

**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 9 September 2019**

**MINUTES**

**Present:** Cllrs Sue Barnard (Chair), Bob Breakspear, Colin Butler, Peter Collecott, Andy Pearce and Nick Webb

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

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

**102. Welcome**

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

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

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

**104. Declarations of Interests and dispensations**

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

**105. Consideration of the accuracy of the Minutes**

19 August 2019 – Accepted as accurate. Proposed by Cllr Taylor; seconded by Cllr Breakspear; all in favour.

**106. Public Forum**

There were no members of the public in attendance.

**107. Noting that Cllr Parker will be unable to attend Assets, Inclusion and Development Committee meetings until Christmas and election of an interim Deputy Chair**

Cllr Webb proposed that Cllr Breakspear fulfil the role as Chair of the Assets, Inclusion and Development Committee, in the event that the Chair and Deputy Chair are unable to attend the meeting; seconded by Cllr Taylor; all in favour.

*Cllr Pearce arrived 18:03*

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

108.1. Any progress with the lease and developments on site for the first floor of Hamilton House (confidential) – There were no updates to consider.

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

109.1. To agree a location and orientation within Rosedale Park for the noticeboard – The Facilities and Contracts Manager (FCM) had provided an aerial image of the park in his report. Cllr Lang has previously suggested that the noticeboard should be located on the path at the Broadwaters Road entrance to the park. Cllr Webb proposed siting the noticeboard at the Broadwaters Road entrance of Rosedale Park; seconded by Cllr Pearce; all in favour. The location was marked on the map. The Committee agreed that the noticeboard should be situated on the left as visitors pass through the gate, and should be positioned to face the gate, although orientation would be subject to the practicalities determined by the FCM.

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

- 110.1. Report from the Clerk regarding legal and policy issues affecting assets (some aspects may be confidential) – To be discussed during the confidential session.
- 110.2. Report from the Facilities and Contracts Manager regarding asset management, compliance monitoring, maintenance and condition surveys – Quotes have been sourced for a wind-powered aeration unit for the Fen Park pond. The Clerk advised that alternative options for this site will need to be considered, particularly in line with the Council's declaration of a climate emergency. It was requested that advice be sought from Suffolk Wildlife Trust, to allow the Finance and Governance Committee to compare the relative merits of this proposal and cost as opposed to any other options which may promote biodiversity. The Committee would like more information from the Fen Park Friends as to whether and why this option is favoured. The difficulties of sustaining fish in this pond were discussed.

Play area signage has been delivered. Waveney Norse will be asked to install them, but this will likely be at an extra cost. There is no post for the sign to be installed at Cotman Close. Cllr Barnard proposed a recommendation to the Finance and Governance Committee to consider the cost for installation of the signs; seconded by Cllr Pearce; all in favour. Cllr Barnard has suggestions for the orientation of the Cotman Close sign. Cllr Taylor proposed that the orientation of the Cotman Close sign be determined by Cllr Barnard and the FCM; seconded by Cllr Pearce; all in favour.

Radar key signs have been delivered. Again, it is anticipated that there will be an additional charge for Waveney Norse to install the signs. Cllr Barnard proposed a recommendation to the Finance and Governance Committee to consider the cost for installation of the signs; seconded by Cllr Pearce; all in favour.

Building fabric condition surveys from the cyclical regime are being completed this month. Fire risk assessments and fire extinguisher checks have been completed. Some portable appliance tests and new fire extinguishers are required and will be taken forward.

Quotes are being obtained to standardise the play area signage. The Committee requested further information on how many signs would have to be ordered to replace all of the existing ones and where the price break is, to determine whether it is more cost effective to place a bulk order or replace signs when required.

It was noted that combination locks have now been installed at the Kensington Gardens Ammunition Bunker.

The Legionella temperature-monitoring kits have had their annual UKAS calibration. Ongoing regimes are in place for Legionella monitoring and no issues have been reported. Two quotes have been received for the removal of asbestos from the Normanston allotments. Samples need to be taken and analysed at an anticipated cost of £350 (plus VAT). This will be noted at Finance and Governance Committee. The North West entrance to Belle Vue Park is thought to have an asbestos concrete roof. The Committee would like the FCM to investigate the cost of removal of the asbestos. The public conveniences there have not been in use for several years but the Council has not yet completed any research into their future. The advantages and disadvantages of the archway were discussed, but it was agreed to first consider the cost of asbestos removal.

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The latest position with the Waveney Norse Repairs and Maintenance budget was given. As of 16 August 2019 the Council had spent £5,667.

110.3. Noting that fire risk assessments have been completed under the cyclical programme, and have identified a requirement for additional fire safety measures, at a total cost not exceeding £605 (plus VAT) – This is compliance work and will be noted by the Finance and Governance Committee.

**111. Consideration of a report from the Normanston Allotments Working Group**

The Working Group met with representatives from Lowestoft and District Allotments Ltd (LDA) and representatives from the local residents. The Working Group proposed that LDA considers a vehicular entrance to the allotment site at the end of Fieldview Drive and no separate pedestrian entrance. This proposal will be put forward to the allotment holders. There was also a suggestion that a hardstanding surface could be considered, to allow easier disabled access to the allotments and access for emergency vehicles. LDA are also looking into the possibility of installing defibrillators at the site. If this proposal were to proceed, the pathway currently owned by East Suffolk Council would be required for access purposes. It was requested that an item be added to the Full Council agenda to consider making an approach to East Suffolk Council for the transfer of this land to the Town Council. The Town Council previously made a decision not to accept any further assets from East Suffolk Council but it is understood this was more than six months ago and there was a view that this should be explored as part of the consideration of whether this proposal could proceed. It was agreed that in the event that East Suffolk Council is approached about a potential transfer, this should only be considered if they remove the dead trees currently on the site prior to the transfer of the land.

**112. An update regarding the proposed installation of a dog litter bag dispenser in or near the Nightingale Road play area**

A site visit has not yet been completed, but Cllr Breakspear has received contact from a party who may be able to offer a suitable location.

**113. Consideration of the installation of sharps bins**

Following a recent incident on the beach, the Clerk has completed some research, as the Town Council has no current policy position on this. Waveney Norse has trialled this before, but received negative feedback from the public and there was no guarantee that the bins would be used. The Committee considered the advantages and disadvantages of installing sharps bins and agreed not to pursue it further at this stage. The Clerk had investigated the way that sharps are dealt with when they are found on Town Council sites and was satisfied that the Council's contractor had appropriate measures in place for disposal and protection of those dealing with the waste.

**114. Progress with the first scheduled market**

Some stalls have been booked and there has been lots of interest on social media. The market is still being advertised.

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**115. Progress with the feasibility study for the Town Hall**

A feasibility study workshop was held last week and ideas were shared for future uses of the Town Hall. On the next Full Council agenda there will be an item to consider how the Council progresses exploring options for the site.

**116. Consideration of the frequency of meetings of the Assets, Inclusion and Development Committee**

The Committee considered whether it should continue to meet fortnightly or whether it should meet monthly instead. With the current scheduling, it is difficult to transfer the recommendations made by this Committee to Full Council meetings which occur a day later. The Committee was happy for meetings to be held once a month, on the basis that the schedule allows for any recommendations being made to the Finance and Governance Committee or Full Council to be included on the agenda of the meeting occurring within the same calendar month. Extraordinary meetings can be called if necessary. It was requested that meetings continue to be held on a Monday if possible. At today's Events and Communications Sub-Committee meeting, it was queried which Committee, Sub-Committee or Working Group could most appropriately deal with applications to trade from the Kensington Gardens Ammunition Bunker. The Market Working Group is meeting this week and will consider whether to extend its remit to include trading events, and make recommendations to the Assets, Inclusion and Development Committee as appropriate. All Councillors voted in favour of monthly meetings of the Assets, Inclusion and Development Committee.

**117. Date of the next meeting**

23 September 2019 – It was agreed to reschedule this meeting to enable recommendations made by this Committee to be considered by the Finance and Governance Committee or Full Council within the same calendar month.

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

It was requested that Waveney Norse's schedule for gardening and maintenance in the Town Council's parks be provided. It was suggested that a representative from Waveney Norse could be invited to a meeting of the Parks and Open Spaces Sub-Committee to discuss this. The KPIs Working Group will be meeting to discuss Key Performance Indicators and the Service Level Agreement. There was a reminder that any issues should be reported to the FCM to take forward. The Friends of The Ness group is holding its Annual General Meeting this evening and would like two of its representatives to attend the next Assets, Inclusion and Development Committee meeting. This will be added to the next agenda.

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

119.1. Any legal issues including those at 108.1 and 110.1 – There were no confidential matters for consideration, so the meeting was not moved into confidential session.

The Chair closed the meeting 19:16.