

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 6 January 2025

MINUTES

Present: Cllrs Robert Breakspear (Chair), Wendy Brooks, Neil Coleby, Jen Jones, John Murray, John Pitts and Elise Youngman

In Attendance: Lauren Elliott (Senior Committee and Project Clerk) and Taylor Williams (Committee Clerk and Planning Assistant)

125. Welcome

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

126. To receive and consider approval of apologies for absence

Apologies were received from Cllrs Christian Newsome, Andy Pearce, Bernadette Rappensberger and Nick Webb with reasons provided. Cllr Youngman proposed approval of apologies received; seconded by Cllr Jones; all in favour.

127. Declarations of Interests and dispensations

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

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

128. To consider the draft minutes and confidential note of the meeting on 2 December 2024

Cllr Brooks noted under item 113 the majority of the content had been spoken by Cllr Pearce and requested the minutes be adjusted to state the content was spoken by Cllr Pearce as no-one else contributed to the discussion.

Cllr Murray noted under item 115 and 118 specific questions had been asked and queried if there was a proactive way to receive feedback. Cllr Murray proposed the Senior Committee and Project Clerk to provide an update on any questions from the previous meeting via the Clerk notes; seconded by Cllr Brooks; all in favour.

Cllr Brooks proposed approval of the minutes; seconded by Cllr Coleby; all in favour.

129. 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 advance comments had been received and no members of the public were in attendance.

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

There were no comments on the expenditure report for the Committee.

131. Parks and Open Spaces:

131.1.To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 10 December 2024 – The minutes would be approved at the next meeting of the Sub-Committee.

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

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131.2a. To consider approval of a plan and maximum budget for seating and planters for the site adjacent to the Triangle Market – It was noted the Parks and Open Spaces Sub-Committee had recommended to allocate the budget first from the £17,900 anticipate year-end of the Triangle Market budget. Cllr Brooks proposed a recommendation be made to Full Council to proceed with the project and opt for the first choice of benches provided in the paper; seconded by Cllr Youngman; all in favour.

131.2b. To consider endorsement of tree works, and associated costs, for the North Denes – As final costs had not yet been obtained, the decision would be whether to provide in principle support of the works. Cllr Brooks proposed approval of the works as it would help improve the North Denes, noting some residents in the area had a right to a view; seconded by Cllr Coleby; all in favour.

132. Events and Communications:

132.1. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 18 December 2024 – The minutes would be approved at the next meeting of the Sub-Committee.

133. To consider budget requirements for the 2025-2026 financial year and make a recommendation to Budget and Loan Working Group for consideration

133.1. To make a delegation to the Parks and Open Spaces Sub-Committee to make recommendations directly to Full Council regarding the Five-Year Plan and budget requirements – Per the discussion at Budget and Loan, it was noted there was no view to fundamentally change the budget figures. Cllr Coleby proposed the delegation be made to the Parks and Open Spaces Sub-Committee to make recommendations directly to Full Council regarding the Five-Year Plans and budget requirements, if needed; seconded by Cllr Youngman; all in favour.

134. To consider security measures for the Town Council's grounds maintenance storage containers

Cllr Brooks felt it was a reasonable cost and proposed approval of all security measures suggested by officers for the grounds maintenance storage containers.

A concern was raised on the effectiveness of the security system. It was suggested this be a first stage of security measures and if more break-in attempts were made then further measures could be considered. Officers were asked to check if the new security measures would reduce the Town Council's insurance premium.

Cllr Coleby seconded Cllr Brooks' proposal and a vote was held with all in favour.

135. To consider measures to deter anti-social behaviour at the Britten Road play area

Cllr Youngman proposed officers be permitted to install fencing to deter anti-social behaviour at the Britten Road play area; seconded by Cllr Brooks; all in favour.

136. To consider proposals for restoration of the drying racks

Cllr Brooks proposed approval for the Grounds Maintenance Team to progress the replacement of four rows of drying racks (two on either side).

The timescale of works was queried and officers noted the team would need to acquire materials and schedule the work with consideration of fairer weather.

Cllr Coleby requested an amendment that the refurbishment of four rows would be the first

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stage in a phased approach to refurbish all drying racks. Cllr Brooks accepted the amendment. Cllr Coleby seconded the proposal and a vote was held with six votes in favour and one abstention.

Cllr Breakspear proposed officers notify all Councillors, via email, when the project was due to begin; seconded by Cllr Murray; all in favour.

137. To consider a nomination to award Freedom of the Town (some aspects may be confidential)

Cllr Brooks had made a nomination for Freedom of the Town and opted to keep the identity anonymous for this meeting. Cllr Brooks felt this person has brought joy and happiness to many children, families and the town of Lowestoft.

It was noted that Cllr Brooks should not vote on the recommendation to Full Council, as the nominator making the nomination she would therefore be predetermined.

Cllr Brooks proposed the nomination be recommend to Full Council for approval; seconded by Cllr Jones; five votes in favour and two abstentions (including Cllr Brooks as the nominator).

138. Date of the next meeting

Monday 3 February 2025 – 19:00

139. Items for the next agenda and close

140. 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:

140.1.To consider any legal issues, including those above as required – There were no resolutions

The Chair closed the meeting at 19:45

Signed:
3 February 2025