

**Lowestoft Town Council**  
**Meeting of the Assets, Inclusion and Development Committee**  
**Via Video Meeting**  
**18:00 on Monday 7 September 2020**

**MINUTES**

**Video meeting participants:** Cllrs Sue Barnard, Bob Breakspear, Colin Butler, Neil Coleby (Chair), Keith Patience, Andy Pearce, John Pitts and Alice Taylor.

**Also participating:** Sarah Foote (Deputy Clerk) and James Cox (Administration and Finance Assistant)

**48. Welcome**

The right to report and the application of the video meeting protocol were explained and noted, and the meeting was welcomed.

**49. Apologies for absence**

Apologies were received from Cllrs Jacqueline Hardie, Graham Parker, Paul Page, Peter Knight and Amanda Frost. Cllr Collecott, had not provided apologies and were absent. Cllr Barnard proposed acceptance of the apologies; seconded by Cllr Pearce; all in favour.

**50. Declarations of Interests and dispensations**

Cllr Patience declared a pecuniary interest in agenda items 53.3, 55.2 and 58 and would leave the meeting when these items were discussed.

**51. Receipt of any comments and noting that the draft minutes of the meeting on 3 August 2020 will be considered at the next appropriate meeting**

Cllr Coleby proposed an addition in relation to item 37, the Gainsborough Drive Pond Group although are a residents association operate as a Friends Group and follow all Friends' Group rules. This should be added to these minutes for clarification. Seconded by Cllr Barnard and unanimously agreed.

It was noted that Cllr Butler's report on the bus shelter in St Margaret's East had been circulated to all members and would be an agenda item for the next meeting.

**52. Advance comments from the public on any matters on this agenda**

None

**53. Parks and open spaces:**

53.1. Receipt of any comments and noting the draft minutes of the meeting on 18 August 2020 – There were no comments on the draft minutes.

53.2. Consideration of the following recommendations from Parks and Open Spaces sub-committee:

53.2a. Seasonal workers to help progress the Council's biodiversity and autumn planting - how long these workers could be employed and how long for was debated. It was noted that there was not a requirement in Kensington Gardens but noted that the work done today had been to an excellent standard. It was agreed to supply the planting schemes at 53.2b and c to East Suffolk Norse and ask for their recommendation on time, suggested until the end of October, and cost of seasonal workers to plant these schemes.

53.2b. Planting of Kensington Gardens Holocaust island bed and lawn, Belle Vue pink and white beds within a maximum budget previously set by Finance and Governance - it was agreed to progress with this as per the planting schemes circulated some time ago. The planting schemes would be re-circulated to all members. Planting lists had been drawn up and two quotes had been received, a third was required. The budget had been agreed as follows:

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- £4,900 for perennial plants
- £4,200 for shrubs
- £2,400 for trees
- £1,000 for plug plants and seeds
- £500 for annuals

It was proposed by Cllr Coleby, seconded by Cllr Pearce and agreed to proceed with the purchase of these plants and proceed with the planting this autumn. Cllr Coleby would liaise with the Committee Clerk in relation to progressing this.

53.2c. Bulbs - The recommendation from Parks and Open Spaces was to purchase bulbs for the pink and white beds at Belle Vue Park, a bluebell walk in Sparrows Nest, and bulbs for Gainsborough Drive, around the trees at the Stoven Close play area, Fen Park and Arnold's Bequest, plus Kensington Gardens. It was noted that East Suffolk Norse were supplying directly to Gainsborough Drive 300 daffodil bulbs. The budget for this planting was still to be approved by Finance and Governance. Cllr Breakspear would ascertain with Kensington Gardens required bulbs and respond accordingly. Confirmation was still needed for other areas and this was now time urgent due to planting being required this autumn. Cllr Coleby would supply his working document to all members to view. It was proposed by Cllr Pearce, seconded by Cllr Barnard and agreed to seek budget approval and progress from there.

53.2d Land transfers and improvements as identified in the play inspection reports - land adjoining St Margaret's plain was being considered for transfer to the Town Council. However, there had been some difficulty obtaining the play report relating to the existing play equipment provision and what may be included as recommendations for extending the area. It was agreed more information was required, especially costs and if there were any entanglements relating to the land and if the transfer would comply with town council policy. Cllr Coleby would provide a copy of the report to the Clerk for onward circulation.

Cllr Pearce also brought to members' attention the possibility of a land transfer at the corner of crown street and working with MECG in relation to this.

53.3. Consideration of installing memorial lecterns in Belle Vue Park Peace Garden and Kensington Gardens Holocaust Memorial Garden

At 18.44 Cllr Patience was removed from the meeting due to his pecuniary interest in this item.

The Peace Garden was lacking signage to explain more about it and it had been previously discussed that a WWI lectern could be installed. A WW1 lectern could be installed at Kensington Gardens as an educational resource about the Holocaust. There had been an earlier commitment from the three District Councillors whose ward covered Kensington Gardens to cover the cost of this project and Cllr Patience was now offering the same District/County Council locality funding for Belle Vue Park. Cllr Pearce asked if this could be delivered in Kensington Gardens for HMD 2021. It was suggested it was unlikely as this was only four months away. Cllr Coleby proposed to progress with these projects, provide illustrations of what the lecterns would look like and the information content for members and friends group to consider, and confirm all the funding would be secured. Seconded by Cllr Taylor and unanimously agreed.

At 18.50 Cllr Patience returned to the meeting.

**54. Increase in provision of noticeboards and related land transfers**

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Cllr Patience confirmed details of four areas of land which could be transferred to the Town Council, one of which already had an established friends group. Cllr Patience would like to see a noticeboard on the Trafalgar Street land.

Cllr Pitts felt a site in Saxon Road and land outside Shelton road shops. The former is part of a bridle path but Cllr Pitts had not been able to establish who the land owner was but it was believed by Suffolk County Council to be permissible to erect a noticeboard on this land. The owner of the Shelton Road site had been established and Cllr Pitts had tried to make contact to ascertain permission to erect a noticeboard. Concern was expressed over erecting and accessing a noticeboard on privately owned land. Cllr Pitts would provide contact details and the Clerk would write an official letter to the landowner. The Deputy Clerk advised that if the land was not owned by the Town Council planning permission would need to be sought and this would add to the costs of such projects. The Deputy Clerk stated that Officers would try and obtain official details of land ownership via the Land Registry and Cllr Pitts agreed to provide exact details of the locations. An alternative location of the allotment land opposite to Saxon Road could be considered.

Cllr Patience provided further detail on his suggested areas of land; at Alma Street/Road there were upstands supporting trees and vegetation and the local residents were complaining of lack of light and having to have lights on all day long, Bevan Street West has upstands and the plot is overgrown with bushes, Trafalgar Street has two benches but is overgrown and subject to fly tipping. This was proposed by Cllr Coleby, seconded by Cllr Pearce and unanimously agreed to contact East Suffolk Council to ascertain costs for the maintenance of these areas, details of any rights of way or wayleaves and for this information to come back to the committee for further consideration.

Cllr Patience then reported that he had sought legal advice from a researcher whilst he was removed from the meeting earlier and no longer had a pecuniary interest in the items as he had originally declared.

**55. Benches**

**55.1** The Talking Bench, to be funded by East Suffolk Council, would be installed at Kensington Gardens. This was proposed by Cllr Coleby, seconded by Cllr Breakspear and unanimously agreed.

**55.2 Gunton Division County Councillors request to install a bench in Belle Vue Park -** the website. Cllr Patience commented that himself and County Councillor Ardley were requesting permission at no cost to the Town Council to install a bench to be installed (location and style to be agreed by the Town Council) and if granted, the two County Councillors would liaise with East Suffolk Norse to procure and install. Cllr Patience stated that the bench would be in recognition of the four years he and Cllr Ardley had served as County Councillors for the Gunton division. Cllr Barnard proposed that the offer was accepted and that the bench be situated in a location of the county councillors' choice. Cllr Pearce seconded this proposal. Cllr Taylor reminded the committee that the original offer was for the Town Council to agree the style and location and Cllr Barnard agreed to amend her proposal to this. Cllr Butler asked for further details on the style of the bench and an agreement of location. Cllr Coleby stated there was space in the pink garden nor was there any picnic bench provision in this location. Cllr Butler thought picnic benches may cause more litter. Cllr Patience was asked to confirmed the budget available and that Cllr Ardley may be able to fund a litter bin as well. The amended proposal was then unanimously agreed. Discussion then took place on the style of the bench and it was agreed to circulate details of similar wrought iron benches to those installed in the Peace Garden and the costs to all members ready for agreement at the next meeting.

**56. Whether to support the CEFAS and Promoting Pakefield Group, and if so how the Town Council may be involved with the project**

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Cllr Pitts provided the committee with an update on this project and how the group may be seeking financial assistance. At 19.21 Cllr Taylor left the meeting. Cllr Pitts agreed to ascertain more details and provide them to the Clerk for direct liaison with the project organisers. This would be considered further at a future meeting.

At 19.25 Cllr Taylor returned to the meeting.

- 57. Funding application to Suffolk County Council for carbon reduction funding, including any comments from the Climate Emergency Committee** - Cllr Barnard explained that grants of £2,000 were available for the installation of solar panels on community buildings and how this may be appropriate for Gunton Residents Hall. It was proposed by Cllr Barnard, seconded by Cllr Butler and agreed to liaise with the management committee at the Hall to seek their interest in this initiative. It was noted that the funding may be time sensitive. At 20.15 Cllrs Breakspear left the meeting.

**58. Management of trees at the Great Eastern Linear Park**

Cllr Patience reported on correspondence he had received from a resident detailing problems they were having with trees situated on the GELP that backed on to their gardens. The resident was offering to cover the costs of cutting the trees at their own cost and Cllr Patience fully supported that this work was required. It was noted that the East Suffolk Norse arborist had visited the site twice and given their recommendations. Cllrs Pearce and Barnard had, on the instruction of the Climate Emergency Committee, that day also conducted a site visit and liaised with the resident concerned. Cllr Pearce confirmed that this matter had already been considered by the Climate Emergency Committee and they had noted the opinion of the Arborist that that work was not currently necessary and if the work was undertaken it would be contrary to the Council's Tree Policy and Climate Emergency declaration. The arborist had also confirmed that any work would have to be at the instruction of the Town Council. Cllr Pearce continued his summary of the site meeting and how the resident had complained that the trees were stopping light getting to certain parts of the property. Cllr Barnard stated that the GELP is an extensive area and to cut trees in the area would be expensive and the Tree Policy did not support such work being undertaken. Cllr Patience confirmed that the resident wanted to take a few feet off the trees and would cover the cost. Cllr Taylor proposed that the residents were asked to provide a professional assessment detailing quantity and length of branches to be removed and from which trees. Cllr Coleby asked for a recommendation to be put to Full Council at which point Cllr Taylor agreed to amend her proposal to ask for further information from the resident in the form of a professional support for Full Council to consider in line with the Council's Tree Policy. This was seconded by Cllr Patience and unanimously agreed.

**59. Triangle Market**

59.1 Measures to support the Triangle Market - Cllr Patience confirmed he had offered funding for a lockable bollard to be installed on the highway at the market. Cllr Patience would joint fund this with County Councillor Ardley but both were concerned that the offer of a key to the bollard would have to be made to both residents and traders who lived in the vicinity. 'A' boards were still being explored for advertising the market. Cllr Patience, in his County Councillor role, was now at the stage of submitting a request to Highways and he confirmed that this would include formal consultation with the Town Council.

Cllr Pearce requested that the Events and Communications Sub-Committee consider a budget provision to support entertainment at the Triangle Market.

59.2 Car boot sales and farmers' markets at the Triangle Market - information supplied from the licensing officer at ESC was noted. It was agreed to pass this to the Markets Working

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Group for consideration.

**60. Date of the next meeting**

5 October 2020 18:00

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

Bus Shelter in St Margaret's East, land transfers particularly Crown Street, bottle banks on small urban pockets of land, an update on ponds surveys, to receive recommendations from Markets Working Group on car boot sales, completion of infrastructure audits.

**62. Resolution to close the meeting to the public**

The Chair thanked those who had been viewing the meeting via live stream. There were no confidential matters for consideration and the Chair closed the meeting at 20.25.

Signed: .....

5 October 2020

DRAFT