

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 13 May 2024

MINUTES

Present: Cllrs Robert Breakspear, Wendy Brooks, Andy Pearce, Bernadette Rappensberger, Nick Webb and Elise Youngman (Chair)

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

250. Welcome

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

251. To receive and consider approval of apologies for absence

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

252. Declarations of Interests and dispensations

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

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

253. To consider the draft minutes and confidential note of the meeting on 8 April 2024

Cllr Brooks proposed approval; seconded by Cllr Rappensberger; all in favour.

254. 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.

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

The budget position had been provided and no queries were raised.

256. Parks and Open Spaces:

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

256.2.To receive an update on the status of condition surveys and chartered reports for the Normanston Park toilets and changing rooms and the Lowestoft Cemetery toilets – Officers were due to review the reports and group works together to be instructed simultaneously. Officers would also ensure members had sight of the reports.

256.3.To consider a maximum budget of £160 for a sign for the Denes Oval putting green – Cllr Brooks proposed approval; seconded by Cllr Pearce who declared an interest as he was Chair of the Gunton Residents Association; all in favour.

256.4.To consider a request for sponsorship of the Friends of Kensington Gardens – Cllr Breakspear declared he was Chair of the Friends of Kensington Gardens and he was not aware of this approach to the group. As the item concerned the provision of financial support to the group Cllr Breakspear would leave the meeting for consideration of the item.

Cllr Breakspear temporarily left the chamber at 19:06

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Concerns were raised in relation to the request to locate the advertisement signs in the flower beds maintained by the Friends of Kensington Gardens as it was considered an inappropriate location that would be too conspicuous and there was a risk of over-advertising in the park. It was agreed that the size of the sign would need to be clarified and the locations suggested by the firm considered, with one suggestion to opt for the location between the bowling greens.

Cllr Pearce proposed to support the request in-principle as the request was from a respected local business, with a delegation to officers to ascertain the design and dimensions of the plaque and determine if the funding offered is a suitable benefit for the advertising proposed; seconded by Cllr Webb; four votes in favour and one against.

Cllr Breakspear returned to the chamber at 19:15

256.5.To endorse the recommendation from the Parks and Open Spaces Sub-Committee on the first-year priorities for the five-year plans – The Parks and Open Spaces Sub-Committee had recommended the installation of games tables, the installation of bicycle racks, refurbishment of the Lowestoft Cemetery toilets and Normanston Park toilets and changing rooms, the refurbishment of the Thirlmere Walk and Clarkes Lane play areas, the Ness coastal garden, sculptures and drying racks and the sea wall mural.

It was queried if the installation of water stations, the installation of benches and lighting for the skate park could be included. It was clarified that the water stations were under the Climate and Ecological Emergency Committee, the lighting for the skate park was discussed by the Parks and Open Spaces Sub-Committee but not recommended for the first-year priority, and officers would clarify the status of the benches.

The refurbishment of the toilets and play areas did not require approval as part of this recommendation as Full Council had already approved the works, they were on this list to demonstrate that they were a first-year priority. It was noted that these recommendations were only for the first year of the five-year plans and were not an extensive list of all projects due to be undertaken in the five-year plans.

Works had been instructed for the Britten Road and Pakefield Green play area refurbishments and officers were asked to liaise with the grounds maintenance team on whether they felt the agreed surfacing was adequate or if wet pour would be preferable.

Cllr Pearce proposed approval in principle subject to a follow up on The Ness items which were due to be discussed by The Ness Working Group and clarification on ownership of the sea wall; seconded by Cllr Youngman; all in favour.

257. Community Safety

257.1.To receive and note the draft minutes of the Community Safety Sub-Committee meeting on 27 March 2024 – The minutes would be signed off at the next meeting.

258. Events and Communications

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

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 13 May 2024

259. Allotments

259.1. To receive and note the draft minutes of the Allotments Sub-Committee meeting on 3 May 2024 – The minutes would be signed off at the next meeting.

260. To consider replacement lights for the Gunton Estate Community Hall

The replacement of lights was not due to a health and safety concern and it was noted that the Gunton Estate Community Hall Management Committee had yet to provide a signed constitution.

Cllr Brooks proposed to approve the cost and upgrade to the lights as LED lighting was more climate-friendly and requested officers request an update on the status of the signed constitution; seconded by Cllr Pearce who requested the amendment that the budget be allocated from the Community Halls budget, which was accepted; all in favour.

261. To consider a request for the relocation of public Wi-Fi and footfall counter equipment on the Marina Theatre

Cllr Brooks proposed a delegation to officers to receive further information and advise the Committee on how to proceed; seconded by Cllr Pearce; all in favour. As the proposed relocation would be affected by the scheduled works as part of the Marina Theatre project then this would need to be discussed at the next Marina Theatre Design meeting.

262. To consider a business proposal relating to a Lowestoft Town Council building asset (confidential)

This item would be discussed in confidential session.

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

This item would be discussed in confidential session.

264. Date of the next meeting

Monday 3 June 2024 – 19:00 – To be confirmed at the Annual General Meeting.

265. Items for the next agenda and close

No items were requested.

266. 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:

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

The Chair closed the meeting to the public and moved into confidential session at 19:29

262. To consider a business proposal relating to a Lowestoft Town Council building asset (confidential)

A proposal had been received from a company to develop an unused building that LTC owns.

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

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Meeting of the Assets, Inclusion and Development Committee
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19:00 on 13 May 2024

- 263. To receive and consider a report on a Lowestoft Town Council building asset (confidential)**
The reports on the building asset were review and Cllr Pearce made a confidential proposal; seconded by Cllr Youngman; all in favour.

The Chair closed the meeting at 19:54

Signed:
3 June 2024