

Lowestoft Town Council
Meeting of the Assets, Inclusion and Development Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
18:00 on 7 June 2021

MINUTES

Present: Cllrs Bob Breakspear (Chair), Wendy Brooks, Colin Butler, Paul Page, Andy Pearce, and John Pitts

In attendance: Shona Bendix (Clerk) and Sarah Foote (Deputy Clerk)

Public: There were no members of the public in attendance (either in person or via Zoom)

1. Welcome

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

2. Apologies for absence

Apologies were received from Cllr Green. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Page; all in favour.

3. Declarations of Interests and dispensations

Cllr Pearce declared a local non-pecuniary interest in item 9.11 and item 11. Cllr Breakspear declared a local non-pecuniary interest in all matters relating to Kensington Gardens. Cllr Brooks local non-pecuniary interest in item 9.11.

4. Consideration of the draft minutes of the meeting on 17 May 2021

Cllr Pearce proposed acceptance of the minutes of the meeting on 12 April and approval to sign the minutes of previous meetings subsequent to 17 March 2020; seconded by Cllr Pitts; all in favour.

5. Public forum

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

6. To review and adopt Committee arrangements

6.1. The membership of the Assets, Inclusion and Development Committee was noted as Cllrs Breakspear, Brooks, Butler, Page, Pearce and Pitts with Cllr Green able to attend ex-officio as Mayor.

6.2. It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour that Cllr Butler be appointed as Deputy Chair of the Assets, Inclusion and Development Committee

7. To review and adopt Sub-Committee arrangements for the Allotments Sub-Committee, Events and Communications Sub-Committee, Normanston Park Tenancy Arrangements Sub-Committee and Parks and Open Spaces Sub-Committee

7.1. Composition of the above was agreed as follows:

Table 1 Sub-committee arrangements

Sub Committee	Members, Cllrs	Proposer	Seconded
Allotments	Brooks, Green and Pearce	Cllr Breakspear	Cllr Pearce
Events and Communications	Barker, Brooks, Pearce and Pitts	Cllr Pearce	Cllr Pitts
Normanston Park Tenancy arrangements	Lang (subject to his agreement), Patience and Pearce	Cllr Breakspear	Cllr Pearce

Lowestoft Town Council

Meeting of the Assets, Inclusion and Development Committee

Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB

18:00 on 7 June 2021

Sub Committee	Members, Cllrs	Proposer	Seconded
Parks and Open Spaces	Barker, Breakspear, Brooks, Hardie, Pearce, Pitts,	Cllr Pearce	Cllr Butler

7.2. The Terms of Reference – proposed for adoption by Cllr Pearce, seconded Cllr Breakspear; all in favour.

8. To review and adopt Working Group arrangements for the Toilet Strategy Working Group, Triangle Market Working Group, Normanston Allotments Working Group, Christmas Lights Working Group, Outdoor Fitness Equipment Working Group and the Denes Oval Working Group

8.1. Composition of the above was agreed as follows

Table 2 Working Group Arrangements

Working Group	Members, Cllrs	Proposer	Seconded
Toilet Strategy	Brooks, Butler and Pearce	Cllr Pearce	Cllr Breakspear
Triangle Market	Begum, Brooks and Pearce	Cllr Pearce	Cllr Butler
Normanston Allotments	It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour that this working group be disbanded and matters relating to the delivery of the new access are dealt with either via the Planning or AID Committee		
Christmas Lights	It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour that this working group be disbanded as the work had been completed.		
Outdoor Fitness Equipment	Breakspear, Lang (subject to his agreement Patience, Pearce, Pitts,	Cllr Pearce	Cllr Breakspear
Denes Oval	Brooks, Page, Pearce and Pitts,	Cllr Pearce	Cllr Pitts

9. To consider the following regarding parks and open spaces:

9.1. The draft minutes of the Parks and Open Spaces Sub-Committee meeting on 18 May 2021 were noted.

9.2. The following recommendations from the Parks and Open Spaces Sub-Committee were considered:

9.2a. To give permission to the Friends of Fen Park to proceed with their planting plans, and grant delegated authority to the Clerk to ensure all necessary pre-requisites are in place. Proposed by Cllr Brooks, seconded by Cllr Pearce; all in favour.

9.2b. To give permission to the Friends of Kensington Gardens to paint a wall in Kensington Gardens with the design as supplied, and grant delegated authority to the Clerk to agree any modifications to the design if necessary and to agree the type of paint to be used – Cllr Breakspear reported that work had started and the paint details would be provided to the Clerk. Support for the scheme was proposed by Cllr Pearce, seconded by Cllr Breakspear; all in favour.

9.2c. To progress a professional survey of a wall in Kensington Gardens. It was proposed by Cllr Pearce, seconded by Cllr Breakspear; all in favour to delegate to the Clerk to progress a survey up to a cost of £1200.

9.3. To note when a condition survey of the Kensington Gardens bowls pavilion was last completed, and to consider any work required – It was noted that a survey was completed in September 2019 and had been circulated to members for information. The Clerk confirmed that upgrades to windows were being progressed and a contractor was due to inspect the windows last week and report back to the Council.

9.4. The provision of benches, bins and bicycle racks in the Town Council's parks and open spaces –

Lowestoft Town Council
Meeting of the Assets, Inclusion and Development Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
18:00 on 7 June 2021

Benches: Cllr Pearce proposed that an under spend of £39k from last year's parks' budget be added to this year's budget and that all benches in the five year plan are now installed in year one at a cost no greater than the under spend from last year. Seconded by Cllr Brooks; all in favour. The final figures would be presented to Finance and Governance, Full Council and the next AID Committee meeting.

Bins: It was noted that four less bins than anticipated were required and approval had already been given to progress this purchase which was being progressed by officers.

Bike racks: This matter would be considered further at next meeting.

- 9.5. A request for a memorial bench in Normanston Park – information had been circulated and the request was approved. Proposed by Cllr Pearce, seconded Cllr Pitts; all in favour subject to officers making amendments to the terms for placement of the bench and in particular the removal of the clause that the bench would be removed after ten years.
- 9.6. Site access to Sparrows Nest, including any quotations received to install a fence along the border of the grass between the play area and the Movie Makers Theatre – no quotations for the fencing had been received and this item would be carried forward to the next meeting. Cllr Page, on safety grounds, was keen that this item was progressed. In the meantime, an A board requesting no parking and advising to use the car park opposite had been sited on the roundabout in the park and it was agreed to seek feedback on how effective this was.
- 9.7. Arrangements for replacement trees/planting, following incidents of environmental vandalism on Town Council land – it was noted that liaison with Suffolk Police was ongoing. Letters had been sent to residents in the area. A worked through re-planting plan was being progressed. Cllr Pearce asked for confirm of the number and species of trees which had been lost and that this be considered at Parks and Open Spaces.
- 9.8. The security of Fen Park and the Britten Road play area, particularly regarding unauthorised vehicular access, including to consider any quotations received to install staggered entrance barriers at Fen Park – it was noted that advice had been received that staggered barriers were not working well in other areas and would not be effective in these locations and it was agreed not to progress further. Proposed by Cllr Butler, seconded by Cllr Pearce; all in favour.
- 9.9. A request from a school to hire the Kensington Gardens tennis courts for one morning per week – further information had been requested from the school who to date had not responded, however, it was agreed, in principal to consent to the use of courts. Proposed Cllr Pearce, seconded Cllr Brooks; all in favour.
- 9.10. The provision of a bandstand in Fen Park – no further information had been provided for the committee to consider but it had been confirmed that planning permission would be needed for such a structure. This would be considered further at the next meeting.
- 9.11. The provision of a sign at the Gainsborough Drive pond warning motorists of ducks crossing – it was noted that officers were progressing 'do not feed the ducks' signs and it was further agreed to proceed with warning signs 'ducks crossing'. Proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour for an additional maximum budget of £100 be added to the existing Gainsborough signs budget.

10. To consider the following regarding the Links Road car park:

- 10.1. Providing access to the sea wall, including to receive feedback from a recent site visit Cllr Butler provided a report and the Deputy Clerk confirmed that ESC Coastal Defence Officer had been supportive of a scheme for which is had also been confirmed would not require planning permission. It was proposed by Cllr Butler, seconded by Cllr Pearce; all in favour, to progress with obtaining costs to deliver this new access.
- 10.2. Drainage around the bicycle racks – Cllr Butler reported a difference in the levels which was leading to standing water around the cycle racks. The Clerk confirmed that Norse

Lowestoft Town Council
Meeting of the Assets, Inclusion and Development Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
18:00 on 7 June 2021

had been asked to inspect and report back.

10.3. To note planned Anglia Water works to relocate pipes with a new junction at Links Road car park – information had previously been circulated to Councillors, revised information had now been received and Anglia Water would make a presentation to Council at an appropriate time. Anglia Water had confirmed their commitment to mitigation of the environmental impacts of the work.

11. To consider progress with a plan for heritage plaques

Jack Rose Old Lowestoft Society – Cllr Pearce reported the Town Council had previously agreed with JROLS to fund green plaques, initially 30 and then ten per year thereafter. JROLS members have been working on priorities for plaques and were proposing to do the initial allocation of 30 and by June 2022 first year batch of ten. It was proposed by Cllr Pearce, seconded by Cllr Page; all in favour, to delegate to Officers in conjunction with Cllr Pearce (as the Town Council's representative), to liaise with JROLS to progress ordering and installation, (using the item budget cost of £5,000 to cover the expenditure) of plaques and to support JROLS with building owner permissions as necessary.

12. To consider a proposal regarding procurement of additional items of the Lowestoft

Collection – the Clerk confirmed that a list of experts to support the collection and a policy position was being developed which would be considered by the Standing Orders and Policy Committee and members were welcome to feed in comments.

13. To receive an update on the proposed bus shelter for Harris Avenue

Cllr Butler reported that Suffolk County Council's charge for the engineering works would exceed the budget committed to this work. Cllr Butler stated he was preparing a drawing himself and had spoken to a supplier for a concrete base. Alternative quotations would also be sought. Liaison would continue with Suffolk County Council regarding permission to site apparatus on the highway (section 50 licence) although it was understood planning permission was not required. It was also understood that Suffolk County Council would take on the maintenance of the shelter once it was installed.

Cllr Brooks asked for her extreme displeasure at Suffolk County Council and Suffolk Highways to be recorded. Cllr Butler responded that this statement was unfair and to date both had been helpful with supplying information.

Cllr Pearce proposed that Cllr Butler explore this further including the Section 50 permission and cost, seconded by Cllr Brooks; all in favour.

14. To receive an update on arrangements for the Triangle Market, including installation of the bollard - Cllr Patience had provided an update on the installation of the bollard and it was understood that an expert position was awaited via Suffolk Highways. It was agreed to ask Cllr Patience to provide another update before the next meeting.

15. To consider how to accommodate the Lowestoft Boxing Academy's request to hire Whitton Residents' Hall to ensure that other users are not precluded – officers had been in contact with the Academy to explain the position with hiring the hall and accommodating other hall users but as yet no response had been received.

16. To consider a request from a member of the public for tree works at the Great Eastern Linear Park and the results of a recent survey of the site, and to note the decision of Full Council to delegate authority to the Clerk to approve the request, subject to this Committee's review of the report and approval (some aspects may be confidential)

It was noted that authority had been given to the Clerk to progress with the applicant the tree

Lowestoft Town Council
Meeting of the Assets, Inclusion and Development Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
18:00 on 7 June 2021

works and furthermore the Clerk liaise with contractors to implement the recommendations of the survey, including obtaining costs for the works, and confirm how often these works may be needed given how quickly trees may re-seed.

17. To consider lease arrangements for a tenant (confidential)

No update was available.

18. To consider a request for sale/transfer of land at Uplands (confidential)

It was noted that site visits (Cllrs Breakspear and Green) were being arranged and there were no other matters to discuss.

19. Date of the next meeting

5 July 2021 18:00 – At this stage it is anticipated that the meeting will be held at Whitton Residents' Hall.

20. Items for the next agenda and close

As listed in minutes above.

There were no confidential items to considered and therefore the meeting was closed 19.52

21. 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. There were no matters to consider.

Signed:



12 July 2021