

Lowestoft Town Council

Meeting of the Assets, Inclusion and Development Committee

Via Video Meeting
18:00 on 1 March 2021

MINUTES

Video meeting participants: Cllrs Bob Breakspear, Neil Coleby (Chair), Alan Green, Peter Knight, Paul Page, Andy Pearce and John Pitts

155. Welcome and one minute's silence to be observed in respect of the passing of Councillor Sue Barnard

A minute's silence to mark the passing of Councillor Sue Barnard was observed. Councillors and members of the public were reminded of the right to report and the application of the video meeting protocol, and the meeting was welcomed.

156. Apologies for absence

No apologies had been received. Cllr Jacqueline Hardie had not provided apologies and was absent. Cllr John Pitts had advised he would need to leave the meeting at 19:30.

157. Declarations of Interests and dispensations

Cllr Pearce declared a local non-pecuniary interest in item 165.

158. Receipt of any comments and noting that the draft minutes of the meeting on 1 February 2021 will be considered at the next appropriate meeting

The draft minutes were noted.

159. Any advance comments from the public on any matters on this agenda

There were none.

160. Appointing the Deputy Chair of the Assets, Inclusion and Development Committee

Cllr Pearce proposed appointing Cllr Breakspear to the position of Deputy Chair of the Assets, Inclusion and Development (AID) Committee. At the last Full Council meeting, Cllr Breakspear was appointed as the substitute representative to the Pakefield Coast Protection Steering Group. If Cllr Breakspear is appointed Deputy Chair of this Committee he would prefer for Cllr Pitts to take on the role of substitute representative to the Pakefield Coast Protection Steering Group. Cllr Pitts advised he would be happy to do this. This will be considered at the next Full Council meeting. The vote was taken and all Councillors were in favour of appointing Cllr Breakspear to the position of Deputy Chair of the AID Committee.

161. Parks and open spaces:

161.1. Receipt of any comments and noting the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 16 February 2021 – The draft minutes were noted.

161.2. The following recommendations from the Parks and Open Spaces Sub-Committee:

161.2a. Adopting the draft five-year plans for the Town Council's parks and open spaces as working/discussion documents – Cllr Pearce proposed a recommendation to Full Council to adopt the draft five-year plans as working/discussion documents; seconded by Cllr Breakspear; all in favour. Cllr Butler has identified some typographical errors and will email these to Cllr Coleby.

161.2b. Postponing the development of wildflower areas at Clarkes Lane and Daffodil Walk until the autumn, but for quotations to be sought and plans to be put into place in the interim – It is more likely the wildflower areas will be successful if they are seeded in the autumn. The expenditure could be quite significant so it was agreed it would be better to progress the development of these areas at a time when they are more likely to be successful. Cllr Pearce proposed postponing the development of wildflower areas at Clarkes Lane and Daffodil Walk until the autumn; seconded by Cllr Breakspear; all in favour.

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- 161.2c. Agreeing in principle to pledge land to the WildEast project, including areas of land at Clarkes Lane, the North Denes and Fen Park – Cllr Pearce proposed a recommendation to Full Council to agree in principle to pledge land to the WildEast project. Specific areas to pledge would need careful consideration, particularly those in close proximity to residential areas. The North Denes is a mostly wild area which receives minimal maintenance. Areas of Clarkes Lane are the same. The proposed area at Fen Park is next to the pumping station and is away from the main public area of the park. The draft five year plan for Fen Park has identified this area as a potential butterfly and insect area so this could also be incorporated. The Friends of Fen Park have suggested the area could also be used for tool storage and producing mulch. Cllr Knight proposed a recommendation to Full Council to proceed with the re-wilding of areas identified at Clarkes Lane, the North Denes and Fen Park, for an initial trial period of two years, and with appropriate signage to be installed at these areas; seconded by Cllr Pearce; all in favour.
- 161.3. Noting contributions from locality funding for matting at Fen Park and wheelchair accessible picnic benches at the Stoven Close play area and Gunton Community Park, and the potential contribution of a memorial bench in the Royal Naval Patrol Service cemetery in Belle Vue Park – Regarding the contribution of a memorial bench for Belle Vue Park, confirmation from the Councillor involved is still pending, but this Committee would be happy to proceed once confirmation is received. Confirmation of the contribution towards the benches for the Stoven Close play area and Gunton Community Park is also still pending, but the contribution towards the matting in Fen Park has been confirmed. A grant acceptance letter for the play equipment at Stoven Close has been submitted and the funds should be received shortly. Other projects had been discussed, such as additional benches for Fen Park, and these could be considered in the new financial year as there is insufficient time to progress them now before locality funding expires this year.
- 161.4. The possibility of a path at the Stoven Close play area, from Weston Road to the picnic benches – A formal quotation is pending. This item will be carried forward.
- 161.5. The possibility of installing a noticeboard on private land on Shelton Road – This was discussed previously but there were difficulties in finding out who owns the land. Cllr Pitts has contact details for the person he understands owns this land and will forward these to officers to make enquiries, who will also look at the legal implications of installing a Town Council noticeboard on private land. This item will be carried forward for further consideration.
- 161.6. Progress with memorial lecterns for the Belle Vue Park Peace Garden and Kensington Gardens Holocaust Memorial Garden – Cllr Coleby has put together written proposals. It was understood these have already been agreed, but this would need to be checked. The proposals could not be progressed in time now to secure locality funding in the current year. Cllr Pearce proposed a recommendation to the Finance and Governance Committee and/or Full Council to proceed with memorial lecterns for the Belle Vue Park Peace Garden and Kensington Gardens Holocaust Memorial Garden; seconded by Cllr Green; all in favour.
- 161.7. Site access to Sparrows Nest – This is with regard to the ongoing matter of the installation of a lockable bollard. It has been brought to the Council's attention that there is reserved parking near the Movie Makers Theatre under the terms of a lease. The number of spaces is not specified but it is quite a large area of allocated parking. The mini 'roundabout' structure, the reserved parking and the installation of the bollard does call into question how deliveries and any other parking or dropping off may be dealt with. The Clerk will circulate a map to the Committee showing the parking allocation and proposed location of the bollard. The spaces are not currently marked as reserved but the tenant has asked if this would be happy as part of the new arrangements. The Council would need to consider how this would be enforced if so. The Council's

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priority remains the issue of public safety and it was recognised that a decision should be made preferably before the lockdown restrictions end, or as soon as possible afterwards.

162. Receipt of the notes from the Toilet Strategy Working Group meeting on 26 February 2021 and consideration of progress with the refurbishment of the Sparrows Nest and Fen Park public conveniences

The meeting did not take place on 26 February and is being rescheduled.

163. Markets:

163.1. Receipt of the notes of the Triangle Market Working Group meeting on 22 February 2021 – The notes have been circulated. It was noted there was a reference to liaising with Oulton Parish Council to discuss joint markets and it was queried whether this should instead be Oulton Broad. This was noted.

163.2. The concept of indoor markets and the charter for markets within the town – There are various proposals around the town involving markets. It was queried whether this Committee would be happy with the idea of indoor markets in other areas in the town in principle, without discussing details of individual proposals and without the benefit of legal advice about what the charter market rights cover. It was agreed that each proposal would need to be considered on its own merits, but in principle if the Council had the legal right to do so this Committee would be prepared to consider indoor markets at the Council's discretion. Cllr Pearce proposed a recommendation to Full Council that subject to the Council having the legal right, the charter is not revoked but the Council exercises discretion to authorise additional markets in Lowestoft if it approves of the proposals; seconded by Cllr Green; all in favour.

164. Plans for the usage of the Gunton Drive former telephone kiosk, in addition to the defibrillator

The electricians have now been boxed in. This Committee's primary concern is ensuring swift access to the defibrillator. One small bookcase beneath the defibrillator is being proposed and it does not appear to be obstructing access. Reassurance has been given that both the defibrillator and the bookcase will be regularly checked. Town Council officers will also do complete checks on occasion and would value local Councillors checking it periodically as well. Officers have been liaising with the ambulance service regarding monitoring of the defibrillator, as conflicting views have been received from another party. As part of the proposals for the kiosk, the local residents would also like to install a small plaque to commemorate Cllr Barnard, subject to approval from her family. Cllr Coleby proposed an in principle agreement for a bookcase to be installed in the kiosk beneath the defibrillator, subject to Cllr Butler checking to ensure the bookcase does not cause an obstruction. Cllr Coleby further proposed delegating authority to the Clerk to liaise with Cllr Butler and progress the installation of the bookcase subject to his approval; seconded by Cllr Pearce; all in favour. Cllr Coleby proposed an in principle agreement to a plaque being installed in the kiosk to commemorate Cllr Barnard, subject to her family's approval. Cllr Coleby further proposed delegating authority to the Clerk to check and approve the design with Cllr Butler and give final approval; seconded by Cllr Green; all in favour.

165. The results of the environmental assessments of the Town Council's ponds

No additional advice has been received as yet. This item will be carried forward to the next meeting.

166. The provision of Christmas lights, or an alternative, for 2021

Quotations have been sought and there are a number of options to consider. The Town Council's existing contract has now expired. There is the possibility of having braided lights in

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certain areas of the north and south of the town, but the costs for the south would need to include purchase of the lights and the infrastructure costs. Projectors and/or uplighters would cost less and could cover more locations, but projectors need to be sited indoors and the Town Council does not have any buildings opposite one another to make this work. One of the companies approached for a quotation has said they would be prepared to speak with Councillors and complete a site visit. Ideally, the Council needs to have made a decision by the summer to allow sufficient time. It was agreed that a meeting with the company would be beneficial to discuss the options and costs. Cllrs Breakspear, Coleby, Green and Pearce would like to attend the meeting and it was suggested an invitation should also be extended to the Kirkley Councillors to discuss provision in the south of the town. The Budget and Loan Sub-Committee had hoped that Full Council would be able to provide a steer, but contingency funding for the most expensive option has been set aside, which can be used towards another project if not needed for Christmas lights. Cllr Pearce proposed that a Working Group be set up to progress proposals for Christmas lights for 2021, based on those Councillors who have already expressed an interest and any Kirkley Councillors who are interested; seconded by Cllr Knight; all in favour.

167. A request to trade in the Links Road car park (confidential)

To be discussed during the confidential session.

168. Lease arrangements for a tenant (confidential)

To be discussed during the confidential session.

169. A request for transfer/sale of land at Uplands (confidential)

To be discussed during the confidential session.

170. Date of the next meeting

12 April 2021 18:00

171. Items for the next agenda and close

An update on the Whitton Green project and the provision of outdoor fitness equipment was requested. These can be reported back to the Parks and Open Spaces Sub-Committee.

Cllr Green proposed moving the meeting into confidential session; seconded by Cllr Pearce; all in favour. The Chair thanked those who had been viewing the meeting via live stream and the live stream was closed as the meeting went into confidential session. It was confirmed the meeting would end following the confidential session.

172. Resolution to close the meeting to the public:

172.1. Any legal issues, including those above as required:

167. A request to trade at the Links Road car park (confidential) – There was a confidential discussion regarding the proposal received. Cllr Coleby made a confidential proposal; seconded by Cllr Knight; five Councillors voted in favour; two Councillors voted against; one Councillor abstained from the vote.

168. Lease arrangements for a tenant (confidential) –

Cllr Breakspear left the meeting 19:15

There was a confidential discussion regarding lease arrangements for a tenant Cllr Coleby made a confidential proposal; seconded by Cllr Pearce; all in favour.

169. A request for transfer/sale of land at Uplands (confidential) – There was no update to report.

Signed: 12 April 2021