

**Lowestoft Town Council**  
**Meeting of the Assets, Inclusion and Development Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**19:00 on 5 August 2024**

**MINUTES**

**Present:** Cllrs Robert Breakspear (Chair), Andy Pearce, John Pitts, Bernadette Rappensberger

**In Attendance:** Sarah Foote (Acting Town Clerk) and Taylor Williams (Committee Clerk)

**36. Welcome**

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

**37. To receive and consider approval of apologies for absence**

Apologies were received from Cllrs Brooks, Coleby, Jones, Murray, Newsome, Webb and Youngman with reasons provided. Cllr Rappensberger proposed approval; seconded by Cllr Pearce; all in favour.

**38. Declarations of Interests and dispensations**

38.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – There were no declarations.

38.2. To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

**39. To consider the draft minutes and confidential note of the meeting on 1 July 2024**

Cllr Pearce proposed approval; seconded by Cllr Rappensberger; two votes in favour and two abstentions.

**40. Public forum**

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – No advanced comments had been received and no members of the public were in attendance.

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

There was no updated position to provide on expenditure.

**42. Parks and Open Spaces:**

42.1. To receive the following recommendations from the Parks and Open Spaces Sub-Committee:

No recommendations had been received.

42.2. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 16 July 2024 – The minutes would be signed off at the next meeting.

**43. Events and Communications:**

43.1. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 24 July 2024 – The minutes would be signed off at the next meeting.

43.2. To receive the following recommendations from the Events and Communications Sub-Committee:

43.2a. To adopt Terms of References – Cllr Pearce proposed to adopt the Terms of Reference; seconded by Cllr Rappensberger; all in favour.

43.2b. Consider adopting the Decisions App and make a recommendation to Full Council – Cllr Pearce proposed to recommend adoption of the Decisions App to Full Council,

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subject to the appropriate user training being provided before the system goes live; seconded by Cllr Rappensberger; all in favour.

**44. Allotments:**

- 44.1. To receive and note the draft minutes of the Allotments Sub-Committee meeting on 31 July 2024 – The minutes would be signed off at the next meeting.
- 44.2. To receive any recommendations from the Allotments Sub-Committee regarding:
  - 44.2a. Terms of Reference
  - 44.2b. The meeting schedule
  - 44.2c. The delegations

Cllr Pearce proposed to endorse the recommendation and adopt the Terms of Reference, the meeting schedule and the delegations to the Sub-Committee; seconded by Cllr Pitts; all in favour.

**45. Community Safety:**

- 45.1. To receive and note the draft minutes of the Community Safety Sub-Committee meeting on 1 August 2024 – The minutes would be signed off at the next meeting.
- 45.2. To receive any recommendations from the Community Safety Sub-Committee regarding:
  - 45.2a. Terms of Reference
  - 45.2b. The meeting schedule
  - 45.2c. The delegations

Cllr Pearce proposed to endorse the recommendation and adopt the Terms of Reference, the meeting schedule and the delegations to the Sub-Committee; seconded by Cllr Rappensberger; all in favour.

**46. To receive the notes of the Ness Working Group meeting on the 10<sup>th</sup> July 2024 and consider the following actions:**

- 46.1. To agree on the location and specification of the coastal garden – It was agreed the location and specification needed to be considered further due to the restraints of planting on the site. Cllr Rappensberger proposed Environmental Protection be asked to review the site to help determine where the garden should be planted; seconded by Cllr Pearce; all in favour.
- 46.2. To note issues of ownership regarding the sea wall and consider a recommendation to Full Council on a sea wall mural being progressed via a procured artist or a public competition – It was agreed to discuss this item in confidential session in order to receive a legal update on the sea wall.

**47. To review paragraph 15.4 of the Financial Regulations in the context of acquisition and disposal and consider a recommendation to Full Council**

Cllr Pearce proposed to give a general delegation to officers under the Acquisition and Disposal policy, subject to it being authorised by the Acting Town Clerk, to dispose of assets (such as fences, laptops and furniture) within the value of £2,000 per item, with anything higher to be referred to this Committee. There would still be a sign off process in the office and a report of any disposals would be provided; seconded by Cllr Rappensberger; all in favour.

**48. To consider a proposal from the East Suffolk Building Preservation Trust regarding potential partnership (confidential)**

To be discussed in confidential session.

**49. To receive and consider a report on a Lowestoft Town Council building asset (confidential)**

To be discussed in confidential session.

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**50. Date of the next meeting**

Monday 2 September 2024 – 19:00

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

No items were requested for the next agenda.

**52. 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:**

52.1. To consider any legal issues, including those above as required – Cllr Rappensberger proposed the meeting be moved into confidential session; seconded by Cllr Pearce; all in favour.

*The Chair closed the meeting to the public and moved into confidential session at 19:33*

**46. To receive the notes of the Ness Working Group meeting on the 10<sup>th</sup> July 2024 and consider the following actions:**

46.2. To note issues of ownership regarding the sea wall and consider a recommendation to Full Council on a sea wall mural being progressed via a procured artist or a public competition – The legal work on ownership needed to be finalised before there could be any consideration of funding a project on the sea wall.

Cllr Rappensberger proposed to not progress any projects concerning the sea wall at this time; seconded by Cllr Pearce; all in favour.

**48. To consider a proposal from the East Suffolk Building Preservation Trust regarding potential partnership (confidential)**

The proposal was reviewed.

Cllr Pearce made a confidential recommendation to Full Council; seconded by Cllr Rappensberger; all in favour.

**49. To receive and consider a report on a Lowestoft Town Council building asset (confidential)**

A confidential update on a building asset was provided to the Committee.

Cllr Pearce made a confidential proposal; seconded by Cllr Rappensberger; all in favour.

*The Chair closed the meeting at 20:22*

Signed: .....

2 September 2024