

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 1 July 2024

MINUTES

Present: Cllrs Wendy Brooks, Andy Pearce, John Pitts, Bernadette Rappensberger, Nick Webb (Deputy Chair) and Elise Youngman

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

20. Welcome

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

21. To receive and consider approval of apologies for absence

Apologies were received from Cllrs Breakspear, Jones, Murray and Newsome with reasons provided. Cllr Pearce proposed approval; seconded by Cllr Rappensberger; all in favour. Cllr Coleby was absent with no apologies received.

22. Declarations of Interests and dispensations

- 22.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – There were no declarations.
- 22.2. To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

23. To consider the draft minutes of the meeting on 3 June 2024

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

24. 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.

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

There were no comments on expenditure.

26. Parks and Open Spaces:

- 26.1. To receive the following recommendations from the Parks and Open Spaces Sub-Committee:
- 26.1a. To review and consider the recommended changes to the Terms of Reference – Cllr Brooks proposed approval of the recommended changes; seconded by Cllr Pearce; all in favour.
- 26.1b. To review and consider the recommended meeting schedule – Cllr Pearce proposed to endorse the recommendation to maintain the meeting schedule as the third Tuesday of the month at 19:00, which would be kept under review throughout the year; seconded by Cllr Youngman; all in favour.
- 26.2. To receive and consider a request to join the Parks and Open Spaces Sub-Committee from Cllr Breakspear – Cllr Pearce proposed acceptance of the request; seconded by Cllr Brooks; all in favour.
- 26.3. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 18 June 2024 – The minutes would be signed off at the next meeting.

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27. Community Safety

27.1. To receive the following recommendations from the Community Safety Sub-Committee:

27.1a. To review and consider any recommended changes to the Terms of Reference

27.1b. To agree the meeting schedule

27.2. To receive and note the draft minutes of the Community Safety Sub-Committee meeting on 26 June 2024

The meeting did not take place on 26th June 2024 and these items would be deferred to the next meeting. A rescheduled meeting of the Community Safety Sub-Committee was proposed for 17th July. Cllr Brooks proposed if the rescheduled meeting is also inquorate, then the item on public comments received concerning cyclists at Rosedale Park would go on the next agenda of this Committee; seconded by Cllr Pearce; all in favour.

28. Office:

28.1. To consider upgrading the office printer – Officers had obtained three quotes to upgrade the printer and provided the Committee with a recommendation on the supplier. Cllr Pearce proposed to endorse the officer recommendation and upgrade the office printer; seconded by Cllr Youngman; all in favour.

28.2. To consider acceptance of a donated calculator – Cllr Pearce had donated a calculator that would be retained in the office for use by Councillors and officers. Cllr Brooks proposed to accept the donated calculator for use by Councillors and officers; seconded by Cllr Rappensberger; all in favour.

29. To receive an update on lighting for the Normanston Park skate park

One quote had been obtained and two further quotes were being sought. A site visit to Normanston Park had been arranged with a potential provider.

Cllr Brooks proposed officers proceed with acquiring two more quotes; seconded by Cllr Pearce who requested if the quotes were acquired after the next meeting of this Committee, then they would instead be forwarded to Full Council for consideration; all in favour.

30. To consider proposals for the area adjacent to the Triangle Market

The Committee were in favour of the plans, in particular the inclusion of play panels to mask the fencing and suggested a variety of panels be considered such as sensory, sign-language and panels for teenagers.

Cllr Brooks proposed officers continue to develop the plans, including measuring the play panels to ascertain how many can fit on the fence, and bring a full cost plan to a future meeting; seconded by Cllr Pearce who requested officers consider deterrents in the plans to stop people stepping on the road with oncoming vehicles; all in favour.

An update was requested on the toilets at Triangle Market.

31. To consider matters relating to the Gunton Community Hall and lease (some aspects may be confidential)

This item would be discussed in confidential session.

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

This item would be discussed in confidential session.

33. Date of the next meeting

Monday 5 August 2024 – 19:00

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34. Items for the next agenda and close

An item was requested to receive an update on the football pitches at Normanston Park.

35. 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:

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

The Chair closed the meeting at 19:32

31. To consider matters relating to the Gunton Community Hall and lease (some aspects may be confidential)

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

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

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

The Chair closed the meeting at 19:53

Signed:

5 August 2024