

**Lowestoft Town Council**  
**Meeting of the Assets, Inclusion and Development Committee**  
**Via Video Meeting**  
**18:00 on 3 August 2020**

**MINUTES**

**Video meeting participants:** Cllrs Sue Barnard, Bob Breakspear, Colin Butler, Neil Coleby (Chair), Alan Green, Paul Page and Andy Pearce

**Also participating:** Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

**34. Welcome**

The right to report and the application of the video meeting protocol were explained and noted, and the meeting was welcomed.

**35. Apologies for absence**

Apologies were received from Cllrs Jacqueline Hardie, Graham Parker, Keith Patience and John Pitts. Cllrs Collecott, Frost, Knight and Taylor had not provided apologies and were absent. Cllr Pearce proposed acceptance of the apologies; seconded by Cllr Butler; all in favour.

**36. Declarations of Interests and dispensations**

Cllrs Barnard and Pearce declared a local non-pecuniary interest in matters relating to the Gainsborough Drive pond.

**37. Receipt of any comments and noting that the draft minutes of the meeting on 6 July 2020 will be considered at the next appropriate meeting**

Regarding item 26.3a, it was clarified that the Gainsborough Drive pond group is a group formed from the Residents Association and is not a Friends Group.

**38. Advance comments from the public on any matters on this agenda**

There were none.

**39. Options for the expenditure of s106 funding in the St Margaret's East ward**

Cllrs Butler and Youngman, as the St Margaret's East ward Councillors, had provided a paper, but have subsequently discovered that the suggestion they have put forward is not permissible. The Council has previously voted to purchase an additional piece of equipment for the Stoven Close play area, at a cost of £15,102.25 (+VAT), which could be funded via s106 and CIL. There had also been discussions about purchasing a wheelchair accessible picnic bench for the Stoven Close play area. This would need to be considered by Full Council, but could potentially be funded via CIL or the play equipment budget. Cllrs Butler and Youngman have suggested that Harris Avenue would benefit from a bus shelter. It is understood the cost would be up to £4,900. Cllr Coleby proposed a recommendation to Full Council to purchase a wheelchair accessible picnic bench for the Stoven Close play area, and to ringfence funds in the play equipment budget which would have been used to purchase an additional piece of equipment at Stoven Close to purchase a bus shelter for Harris Avenue instead; seconded by Cllr Pearce; all in favour. Cllr Butler will continue to explore the cost of the bus shelter, and will make enquiries to ensure there are no plans to relocate the bus stop. There has been no consultation with residents regarding a proposed bus shelter yet.

**40. Parks and open spaces:**

40.1. Receipt of any comments and noting the draft minutes of the meeting on 14 July 2020 – There were no comments on the draft minutes.

40.2. Consideration of the following regarding Fen Park:

40.2a. Installation of a bicycle rack near the play area – An issue had previously been raised regarding the rubber matting at the play area. The areas which are posing

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**Meeting of the Assets, Inclusion and Development Committee**  
**Via Video Meeting**  
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a safety concern are being progressed. The rest will be addressed in due course. Officers are looking into the prices of benches and bicycle racks and this will be considered further by the Parks and Open Spaces Sub-Committee as part of a wider strategy for the town.

- 40.2b. Replacement matting for the play area – This was covered by the discussion of item 40.2a.
- 40.2c. Four new picnic benches to replace existing ones which have been damaged – The existing benches are robust and have lasted well. Incidents of vandalism have been infrequent. The provision of benches is being considered more widely in all of the Town Council’s parks, but as these are replacements for existing benches the Clerk is liaising with East Suffolk Norse regarding the cost and it may be able to progress this under the repairs and maintenance budget. Issues were previously raised regarding the surface of the Britten Road play area, which the Clerk has reported to Norse. They will inspect the area and provide a quotation.
- 40.3. Consideration of the following regarding Kensington Gardens:
- 40.3a. A request from the Friends of Kensington Gardens to install water butts – This request will also be considered by the Climate Emergency Committee, and advice is being sought from Norse. The benefit of having water butts will need to be considered against the potential risks.
- 40.3b. A request to replace a Holocaust memorial plaque – It was noted this would be at no cost to the Council. The Committee agreed to approve this request.
- 40.4. Whether to increase the Town Council’s provision of noticeboards, and whether to reposition any of the existing noticeboards – Cllr Pitts has suggested possible locations on Shelton Road and cliff top near All Saints Road, but the landowner needs to be identified and permission sought. The noticeboard at the Gunton Estate Residents Meeting Hall is set quite far back from the path and as a result it is quite difficult to read the notices within it. Cllr Patience has suggested a location on Maidstone Road and understands the Town Council may have previously been interested in approaching East Suffolk Council to request a transfer of this land, although it appears there has not yet been a formal decision to progress this. There were also two smaller adjoining sections of land, for which Cllr Coleby will forward the details to officers. This will be added to the next agenda for a formal recommendation to be considered. There had previously been discussions regarding the positioning of the noticeboard near the Triangle Market, but it was suggested that the Council could wait to see what the Lowestoft Masterplan recommends for this area before any decisions are made.

*Cllr Breakspear joined the meeting 18:30*

- 40.5. Security of the Town Council’s parks, including the following:
- 40.5a. Appropriate signage regarding security arrangements to prevent unauthorised vehicular access to Normanston Park – One barrier has now been lowered. East Suffolk Norse has risk assessed the situation and have erected a temporary sign warning traffic of the narrowed entrance. All reasonable precautions have been taken in the circumstances. The Clerk has contacted the Town Council’s insurers, who advised that a risk assessment should be completed, precautions taken and road narrowing sign erected. Should this Committee wish for a permanent sign, advice and costings would need to be sought. Cllr Coleby proposed that officers seek advice regarding the cost of a permanent sign at Normanston Park, for the Finance and Governance Committee to consider; seconded by Cllr Pearce; all in favour.
- 40.6. Approval of the Tree Council funding application and consider plans for implementation – It was noted that application for funding has been successful. Consideration needs to be given to how the trees will be delivered, planted and maintained. The trees should be planted during National Tree Week, which is the end of November through to the beginning of December. The Parks and Open Spaces Sub-Committee will consider this in

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**Meeting of the Assets, Inclusion and Development Committee**  
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more detail. The Climate Emergency Committee are also being asked to consider this at their meeting tomorrow, to feed in any recommendations from an environmental perspective.

40.7. An offer to purchase an area of the Great Eastern Linear Park (confidential) – It was agreed at Full Council that this matter should be considered at an Extraordinary Meeting.

**41. Potential uses for the former telephone kiosk on Gunton Drive**

The local Neighbourhood Watch and Residents Association would like to see a defibrillator installed in the kiosk, with ancillary uses as a noticeboard and book swap. The Town Council has adopted a Defibrillator Policy, for which budget provision will be included as of next year. Regarding item 42, that defibrillator was initially going to be installed on the Gunton Estate Residents Meeting Hall, but an alternative location is now being sought. A District Councillor has compiled a list of all the publicly accessible defibrillators in the town, which was displayed at the meeting. It was noted that one is due to be installed at Lowestoft Town Football Club, and there may be one being installed at a location in the South of the town, although the exact location is not yet publicly known. The Foxburrow was suggested as another potential location for the defibrillator provided by the District Councillor. Cllr Pearce proposed that the former telephone kiosk on Gunton Drive is put forward as a suggestion to the District Councillor as a location for the defibrillator, or The Foxburrow as an alternative; seconded by Cllr Barnard; all in favour. It was requested that officers put together a map of the current defibrillator locations, to assist with the consideration of where there is a need for them. It was noted that defibrillators have recently been installed at Village Rise and the Gunton Baptist Church, which were not included on the list. It was requested that the updated list be made available for the next meeting of the Budget and Loan Sub-Committee.

**42. Locations to install a defibrillator provided through a District Councillor's locality funding**

This was included with the discussion of item 41.

**43. Noting the Woodland Trust official record of ancient trees in Lowestoft and considering how best to increase the local beneficial impact of trees**

The Climate Emergency Committee will also be considering this matter. A map of the location of ancient trees in Lowestoft was displayed at the meeting. Tree planting from the successful funding application is being progressed. The Town Council has signed up to the Tree Charter. It was agreed that it would be beneficial for several of the Town Council's parks and open spaces to identify trees, and it was hoped this would have been achieved through the Sprytar app. A public event and campaign to promote trees, organised jointly with the Climate Emergency Committee, had previously been discussed. It was agreed this will be added to the agendas for the next meetings of the Parks and Open Spaces Sub-Committee and Climate Emergency Committee to progress. In the interim, details of the ancient trees in Lowestoft will be added to the website.

**44. Whether to support the CEFAS and Promoting Pakefield Group, and if so how the Town Council may be involved with the project**

Cllr Pitts has provided some more detail about what is involved with the project, which aims to explore and promote the history of the Pakefield clifftop area. It was agreed that further information should be requested about the project and how they may like the Town Council to be involved with it.

**45. Date of the next meeting**

7 September 2020 18:00

**Lowestoft Town Council**  
**Meeting of the Assets, Inclusion and Development Committee**  
**Via Video Meeting**  
**18:00 on 3 August 2020**

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

There were discussions during the meeting regarding potential land transfers. It was requested that an update be given at the next meeting as to the status of the small area of land near the Town Hall. The Town Council has expressed an interest in ownership of the land to East Suffolk Council. A local community group is also potentially interested in using the land, but not necessarily becoming formal owners of it. The Clerk has enquired with East Suffolk Council about progressing the Town Council's ownership of the land, including liaison with the community group if required, and is awaiting a response. Cllr Pearce volunteered to liaise with the community group. The Town Council is keen to help enable them to use the site, and for it to be used in a complementary measure to the Town Hall. If the community group is supportive of the Town Council taking ownership of the site and working with them, this may be useful in getting this progressed. If there has not already been a formal decision from the Council to progress this it will be added to the next Finance and Governance committee agenda. Cllr Pearce will liaise with the community group.

Cllr Green proposed moving the meeting into confidential session; seconded by Cllr Pearce; all in favour.

The Chair thanked those who had been viewing the meeting via live stream and the live stream was closed as the meeting went into confidential session. It was confirmed the meeting would end following the confidential session.

**47. Resolution to close the meeting to the public:**

- 47.1. Any legal issues, including those above as required
- 40.7 An offer to purchase an area of the Great Eastern Linear Park (confidential) – The latest update regarding the scheduling of the Extraordinary Meeting was given.

The Chair closed the meeting 19:06.

Signed:  .....

17 May 2021