

**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 3 June 2024**

**MINUTES**

**Present:** Cllrs Wendy Brooks, John Murray, Andy Pearce, Bernadette Rappensberger, Nick Webb and Elise Youngman

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

Cllr Pearce nominated Cllr Webb to preside over the meeting as the Chair was not in attendance; seconded by Cllr Rappensberger; all in favour.

**1. Welcome**

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

**2. To receive and consider approval of apologies for absence**

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

**3. Declarations of Interests and dispensations**

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

**4. To consider the draft minutes and confidential note of the meeting on 13 May 2024**

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

**5. 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.

**6. To review and adopt Committee arrangements:**

- 6.1. To note the membership of the Assets, Inclusion and Development Committee – Membership of the Committee consisted of Cllrs Robert Breakspear, Wendy Brooks, Neil Coleby, Jen Jones, John Murray, Christian Newsome, Andy Pearce, John Pitts, Bernadette Rappensberger, Nick Webb and Elise Youngman.
- 6.2. To appoint the Deputy Chair of the Assets, Inclusion and Development Committee – Cllr Pearce nominated Cllr Webb; seconded by Cllr Rappensberger; all in favour.
- 6.3. To note the Terms of Reference – Adjustments were requested on item 7A sub-notes a and b, with the names of budgets and reserves to replace the cash amounts.

Section 8C sub-section a required an amendment with the Parks and Open Spaces Sub-Committee delegated budgets to include the Trees budget, and it should be specified that Parks and Open Spaces were able to expend from the Parks Capital and Parks Maintenance budgets.

Cllr Pearce proposed those amendments be made; seconded by Cllr Brooks; all in favour.

- 6.4. To agree the meeting schedule – Cllr Pearce proposed to retain the current schedule of the first Monday of the month at 19:00, though this would be kept under review;

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seconded by Cllr Murray; all in favour.

6.5. To review the delegations of this Committee – Cllr Pearce proposed the delegated budgets, subject to the updates to the Terms of Reference per item 6.3, are retained with the current expenditure limit of £7,500, though this would be kept under review; seconded by Cllr Rappensberger; all in favour.

6.6. To note the risk management responsibilities of this Committee – The risks relating to assets and facilities were noted and would be kept under review.

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

The expenditure of the previous meeting was noted.

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

8.1. To review and adopt Parks and Open Spaces Sub-Committee arrangements, including the following:

8.1a. To consider composition – Requests for membership had been received from Cllrs Wendy Brooks, Neil Coleby, Christine Moore, John Murray, Andy Pearce, John Pitts, Bernadette Rappensberger, Deborah Ray and Elise Youngman. Cllr Pearce proposed all requests for membership be accepted; seconded by Cllr Youngman; all in favour.

8.1b. To review and consider adoption of the Terms of Reference – Cllr Pearce proposed the Parks and Open Spaces Sub-Committee be asked to review their Terms of Reference at their first meeting and make any recommendations to this Committee; seconded by Cllr Rappensberger; all in favour.

8.1c. To agree the meeting schedule – Cllr Pearce proposed the Parks and Open Spaces Sub-Committee be asked to review their own schedule and make any recommendations for changes to this Committee; seconded by Cllr Rappensberger; all in favour.

8.1d. To review the delegations of the Sub-Committee – Cllr Pearce proposed the current delegations and expenditure limits be retained and reviewed by the Sub-Committee at its next meeting, with any recommendations to be made to this Committee; seconded by Cllr Rappensberger; all in favour.

8.2. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 14 May 2024 – The minutes would be signed off at the next meeting.

### **9. Events and Communications**

9.1. To review and adopt Events and Communications Sub-Committee arrangements, including the following:

9.1a. To consider composition – Membership requests had been received from Cllr Sonia Barker, Wendy Brooks, Jen Jones, Andy Pearce, John Pitts, Bernadette Rappensberger, Nick Webb and Elise Youngman. Cllr Pearce proposed all requests for membership be accepted; seconded by Cllr Rappensberger; all in favour.

9.1b. To review and consider adoption of the Terms of Reference

9.1c. To agree the meeting schedule

9.1d. To review the delegations of the Sub-Committee

Cllr Pearce proposed items 9.1b, 9.1c and 9.1d be reviewed by the Events and Communications Sub-Committee at its next meeting with any recommendations to be made to this Committee; seconded by Cllr Rappensberger; all in favour.

9.2. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 15 May 2024 – The minutes would be signed off at the next meeting.

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### 10. Allotments

10.1. To review and adopt Allotments Sub-Committee arrangements, including the following:

10.1a. To consider composition – Requests for membership had been received from Cllrs Wendy Brooks, Neil Coleby, Andy Pearce, John Pitts and Elise Youngman. Cllrs Brooks and Pitts' membership would be dependent on scheduling. Cllr Pearce proposed to accept all membership requests, with a request that the Allotments Sub-Committee consider a change in scheduling at its next meeting; seconded by Cllr Rappensberger; all in favour.

10.1b. To review and consider adoption of the Terms of Reference

10.1c. To agree the meeting schedule

10.1d. To review the delegations of the Sub-Committee

Cllr Pearce proposed items 10.1b, 10.1c and 10.1d be reviewed by the Allotments Sub-Committee at its next meeting with any recommendations to be made to this Committee, with the date and time of the meeting schedule to be reviewed, with the members unable to attend the next meeting to provide their availability to the office for consideration; seconded by Cllr Rappensberger; all in favour.

### 11. Community Safety

11.1. To review and adopt Community Safety Sub-Committee arrangements, including the following:

11.1a. To consider composition – Requests for membership had been received from Cllrs Jen Jones, Andy Pearce, Nick Webb and Elise Youngman. Cllr Pearce proposed the requests for membership be accepted; seconded by Cllr Rappensberger; all in favour.

11.1b. To review and consider adoption of the Terms of Reference

11.1c. To agree the meeting schedule

11.1d. To review the delegations of the Sub-Committee

Cllr Webb proposed items 11.1b, 11.1c and 11.1d be reviewed by the Community Safety Sub-Committee at its next meeting with any recommendations to be made to this Committee; seconded by Cllr Pearce; all in favour.

### 12. To review and adopt Working Group arrangements for the Denes Oval Working Group, the Toilet Strategy Working Group, the Triangle Market Working Group, The Ness Working Group and the Tree Working Group

Cllr Pearce proposed the Denes Oval Working Group and Toilet Strategy Working Group be made dormant as their work was driven through this Committee; seconded by Cllr Brooks; all in favour.

Requests for membership to the Triangle Market Working Group had been received from Cllrs Wendy Brooks, Andy Pearce, Bernadette Rappensberger and Elise Youngman.

Requests for membership to The Ness Working Group had been received from Cllrs Wendy Brooks, Neil Coleby, Andy Pearce, Bernadette Rappensberger and Elise Youngman.

Requests for membership to the Tree Working Group had been received from Cllrs Andy Pearce and Elise Youngman.

Cllr Pearce proposed the composition for all working groups be accepted and any future

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requests to join be allowed per notification to the office rather than by Committee agreement; seconded by Cllr Rappensberger; all in favour.

**13. Toilets:**

13.1. To consider a specification and budget for the refurbishment of the Lowestoft Cemetery toilets – This would require a full open tender process and one quote had been received as an indication of costs and recommended specifications. The Committee would need to decide if that quoted specification, or an alternative specification, be used before the public tender be advertised.

The budget for this refurbishment was ring-fenced within the Public Conveniences budget and Cllr Pearce proposed the production of a specification be delegated to the officers, for which the recommendations of the conditions survey would be considered, ideally this would be undertaken by the Facilities and Contract Manager though an alternative officer would commence the work depending on availability; seconded by Cllr Brooks; all in favour. This item would be on the next agenda to receive an update.

13.2. To receive an update on the procurement for the refurbishment of the Sparrows Nest toilets – The works on the museum and café building were covered under the Sparrows Nest Reserve carry forward and Capital Refurbishment budgets. Cllr Pearce proposed a condition survey for the toilets be urgently instructed after which this Committee would then make a decision on going out to tender, in the meantime officers could undertake preparatory work on the tender if they have availability; seconded by Cllr Brooks; all in favour.

**14. To receive an update on the Kindertransport Statue Working Group**

A meeting of the working group was due to be arranged.

**15. To consider a request to maintain an area of Town Council-owned land (some aspects may be confidential)**

The request was to maintain the land and no major works had been specified. Cllr Brooks proposed officers hold further discussions with the inquirer on what work they were seeking to undertake and provide a notice of what work they would and would not be permitted to do; seconded by Cllr Pearce; all in favour.

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

The Acting Town Clerk was due to meet the relevant East Suffolk Council officer. Cllr Pearce proposed this item be brought back to the July meeting, with an item on the Finance and Governance agenda in June regarding the finance allocations should any work on the asset commence; seconded by Cllr Webb; all in favour.

**17. Date of the next meeting**

Monday 1 July 2024 – 19:00

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


An item was requested to receive an update on lighting for the Normanston Park skate park.

**19. 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:**

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19.1. To consider any legal issues, including those above as required – There were no resolutions.

*The Chair closed the meeting at 19:58*

Signed:   
1 July 2024