

**Lowestoft Town Council**  
**Meeting of the Assets, Inclusion and Development Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft NR32 1DE**  
**18:00 on 2 August 2021**

**MINUTES**

**Present:** Cllrs Bob Breakspear (Chair), Wendy Brooks, Andy Pearce, John Pitts and Elise Youngman  
**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)

**40. Welcome**

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

**41. Apologies for absence**

Apologies were received from Cllr Butler. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Brooks; all in favour. Cllr Page was absent from the meeting.

**42. Declarations of Interests and dispensations**

Cllr Pearce declared a local non-pecuniary interest in items relating to Fen Park. Cllr Breakspear declared a local non-pecuniary interest in all matters relating to Kensington Gardens.

**43. Consideration of the draft minutes of the meeting on 19 July 2021**

Cllr Pearce proposed acceptance of the minutes of the meeting on 19 July subject to one typographical amendment; seconded by Cllr Pitts; all in favour.

**44. Public forum**

There were no members of the public in attendance.

**45. Expenditure** by the Committee and its Sub-Committees – there was no update since the last report presented at 19 July meeting and covering the period 1 April to 30 June.

**46. To consider the following regarding parks and open spaces:**

46.1. The draft minutes of the Parks and Open Spaces Sub-Committee meeting on 20 July 2021 would be provided to the next meeting. Cllr Pearce asked for confirmation of the final cost of the bins to be provided.

46.2. Bulb planting in 2021 – 22. The horticultural budget which was delegated to Parks and Open Spaces Sub-Committee was noted as £12,600 along with £10,000 for trees and £1,000 for mulch. It was noted that bulb planting would be progressed via the Parks and Open Spaces Sub-Committee with some time urgency for planting to take place this autumn.

46.3. The cost of planning permission to install new windows at Kensington Gardens bowls pavilion was noted as £234 (less 50% of local council application). It was noted that £1690.15 for East Suffolk funding was available for this whole project and therefore the planning application fee could be covered by this with any deficit being taken from the Kensington Gardens Rental income. It was agreed to delegate authority to the Deputy Clerk to progress the planning permission application. Proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour.

46.4. A request to install a gate at the Howley Gardens entrance to the Parkhill play area. The request was considered and subject to confirmation of the Town Council being the legal owner of the land where the gate had been requested it was agreed to delegate a budget of £1,000 to the clerk to proceed with the purchase and installation of a gate after a site visit had taken place with the relevant councillors. Proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour.

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47. **To consider granting approval for the Climate Emergency and Ecological Committee to explore creating a community garden and orchard at Clarkes Lane** It was proposed by Cllr Breakspear, seconded by Cllr Pearce; all in favour that this request by approved.
48. **To consider how to make financial and other support for community volunteer activities more accessible and streamlined, without comprising on safety and safeguarding.** Cllr Pearce was keen that the Council was more proactive in assisting Friends Groups with constitutional matters and insurance. It was noted that the procedures currently in place for voluntary litter picking in terms of risk assessment and insurance had been devised with detailed consultation with the Town Council's insurance. There was overall agreement that the Town Council is keen to encourage as many volunteers as possible and the Clerk was happy to review the current processes as necessary and in conjunction with the insurers.
49. **To consider the East Suffolk Council consultation on the draft South Lowestoft and Kirkley Conservation Area Appraisal and Management Plan.** Members questioned the title of the Conservation Area as buildings such as the Old Post Office and Railway Station were in the Conservation Area but not in South Lowestoft. Members agreed that the consultation response should comment on; the judgemental wording around the car dealership, and an emphasis on respecting the individuality of the assets in the large and diverse area such as the Claremont Pier, and that consideration is given to all the public comments where local people have expressed what they value as heritage assets. It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour that the Deputy Clerk respond to the consultation combining these comments and those of the Planning Committee.
50. **Refurbishment of Sparrows Nest and Fen Park public conveniences.** It was proposed by Cllr Pearce, seconded by Cllr Breakspear that this committee support this project being progressed and managed outside of the organisation. It was noted that the Sparrows Nest building was subject to a condition survey therefore this site could prove to be more complex than expected.
51. **To consider a request for sale/transfer of land at Uplands (confidential).** Cllr Green and Cllr Breakspear had visited the site and Cllr Green's report was awaited before this matter could be considered further.
52. **To consider a request for sale/transfer of land at Britten Road (confidential)** this matter would be discussed in confidential session.
53. **Date of the next meeting**  
6 September 2021 18:00 –Cllr Breakspear gave his apologies in advance of the meeting.
54. **Items for the next agenda and close.**
- Cllr Pearce asked for an email to be sent to all Councillors, especially those who were not members of this committee, asking for priorities for play areas and toilets in their wards
55. **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**

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**matters listed at 52.**

At 19.05 it was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour of the meeting moving to confidential session.

**52.** It was proposed by Cllr Pearce, seconded by Cllr Pitts; all in favour to thanked relevant party for their interest, the land was not for sale but the Town Council did take seriously maintenance and will address concerns about untidiness of land. It was further agreed that Norse should be asked to undertake this work to a maximum budget of £2,000.

The meeting was closed at 19.24.

Signed:  .....

6 September 2021