

**Lowestoft Town Council**  
**Meeting of the Assets, Inclusion and Development Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18:00 on 4 July 2022**

**MINUTES**

**Present:** Cllrs Wendy Brooks, Colin Butler (Chair), Christian Newsome, Paul Page, Andy Pearce, John Pitts and Elise Youngman

**In attendance:** Shona Bendix (Clerk) and Lauren Elliott (Project and Committee Clerk)

**Public:** There were six members of the public in attendance (in person)

**21. Welcome**

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

**22. Apologies for absence**

Apologies were received from Cllr Robert Breakspear. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Brooks; all in favour.

**23. Declarations of Interests and dispensations**

Cllr Brooks declared a local non-pecuniary interest in items 32.1 and 34, and declared she is Vice Chair of the Gunton Residents' Association. Cllr Pearce declared he is Chair of the Gunton Residents' Association and declared a local non-pecuniary interest in items 33.1 and 34.2. Cllr Youngman declared a local non-pecuniary interest in items 31 and 35. Cllr Butler declared a local non-pecuniary interest in item 35.

**24. The draft minutes of the meeting on 6 June 2022**

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

**25. Public forum**

Cllr Butler advised the consideration of item 35 would be brought forward. Several objections from members of the public had been circulated ahead of the meeting and those in attendance also wished to object, with the primary concern being anti-social behaviour. Cllr Butler explained he had put forward the suggestion for a bus shelter as there was a small amount of funding available for the St Margaret's East Ward. Cllr Butler advised he had undertaken some engagement with residents and tried to take account of concerns regarding anti-social behaviour in the shelter's design. The members of the public in attendance asked for alternative locations to be considered, including on Hollingsworth Road, where the shelter would not be directly outside residential properties. Cllr Youngman has already approached the Police regarding ongoing incidents of anti-social behaviour in the area. A member of the public requested to speak on an item which was not on the agenda and was advised to email officers to request inclusion of the item on the next agenda.

**35. Whether to progress the application to install a bus shelter on Harris Avenue**

Cllr Pearce proposed to defer this item to the next meeting, and in the interim liaise with the Police regarding the concerns raised, investigate whether it would be possible to vary the location and consider wider public consultation; seconded by Cllr Brooks; all in favour.

**26. The Terms of Reference of the Assets, Inclusion and Development Committee**

Cllr Brooks proposed adoption of the Terms of Reference; seconded by Cllr Pearce; all in favour.

**27. Monitor expenditure by this Committee and its Sub-Committees from their delegated budgets**

The budget monitoring spreadsheet had been provided and was noted.

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### **28. A maximum budget and appropriate delegation to the Clerk to approve reimbursement claims from Friends Groups for the purchase of mulch**

*All members of the public left the meeting 18:49*

*The Clerk temporarily left the meeting 18:49*

The Project and Committee Clerk advised that Council had previously agreed a maximum budget for the purchase of mulch, but not a mechanism for Friends Groups to claim reimbursement having purchased mulch. Cllr Pearce proposed delegating authority to officers to process claims for reimbursement from Friends Groups within a maximum budget of £200 per claim, and within the overall budget previously agreed for the purchase of mulch; seconded by Cllr Butler; all in favour. Cllr Brooks advised that farmers can purchase grass cuttings and this could be considered for Kensington Gardens. This can be added to the next agenda for consideration if required.

### **29. Parks and Open Spaces:**

29.1. Receipt of any comments and noting the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 21 June 2022 – The draft minutes were received and noted.

29.2. The following recommendations from the Parks and Open Spaces Sub-Committee:

29.2a. Adopting the Terms of Reference of the Parks and Open Spaces Sub-Committee – Cllr Pearce proposed adoption of the Terms of Reference; seconded by Cllr Brooks; all in favour.

29.2b. Approving the proposals for the development of a sensory garden in Sparrows Nest and how to progress the project – The Project and Committee Clerk read out a breakdown of the project costs. Cllr Pearce proposed delegating authority to officers, in consultation with members of this Committee and the Parks and Open Spaces Sub-Committee to determine a schedule and priority order of works, via Zoom meeting and involving Pathways Care Farm where required; seconded by Cllr Brooks; all in favour.

*The Clerk returned 18:58*

29.2c. Progressing educational signage in the Town Council's parks regarding wildlife feeding – Cllr Pearce proposed approval of this recommendation in principle, with the Parks and Open Spaces Sub-Committee to progress the implementation; seconded by Cllr Brooks; all in favour.

29.2d. Exploring potential uses of the Ammunition Bunker – The Project and Committee Clerk advised that planning permission currently permits use as an art gallery. Cllr Pearce advised that the building does not have an electricity or water supply, there may need to be explorations into any buried ordnance and the Town Council also does not own any land surrounding the building. Cllr Brooks proposed progressing a site visit to look at potential alternative uses; seconded by Cllr Youngman; all in favour.

29.2e. Approving in principle the offer of a 'Reading Chair' for Kensington Gardens – Cllr Brooks proposed approval in principle, subject to further information regarding the design to be brought back to this Committee, and input from the Friends of Kensington Gardens; seconded by Cllr Pearce; all in favour.

29.3. The provision of 'Reading Chairs' in other parks – Depending on the design, Cllr Brooks suggested Cotman Close and Bentley Drive play areas as potential locations. Cllr Pearce proposed deferring a decision on this item until further detail has been received regarding the proposal for Kensington Gardens; seconded by Cllr Brooks; all in favour.

29.4. Progressing an order for plants/bulbs – Cllr Pearce proposed approval of the quotation from the supplier who is able to supply everything on the list; seconded by Cllr Youngman; all in favour.

29.5. An update on the installation of gates in the gaps in the fencing surrounding the Fen Park play area – The Community Wardens are seeking quotations. Cllr Pearce proposed delegating authority to officers to select a quote, subject to it not exceeding the

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- maximum budget already agreed for this work; seconded by Cllr Butler; all in favour.
- 29.6. The five year plan for the refurbishment of play areas – The Project and Committee Clerk understood this had been discussed by the Finance and Governance Committee as costs had been higher than anticipated. Cllr Pearce advised there had been no proposal to change the schedule, but some projects may need to be deferred to the following year, or the Council may need to use reserves and replenish them in the following year. Cllr Pearce proposed considering this item again once quotations have been received for this year's projects; seconded by Cllr Brooks; all in favour.
- 29.7. An update on the appointment of a project manager for pond works – The Project and Committee Clerk advised that a report had been received today from an organisation which had visited the ponds, and the stream at the Great Eastern Linear Park, which gives quotations and recommendations on a schedule of works. The organisation can also assist with ongoing maintenance. Cllr Pearce suggested receiving the report at the next meeting of this Committee, for recommendations to be made to Full Council.
- 29.8. Installing fencing in front of the Fen Park pond – Cllr Pearce proposed declining this proposal, as there were doubts as to whether it would serve its intended purpose and concerns as to how it would look; seconded by Cllr Brooks; all in favour.
- 29.9. A biomass collection device for the Town Council's ponds and waterways – The Project and Committee Clerk explained the suggestion had been received from a member of the public, and the device is used to collect debris from ponds. Cllr Pearce asked officers to seek further information; seconded by Cllr Butler; all in favour.
- 29.10. The installation of a bund and/or fencing repairs at the Stoven Close play and Gunton Community Park – Cllr Butler proposed progressing repairs to the damaged fencing at Gunton Community Park; seconded by Cllr Pearce; all in favour. Cllr Butler proposed carrying out a site visit to Stoven Close and community engagement with residents before work is undertaken there; seconded by Cllr Pearce; all in favour.
- 29.11. An annual budget for each park for tarmac works – The Clerk advised that some tarmac work has been undertaken recently, which should inform an annual budget. Cllr Butler proposed deferring this item to the next meeting; seconded by Cllr Pearce; all in favour.
- 29.12. Progressing an underground utilities search of the North Denes area, within a maximum budget of £500 – Cllr Butler proposed approval of this item; seconded by Cllr Brooks; all in favour. The Clerk understood a delegation had been agreed some time ago for an intrusive survey to be undertaken, but will come back to this Committee for consideration if not.

*A comfort break was taken 19:36 and the meeting resumed 19:42*

### **30. Events and Communications:**

- 30.1. Receipt of any comments and noting the draft minutes of the Events and Communications Sub-Committee meeting on 22 June 2022 – The draft minutes were not available for this meeting.
- 30.2. Recommendations from the Events and Communications Sub-Committee:
- 30.2a. Adopting the Terms of Reference of the Events and Communications Sub-Committee – Cllr Pearce proposed adoption of the Terms of Reference; seconded by Cllr Brooks; all in favour.
- 30.2b. Recognising Remembrance as a major event, with a budget of £5,000 delegated to the Events and Communications Sub-Committee – Cllr Pearce advised Remembrance and Holocaust Memorial have previously always had a joint budget. This year they have been categorised jointly as a major event, with a budget of £5,000. Cllr Pearce proposed recognising Remembrance and Holocaust Memorial as a major event, with a maximum budget of £5,000 delegated to officers, in conjunction with the Events and Communications Sub-Committee; seconded by Cllr Brooks; all in favour.
- 30.2c. Approving the Town Council's membership to the Community Rail Partnership

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for 2022 – 2023, and payment of the associated fee of £500 – Cllr Pearce advised the Council previously paid a fee of £500 to join the Wherry Lines Community Rail Partnership Steering Group, and had budgeted for this annual fee. At the same time, the Town Council had been invited to join the East Suffolk Lines Community Rail Partnership (Line Group North), with the request of a donation rather than a fee. The Council had decided to donate the equivalent amount and has also budgeted for this to continue. Cllr Pearce proposed renewing the Town Council's membership to the Wherry Lines Community Rail Partnership Steering Group and the East Suffolk Lines Community Rail Partnership (Line Group North), on the same terms as previously; seconded by Cllr Butler; all in favour.

- 30.3. The budget for heritage plaques – Cllr Pearce advised that thirty plaques were going to be installed in 2018, with an additional ten per year for as long as required. The Jack Rose Old Lowestoft Society has sent through details of the first forty plaques. Cllr Pearce proposed a maximum budget of £4,000 to progress the first forty plaques, and liaison with the Jack Rose Old Lowestoft Society regarding the next twenty following this; seconded by Cllr Pitts; all in favour.

### 31. Allotments:

- 31.1. Receipt of any comments and noting the draft minutes of the Allotments Sub-Committee meeting on 16 June 2022 – The draft minutes were received and noted.
- 31.2. Recommendations from the Allotments Sub-Committee:
- 31.2a. Adopting the Terms of Reference of the Allotments Sub-Committee – Cllr Pearce proposed adoption of the Terms of Reference; seconded by Cllr Youngman; all in favour.

### 32. Public conveniences:

- 32.1. Progress with the refurbishment of the Fen Park, Sparrows Nest and Triangle Market public conveniences, including feedback from a Teams presentation regarding modular builds – Cllr Pitts had some concerns regarding the transportation of structures from another country and would like local labour and tradespeople to be considered where possible. Cllr Pitts had found details of an architect and contractors which had carried out refurbishment of other public conveniences locally. Cllr Butler advised the company which provided the Teams presentation does not undertake refurbishments in this country. The company had not yet sent through a specific quotation for the Town Council's work. Cllr Brooks advised they had proposed to appoint and train a local contractor to undertake ongoing maintenance. Cllr Brooks asked for a Toilet Strategy Working Group meeting to be set up to consider modular and refurbishment options. Cllr Pitts will share the research he has done so far on refurbishment options.
- 32.2. A request from the Lowestoft and District Allotments Association to install compostable toilets at the allotment sites – Cllr Pearce advised that there is a capital development budget for the allotments this year. The Lowestoft and District Allotment Association had identified a model of compostable toilet, costing approximately £1,000 per unit. Cllr Pearce proposed an in-principle approval of this request and asked officers to determine which sites the Association would like to prioritise this year. Cllr Pearce further proposed delegating authority to officers to progress the purchase of the compostable toilets within the 2022 – 2023 capital development budget for the allotments. Cllr Youngman advised she would be happy to attend site visits if required. Cllr Butler seconded the proposal and all Councillors voted in favour. At 20:10, Cllr Butler proposed suspending Standing Order 3y for twenty minutes to enable the meeting to continue; seconded by Cllr Pearce; all in favour.

### 33. Memorial benches and memorial planting:

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- 33.1. A memorial bench application for the Denes Oval – Cllr Pearce proposed approval of this application; seconded by Cllr Brooks; all in favour.
- 33.2. A memorial bench application for Sparrows Nest – Cllr Pearce proposed approval of this application; seconded by Cllr Brooks; all in favour.
- 33.3. A memorial planting application for Sparrows Nest – Cllr Pearce proposed approval of this application, subject to officers taking advice on what type of rose would thrive in this location; seconded by Cllr Brooks; all in favour. At the request of the Committee, the Project and Committee Clerk provided an update on the Sparrows Nest bluebell walk and bench as a memorial to the late Cllr Sue Barnard. The bluebell walk already exists and a location for the bench has been identified. The bench can be ordered once wording for the plaque has been agreed.
- 34. The Marina Theatre:**
- 34.1. A request from the Marina Theatre to install a stairlift – The location was shown to Councillors who attended a recent open evening at the Marina Theatre. The Theatre is seeking an in-principle approval rather than financial support at this stage. The first Quarterly Management Meeting will be held on 15 July, which Cllrs Barker, Brooks and Pearce will be attending. A follow-up Zoom meeting can be arranged following this if necessary.
- 34.2. A specification for kittiwake nesting ledges and a recommendation from the RSPB to install ‘Avishock’ strips to prevent future nesting at the current location on the Theatre – Cllr Pearce explained the purpose of the ‘Avishock’ strips and advised they are not harmful to the kittiwakes. Cllr Pearce proposed approval of the kittiwake nesting ledges and ‘Avishock’ strips; seconded by Cllr Youngman; all in favour.
- 34.3. Granting permission for Marina Theatre advertising – The Clerk gave the locations of the advertising boards, though not all are on land owned by the Town Council. Twenty five new boards have been installed since spring 2021. Cllr Pearce would like the Theatre to acknowledge the Town Council’s support and include its logo on their advertising displays as they are updated. Cllr Pearce proposed an in-principle approval to advertise on Town Council land, but asked the Theatre to review its locations, particularly where there is clustering at certain sites, which can be discussed further at the Quarterly Management meetings; seconded by Cllr Youngman; all in favour.
- 35. Whether to progress the application to install a bus shelter on Harris Avenue**  
This item was considered earlier in the meeting.
- 36. A request from the Royal Naval Patrol Service Museum to refurbish its sign**  
Cllr Pearce proposed approval for this to proceed, with delegated authority to seek quotations and instruct the work within a maximum budget of £1,000. This item will be brought back to this Committee should quotations exceed this budget. Cllr Butler seconded the proposal and all Councillors voted in favour.
- 37. An enquiry regarding leasing an area of car parking land (confidential)**  
To be discussed during the confidential session.
- 38. Date of the next meeting**  
1 August 2022 18:00
- 39. Items for the next agenda and close**  
Cllr Pearce requested an update on the bluebell walk and memorial bench to the late Cllr Sue Barnard.  
Cllr Brooks requested an update on the election of a management committee for the Gunton Residents’ Meeting Hall, and was advised by officers that plans were being made for a public

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meeting, as stated in the Councillor update.

Cllr Youngman requested an item to receive feedback from the Whitton Green outdoor fitness equipment launch event.

Cllr Brooks requested an item to receive an update on the new conservatory on a building in Normanston Park, which has been receiving positive feedback online.

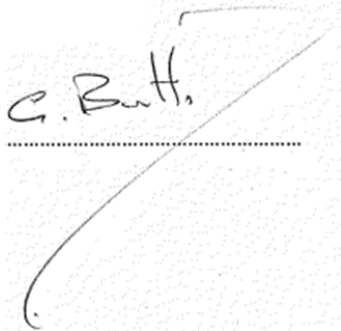
Cllr Pearce proposed moving the meeting into confidential session; seconded by Cllr Butler; all in favour.

#### 40. Resolution to close the meeting to the public:

40.1. Any legal issues, including those above as required:

37. An enquiry regarding leasing an area of car parking land (confidential) – The Project and Committee Clerk explained the enquiry received. Cllr Pearce proposed declining the request; seconded by Cllr Brooks; all in favour.

The Chair closed the meeting at 20:41.

A handwritten signature in black ink, appearing to read 'C. Butler', is written over a horizontal dotted line. A large, faint, curved watermark or ghost signature is visible behind the main signature.

Signed:

1 August 2022