Cllr Knight proposed that the Council would like to see a script and storyboard before it commits to any involvement with this project; seconded by Cllr Parker; all in favour.

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

- 12.1 Report from the Clerk regarding legal and policy issues affecting assets (some aspects may be confidential) – To be discussed during the confidential session.
- 12.2 Report from the Facilities and Contracts Manager regarding asset management, compliance monitoring, maintenance and condition surveys – It was requested that this item be discussed during the confidential session, due to the confidential nature of certain aspects.

**13. Consideration of an update and next steps for the following assets:**

- 13.1 Allotments – A tour of the allotments was completed in April and asbestos was detected at many of the sites. The FCM has calculated a total of 663.94 square metres. This will be raised with East Suffolk Council, as the asbestos was present when the sites transferred to the Town Council's ownership, but it may be that certain costs will fall to the tenant, allotment holders or Town Council, and this will need to be discussed with the Allotments Association.
- 13.2 The Ness – The Chair gave an explanation of the area for those less familiar with it. There are events planned for The Ness and the surrounding area, and bids have been submitted for further funding to support the ongoing work. It was requested that the Project Manager or alternative representative be invited back to update Councillors with the latest position. A planning application has been submitted for the play equipment and this was considered by the Planning and Environment Committee at their recent meeting.
- 13.3 Marina Theatre, including the following:
  - 13.3a Consideration of the Supplemental Agreement between Waveney District Council, The Marina Theatre Trust and Lowestoft Town Council (confidential) – This will be discussed at the next Full Council meeting.
  - 13.3b Consideration of a quote of £1,223.88 to install new heaters in the Marina Theatre dressing rooms, and a further £327.52 to remove the existing ones – The current heaters are inefficient. It is not thought this work will form part of the capital project. It was queried whether this work is urgent.  
Cllr Knight proposed that the FCM obtain three quotes, to be presented to Full Council, for a decision to be made on whether this is progressed now; seconded by Cllr Ardley; all in favour.
- 13.4 North Denes, including the following:
  - 13.4a Receipt of indicative costs for works to the Denes Oval perimeter wall, to inform the loan application process – The Clerk gave an overview of the issues at the site, for those less familiar with it. Heras fencing has been erected in the interim to protect the wall. The FCM has obtained two quotes from conservation builders, which were significantly different, despite being provided with the same information. This could also be analysed by the Finance and Governance Committee, but the purpose of this exercise is to provide information only, to inform budgetary figures and the potential need for a tender process.
- 13.5 Open Spaces and parks, including the following:

The Council previously agreed to expenditure of £35,000 at the Nightingale Road play area, using CiL and S.106 funding. Waveney Norse were instructed to obtain quotes for proposals for the play area, using Sentinel Leisure Trust's evaluation report. Details of the process followed by Waveney Norse were displayed to Councillors at the meeting. Two quotes were received, one of which was within the budget. The other three companies who were approached could not provide a proposal within the budget. The plan within the budget was shown to the Committee. The Committee was happy with the proposals but would like to see a provision for a bin and seating. It was suggested that members of the public could be asked through Waveney Norse to sponsor benches and dedicate them to a loved one. It may be that the Council would need to consider a separate budget for the bin and bench, and it was suggested that the District and

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County Councillors for the relevant ward could be approached to see if they would like to contribute any of the locality budget towards this.

Cllr Pearce proposed more information be gathered about options for bins and benches and how these may be funded, and that any deadlines for CiL and S.106 expenditure be checked, to be considered at the next available meeting of the Finance and Governance Committee or Full Council; seconded by Cllr Taylor; all in favour.

Regarding maintenance, independent play inspections are completed annually, which should highlight any issues.

13.5a Consideration of a request from Waveney Norse to install two temporary water points in Kensington Gardens for the First Light Festival, at no cost to Lowestoft Town Council – Images were shown to the Committee of the proposed locations for the water points. It was suggested that enquiries could be made with Waveney Norse to make them permanent, as this encourages visitors to the park to reuse and refill their water bottles, rather than purchasing new ones. There have previously been discussions about installing a drinking water station in Kensington Gardens and this will be revisited. For the time being, it was agreed to give approval to Waveney Norse to install the two temporary water points.

13.5b Noting that Anglian Water will be carrying out major refurbishment work to the pumping station in Fen Park from 26 June – This is essential work and part of the park will be cordoned off whilst this takes place. The pumping station itself is not in the Town Council's ownership, but Anglian Water will need to use the Council's land to access it. It has been confirmed that Anglian Water have the necessary insurance in place.

13.5c Consideration of a picnic bench cost analysis – This was circulated to Councillors ahead of the meeting and displayed at the meeting. It presented options for different specifications of benches from various suppliers and the prices. Waveney Norse install benches for £400, plus anchorage of £34.50. The Council has adopted a policy for benches and memorial benches, which would inform any decisions about new benches. Realise Futures provided the lowest quote and it was suggested that a quote could be obtained from SOLD, who are a local charitable organisation. It was suggested that if the Council would like to trial a new bench specification, one could be purchased in isolation for Nightingale Road, to see how it performs. The FCM also offered to obtain sample top slats to give Councillors a visual comparison against existing benches before a purchase is made. At this stage, the analysis was presented for information only, to provide Councillors with an idea of the options should the need arise.

13.5d Consideration of a quote from Waveney Norse to replace damaged bench slats in Sparrows Nest at a cost of £110 – It was noted that this work has been completed on health and safety grounds.

13.5e Agreement of a location for the Sprytar app – An explanation of the Sprytar app and the progress so far was provided for the benefit of Councillors less familiar with it. Sentinel Leisure Trust previously suggested the Sparrows Nest area, so that it may link up with The Ness once work has been completed there.

Cllr Ardley proposed the Sparrows Nest, Belle Vue Park and Arnold's Bequest area as the location for the Sprytar app, to be linked up with The Ness upon completion; seconded by Cllr Webb; all in favour.

Lowestoft Town Council has received a request from a member of the public to site a memorial bench in Rosedale Park, near to the doctors surgery (the location was displayed to Councillors at the meeting).

Cllr Webb proposed approval of the memorial bench in Rosedale Park, on the understanding that Lowestoft Town Council will not be responsible for replacement or repair of it; seconded by Cllr Knight; all in favour.

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Lowestoft Town Council has received a request from a member of the public to site a memorial bench at Kensington Gardens, the preferred location being to the right hand side of the pond (the location was displayed to Councillors at the meeting). Waveney Norse have also identified alternative locations, to the rear of the public conveniences and to the rear of the boating lake kiosk (these locations were displayed to Councillors at the meeting).

Cllr Breakspear proposed approval in principle to the bench being sited in one of the three proposed locations, with the final location being agreed in consultation with the Friends of Kensington Gardens; seconded by Cllr Knight; all in favour.

With both of the benches, the FCM will clarify with Waveney Norse that the specification will be the standard design currently being used.

13.6 Heritage Action Zone – A drone survey of Town Hall’s roof has been completed. A grant awarding scheme has been introduced, to fund the repair and reintroduction of historic features on heritage buildings in the High Street.

13.7 Triangle Market, including consideration of terms and conditions for markets – It was noted that the Thai food stall has now reopened. The Friends of Kensington Gardens held a small market recently in Kensington Gardens and may look at holding monthly produce markets. It was suggested that a Triangle Market Working Group should be established to explore options for the Triangle Market, informed by the report produced by the National Association of British Markets (NABMA). Lowestoft Town Council is a member of NABMA and can seek their advice with any proposals the Council may wish to explore. Cllr Taylor has received enquiries with regard to setting up a Saturday market, and there was also a request at the Full Council meeting for a Christmas Market to be considered. Staff will arrange a meeting of the Working Group. Cllrs Barnard, Breakspear, Parker, Pearce and Taylor would like to be involved. The Council has received an application for a Big Lunch event to be held underneath the Sails.

*The FCM left the room 19:41*

The organisers have already been advised that the Council cannot consider granting permission for this event without having seen evidence of appropriate insurance cover and a risk assessment.

Cllr Ardley proposed approval of the event in principle, subject to the Council receiving an appropriate risk assessment and details of the relevant insurance cover; seconded by Cllr Pearce; all in favour.

13.8 Town Hall –

*The FCM returned 19:43*

It was queried whether the Committee would like the Town Hall to be included with the Heritage Open Days events again this year. In past years the Town Hall has been open to members of the public across two days but Cllr Taylor has received a request through the Heritage Action Zone for a visit to the Town Hall on Friday 13 September also. Cllr Collecott has received a request for a visit to the Town Hall, and it was agreed this could be arranged on the same day.

Cllr Knight proposed a recommendation to Full Council to open the Town Hall for three days, as part of the Heritage Open Days events, from Friday 13 – Sunday 15 September, with a rota to be agreed at Full Council for Councillors who would like to be involved; seconded by Cllr Pearce; all in favour.

13.9 Public Conveniences, including the following:

13.9a A specification for renovation work to the public conveniences at Fen Park and Sparrows Nest – Images were shown to the Committee of the Fen Park public conveniences, which transferred into the Town Council’s ownership in a state of disrepair. The cost of renovation work has not yet been determined, but the Public Conveniences Strategy identified these, and the public conveniences at Sparrows Nest, as requiring the most urgent attention. Access to the Fen Park public conveniences has been closed, and no one has accessed them so far on behalf

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of the Town Council. The Council may wish to maintain the existing structure, or submit a planning application to demolish it and rebuild, or lease the site to a professional company to provide a new facility. The Committee agreed they would like the FCM to provide an outline of the options and possible ways forward, in line with the Public Conveniences Strategy. The same applies with the Sparrows Nest public conveniences, although they are in a better state of repair. There are several options for materials for the facilities, to ensure robustness. Deadlines for CiL and S.106 expenditure will be checked. The entire portfolio of public conveniences will be reviewed but Sparrows Nest and Fen Park will be treated at the priorities.

13.9b Compostable eco-toilets – Options for public conveniences at The Ness are still being considered and options will be presented to The Ness Steering Group.

13.10 Community Meeting Halls – Other than matters relating to item 7.3 (to be discussed during the confidential session), there were no further matters for consideration.

13.11 Great Eastern Linear Park – An overview was given of Ormiston Denes Academy's student project, for which the Great Eastern Linear Park has been selected as an area the students would like to make improvements to. A litter pick of the area is being arranged as the first step.

*The member of the public left the meeting 19:58*

Cllr Knight proposed moving the meeting into confidential session; seconded by Cllr Ardley; all in favour.

#### **14. Date of the next meeting**

10 June 2019 18:00

#### **15. Items for the next Agenda and Close**

The Town Council has previously been approached by a group who would like to install dispensers for bags for the disposal of dog litter in Kensington Gardens. The Council has previously approved this in principle. It was agreed the group should contact the FCM with their proposal to progress this. Cllr Breakspear also offered his assistance. It was agreed this should not need to be considered again by the Council unless there have been any significant changes to the previous proposal.

It was queried who deals with incidents of graffiti in the town. Waveney Norse efficiently remove any graffiti they find on Lowestoft Town Council's assets. If it is not on one of the Town Council's assets, it should be reported directly to Waveney Norse. It is understood there is also a reporting tool on Suffolk County Council's website. Any graffiti found on the Town Council's assets can be reported to the FCM.

It was suggested that discussions should continue regarding the Waveney Norse Service Level Agreement and Key Performance Indicators. This will be progressed through the Finance and Governance Committee.

#### **16. Resolution to close the meeting to the public:**

16.1 Any legal issues including those at 7, 12.1 and 13.3a above as required:

7.1 Any progress with the lease and developments on site for the first floor of Hamilton House (confidential) – Cllrs Green, Taylor and the Clerk met with the Town Council's solicitor, a representative from East Coast Community Healthcare and their solicitor. Although not yet resolved, the matter is progressing.

7.2 A licencing proposal by the Kensington Gardens Model Boat Club (confidential) –

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Cllr Ardley proposed a review of the licence, with legal advice to be sought on the proposal made by the Model Boat Club and the arrangements; seconded by Cllr Knight; all in favour.

- 7.3 Lease obligations and responsibilities relating to the Whitton Residents Meeting Hall (confidential) – The Committee agreed it would like to further explore any subsequent agreements made with East Suffolk Council.
- 7.4 A lease proposal from Jesters Diner (confidential) – Cllr Ardley declared a local non-pecuniary interest in this item. It was agreed that he would remain in the room for the discussion but would not participate in any vote, due to being in a position of pre-determination. The Committee agreed the proposals made by the tenant fitted with the Council's views and it was happy to discuss options with them. It was suggested that the Council could explore what CiL and S.106 funding may be available.
- 12.1 Report from the Clerk regarding legal and policy issues affecting assets – It was noted that the CCTV service will be discussed at this week's CCTV Committee meeting and the Marina Theatre Supplemental Agreement will be discussed at Full Council. There were no further updates since the last Full Council meeting.
- 12.2 Report from the Facilities and Contracts Manager regarding asset management, compliance monitoring, maintenance and condition surveys – The FCM provided a presentation to the Committee to introduce new Councillors to his role and responsibilities. The cyclical compliance regime and associated cost forecasts were explained. The Council has a responsive repairs and maintenance budget within the Waveney Norse contract and the FCM has created a spreadsheet showing the priority level of each issue raised and whether the work is completed by Waveney Norse within the expected time frame. Waveney Norse also keep their own similar record, allowing them to record the cost of each request raised against the budget. The Legionella and asbestos compliance and monitoring spreadsheets were also displayed to Councillors to demonstrate how Lowestoft Town Council is meeting its requirements.

The Chair closed the meeting 20:30.

Signed: .....  
10 June 2019