

**Lowestoft Town Council**  
**Meeting of the Assets, Inclusion and Development Committee**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB**  
**18:00 on 6 June 2022**

**MINUTES**

**Present:** Cllrs Robert Breakspear (Chair), Wendy Brooks, Colin Butler, Alan Green, Christian Newsome, Paul Page, Andy Pearce, and Elise Youngman

**In attendance:** Shona Bendix (Clerk) and Sarah Foote (Deputy Town Clerk)

**Public:** There were no members of the public in attendance (either in person or remotely via Zoom webinar)

**1. Welcome**

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

**2. Apologies for absence**

There were none.

**3. Declarations of Interests and dispensations**

Cllr Brooks declared a non-pecuniary interest in items 8, 10 and 12. Cllr Pearce declared a non-pecuniary interest in items relating to Gunton Residents' Association and any matters relating to this former role as the councils' representative on the Friends of Fen Park. Cllr Breakspear declared a non-pecuniary interest in matters relating to Kensington Gardens.

**4. To consider the draft minutes and appended confidential notes of the meeting on 9 May 2022**

It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to approval the minutes and appended confidential notes.

**5. Public forum**

Public comments which had been submitted in relation to agenda item 10.11 had been circulated to all members and it was confirmed these comments had been read.

**6. To monitor expenditure by this Committee and its Sub-Committees from their delegated budgets**

The budget report had been circulated to members. Cllr Pearce queried matters relating to reserves and delegations which he understood had previously been agreed at the May Full Council meeting. The Clerk would seek clarification and report back to Cllr Pearce. Cllr Pearce asked for confirmation that budget for two item under the jurisdiction of the Events and Communications Sub-Committee (Remembrance film and Holocaust Memorial Film) which were due to be completed in the 21/22 financial year had been carried forward to 22/23. The Clerk would seek clarification.

**7. To review and adopt Committee arrangements**

7.1. Membership of the Assets, Inclusion and Development Committee noted as Cllrs Breakspear (Chair), Brooks, Butler, Newsome, Page, Pearce and Youngman. Cllr Pitts had submitted a request to join the Committee and this would be considered at the next Full Council meeting.

7.2. It was proposed by Cllr Pearce, seconded by Cllr Page and unanimously agreed to appoint Cllr Butler as the Deputy Chair of the Assets, Inclusion and Development Committee.

**8. To review and adopt Sub-Committee arrangements for the Allotments Sub-Committee, Events and Communications Sub-Committee and Parks and Open Spaces Sub-Committee**

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- 8.1. Composition of the sub-committees was unanimously agreed as:  
Allotments Sub-Committee – Cllrs Brooks, Page, Pearce, Pitts and Youngman. Proposed by Cllr Pearce, seconded by Cllr Butler.  
Events and Communications Sub-Committee – Cllrs Barker, Brooks, Pearce, Pitts and Youngman. Proposed by Cllr Pearce, seconded by Cllr Youngman.  
Parks and Open Spaces – Cllrs Barker, Breakspear, Brooks, Craig, Newsome, Page, Parker, Pearce, Pitts and Youngman. Proposed by Cllr Pearce, seconded by Cllr Brooks.
- 8.2. To review and consider adoption of the Terms of Reference  
Cllr Brooks commented on the Parks and Open Spaces Terms of Reference and how the statement about working closely with Planning and Neighbourhood Planning needed to be strengthened. The Clerk advised that this would be considered when the Terms of Reference for both Planning and Neighbourhood Planning were reviewed and adopted at their respective Committee and Working Group meetings. Cllr Brooks also felt that issues relating to waste and the climate should be strengthened within the Parks and Open Spaces Terms of Reference.
- 8.3. Meeting schedule had previously been circulated but it was necessary to amend the start time of the Allotments Sub-Committee which it was proposed by Cllr Breakspear, seconded by Cllr Brooks and unanimously agreed would now start at 11.15 am on 16 June and 1 September. Cllr Pearce asked if the Town Hall Project Engagement Officer could be invited to the next Events and Communications Sub-Committee on 22 June. The Deputy Town Clerk would action this.

### **9. To review and adopt Working Group arrangements for the Denes Oval Working Group, Toilet Strategy Working Group and Triangle Market Working Group**

- 9.1. The composition of the working groups was unanimously agreed as:  
Denes Oval Working Group – Cllrs Brooks, Page, Parker, Pearce, Pitts and Youngman. Proposed by Cllr Pearce, seconded by Cllr Youngman.  
Toilet Strategy Working Group – Cllrs Brooks, Butler, Newsome, Pearce, Pitts and Youngman. Proposed by Cllr Pearce, seconded by Cllr Brooks.  
Triangle Market Working Group – Cllrs Brooks, Page, Pearce and Youngman Proposed by Cllr Brooks, seconded by Cllr Page.

### **10. Parks and Open Spaces:**

- 10.1. The draft minutes of the Parks and Open Spaces Sub-Committee meeting on 10 May 2022 were noted.
- 10.2. To consider the following recommendations from the Parks and Open Spaces Sub-Committee:
  - 10.2a. Installation of a composting/mulching area in Fen Park, using the model previously approved for Kensington Gardens  
Cllr Pearce asked that the Friends of Fen Park were informed of the arrangements and how and when the area would need to be emptied. Cllr Brooks asked for confirmation if weed from the pond could be added to the mulch. It was proposed by Cllr Pearce, seconded by Cllr Green and unanimously agreed to proceed with this installation at Fen Park with a total maximum budget of £7,000 to be taken from the Parks Reserve.
- 10.3. Kensington Gardens centenary - Cllr Breakspear reported the event would take place on 11 June and the sculpture was ready to be installed and unveiled at the event. Mayoral booking form to be completed for opening event. It was believed that the sculpture would remain in the town Council's ownership and as such should be added to the asset register and the necessary insurance cover arranged.
- 10.4. Repair/replacement of damaged matting at Fen Park - No update had been received

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from Norse and alternative contractors may need to be sought. However, Cllr Pearce requested an update (via the weekly Councillor update) from the Community Wardens, following a site visit, as he felt some of the work may have been completed.

- 10.5. Installation of gates in the gaps in the fencing surrounding the Fen Park play area - It was noted that quotations were still being sought for this work.
- 10.6. Improvements to the Sparrows Nest entrance from Yarmouth Road - It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to proceed with these works to a maximum cost of £4650 + VAT.
- 10.7. Sparrows Nest pond - The Community Wardens were thanked for their work to repair the pond which was now in the process of having its features reinstated and the fish returned. It was agreed to still consider complete refurbishment of the pond and what the costs would be, but for the present time wait and see how the current repairs hold. Complete refurbishment should be considered as a capital works project in the next budget setting round. Proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed.
- 10.8. Installation of Palisade security fencing at the Britten Road play area - The Clerk explained the issue of vandalism in the area. It was proposed by Cllr Brooks to proceed with the chestnut fencing. Councillors then considered palisade fencing and planting. It was proposed by Cllr Youngman, seconded by Cllr Green and unanimously agreed to proceed with the Palisade fencing at a cost of £9,163 + VAT.
- 10.9. Installing fencing in front of the Fen Park pond - A proposal had been put forward to install a 3ft high fence in front of the pond to improve safety and prevent objects such as footballs landing in the water. Cllr Brooks proposed the proposal be rejected, seconded by Cllr Butler and not carried (two in favour, six against). Cllr Pearce proposed that more information on the rationale for installation was provided before a final decision is made, seconded by Cllr Page and agreed (six votes in favour, one against, one abstention).
- 10.10. Installation of a bund and/or fencing repairs at the Stoven Close play and Gunton Community Park - Cllr Butler complained that he had not been invited to attend tree planting at Stoven Close. The Clerk apologised if there had been a miscommunication and would look into the matter. Cllr Butler further asked why, as Ward Councillor, he had not been previously consulted on this agenda item. The Clerk explained that it was a health and safety concern that had brought these items forward to the agenda including unauthorised car parking. After detailed discussion about perceived problems and rationale for installation of the bunds, it was agreed that councillors would undertake individual site meetings and that the Community Wardens confirm what the health and safety concerns were. Cllr Butler suggested that a letter to all residents may suffice instead of capital works on the land. It was proposed by Cllr Brooks, seconded by Councillor Butler and unanimously agreed that this item be deferred for further discussion at the next meeting and after site visits were completed.
- 10.11. Funding for the removal of the Normanston Park tennis courts surfacing, noting that a full resurface may be funded by the Lawn Tennis  
The public comment submitted for this agenda item had been read by members and it was noted that the comments were in favour of the current surface and preference for a multi surface court. Cllr Pearce explained that for the council to be able to access Lawn Tennis Association funding for a replacement surface an intrusive condition survey of the tennis courts could be needed which would mean 'peeling' back the surface to establish what the underlying layer was.  
It was proposed, based on his understanding of earlier meetings with the LTA, by Cllr Pearce, to hold further discussion with the LTA on the criteria for funding and if the understanding is confirmed that funding be committed to the project. Seconded by Cllr Brooks and agreed; all in favour.

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**11. Refurbishment of the Fen Park, Sparrows Nest and Triangle Market public conveniences, including to consider the cost of modular builds**

A meeting had been scheduled with a modular building company and after this a meeting of the Toilet Strategy Working Group would be called.

**12. Landowner permission for the Gunton Residents' Association to install a dinghy/planter on the open space next to the Gainsborough Drive pond**

Cllr Pearce provided the background to this request for the Town Council, as landowner, to permit the siting of a dinghy being gifted to the residents association on the land next to Gainsborough Drive pond. Cllr Breakspear asked that cutting of the grass and general maintenance of the land be considered. Cllr Green was concerned for vandalism and movement of the dinghy but Cllr Brooks felt that once full of soil ready for planting movement would not be possible. Cllr Pearce proposed that permission be granted subject to Officers being fully satisfied that health and safety, risk assessment and insurance were all satisfactory and that it was clear the residents association would remain owners and would need to remove the dinghy if ever required so by the Town Council. Seconded by Cllr Green and unanimously agreed.

**13. To consider a request from the Marina Theatre to install a stairlift**

Cllr Pearce was disappointed that this item had not been brought to the Town Council's attention when the Marina Theatre had previously been asked to notify the Town Council, for budgeting purposes, of possible expenditure items. It was understood that the Marina were asking the Town Council, as building owners, to provide the stairlift to access first floor for community events and courses.

At 20:00 it was proposed by Cllr Pearce, seconded by Cllr Green and unanimously agreed to suspend standing orders until 20:15.

It was proposed by Cllr Brooks, seconded by Cllr Green and unanimously agreed that councillors should conduct a site visit, perhaps during or before the scheduled meeting at the Marina Theatre on 30 June. It was also suggested that Waveney Disability Forum should be consulted on access arrangement at the Theatre.

**14. Two archive items (the 'Lowestoft Jubilee Song' music and the text of a speech 'Some Recollections of Lowestoft During Fifty Years 1873 – 1925')**

It was noted that the recording had been received and at some point a copy of the recollections would be transferred to the Town Council.

**15. To consider an offer of unframed screenprints/lithographs of John Reay works, up to the value of £500**

The Clerk asked for confirmation that no members felt they were predetermined on this item and no expression of predetermination was stated. Councillors Brooks and Pearce confirmed that acceptance of this gift was in no way related to the recent grant the Town Council had awarded to arrange for shipping of paintings to Lowestoft, and in fact, members had not been made aware of the offer at the time of the grant being considered. The Clerk advised that in accepting the offer it would have to be understood, and agreed, that the artworks were not related to the grant, could not always be displayed, and would be offered without conditions. Subject to this, Cllr Pearce proposed acceptance of the offer, seconded by Cllr Green and unanimously agreed.

**16. Greenprint Forum's 'Nature First' grant scheme**

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Cllr Brooks had confirmed that local councils were able to submit grant applications to this scheme and proposed that the Town Council did, for environmental related matters at the discretion of the council, seconded by Cllr Butler and unanimously agreed.

**17. Delegated budget for additional bins**

Cllr Brooks felt more bins was not a climate friendly solution and education on waste reduction was also required. It was proposed by Cllr Green, seconded by Cllr Pearce and unanimously agreed to delegate a budget of £3,000 per year (which was anticipated would cover the cost of purchase, installation and emptying of six bins) at locations agreed by Officers with reporting back to Parks and Open Spaces. Budget and Loan Working Group would also need to be informed on the additional locations to ensure that year on year emptying costs were budgeted for.

**18. Date of the next meeting**

4 July 2022 18:00

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

Cllr Pearce requested an update on the appointment of a project manager for pond dredging projects. Cllr Brooks requested an update on management of Gunton Community Hall.

**20. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal issues relating to the matters on this agenda:**

There were no items to consider.

Meeting Closed at 20.22.

Signed: .....  
4 July 2022