

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 22 July 2019

MINUTES

Present: Cllrs Sue Barnard (Chair), Bob Breakspear, Colin Butler, Peter Collecott, Peter Knight, Graham Parker, Keith Patience, Andy Pearce and Alice Taylor

In attendance: Shona Bendix (Clerk) and Sarah Foote (Deputy Town Clerk acting as Committee Clerk)

Public: There were no members of the public in attendance

60. Welcome

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

61. Receipt and consideration of acceptance of apologies for absence

Apologies were received from Cllr Coleby and Cllr Webb. All Councillors voted in favour of accepting the apologies.

62. Declarations of Interests and dispensations

None were declared

63. Consideration of the accuracy of the Minutes:

8 July 2019 – Cllr Pearce made comments on the accuracy of the minutes in relation to items 48 and 55.3 but no amendments were made. The minutes were then proposed by Cllr Barnard for approval, seconded by Cllr Knight and agreed (seven votes in favour and two abstentions (Cllr Patience and Cllr Pearce)

On matters arising from the minutes of 8 July, the Chair asked:

55.5 E - If the key had been provided to Waveney Athletics.

51. - If the signage to include a telephone number for Kensington Gardens had been progressed

The Facilities and Contracts Manager (FCM) would be asked to confirm these matters to the Chair.

64. Public Forum

No members of the public were present.

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

65.1 Lease and developments on site for the first floor of Hamilton House – the Town Clerk reported that considerations were on going with both parties lawyers. A draft service level agreement was still awaited. There had been a possibility of one of the Town Council's rooms being removed from the leased area and a temporary hire taking place but this was not proceeding.

66. Consideration of an awards presentation as part of the Annual Assembly

It was agreed that the Events and Communications Sub-Committee consider this item further with a recommendation that the awards are made at the Annual Assembly. Proposed by Cllr Knight, seconded by Cllr Parker and unanimously agreed.

67. Consideration of progress with noticeboards, signs and plaques

It was noted that the Noticeboards at Triangle Market, Denes Oval and Whitton Green were still to be erected. It was agreed that Town Councillors would be responsible for the noticeboards in their wards or areas they visited and keys would be provided to them as follows:

Cllr Barnard – Denes Oval

Cllr Knight – Triangle Market

Cllr Lang – Normanston Park

Cllr Youngman – Gunton Hall

Whitton Green was to be confirmed.

Questions were asked about what information could be displayed on the boards and it was confirmed that no commercial advertising could be displayed, Town Council legal notices and information took precedent and community information could be displayed by request to the

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Town Council offices. It was agreed to confirm this information in a Notice Board policy. The Town Clerk will prepare a policy.

There was no update on signs as FCM had been on annual leave.

An update on plaques would need to be provided by Cllr Coleby but the Anglia in Bloom judges had commented on the lack of plaque at Kensington Gardens. Cllr Pearce confirmed that Cllr Coleby would have an update from Jack Rose Society on plaques at the next Committee meeting.

68. Consideration of any update with investigation into the provision of Christmas lights on London Road South in 2020

Cllrs Coleby, Pearce and Taylor had previously expressed an interest in conducting the site visit. This was still to be arranged.

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

69.1 Report from the Clerk regarding legal and policy issues affecting assets (some aspects may be confidential) – The Clerk stated that any matters could be dealt with in closed session at the end of the meeting.

69.2 Report from the Facilities and Contracts Manager regarding asset management, compliance monitoring, maintenance and condition surveys – The Facilities and Contracts Manager was not present and had only just returned from a period of annual leave. When asked by Cllr Parker if regular meetings were happening with Waveney Norse, it was confirmed by the Clerk that they were.

It was then reported by the Deputy Clerk that the Environment Agency had confirmed the presence of Blue Green Algae in the Boating Lake at Kensington Gardens (a blue-green algal bloom of *Anabaena sp.* at 2,000,000cells/ml - warning threshold is 20,000 cell/ml). The FCM had informed Norse, the Friends of Kensington Gardens and the leaseholder for the boating lake, all of whom had been instructed the lake should not be used. Warning signs had also been placed around the lake instructing to avoid all contact with the water.

70. Consideration of matters relating to events, including the following:

70.1 Report from Events and Communications Sub-Committee meeting of 18 July

The Sub Committee had met and Cllr Coleby had been appointed as Chair. Changes to the terms of reference as proposed by the Town Clerk and Deputy had been questioned by Cllr Coleby. Cllr Collecott's appointment to the Sub-Committee was confirmed (proposed by Cllr Knight, seconded by Cllr Parker and unanimously agreed).

70.2 Commemorative events for VE Day and VJ Day. Signing of Armed Forces Covenant

Events were being considered and progressed by the Sub-Committee. For VE Day, a swing band had been booked for Sparrows Nest. For VJ Day suggestions had been made about planting in the Japanese Garden at Kensington Gardens.

Cllr Barnard had arranged for the Red Ensign to be flown at the Police Station for Merchant Navy Day.

The Deputy Town Clerk would be progressing arrangements for both Armistice Day and Remembrance Sunday and a recommendation from the Sub-Committee was that the Armed Forces Covenant be signed at a reception (possibly at the Yacht Club before the Armistice Day ceremony).

70.3 Heritage Open Days

Cllr Taylor reported that the deadline for an entry in the HOD brochure was the end of July and that the Deputy Clerk would progress this.

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

71.1 Allotments – including Normanston Allotments Working Group. The Chair reported that a site meeting had been conducted and the Working Group had met on two occasions. The next stage of the considerations would be for three representatives of the Allotment Association and three resident representatives to be invited to attend a meeting.

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71.2 The Ness – The Town Clerk reported that the Licence to Occupy and associated warranty were still being considered by both parties with legal advice being sought. An issue had arisen in that East Suffolk Council (ESC) were asking for Land Registry documents to be signed and that the title map provided included part of the sea wall. The Clerk reminded all that the Coastal Protection Authority is the District Council and not the Town Council and that all liabilities including maintenance should be with ESC. It was proposed by Cllr Parker, seconded by Cllr Knight and unanimously agreed that the Town Council does not accept any more sea wall, if there is a choice, but if obliged to have sea wall transferred as an asset there will be a site visit with East Suffolk Council to assess condition and appropriate funding recovered. Cllr Pearce asked for time scales on the completion of the licence to occupy and it was confirmed that there was an urgent requirement for the matter to be resolved.

71.3 Marina Theatre

71.3a Ownership permission for works at the Marina Theatre - it was reported that the Finance and Governance Committee would be making a recommendation to Full Council that works proceed; sheeting to prevent kittiwakes from nesting and some partitioning to create office space. Any recommendation will be subject to planning permission and not harmful to wildlife. All costs will be covered by the Marina Theatre.

71.4 North Denes – There were no updates to consider other than noting that the Town Clerk had been chasing ESC for their intentions for the land being held in Trust.

71.5 Open Spaces and parks, including the following:

71.5a A report from the Parks Working Group – Cllrs Barnard, Breakspear, Coleby and Parker would meet at 5 pm on Tuesday 30 July for the first meeting of this Working Group.

71.5b Consideration of any updates following a request to reintroduce a floating island in the Kensington Gardens Boating Lake – The Model Boat Club had responded that they did not wish for the island to be reinstated. It was proposed by Cllr Knight, seconded by Cllr Collecott and unanimously agreed to support the lease holders wish and the island would not be reinstated. This resolution will be reported back to the Friends of Kensington Gardens and the Model Boat Club.

71.5c Consideration of request from Friends of Fen Park for two or three noticeboards. It was proposed by Cllr Taylor, seconded and Cllr Parker and unanimously agreed that this item would be considered via next year's budget setting process. If funds could be allocated for one noticeboard the Friends of Fen Park, with Town Council permission, may wish to fund and erect additional noticeboards, however, the Committee were concerned for unnecessary furniture in parks.

71.6 Heritage Action Zone – Cllr Taylor reported that ESC were preparing a grant application for a HAZ in the south of the Town. Cllr Patience reported that ESC were in the process of appointing a new Heritage Champion. It was proposed by Cllr Barnard, seconded by Cllr Pearce and agreed seven votes in favour, one abstention (Cllr Patience) and one against (Cllr Knight) that the Town Council urgently write to ESC to request that the person appointed should be a Councillor who represents Lowestoft.

71.7 Triangle Market, including to consider the following:

71.7a The Triangle Market Working Group were still working on the Market Plan which was currently tabled for consideration at Full Council. The Group were still hopeful of the first market running at the end of September.

71.8 Town Hall

The Feasibility report was still awaited.

71.9 Public Conveniences:

Progression of the Toilet Strategy – A Working Group, to date consisting of, Cllrs Barnard, Coleby and Taylor were yet to meet but dates had been put forward for consideration.

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71.10 The Lowestoft Collection – representatives of the Lowestoft Museum had met with the Town Clerk and Mayor. The Museum had been assured there were no current plans to move the collection.

72. Date of the next meeting

5 August 2019 18:00

73. Items for the next Agenda and Close

Cllr Breakspear reported that there had been agreement to site dog litter bag dispensers on the walk from Pakefield to CEFAS but as yet an appropriate location had not been found. It was agreed to look at installing a post just inside Nightingale Road Play Park or on the footpath beside it. It was agreed the FCM should investigate this further and report back.

Cllr Parker questioned why, 18 months later, the wall at Belle Vue Park adjacent to the A47 had not been repaired and how unsightly it looked for visitors to the town. It was understood that one quotation had been sought but the repair had not progressed. It was agreed for the FCM to seek further quotations and progress recommendations via AID and F&G Committees.

The Chair closed the meeting 19:10 ahead of any confidential matters being raised.

74. Resolution to close the meeting to the public – there were no confidential matters to consider.

Signed:

5 August 2019