

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 25 June 2019

### MINUTES

**Present:** Cllrs Sue Barnard, Bob Breakspear, Colin Butler, Tara Carlton, Neil Coleby, Peter Collecott, Tracey Eastwood, Amanda Frost, Alan Green, Jacqueline Hardie, Peter Knight, Peter Lang, Keith Patience (for part – left 21:26), Andy Pearce, John Pitts, Alice Taylor, Nick Webb and David Youngman

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

**Public:** There were seventeen members of the public in attendance

#### 44. Welcome

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

#### 45. Receipt and consideration of acceptance of apologies for absence

Apologies were received from Cllrs Steve Ardley and Graham Parker. Cllr Barnard proposed acceptance of the apologies; seconded by Cllr Knight; all in favour.

#### 46. Declarations of Interests and dispensations

Cllr Patience declared a Local Non-Pecuniary Interest in item 51.1a, as he had been previously involved with Lowestoft and District Allotments Ltd. Cllr Patience declared a Local Non-Pecuniary Interest in item 51.1b, as he had contributed locality funding toward the defibrillator. Cllr Patience declared a Local Non-Pecuniary Interest in item 54.1, as he had already voted on the matter at County Council level and had been lobbied by one of the members of the public in attendance. Cllr Patience declared a Local Non-Pecuniary Interest in matters relating to the County and District Councils, due to his role as District and County Councillor.

Cllr Lang declared a Pecuniary Interest in item 53.

Cllr Green declared a Local Non-Pecuniary Interest in item 49.2, as he is a personal friend with one of the people who submitted a quote for the condition survey work, but confirmed he was not pre-determined on this matter.

Cllr Barnard declared a Local Non-Pecuniary Interest in any matters relating to the Gunton Residents Association, as a member of that group.

#### 47. Consideration of the accuracy of the Minutes:

28 May 2019 – Accepted as accurate. Proposed by Cllr Knight; seconded by Cllr Hardie; all in favour.

#### 48. Public Forum

*A member of public arrived 19:38*

As there were several members of the public in attendance, the Mayor requested a show of hands as to who wished to speak and the topic. The two items the public wished to comment on were 51.1a – the Normanston Allotments and 54.1 – consideration of a declaration of a climate emergency. It was agreed that these two items would be brought forward on the agenda, with item 51.1a to be considered first. There was a reminder that Lowestoft Town Council's Public Participation Protocol permits members of the public to speak for a maximum of three minutes each.

*A member of the public arrived 19:39*

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 25 June 2019

A member of the public spoke in opposition of the request from Lowestoft and District Allotments Ltd to establish vehicular access to the Normanston Allotments. Concerns were expressed that the amount of soil to be removed would have a detrimental effect on the environment and that there may not be sufficient drainage, causing issues for neighbouring residential properties.

A member of the public spoke in support of the application, reporting that the Normanston Allotments are well used and in good condition, and had provided photographs to support this. The Council were advised that there are now two disabled plot holders and it was commented that the Council has an obligation to ensure the allotments are accessible.

A member of the public spoke in support of the application and requested improved access to the site on the basis of health and safety concerns. It was reported that Lowestoft and District Allotments Ltd have told plot holders that they must park on site, and not on the neighbouring roads.

Councillors had listened to and considered the comments made by all the members of the public wishing to speak on this matter, so it was agreed that item 51.1a would be brought forward on the agenda to be considered at this point in the meeting. Planning permission had been granted by way of an appeal and there was a reminder that Lowestoft Town Council are considering this request as landowners, not as the Planning Committee. At this stage, the Council was being asked to consider whether or not to grant access. Fencing, landscaping and other matters were to be discussed at a later date, should the Council decide to grant permission.

The application for site owner consent seemed to differ from the planning application, in the number of parking bays and the provision for disabled parking. There was a suggestion to refer this matter back to the Assets, Inclusion and Development (AID) Committee, to arrange a meeting between representatives from Lowestoft Town Council and those representing both sides of the debate, to reach a consensus which satisfies all parties. It was requested that more Councillors visit the site, as it was thought that seeing the site would allow for fairer judgement of the application. There was a concern that the gradient of the site could lead to flooding and it was queried whether a further survey of the site should be completed, at cost to the Council. Cllr Lang proposed that a Working Group be established, to report back to the AID Committee for further consideration; seconded by Cllr Hardie. Cllr Pearce proposed an amendment to this proposal for the Working Group to complete a site visit, followed by a meeting with parties representing both sides of the debate; seconded by Cllr Coleby. A point of order was raised that decisions could only be made by Full Council – the Working Group and AID Committee could make recommendations only.

The vote on the amendment was taken first. Seventeen Councillors voted in favour; one Councillor abstained from the vote.

The vote on the original proposal was taken. Seventeen Councillors voted in favour; one Councillor abstained from the vote.

Cllrs Barnard, Coleby, Hardie, Lang, Patience, Pearce and Pitts expressed an interest in joining the Working Group. It was agreed that a pre-meeting should take place at Hamilton House ahead of the site visit.

*Three members of the public left the meeting 20:04*

*One member of the public left the room 20:04*

The public forum was reopened for comments on item 54.1 – consideration of a declaration of a climate emergency. A member of the public spoke in support of this and thought there was limited public awareness as to the state of the climate. Some statistics on the adverse effects of

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 25 June 2019

climate change were given and the Council were encouraged to support other Councils around the country who have already declared a climate emergency.

*The member of the public returned 20:08*

Another member of the public spoke in support of this and asked whether members of the public could be involved if a Working Group is established. It was confirmed that they could and any individuals interested were encouraged to send an email to the Council with their interests.

Councillors had listened to and considered the comments made by all the members of the public wishing to speak on this matter, so it was agreed that item 54.1 would be brought forward on the agenda to be considered at this point in the meeting. Further information was provided and it was requested that should the Council decide to declare a climate emergency, that a Working Group be set up before September. It was suggested the Council should work with other bodies to achieve this. It was agreed that the Council would not partake in political lobbying of other Councils, but would focus on measures it can take, such as becoming a carbon neutral Council, and working with other local Parish Councils. The impact on the Council was queried and it was explained this would become an overarching theme over the Council's decisions. The Council has already found a 'green' energy supplier and already has a duty to consider biodiversity. It was queried whether this policy already exists within the Neighbourhood Plan. The Neighbourhood Plan is about development but it was suggested this could be a supplementary policy. It was agreed that a vote would be taken on item 54.1 and, if approved, a vote would be taken on items 54.1a and 54.1b together.

Cllr Lang proposed that Lowestoft Town Council declare a climate emergency; seconded by Cllr Youngman; sixteen Councillors voted in favour; two Councillors abstained from the vote.

Cllr Lang proposed that a Working Group be set up by September 2019 and that the Council work alongside partners, including other tiers of Government; seconded by Cllr Hardie; seventeen Councillors voted in favour; one Councillor abstained from the vote.

There was a reminder that Working Groups make recommendations. Decision-making remains with Full Council.

*Two members of the public left the meeting 20:24*

Cllrs Carlton, Coleby, Eastwood, Green, Lang, Pearce and Youngman expressed an interest in joining the Working Group.

*Eleven members of the public left the meeting 20:25*

### **49. Finance:**

**49.1** Receipt and acceptance of the minutes of the previous Finance and Governance Committee Meeting (13 June 2019) and, in particular, consideration of the following matters:

It was noted that the Finance and Governance Committee had awarded a grant to the Trinity Methodist Church towards refurbishment of its toilets. The latest legal advice has been obtained, which stipulates that Town and Parish Councils cannot contribute funding towards the fabric of a Church or land belonging to the Church.

*Cllr Carlton left the room 20:27*

*Cllr Collecott left the room 20:27*

The Finance and Governance Committee considered this application closely and noted that the building is used by other community groups, however, the grant application was submitted by the Church, to renovate toilets within the Church building.

*Cllr Carlton returned 20:29*

*Cllr Collecott returned 20:30*

Cllr Barnard left the room 20:30

It was clarified that the minutes of the Finance and Governance Committee are not being changed, as the minutes reflected the decision made by the Committee at the time.

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 25 June 2019

Cllr Coleby proposed acceptance of the minutes of the Finance and Governance Committee meeting on 13 June 2019; seconded by Cllr Knight; fourteen Councillors voted in favour; three Councillors abstained from the vote.

*Cllr Barnard returned 20:33*

A couple of Councillors reported difficulties in hearing the discussions and thought that the hearing loop may not be working. This will be looked into.

**49.1a** Monitoring the 2019-20 budget and note any bank reconciliations – The bank reconciliation had not been completed as Cllr Ardley – as the bank reconciliation signatory – has been away. This will be completed in time for the next Finance and Governance Committee meeting.

*Cllr Patience left the room 20:35*

**49.1b** Noting any payments previously approved and the expenditure and income reports for the month ending 31 May 2019 and June 2019 to date, including the petty cash log – These were distributed to Councillors at the meeting and displayed, as follows:

### Expenditure May 2019

Date	Payment to	Description	Amount
1 <sup>st</sup> May 2019	Zurich Municipal	Insurance Premium 2019 – 20	£20,366.40
1 <sup>st</sup> May 2019	Trevor Brown	Year End Internal Audit 2018 – 19	£450
1 <sup>st</sup> May 2019	Unity Trust Bank	Credit Card Setup Fee	£50
1 <sup>st</sup> May 2019	Suffolk Pension Fund	Pensions April 2019	£4,615.29
17 <sup>th</sup> May 2019	East Suffolk Council	Planning App Kens Gardens Ammo Bunker	£231
17 <sup>th</sup> May 2019	Shona Bendix	Office Reimbursement	£116.02 + £10.37 VAT = £126.39
23 <sup>rd</sup> May 2019	Information Commissioner Office	ICO Registration 2019 – 20	£35
23 <sup>rd</sup> May 2019	Salaries	Salaries May 2019	£10,344.69
23 <sup>rd</sup> May 2019	Shona Bendix	Reimbursement for Plaisir Gift	£122.50
23 <sup>rd</sup> May 2019	East Suffolk Council	Links Road Car Park NNDR	£184
31 <sup>st</sup> May 2019	East Suffolk Council	Pakefield Street PC NNDR Jun19	£120
31 <sup>st</sup> May 2019	East Suffolk Council	Sparrows Nest NNDR Jun19	£108
31 <sup>st</sup> May 2019	East Suffolk Council	Kensington Gardens PC NNDR Jun	£206

### Income May 2019

Date	Received From	Description	Amount
2 <sup>nd</sup> May 2019	Tenant	Rental Income	£2,187.50
2 <sup>nd</sup> May 2019	Market Income	Market Income April 2019	£178
3 <sup>rd</sup> May 2019	East Suffolk Council	CIL April 2019	£3,435.71
8 <sup>th</sup> May 2019	HMRC	VAT Reclaim Q4 18 -19	£62,528.59

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 25 June 2019

14 <sup>th</sup> May 2019	Market Income	Market Income 3 <sup>rd</sup> and 10 <sup>th</sup> May	£204.50
20 <sup>th</sup> May 2019	East Suffolk Council	Rental Income from Tenant	£213.16
30 <sup>th</sup> May 2019	Tenant	Rental Income	£583
30 <sup>th</sup> May	Market Income	Market Income 17 <sup>th</sup> and 24 <sup>th</sup> May	£179

### Expenditure June 2019

Date	Payment to	Description	Amount
5 <sup>th</sup> June 2019	Larch Cottage Nursery	Kensington Gardens Plants	£190.88 + £38.18 VAT = £229.06
5 <sup>th</sup> June 2019	Urban Vision	Neighbourhood Plan Advice (Funded by Grant)	£3525.44 + £650 VAT = £4175.44
5 <sup>th</sup> June 2019	Pearce and Kemp Ltd	Normanston Park Changing Rooms Electrical Inspection	£175.00 + 335.00 VAT = £210.00
5 <sup>th</sup> June 2019	Gazprom Energy	Denes Oval Gas April 2019	£37.41 + £1.87 VAT = £39.28
5 <sup>th</sup> June 2019	Anglia Locksmiths	Whitton Residents Hall Fire Door Repairs	£1597.00 + £319.40 VAT = £1916.40
5 <sup>th</sup> June 2019	Waveney Norse	Open and Move Town Hall Safe	£179.00 + £35.80 VAT = £214.80
5 <sup>th</sup> June 2019	Suffolk Cloud	Website Hosting 2019-2020	£100.00
5 <sup>th</sup> June 2019	Gazprom Energy	Town Hall Gas April 2019	£91.76 + £4.59 VAT = £96.35
5 <sup>th</sup> June 2019	Pearce and Kemp Ltd	Sparrows Nest Electrical Inspection	£45.00 + £9.00 VAT = £54.00
5 <sup>th</sup> June 2019	Pearce and Kemp Ltd	Triangle Market Electrical Inspection	£105.00 + £21.00 VAT = £126.00
5 <sup>th</sup> June 2019	Pearce and Kemp Ltd	Whitton Estate Meeting Hall Electrical Inspection	£455.00 + £91.00 VAT = £546.00
5 <sup>th</sup> June 2019	Nicholsons Solicitors	General Legal Advice	£554.16 + £110.83 VAT = £664.99
5 <sup>th</sup> June 2019	Nicholsons Solicitors	North Denes Legal Advice	£386.33 + £77.27 VAT = £463.60
5 <sup>th</sup> June 2019	Nicholsons Solicitors	Marina Theatre Legal Advice	£205.83 + £41.17 VAT = £247.00
5 <sup>th</sup> June 2019	Metro Rod Ltd	CCTV Survey of Sparrows Nest Concrete Block	£570.00 + £114.00 VAT = £684.00
5 <sup>th</sup> June 2019	NABMA	NABMA Subscription 2019-2020	£358.00
5 <sup>th</sup> June 2019	Inspiration Trust	Duke of Edinburgh Grant	£2000.00
5 <sup>th</sup> June 2019	Need2Store Ltd	Civic Artefact Storage May 2019	£200.00 + £40.00 VAT = £240.00
5 <sup>th</sup> June 2019	East Point Business Services	Additional Kitchen Worktop	£733.00 + £146.60 VAT = £879.60
5 <sup>th</sup> June 2019	Sarah Foote	Travel Reimbursement and Cllr Training Reimbursement	£159.32
5 <sup>th</sup> June 2019	Mark Speller	Mileage Reclaim	£29.52
5 <sup>th</sup> June 2019	Pearce and Kemp Ltd	Guntton Residents Hall Electrical Inspection	£455.00 + £91.00 VAT = £546.00
6 <sup>th</sup> June 2019	Rialtas Business Suite	Year End Closedown 18-19	£1115.73 + £223.15 VAT = £1338.88
6 <sup>th</sup> June 2019	SCC Pension Fund	Pensions May 2019	£4615.29
7 <sup>th</sup> June 2019	Npower Ltd	Town Hall Electricity April 2019	£273.41 + £13.67 VAT = £287.08
7 <sup>th</sup> June 2019	Direct Tech	Water Heater Works at Triangle Market and Vent Works at Belle Vue Park Lodge	£276.00 + £55.20 VAT = £331.20
7 <sup>th</sup> June 2019	Nicholsons Solicitors	Legal Advice for Hamilton House Lease	£1013.33 + £202.67 VAT = £1216.00
7 <sup>th</sup> June 2019	Npower Ltd	Triangle Market Electricity April 2019	£299.79 + £14.99 VAT = £314.78
7 <sup>th</sup> June 2019	Darren Breeze	Kensington Gardens Columns Replacements	£2200.00
7 <sup>th</sup> June 2019	Blue Sky	Aerial Survey of the Town Hall	£610.00 + £122.00 VAT = £732.00
17 <sup>th</sup> June 2019	Lloyds	2x Credit Card Monthly Fee	£6.00
19 <sup>th</sup> June 2019	HMRC	PAYE May 2019	£1371.89
21 <sup>st</sup> June 2019	Salaries	June Salaries	£10261.34
25 <sup>th</sup> June 2019	Land Registry	Land Registry Documents	£18.00

### Credit Card Transactions

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 25 June 2019

Payment to	Description	Amount
DoubleTree Hotels	7x Rooms for NALC Conference	£875.00

### Income June 2019

Date	Description	Amount
10 <sup>th</sup> June 2019	Market Income 10/6/19	£119.50
17 <sup>th</sup> June 2019	Market Income 17/6/19	£107.50
17 <sup>th</sup> June 2019	Rental Income	£213.16
25 <sup>th</sup> June 2019	Rental Income	£5000.00

### Payments Authorised

Payment to	Description	Amount	Authorisation Ref
Need2Store Ltd	Storage of Civic Artefacts June 2019	£200.00 + £40.00 VAT = £240	FC 190528 33.1eii
Groundworks UK	Repayment of Neighbourhood Plan Grant Underspend	£94.19	
S. Harvey and Son Builders Ltd	Kensington Gardens Pillar Repair	£855.00 + £171.00 VAT = £1026.00	FC 190312 515.1e
Pearce and Kemp Ltd	Town Hall Electrical Testing	£2160.00 + £432.00 = £2592.00	FG 190212 429.1
Pearce and Kemp Ltd	Sparrows Nest Pond Electrical Improvements	£258.47 + £51.69 VAT = £310.16	FG 180424 265.b
NALC	7x Nalc Conference	£1849.68 + £369.95 VAT = £2219.63	FC 190528 33.1h
Sarah Foote	Reimbursement for Stationery and Meeting Expenses	£186.01 + £7.49 VAT = £193.50	FC 171205 168.9
Broadland Security	Town Hall Alarms Installation and Annual Keyholder Charge	£352.87 + £70.57 VAT = £423.44	FG 190212 429.1
Npower	Sparrows Nest Electricity April 2019	£30.82 + £1.54 VAT = £32.36	FG 190613 27.2

There were no queries and Councillors were happy to note the schedules.

**49.1c** Consideration of any payments for approval – The schedule was distributed to Councillors at the meeting and displayed, as follows:

### Payments to authorise

Payment to	Description	Amount
East Coast Community Health	Sophos antivirus for tablets	£200.00 per annum
East Coast Community Health	IT Service Charge 1 <sup>st</sup> June 2018 to 30 <sup>th</sup> September 2018. *	£4306.00 + £861.20 VAT = £5,167.20
Marina Theatre Trust	Marina Theatre Management Fee Q2	£37,500 + £7,500 VAT = £45,000

\*LTC has accrued for the IT service charge from 1<sup>st</sup> August 2018 to 31<sup>st</sup> March 2019, however LTC has not paid anything for the service charge for when it was on the 2<sup>nd</sup> floor of Hamilton House. LTC moved into the second floor of Hamilton House on 15<sup>th</sup> January 2018 and moved into the first floor on the 24<sup>th</sup> August 2018.

*Cllr Patience returned 20:36*

With regard to the IT Service Charge, it was clarified that this was not budgeted for when the Council offices were on the second floor of Hamilton House, but has been budgeted for since the Council moved to the first floor of Hamilton House. It was agreed that monthly rent payable by the Council when its offices were on the second floor would be reimbursed should the Council decide to make a more permanent move to the first floor. It will be clarified whether this reimbursement was made.

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 25 June 2019

Cllr Frost proposed approval of the three payments as detailed in the above schedule; seconded by Cllr Green; all in favour.

**49.2** Consideration of condition survey costs – These need to be conducted by Royal Institute of Chartered Surveyors qualified surveyor. The Facilities and Contracts Manager (FCM) has created a schedule of when each site requires a survey and this was circulated ahead of the meeting and displayed to Councillors at the meeting. For 2018-19, condition surveys are required for the Lowestoft Moviemakers Club building, the Lowestoft Cemetery public conveniences, Gunton Estate Residents Meeting Hall and Whitton Residents Meeting Hall. For 2019-20 condition surveys are required for the Sparrows Nest Bandstand, the Maritime Museum, Belle Vue Park Lodge, the Kensington Gardens Tearooms, the public conveniences adjoining the Kensington Gardens Café, and inside the café, the Kensington Gardens boating lake kiosk and the Kensington Gardens bowls pavilion. Quotes have been obtained for this work and this was displayed to Councillors. It was queried whether the issues arising from the last surveys have all been addressed. The issues have not all been addressed and it was therefore queried why further surveys should then be carried out. It was suggested that information should be requested from East Suffolk Council on which work has and has not been completed, or the FCM should complete site visits himself to see what work has been completed. It was queried whether this would be the most productive use of his time. The FCM was requested by the previous Council to create a schedule of when the condition surveys are due at each asset and source quotes for the cost, so that the Council would possess professional surveys, allowing it to plan for the future of its assets.

Cllr Knight proposed a Freedom of Information request be submitted to East Suffolk Council, for information on the condition surveys it holds for assets which have subsequently transferred to Lowestoft Town Council's ownership, and the actions taken as a result of the surveys; seconded by Cllr Lang; eleven Councillors voted in favour; five Councillors voted against; two Councillors abstained from the vote.

Once the request has been submitted, it was agreed the results will be reported back to the Finance and Governance Committee to consider.

The method by which the leisure fees will be calculated has been formalised, and this was explained. The grant application from the Sparrows Nest Bowls Club will be considered at the next Finance and Governance Committee meeting.

### **50. Governance:**

**50.1** Consideration of progress with the external audit – All requested information has been submitted to the external auditors. An acknowledgement has been received and the report will follow in due course.

**50.2** Consideration of requests to change the membership of Committees, including:

**50.2a** Cllr Coleby to join the Assets, Inclusion and Development, Finance and Governance and Personnel Committees – Cllr Lang proposed approval of Cllr Coleby joining the AID, Finance and Governance and Personnel Committees; seconded by Cllr Barnard; all in favour.

**50.2b** Cllr Patience to join the Assets, Inclusion and Development Committee – Cllr Barnard proposed approval of Cllr Patience joining the AID Committee; seconded by Cllr Webb; all in favour.

A Parks Working Group was formed at last night's AID Committee meeting, and it was agreed that an invitation would be extended to all Councillors, for anyone who wished to join. Cllr Lang expressed an interest in becoming a member.

There was a request for a meeting of the Standing Orders Working Group to be arranged, to consider speaking rights at meetings.

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 25 June 2019

- 50.3** Noting that Councillor training has been delivered, with 41 attendees (10 Lowestoft Town Councillors) – This was noted.
- 50.4** Noting that all Councillor Register of Interests and return of election expenses should have taken place – A concern was raised regarding the space available to include all the necessary information on the Register of Interests. Advice was given to raise such concerns with East Suffolk Council.

### **51. Assets, Inclusion and Development:**

- 51.1** Receipt and acceptance of the minutes of the previous Assets, Inclusion and Development Committee meetings (10 and 24 June 2019) and, in particular, consideration of the following matters: The minutes of the meeting on 24 June 2019 were not yet available. Cllr Barnard proposed acceptance of the minutes of the 10 June 2019 meeting; seconded by Cllr Lang; all in favour.
- 51.1a** A request from Lowestoft and District Allotments Ltd to establish vehicular access at the Normanston Allotments – This item was covered earlier in the meeting.
- 51.1b** A recommendation to grant approval to the Denes Oval Cricket and Tennis Clubs to arrange installation of a defibrillator at the site – It was clarified that the Cricket and Tennis Clubs would pay the installation costs. The small cost of electricity would be met by the Council. Cllr Barnard proposed approval of the installation of a defibrillator at Denes Oval; seconded by Cllr Patience; all in favour.
- 51.1c** Establishing a monthly market – The Market Working Group has met and is drafting a plan for a monthly market, beginning on the last Saturday of September. It will be at the Triangle Marketplace and underneath the Sails. Cllr Carlton advised she would also like to be involved with this and Cllr Taylor will ensure she receives all the necessary information. Cllr Barnard proposed approval of the establishment of a monthly market; seconded by Cllr Lang; all in favour.
- 51.1d** A recommendation to proceed with the renovation of the Nightingale Road play area, within a budget of £35,000, using CiL and S.106 funding – Cllr Barnard proposed proceeding with the renovation of the Nightingale Road play area, within a budget of £35,000, using CiL and S.106 funding; seconded by Cllr Carlton; seventeen Councillors voted in favour; one Councillor abstained from the vote.
- 51.1e** A recommendation to proceed with the transfer of the Sparrows Nest Premises Licence – A meeting paper providing further information was circulated to Councillors ahead of the meeting. Cllr Barnard proposed proceeding with the transfer of the Sparrows Nest Premises Licence, and payment of the associated fee of £23; seconded by Cllr Pearce; all in favour.
- 51.1f** A recommendation regarding the extension of the loan agreement for the Lowestoft Collection with the Lowestoft Museum (confidential) – To be discussed during the confidential session.
- 51.1g** A recommendation for a letter to be given to the young person involved in the incident at Ness point, to acknowledge their bravery and to consider inviting them to a Full Council meeting to receive it – Cllr Barnard proposed approval of the recommendation to write to the young person involved in the incident at Ness Point, and invite them to a Full Council meeting to receive the letter; seconded by Cllr Carlton; seventeen Councillors voted in favour; one Councillor voted against.
- 51.2** Consideration of progress with The Ness – The Licence to Occupy is being progressed and a meeting has been scheduled for 9 July, between representatives from East Suffolk and Lowestoft Town Councils and the solicitors representing both parties. Ahead of this Full Council meeting, the Project Manager for The Ness presented the latest plans and updates with the project to the Council.

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 25 June 2019

- 51.3** Consideration of the installation of adult outdoor gym equipment in Normanston Park – It was agreed that further investigation would be required before this proceeds. There have been requests from members of the public for such equipment.

A yesterday's AID Committee, there was a recommendation to accept the revised Tree Policy. This will be added to the next Full Council agenda to enable the rest of the Council to receive and consider the amendments. There was also a recommendation to allow the Gunton Residents Association to arrange the siting of a bench and bin near the Gainsborough Drive pond, at their own cost. Waveney Norse have already agreed to empty the bin. Cllr Coleby proposed approval of the siting of a bin and bench near the Gainsborough Drive pond, subject to the cost being met by the Gunton Residents Association. Additionally, there was a recommendation to accept a proposal by East Coast Community Healthcare to run a trial of free Wi-Fi in Sparrows Nest. If successful, this could be extended to other parks. This will be subject to East Coast Community Healthcare's security filters. Cllr Knight proposed approval of the recommendation to allow East Coast Community Healthcare to run a trial (understood to be for six months) of free Wi-Fi in Sparrows Nest, subject to it being clearly advertised as a trial; seconded by Cllr Lang; all in favour.

Options are being explored for a picnic bench at the Nightingale Road play area. Cllr Barnard is exploring alternative funding options.

### **52. Planning and Environment:**

- 52.1** Receipt of the minutes of the previous Planning and Environment Committee meeting (16 and 28 May, 11 and 25 June 2019) and consideration of any matters arising:  
Receipt of the minutes was noted. The Neighbourhood Plan Working Group is still meeting regularly and work is progressing.
- 52.3** Consideration of the Council's position on the proposed speed limits in Lothingland – It was clarified that the Town Council has no jurisdiction over speed limits. There was a concern that reduced speed limits are being imposed in place of making improvements to roads, which could have a detrimental effect on the economic prospects of the town. Improvements to infrastructure are being considered by the Lowestoft Transport Infrastructure Partnership (LTIP). It was commented that reduced speed limits can reduce emissions and improve safety on the roads.  
Cllr Butler proposed writing a letter to Suffolk County Highways, in opposition of speed limit reductions around the Lothingland area; seconded by Cllr Barnard; three Councillors voted in favour; thirteen Councillors voted against; two Councillors abstained from the vote.

### **53. CCTV**

- 53.1** Receipt and acceptance of the minutes of the previous CCTV Committee meeting (11 June 2019) and consideration of any matters arising (some aspects may be confidential) – To be discussed during the confidential session.

### **54. Policy and consultation matters**

- 54.1** Consideration of declaring a climate emergency, and if so to consider the following: - This was covered earlier in the meeting.
- 54.1a** Setting up a Working Group by September 2019
- 54.1b** Working alongside partners, including other tiers of Government

*Cllr Patience left the meeting 21:26*

*Cllr Youngman left the room 21:26*

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 25 June 2019

### 55. Written reports from Councillors and any new representative roles

It was noted that several reports had been circulated and Councillors were asked whether they wished to provide any verbal updates. Cllr Eastwood has recently attended an LTIP meeting, but it was agreed that the minutes of that meeting would be circulated once available, rather than a verbal update being provided. Cllr Eastwood now has the minutes of the March meeting, which will be circulated to Councillors. It was reported that the Anglia in Bloom judging will be taking place in Lowestoft on 9 and 10 July.

*Cllr Youngman returned 21:28*

Cllr Collecott attended with Lowestoft Vision this morning. It was requested by the AID Committee that he enquire as to when Lowestoft Vision will be switching on the Christmas lights on London Road North, but this has not been decided yet. It was also requested by the AID Committee that he enquire as to whether the Town Council can have a stall on London Road North on Friday 13 September, to coincide with a Suffolk County Council event to meet members of the public. There was no information available about this at the meeting, therefore this will be progressed by staff. As discussed at yesterday's AID Committee meeting, Cllr Collecott has asked that the Chair of Lowestoft Vision meet with the Council to provide more information about what they do and how they can work with Lowestoft Town Council.

Cllr Coleby proposed suspending Standing Order 3y to allow the meeting to continue; seconded by Cllr Knight; all in favour.

- 55.1 Report from the CEFAS Neighbourhood Group
- 55.2 Report from the Coastal Communities Team
- 55.3 Report from the Community Enabler Project Board
- 55.4 Report from the Culture Board
- 55.5 Report from the East Suffolk Communities Team (Whitton)
- 55.6 Report from the First Light Festival Board
- 55.7 Report from the Friends of Fen Park
- 55.8 Report from the Heritage Action Zone and Heritage Champions
- 55.9 Report from the Kirkley Business Association and Kirkley People's Forum
- 55.10 Report from the Lowestoft and Plaisir Twinning Association
- 55.11 Report from the Lowestoft Development Group
- 55.12 Report from the Lowestoft Flood Risk Management Project's Strategic Steering Group
- 55.13 Report from Lowestoft in Bloom
- 55.14 Report from the Lowestoft Museum
- 55.15 Report from the Lowestoft Regeneration and Growth Board
- 55.16 Report from the Lowestoft Station Partnership Group
- 55.17 Report from the Lowestoft Transport Infrastructure Partnership
- 55.18 Report from the Lowestoft Vision Board
- 55.19 Report from the Marina Theatre Trust Board
- 55.20 Report from the SCC A47 Improvement Scheme
- 55.21 Report from the Sunrise Coast Heritage Guild
- 55.22 Report from The Ness Steering Group
- 55.23 Report from the Third Crossing Bridge Naming Competition Judging Panel
- 55.24 Report from the Third Crossing Stakeholders' Group and to appoint a single representative (two representatives and a substitute were previously appointed but Lowestoft Town Council has only been allocated one position on this group) – Cllr Taylor withdrew as the substitute. Cllr Collecott advised he was happy to be the substitute, with Cllr Frost as the representative.  
Cllr Green proposed Cllr Frost as Lowestoft Town Council's representative on the Third Crossing Stakeholders' Group, with Cllr Collecott as the substitute; seconded by Cllr Pearce; all in favour.
- 55.25 Report from the Waveney Disability Forum
- 55.26 Any other reports

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 25 June 2019

- 55.27** Consideration of an appointment of a representative to work with the Jack Rose Old Lowestoft Society regarding heritage plaques – Cllr Pearce proposed Cllrs Coleby and Pearce as Lowestoft Town Council’s representatives on the Jack Rose Old Lowestoft Society; seconded by Cllr Green; all in favour.

*The remaining member of the public left the meeting 21:34*

### **56. Legal:**

- 56.1** Consideration of any legal matters affecting the Council, including the following:

All items under this heading were to be discussed during the confidential session.

**56.1a** Consideration of the Supplemental Agreement between East Suffolk Council, The Marina Theatre Trust and Lowestoft Town Council and governance arrangements for the Marina Theatre (confidential)

**56.1b** Consideration of the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential)

**56.1c** Consideration of legal issues relating to the North Denes land (confidential)

**56.1d** Consideration of a licence to occupy The Ness for East Suffolk Council (confidential)

**56.1e** Consideration of a Proposal Report from Sentinel Leisure Trust (confidential)

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

Tuesday 23 July 19:30

### **58. Items for the next agenda**

There had been a request from the Waveney Valley Athletics Club for a key to the Referee’s Room at Normanston Park. This request will be considered by the AID Committee.

Cllr Green proposed moving the meeting in confidential session; seconded by Cllr Lang; all in favour.

### **59. Resolution to close the meeting to the public**

- 59.1** Any legal issues including those at 51.1f, 53.1 and 56.1 above as required:

**51.1f** - A recommendation regarding the extension of the loan agreement for the Lowestoft Collection with the Lowestoft Museum – Cllr Knight proposed approval of the recommendation from the AID Committee, to extend the loan agreement by one year, for a review of the length of the agreement and the terms to be reviewed during that time; seconded by Cllr Frost; all in favour.

- 53.1** Receipt and acceptance of the minutes of the previous CCTV Committee meeting (11 June 2019) and consideration of any matters arising –

*Cllr Lang left the room 21:37 for the discussion of this item.*

An update from the last CCTV Committee meeting was provided.

Cllr Frost made a confidential proposal; seconded by Cllr Coleby; all in favour.

*Cllr Lang returned 21:41*

**56.1a** Consideration of the Supplemental Agreement between East Suffolk Council, The Marina Theatre Trust and Lowestoft Town Council and governance arrangements for the Marina Theatre - The latest legal position was explained.

Cllr Knight made a confidential recommendation; seconded by Cllr Frost; all in favour.

The Marina Theatre Trust is reviewing its governance arrangements and the composition of the Board, and would like the Mayor and the Clerk (whomever is in those roles) to represent Lowestoft Town Council, rather than two Councillors. It would be difficult for the representatives to be assumed as the Mayor and the Clerk, as it is not known who may be fulfilling these roles in

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 25 June 2019

the future, and it could be someone with a conflict of interest, or pecuniary interest, etc. It was agreed that, as one of the current representatives, Cllr Ardley should be involved with the discussion, and it was therefore agreed that the matter should be deferred to the next meeting, when Cllr Ardley would be in attendance.

Cllr Pearce proposed deferring this matter to the next Full Council meeting, to invite a representative from the Marina Theatre Trust to attend and discuss the matter in more detail; seconded by Cllr Webb; all in favour.

**56.1b** Consideration of the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council – The latest legal position was explained.

Cllr Green proposed that the overall decision as to whether to sign the lease and approve the associated documents should remain with Full Council; seconded by Cllr Knight; all in favour.

**56.1c** Consideration of legal issues relating to the North Denes land – The latest legal position was explained.

**56.1d** Consideration of a licence to occupy The Ness for East Suffolk Council – This was covered by discussions earlier in the meeting

**56.1e** Consideration of a Proposal Report from Sentinel Leisure Trust – It was agreed to defer this item to the next Full Council meeting, to allow sufficient time for this item to be considered comprehensively.

**59.2** Any employment matters – There were no matters for discussion.

The Chair closed the meeting 21:58.

Signed: .....

23 July 2019