

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 11 February 2019

MINUTES

Present: Cllrs Sue Barnard, Neil Coleby (Chair), Peter Knight, Graham Parker, Keith Patience, John Pitts and Alice Taylor

In attendance: Mark Speller (Facilities and Contracts Manager) and Lauren Elliott (Committee Clerk)

Public: There were three members of the public in attendance

583. Welcome

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

584. To receive and consider acceptance of apologies for absence

Apologies were received from Cllrs Allyson Barron, Peter Collecott, Ian Graham and Dick Houghton. Cllr Knight proposed acceptance of the apologies; seconded by Cllr Taylor; all in favour.

585. Declarations of Interests and dispensations

Cllr Barnard declared a local non-pecuniary interest in item 598.4 and any other discussions relating to the North Denes.

586. To consider the accuracy of the Minutes:

21 January 2019 – Cllr Barnard requested that the phrasing of the minutes of item 579.5 be re-considered, specifically the sentence ending ‘in which she was closely involved’, as she did not feel that she was closely involved with this matter at that time.

Cllr Taylor proposed acceptance of the minutes with the removal of those words as requested by Cllr Barnard; seconded by Cllr Knight; all in favour.

An explanation of the discussion at the last meeting regarding the Normanston allotments was requested. It was agreed this would be discussed later on the agenda.

587. Public Forum

A member of the public spoke of construction work taking place in the North Denes area. It was explained that this is an ongoing legal matter and Lowestoft Town Council is awaiting further legal advice. Cllr Patience referred to Lowestoft Town Council as a joke and it was suggested he may wish to resign if he feels that way.

A member of the public suggested that the Town Council was influencing what is printed in the Lowestoft Journal and it was clarified that the Council has no such influence.

It was confirmed that twelve month occupancy of the caravans at the caravan site is prohibited, but the Town Council has seen no evidence to suggest that this is happening.

Cllr Parker proposed a recommendation to Full Council that the Clerk write to the leaseholder of the caravan site to advise that Lowestoft Town Council is unhappy with the current construction work taking place and requests that it is suspended. The sending of the letter would be dependent on legal advice from Lowestoft Town Council’s solicitors. The

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proposal was seconded by Cllr Barnard; four Councillors voted in favour; two Councillors voted against; one Councillor abstained from the vote.

A member of the public stated that the North Denes is public open space. It was explained that the Committee is considering an Open Spaces Strategy at today's meeting, which covers the process of public consultation regarding the disposal and purchase of, or any changes to, public open space. It was clarified again that Lowestoft Town Council is in ongoing discussion with its solicitors and the Planning Authority regarding the North Denes.

A member of the public expressed concerns about the state of disrepair of the play area at Whitton Green and requested the Town Council's support to produce a public survey to ask those who use the play area what improvements they would like to see. It was advised that the Council could not ask a member of the public to complete a survey on its behalf and has the facilities to produce its own surveys, however, any public feedback would be welcomed.

The Facilities and Contracts Manager left the room 18:50

The member of the public also requested a noticeboard in the area and would like it to give more information about the Town Council and how to contact the Council, more information about the Ward Councillors for that area, notification of the Town Council's meetings and notices of elections when applicable.

The Facilities and Contracts Manager returned 18:52

An application to register the North Denes as a Village Green was discussed. The Deputy Clerk is already researching this and it will be included on the agenda for the Planning and Environment Committee meeting on 26 February.

A member of the public left the room 18:59

The member of the public returned 19:00

It was discussed that Adrian House is to be converted into a Veterinary Surgery.

Two members of the public left the meeting 19:03

The Facilities and Contracts Manager left the room 19:03

588. Consideration of the Open Spaces Strategy

Cllr Patience left the room 19:03

It was agreed that Councillors would like some more time to consider this and would like to defer this to the next meeting of the Assets, Inclusion and Development (AID) Committee.

Cllr Patience returned 19:05 and the Chair explained the decision the Committee had taken during his absence

Thanks were expressed to Cllrs Coleby and Barnard for their work on this document.

The Facilities and Contracts Manager returned 19:06

It was suggested that microphones should be considered for meetings. This has previously been investigated and could potentially be expensive. A hearing loop has been installed.

589. Asset records, protocols and strategies

589.1 Noting of the summary table for asset records, protocols and strategies – There had been no recent amendments.

589.2 Consideration of any new or revised asset records, protocols and strategies – A Heritage Plaques Policy was distributed and projected at the meeting. This was explained to the

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Committee. It was suggested that the 'Comic Sans' font should be re-considered and an alternative 'Sans' font used instead.

Cllr Coleby proposed a recommendation to Full Council to adopt the Heritage Plaques Policy; seconded by Cllr Barnard; all in favour.

A record of the current heritage plaques was distributed and projected at the meeting. It was requested that a plaque be considered at Denmark Road to mark the area where the first zeppelin bomb was dropped.

590. Progress with the lease and developments on site for the first floor of Hamilton House

This matter is still ongoing between the solicitors.

591. Progress with events on Town Council land

It was requested that this item be removed from the agenda, as the Events and Communications Sub-Committee have delegated this to staff, unless there is a controversial matter.

592. Progress with community engagement

- 592.1 Noticeboards, signs and plaques – This is being finalised. Delivery, storage and installation need to be considered. Some Councillors have identified where they would like noticeboards to be situated in their wards and a site was identified for Whitton Green earlier in the meeting. Cllr Pitts would like a noticeboard for the Pakefield area and will consider an appropriate location.

The vinyl stickers have been applied to update signage at Lowestoft Town Council's assets and the Facilities and Contracts Manager (FCM) is due to meet with Waveney Norse tomorrow.

- 592.2 Community surveys – It was requested that this item be removed from the agenda, as this is now being covered by the Events and Communications Sub-Committee.

593. Asset transfer and compliance issues, in particular the following matters:

- 593.1 Report from the Clerk regarding legal and policy issues affecting assets – There were no matters for consideration.
- 593.2 Report from the Facilities and Contracts Manager regarding asset management, compliance monitoring, maintenance and condition surveys – The legionella risk assessments have been received. There are some queries, which the FCM is dealing with and these will be discussed during the routine meeting with Waveney Norse tomorrow.

With regard to the ceiling of the Denes Oval Pavilion, a specification is being put together for the reinstatement element and quotes are being obtained.

Cllr Taylor proposed that quotes are also obtained for replacement of the bargeboards as part of this work, to be considered again by the Council if the cost exceeds the previously agreed maximum budget; seconded by Cllr Barnard; all in favour.

The member of the public left the meeting 19:20

Cllr Barnard left the room 19:20

- 593.3 Improvement works to play areas, including the following:

Urgent repair work is required at the Nightingale Road play area.

Cllr Barnard returned 19:23

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Sentinel Leisure Trust have estimated the refurbishment cost at £35,000. There are funds available in the 2018-19 budget and there may also be CIL and S.106 funding available. Waveney Norse can complete a procurement process to obtain quotes from play equipment providers, for Lowestoft Town Council to decide which one best meets the requirements. An additional piece of play equipment is also required at Stoven Close and it was suggested this could be included with this process. Improvement work to Clarkes Lane will be considered under the 2019-20 budget.

Cllr Coleby proposed a recommendation to the Finance and Governance Committee or Full Council for Waveney Norse to complete a procurement process for improvement works to the Nightingale Road play area, within a maximum budget of £35,000, and an additional piece of play equipment at Stoven Close, within a maximum budget of £15,000; seconded by Cllr Taylor; all in favour.

593.3a Any update with the provision of adult outdoor gym equipment – There were no updates to consider.

594. Consideration of an artefacts policy

This would be important to allow for the consideration of the purchase of items of Lowestoft Porcelain, or other such items of historical significance to Lowestoft. Cllrs Barnard and Taylor volunteered to work on the policy with the Clerk. An auction is being held shortly for medals awarded to a resident of Lowestoft in the Second War World.

Cllr Taylor proposed a recommendation to the Finance and Governance Committee or Full Council to support the Heritage Centre in the purchase of the medals; seconded by Cllr Knight; all in favour.

Such support could be offered by way of a grant.

595. Consideration of setting up a Working Group to consider working arrangements with Sentinel Leisure Trust

Sentinel Leisure Trust recently gave a presentation to Councillors to give more information about themselves and how they may assist the Council. It was suggested that a formal structure could be set up and the benefits of a positive working relationship were discussed. Cllrs Coleby and Taylor would like to be members of the Working Group, along with Cllr Pitts, if he is able to attend the meetings. It was suggested Cllr Graham and the Clerk may also wish to be involved.

596. Consideration of whether to register with TerraCycle for recycling solutions

An explanation of TerraCycle and the work they do was given. There is no fee to register with them but there is a limitation as to how many organisations may register with them within a particular area.

Cllr Barnard proposed working with partner organisations and actively promoting TerraCycle within the town (via the Council's website, Facebook page and noticeboards); seconded by Cllr Coleby; all in favour.

597. Consideration the Community Payback Service Level Agreement

This was circulated to Councillors in advance of the meeting. There were concerns regarding potential insurance and indemnity responsibilities this would place on the Council, and the Council does not have the capacity to cover insurance and supervisory responsibilities entirely.

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Cllr Patience proposed this be left on the table to allow for future consideration; seconded by Cllr Parker; six Councillors voted in favour; one Councillor voted against.

598. Updates and next steps for the following assets:

598.1 Allotments – A suspected infringement of Clause 7 of the lease at the Normanston Allotments was discussed.

Cllr Parker left the room 19:55

The FCM has been in contact with the leaseholders regarding this matter.

Cllr Parker returned 19:57

Cllr Knight proposed that the Clerk write to the leaseholder to request that the infringement is addressed and rectified within thirty days, or the Council will consider taking further action.

598.2 The Ness – The Steering Group met earlier today and plans for the performance area were discussed.

The FCM left the room 20:03

Images were shown to Councillors for a proposed structure at the site.

Cllr Taylor proposed that the Steering Group reconsider the plans for the structure; seconded by Cllr Knight; all in favour.

The FCM returned 20:05

The next stakeholders meeting will be held on 25 February and will be open for all Lowestoft Town Councillors to attend. Plans for play equipment are being progressed and discussions have been held regarding public conveniences.

598.3 Marina Theatre, including the following:

598.3a Consideration of making a recommendation for the purchase of the following equipment to monitor the rear wall:

Cllr Patience left the meeting 20:13

The FCM left the room 20:13

The FCM returned 20:13

Cllr Knight proposed a recommendation to the Finance and Governance Committee for a maximum budget of £100 to cover the purchase of the items as detailed in 598.3ai – 598.3aiii, along with any further equipment which may be required later for this purpose; seconded by Cllr Taylor; all in favour.

598.3ai Vernier Calipers (£11.99)

598.3aii Two Part Epoxy Resin (£4.99)

598.3aiii 3mm Washers (£2.95)

598.4 North Denes – This was already covered during discussions earlier in the meeting.

598.5 Open Spaces and parks, including the following:

598.5a Consideration of whether to progress the Sprytar software – It was requested that this matter be deferred until the next meeting, to allow for further research into similar apps which are available.

598.5b Consideration of a report from Sentinel Leisure Trust about Pollard Piece play area – It was clarified that Pollard Piece is Clarkes Lane. It has been previously agreed that any equipment posing an immediate health and safety hazard will be removed. A refurbishment will be considered as part of a wider plan for play areas under the 2019-20 budget.

Waveney Norse have provided a quote of £1,738.58 (+VAT) to complete remedial work to the handrails and potholes at Arnold's Bequest. It was acknowledged that Lowestoft Town

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Council cannot make a decision regarding this but the Committee agreed to offer its opinion. It was requested that the Clerk confirm whether three quotes are required for this work and would like to see that the handrails are constructed to a high standard. The Clerk has been granted delegated authority by the Charity Board to progress this work.

Cllr Taylor proposed a recommendation that the work is completed, if there is no requirement for three quotes to be obtained; seconded by Cllr Coleby; all in favour.

Waveney Norse currently have a storage shed in the grounds of Normanston Park which requires replacement. They would like to replace it with a 20ft container. The Committee understood that a storage container is necessary and that it needs to be accessible, but would like to see something in keeping with the surroundings.

Cllr Coleby proposed that Waveney Norse consider alternative storage options which are more sympathetic to the surroundings. If there are no suitable alternatives, the Committee would like Waveney Norse to consider options for screening or repair of the existing shed; seconded by Cllr Knight; all in favour.

598.6 Heritage Action Zone, including the following:

598.6a Consideration of Terms of Reference for the Heritage Action Zone Partner Board and Delivery meetings – Cllr Taylor requested that this matter be deferred, as she would like to speak with the Clerk regarding some queries she has with the document.

Cllr Pitts left the meeting 20:29

598.7 Triangle Market, including to consider terms and conditions for markets – This will be considered at the next meeting.

598.8 Public Conveniences, including the following:

598.8a A specification for renovation work to the public conveniences at Fen Park and Sparrows Nest – Cllr Coleby and the FCM are working on producing the specification.

598.8b Compostable eco-toilets – It has been requested that a couple of companies complete site visits to give more information about the options available.

598.9 Community Meeting Halls – Three quotes have been obtained to replace the Whitton Residents Meeting Hall's fire escape doors. Anglia Locksmiths provided a quote of £1,285 (+VAT), which was not the cheapest, but the Committee agreed they are a reputable local company.

Cllr Knight proposed a recommendation to the Finance and Governance Committee for Anglia Locksmiths to replace the Whitton Residents Meeting Hall's fire escape doors within a maximum budget of £1,750, to allow for the installation of door closers also, and the removal and disposal of the existing doors; seconded by Cllr Barnard; all in favour.

A letter was sent to Lowestoft Town Council's tenants, explaining the Council's decision to prohibit the use of inflatable play equipment on its land. It has been queried whether this extends to indoor inflatable equipment, as this could have an effect on the income generated for community halls through hire for children's parties. Advice has been sought from Lowestoft Town Council's insurers and this was explained at the meeting.

Cllr Taylor proposed a recommendation to Full Council to allow the use of indoor inflatable equipment on its land, as long as the following conditions are met:

- They produce to LTC an in date public liability insurance certificate.
- They produce a written confirmation from said insurer that they will cover the use of inflatable play equipment within the confines of the building fabric i.e. internally only.

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- That the tenant insures they check that said equipment is fitted with a PIPA tag. The number is logged on a central database where the results of its initial test and subsequent annual tests are recorded. In addition a report is issued with each test.
- That the tenant insures that they view the report from the hirer to verify that the equipment has been checked within the year of hire usually by PIPA.
- All users have access to the PIPA database via the Internet (www.pipa.org.uk) and can therefore check on the inspection status of any tagged equipment.
- It is preferred that the hirer of the inflatable play equipment stays on site to supervise for the duration of the hire period.

The proposal was seconded by Cllr Barnard and all Councillors voted in favour.

598.10 Great Eastern Linear Park – Cllrs Barnard, Coleby and the Committee Clerk met recently with representatives from the Ormiston Denes Academy, regarding a proposed student project at the Great Eastern Linear Park. Consideration is being given to the formation of a Steering Group to progress the project, starting with a litter pick and a further meeting to discuss shared ideas. This will include consideration of a new name for the park.

598.11 Town Hall, including the following:

598.11a Consideration of a 24 hour paranormal investigation of the Town Hall

The Lowestoft Museum has requested the Mayoral Board to use in a future display. It was suggested the Council may wish to consider this on a temporary loan basis as it may wish to reinstate the Mayoral Board at the Town Hall in the future. It was discussed that the Mace and Mayoral Chain could be displayed at Hamilton House.

Cllr Coleby proposed a recommendation to Full Council to approve the loan of the Mayoral Board to the Lowestoft Museum on a temporary basis and to request that the Mace and Mayoral Chain are returned to Lowestoft Town Council for display at Hamilton House; seconded by Cllr Knight; all in favour.

It was reported that the clock faces at the Town Hall are not displaying the correct time. A fault with the west clock face seems to have caused a fault with the others and the Council has received a quote of £942 (+VAT) to rectify it.

Cllr Coleby proposed a recommendation to the Finance and Governance Committee to leave the west clock face disconnected from the rest, unless there are requests from members of the public to repair it; seconded by Cllr Knight; all in favour.

A request has been received for a 24 hour paranormal investigation of the Town Hall to be completed. It was considered that a 24 hour investigation may not be feasible as there are no facilities at the Town Hall, such as public conveniences. A fee may also need to be considered as a member of staff would need to arrange access to the Town Hall and supervise the group whilst they are there. The Committee requested further information on whether any insurance arrangements are in place, whether a risk assessment has been completed and whether installing recording equipment in the Town Hall for a period of 24 hours instead would be sufficient.

598.12 To consider a request to install solar panels at the Lowestoft Maritime Museum – A planning application for this has previously been submitted and approved.

Cllr Coleby proposed approval of the request to install solar panels at the Lowestoft Maritime Museum; seconded by Cllr Barnard; all in favour.

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599. Date of the next meeting
Monday 25 February 2019 18:00

600. Items for the next Agenda and Close
No items were requested for the next agenda.

Cllr Coleby proposed moving the meeting into confidential session; seconded by Cllr Knight; all in favour.

601. Resolution to close the meeting to the public
It was noted that an application to register the North Denes as a Village Green will be considered by the Planning and Environment Committee at their meeting on 26 February. The Deputy Clerk is investigating this further.

The Chair closed the meeting 20:59.

Signed:
25 February 2019