

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 2 December 2019

MINUTES

Present: Cllrs Sue Barnard (Chair), Bob Breakspear, Colin Butler, Peter Knight, John Pitts and Alice Taylor

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

Public: There were two members of the public in attendance

156. Welcome

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

157. Apologies for absence

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

The Clerk left the room 18:01

158. Declarations of Interests and dispensations

There were none.

159. Accuracy of the Minutes

4 November 2019 – Cllrs Barnard and Butler felt that the minutes of item 146.1 did not reflect the discussion that took place at the meeting. Cllr Butler proposed an addition to the minutes at item 146.1 to reflect the discussion that East Suffolk Norse and some Councillors were unaware of the non-attendance of a Lowestoft Town Council officer and had expected that a Lowestoft Town Council officer would attend; seconded by Cllr Pitts; all in favour. Cllr Knight proposed to accept the minutes as amended; seconded by Cllr Taylor; all in favour.

160. Public Forum

A member of the public addressed the Committee regarding item 163, expressing disappointment with the monthly market. It was suggested that re-branding could be considered, as not everyone is familiar with the name Market Plain, and to try themed markets. It was also suggested that the issue of illegal parking should be tackled. It was also suggested that the new noticeboard in that area should be relocated so it is more visible.

The Clerk returned 18:05

The Chair responded by saying that feedback will be considered and the member of the public was encouraged to put their views in writing. There will be a review and it is hoped the market will be more successful when it returns in the Spring, when new ideas will be tried. Regarding the noticeboard, the member of the public suggested positioning it in front of the trees. It may be that planning or land ownership issues are preventing this, but this will be considered.

A member of the public addressed the Committee about the former Lowestoft Hospital site. It has been requested that the Town Council contact the Clinical Commissioning Group about the proposed development of a new health centre in Lowestoft, which has not happened. The member of the public was advised that the Planning and Environment Committee will consider this matter at its next meeting.

161. Progress with noticeboards, signs and plaques

The noticeboards have all been installed. Play area and Radar key signage has been passed to

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East Suffolk Norse to install. Feedback from the Jack Rose Old Lowestoft Society about heritage plaques will be requested at the next meeting, via Cllr Pearce.

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

162.1. Report from the Clerk regarding legal and policy issues affecting assets (some aspects may be confidential) – There were no matters to report for this meeting.

162.2. Report regarding asset management, compliance monitoring, maintenance and condition surveys – There were no matters to report for this meeting.

163. Feedback on the monthly market from the Markets Working Group, and consideration of any recommendations

No paper had been received in advance of the meeting and no recommendations had been specified on the agenda, so any matters raised would be noted and added to the next agenda. The Working Group will meet again in the new year to consider feedback and how to bring the market back in the Spring. The Council would like to see a successful market in that area and will be exploring all possibilities to support this.

164. Consideration of the following relating to the Parks and Open Spaces Sub-Committee:

164.1. A recommendation from the Parks and Open Spaces Sub-Committee to adopt its Terms of Reference – Following discussions at the last Full Council meeting, Cllr Barnard proposed an amendment to the wording under responsibilities, to amend ‘preferred suppliers’ to ‘local suppliers’; seconded by Cllr Knight; all in favour. Cllr Taylor proposed acceptance of the Terms of Reference, with the amendment; seconded by Cllr Breakspear; all in favour.

164.2. Receipt of the minutes of the meeting on 5 November 2019 – Cllr Pitts proposed acceptance of the minutes of 5 November 2019; seconded by Cllr Breakspear; all in favour. It was commented that this was a productive meeting, with a helpful input from the representatives from East Suffolk Norse who were in attendance.

165. Consideration of the following relating to Fen Park:

165.1. Options for biodiversity at the pond – Suffolk Wildlife Trust has advised that it does not currently have the resources available to complete a survey of the pond. Other options will need to be considered and Suffolk Wildlife Trust has provided some suggestions. Advice will be sought from other organisations, such as Anglian Water.

165.2. Replacement of a damaged bin – Information and an image of the bin was circulated to the Committee ahead of the meeting. East Suffolk Norse has indicated that the bin was well used and has recommended its replacement. Cllr Barnard proposed a recommendation to the Finance and Governance Committee to approve the purchase of a replacement bin at Fen Park; seconded by Cllr Knight; all in favour.

165.3. Options for the toilets – There were no matters for consideration at this meeting. A meeting of the Toilet Strategy Working Group will be arranged to consider this.

166. Consideration of the following relating to Belle Vue Park

166.1. Removal of asbestos from the Yarmouth Road entrance – It was suggested that other options, such as encapsulation, could be explored. Three quotes for removal of the asbestos have been obtained but vary greatly. Cllr Pitts proposed a recommendation to the Finance and Governance Committee to approve progressing removal of asbestos from the Yarmouth Road entrance of Belle Vue Park; seconded by Cllr Butler; all in favour.

166.2. Repairs to the wall – Two quotes have been obtained so far. Cllr Knight proposed a recommendation to the Finance and Governance Committee to progress repairs to the

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Belle Vue Park wall; seconded by Cllr Pitts; all in favour.

167. Options for a memorial bench in Normanston Park

In line with the Council's declaration of a climate emergency, this Committee requested that the cost of renovation of the existing bench be explored. East Suffolk Norse has indicated that the cost of refurbishment would be greater than the cost of a new bench, and that there would be no cost to the Town Council for a replacement bench. It was suggested that the Council could seek a partner organisation to look at renovation options for the existing bench. Cllr Breakspear proposed seeking a partner organisation to explore renovation options for the existing bench in Normanston Park; seconded by Cllr Knight; all in favour. Cllr Barnard proposed approval for a new memorial bench in Normanston Park; seconded by Cllr Knight; all in favour.

168. Any developments on Whitton Green

The proposed application for pocket park funding was discussed at the Full Council meeting, but there were no further updates for consideration at this meeting.

169. Progress with the feasibility study for the Town Hall

This has been circulated to Councillors and will be released publicly by Historic England following the general election.

170. Lease arrangements for the Community Halls (confidential)

To be discussed during the confidential session.

171. Date of the next meeting

6 January 2020 18:00

172. Items for the next agenda and close

It was requested that the provision of bottle bank glass recycling facilities be added to the next agenda for this Committee and the Climate Emergency Committee for consideration. It was requested that provision be made on the next agenda for a confidential discussion about the lease arrangements for the Community Halls, as on this agenda.

The members of the public left the meeting 18:46

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

173. Resolution to close the meeting to the public

173.1. Any legal issues including those at 162.1 and 170:

170. Lease arrangements for the Community Halls (confidential) – The latest position was discussed. Cllr Taylor made a confidential proposal; seconded by Cllr Knight; all in favour.

The Chair closed the meeting 19:20.

Signed:

6 January 2020