

# Lowestoft Town Council

## Meeting of the Assets, Inclusion and Development Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ  
16:00 on 20 August 2018

### MINUTES

**Present:** Cllrs Sue Barnard (arrived 16:04), Allyson Barron, Neil Coleby (Chair), Ian Graham, Dick Houghton, Peter Knight, Keith Patience (left 17:55) and Alice Taylor

**In attendance:** Shona Bendix (Clerk), Mark Speller (Facilities and Contracts Manager) and Lauren Elliott (Committee Clerk)

**Public:** There were two members of the public in attendance

**415. Welcome**

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

**416. To receive and consider acceptance of apologies for absence**

No apologies had been received. Cllrs Collecott and Ford had not provided apologies and were absent.

**417. Declarations of Interests and dispensations**

There were none.

**418. To consider the accuracy of the Minutes:**

6 August 2018 – accepted as accurate. Proposed by Cllr Graham; seconded by Cllr Knight; all in favour.

**419. Public Forum**

The members of the public in attendance did not wish to make any comments.

**420. Any progress with plans and lease for the first floor of Hamilton House**

The lease is currently being reviewed by the solicitors, but should be resolved this week. A request has been sent to Waveney District Council for the civic artefacts to be displayed.

*Cllr Barnard arrived 16:04*

The office space should be completed by early September at the latest.

**421. Asset records, protocols and strategies**

421.1 The summary table for asset records, protocols and strategies – This was circulated to Councillors in advance of the meeting but there have been no significant changes to it.

421.2 Any new or revised asset records, protocols and strategies – There were none for consideration.

**422. Progress with events on Town Council land**

It was queried whether any further information had been obtained regarding the event at Belle Vue Park on 28 August, involving 28 motorcyclists congregating at Belle Vue Park. Staff will make enquiries regarding this. It was also raised that the Land and Shore event will be launching on 28 August at Ness Point and staff are aware of this. It was queried whether there were any updates regarding the Royal Naval event on 7 October. The Deputy Clerk has

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been dealing with this and will inform Councillors of any developments. Cllr Houghton has submitted an application for a bonfire event on 3 November at the North Denes. He advised there has already been lots of interest and would be an opportunity for Lowestoft Town Council to visibly provide something positive for the town. The proposal for the event would be for the bonfire to be lit at 18:00, with the burning of a Viking effigy. This would be followed by an event at 19:00, such as fire-eating or a Viking re-enactment. The event would finish at 21:30. Event security and a fire risk assessment would need to be arranged. The cost has been estimated at £1,600 and the latest draft of the plans was circulated to Councillors prior to the meeting (hard copies were also handed to Councillors during the discussion). The proposed location for the event is the North Denes, between the Oval and Links Road, as this is a large area of grassland with plenty of parking nearby and away from housing and vegetation. The material for the bonfire would need to be built up in advance and protected with fencing. Three or four vans selling food could be situated along Swimming Pool Road. Catering would be provided for up to 2,000 people, but it is anticipated that attendance figures would be closer to 300 – 500. A fire risk assessment would need to be completed at an estimated cost of £200 (+VAT). It is understood the Fire Service will only approve this if it has been completed by a national company. The Police and Coastguard would need to be informed and first aiders would be required on-site. It is understood this could incur a charge. Enquiries would need to be made as to whether Lowestoft Town Council's insurance would cover this event. Cllr Lang has volunteered to undertake the health and safety assessment. It was queried whether planning permission would be required. It was thought not but Cllr Houghton will make enquiries. There was a concern regarding the proximity to the caravan park. It was suggested that an alternative location, incorporating the Links Road car park, could be considered. No provision for public conveniences has been included in the plans and this will be required. In addition, no provision for additional lighting has been included in the budget; although there were plans for a light procession at the event as well. It was suggested that this event be considered for next year, when there has been sufficient time to make the necessary preparations and ensure that an adequate budget is in place. A scaled-down version could still be planned for this year, with Sparrows Nest as the recommended location. The Viking re-enactment could still be considered and the beacon could be lit as part of the light procession. The restaurant owners could also be invited to be involved.

*The Clerk arrived 16:30*

The members of public in attendance had also been considering a fireworks event at the South Pier and torch-lit procession along the beach. There have already been discussions with the relevant authorities regarding the proposed plans. It was suggested that Lowestoft Town Council should consider establishing an events sub-committee to oversee the organisation of Lowestoft Town Council events, and to assist and guide local groups with events they would like to organise. It was agreed that it would be a positive step for Lowestoft Town Council to organise a big public event, but it is vital that it is thoroughly planned and appropriately budgeted for. It was queried whether the suggested alternative event in Sparrows Nest should be progressed but there were reservations as to whether this would meet the public's expectations of a bonfire night event.

Cllr Houghton proposed that the bonfire event on the North Denes is progressed, subject to the resolution of the queries raised in the earlier discussion; seconded by Cllr Barron; three

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Councillors voted in favour; four Councillors voted against; one Councillor abstained from the vote.

Cllr Houghton proposed that the bonfire event is progressed for next year and appropriate costings are considered during the budget-setting process; seconded by Cllr Barron; all in favour.

With regard to this year, the members of the public in attendance were advised to liaise with Lowestoft Town Council if they would like to progress an event in Sparrows Nest, and were advised that they are welcome to submit a grant application should they prefer to hold an event at the South Pier. Cllr Patience advised he would pledge funding from his locality budget to support their chosen event. It was queried whether any progress had been made with the Christmas lights provision for the High Street. The Facilities and Contracts Manager (FCM) is making enquiries regarding the feasibility and cost and has a meeting later this week with an electrical company to progress this.

*The members of the public left the meeting 16:47*

*The Clerk left the room 16:47*

*The Clerk returned 16:48*

It had previously been agreed by Full Council to support the Maritime event on 7 October on the condition that Lowestoft Town Council will not have to cover the cost of the road closures. It has now been requested that Lowestoft Town Council covers the insurance for the event, but in order to do this the insurance company have advised that Lowestoft Town Council would need to be the event organiser. This will be considered by the Finance and Governance Committee at tomorrow's meeting. The Deputy Clerk will be assisting with the organisation of the Heritage Open Day event in Kensington Gardens. It was queried why there had not been an update to Lowestoft Town Council's Facebook page since June and also why events, such as the Heritage Open Days, were not being advertised on the website. This will be looked at and both will be updated accordingly.

*The Facilities and Contracts Manager left the room 16:53*

It was clarified that the Full Council decision regarding the Maritime Event was only in relation to the cost of the road closures.

*The Facilities and Contracts Manager returned 16:55*

Cllr Knight proposed a recommendation to the Finance and Governance Committee that Lowestoft Town Council becomes the organiser of the Maritime event and covers the cost of the insurance; seconded by Cllr Houghton; all in favour.

### **423. Litter clear-ups, including at the Denes Oval, North Denes, Gunton Woods and surrounding open space**

The Gunton Residents Association is keen to progress this but there has been a request for Waveney Norse to cut the grass at the North Denes before this is progressed. The litter pick is expected to include the top of the cliff where the benches are; where litter is deposited over the wall. It is however understood that Waveney District Council should arrange for this to be cleared if it is reported to them. Cllr Houghton has requested that Waveney District Council clear litter and weeds on the Scores in advance of the annual Scores Race. Waveney Norse does clear weeds and litter but operatives are not allowed to remove anything on private land. Councillors were in agreement for the litter clear-ups to proceed and Waveney Norse has confirmed the grass will be cut in advance of this.

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### **424. Policy issues affecting assets, including:**

424.1 Any developments in relation to the threatened closure of Lowestoft Records Office – Representatives from the Records Office and Suffolk County Council visited the Town Hall with the Facilities and Contracts Manager recently, as a result of proposals to consider the Town Hall, the Library and the former Magistrates Court building as future locations for the Records Office.

Cllr Barnard proposed a recommendation to Full Council that Lowestoft Town Council's position be that Suffolk County Council's decision to move records out of Lowestoft is not respectful of the consultation process; seconded by Cllr Graham; six Councillors voted in favour; one Councillor voted against; one Councillor abstained from the vote.

### **425. Progress with community engagement**

425.1 Promotion leaflets and advertising – The price increase for Lowestoft Town Council's information page in The Bugle will amount to more than 5%, rising from £1,953 for the year to £2,208. Cllr Barron displays the page on the noticeboard in her ward and has seen an increase in its popularity. It was queried how else to communicate with the public, as the Council's presence on the internet is not yet as prominent as it should be, and there are many who do not use the internet at all. It was suggested that other local Parish Councils have advertising space in the Lowestoft Journal, which is free of charge. Enquiries will be made regarding this. It was suggested that The Bugle should be distributed from Lowestoft Town Council's new office, as a way of supporting a local business.

425.2 Noticeboards, signs and plaques – Feedback is required from every Councillor as to whether they would like noticeboards in their wards, and if so how many and their location. The Facilities and Contracts Manager will obtain three quotes in advance of the next meeting of this Committee. Cllr Coleby is still working with local heritage groups regarding plaques. Cllrs Coleby and Taylor have recently met with the owners of Hunny Bee Vintage regarding the introduction of a plaque on the building to commemorate the centenary of the start of the Suffragette movement in the area. Cllr Taylor has completed research around this and text for the plaque is being developed. The text for the replacement plaque in Belle Vue Park is complete and the plaque should be in place ready for events in the park in October. All the signage at Hamilton House has been installed, other than the external window graphics. One of the sealed windows is being replaced with an opening window and the graphics can be installed following this.

425.3 Community Survey – A total of 350 responses have been received so far. The Community Survey Working Group will be meeting on Friday to analyse the results and this will be reported at the next Full Council meeting. The results can be used during the budget-setting process and will be discussed at the relevant Committee meetings. It was queried how many surveys were printed and distributed. A total of 3,000 were handed to Lowestoft Town Council and more were circulated with the Waveney Advertiser. If another survey is produced in the future the number of reception points would need to be considered. It is understood that there is a 70% approval rating for the public conveniences owned by Lowestoft Town Council and many suggestions as to where members of the public would like to see them situated.

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

426.1 Compliance monitoring, maintenance and condition surveys – Asbestos surveys have been completed, other than at the Town Hall. Nothing has been highlighted as high risk. The Town Hall is being completed next week then the results will be presented. Legionella surveys are still to be done but the routine monitoring is being completed this week and next. Three to four quotes are being obtained for each cyclical element - such as hard wire testing, painting of tennis courts and testing of the fire and intruder alarms – to build up a framework going forward. It was recommended that the tendering process be done on a three to five year basis so that the process does not have to be repeated annually. A quote had previously been obtained for surveys of the ponds at Gainsborough Drive and Uplands Road North. At the request of the Council, the Facilities and Contracts Manager has made enquiries with Anglian Water as to whether these surveys are essential. Anglian Water has advised it is satisfied that there is no history of flooding at either site. The same enquiries have been raised with the Environment Agency and a response is pending. Clearance work is required at Kensington Gardens as it has become overgrown. This has been raised; however clearance work is completed at certain times of the year. The Royal Naval Patrol Service has reported the presence of damp spores on the ceiling of its offices. A dehumidifier may need to be considered to remedy this. The lease will be consulted as to who has the responsibility for this but assistance could be provided by way of a grant application if this is the responsibility of the Royal Naval Patrol Service Association. Further investigation may need to be completed as to whether any further sources of heat and/or ventilation are required. Repair work is required at the Marina Theatre to two sets of doors on its sub-station building. It is recommended that the larger doors are replaced and the old ones used to make repairs to the smaller ones. The Theatre has obtained a quote for this work which would total £350 (+VAT).

Cllr Graham proposed a recommendation to the Finance and Governance Committee that this is approved at their meeting tomorrow; seconded by Cllr Barnard; all in favour.

The Facilities and Contracts Manager will be meeting with Cozens Electrical later this week to discuss the provision for Christmas lights on the High Street and Bevan Street East. It was queried whether the power supply points for the Triangle marketplace and the Sails could be tested to see if they are still functioning. This will be discussed with Waveney Norse at the monthly meeting later this week.

426.2 The sale of land on Walmer Road – There were no updates to consider.

426.3 The sale of land next to Uplands Community Centre – There were no updates to consider.

426.4 Improvement works to play areas – Waveney Norse have confirmed they will be relocating the play equipment and fencing in Normanston Park in September. A dampening tyre for the see-saw in Sparrows Nest is damaged and requires replacement on health and safety grounds. This will be raised during the monthly meeting with Waveney Norse later this week. A meeting has previously been held with Sentinel Leisure to discuss the play areas more generally and they are happy to meet with Lowestoft Town Council on a more regular basis to continue this.

426.5 Gunton Warren land transfer and environmental issues – Waveney District Council have approved in principle the transfer of the land back into their ownership. An official confirmation of their position via their solicitor is pending and there may then be a process through the Secretary of State which Lowestoft Town Council will need to follow.

426.6 Cotman Close land transfer – There were no updates to consider.

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- 426.7 Normanston Allotments land transfer – A site visit is to be arranged for the end of September. A meeting will be arranged with Lowestoft and District Allotments Ltd once the new office space is complete.
- 426.8 Leases, including the following:  
The Clerk has been discussing this with Lowestoft Town Council’s solicitors. The Gunton Estate Community Meeting Hall would be the pilot site and the solicitor has recommended a meeting of representatives from the Meeting Hall and their solicitor with Lowestoft Town Council and their solicitor to discuss the lease and the principles of a draft constitution. It was queried which Councillors would like to be involved. This will provide a template for the other leases so Councillors from any of the wards would be welcome to attend. It had been considered that other parties should be invited to the meeting, but it would be difficult to agree a date convenient for everyone; however separate meetings could be arranged if necessary. Cllr Barron advised she would be interested, along with Cllrs Coleby and Graham. The Clerk and the Facilities and Contracts Manager would also be in attendance.
- 426.8a Kirkley and Pakefield Community Sports and Social Club Ltd  
426.8b The Lowestoft Movie Makers Club  
426.8c Community Halls  
426.8d Normanston Park Skate Park – The draft lease document has been received. Currently, Waveney District Council has an agreement in place with the Big Lottery Fund and the responsibility is now being transferred to Lowestoft Town Council. It was queried whether the Council would prefer its solicitor to review the document before it is signed. It was suggested that this should be reviewed by the Finance and Governance Committee at their meeting tomorrow; to then make a recommendation to Full Council. All Councillors were happy with this.

### **427. Update and next steps for the following assets:**

- 427.1 Allotments – As discussed earlier in the meeting, a meeting will be arranged with Lowestoft and District Allotments Ltd once the new office space is complete.
- 427.2 East of England Park – Cllrs Barnard, Coleby and Taylor met last week to review the candidates for the role of Landscape Architect. Their recommendations will be fed back at the next meeting, which will be taking place tomorrow. The brief for the architect has not yet been set. This process is to select the most suitable candidate for the position. Lowestoft Town Council will be consulted at every stage.

*Cllr Patience left the meeting 17:55*

- 427.3 The Lowestoft Collection – There were no updates to consider.
- 427.4 Marina Theatre – The survey is being reviewed to identify the most urgent matters. A meeting will be held with the Theatre with regard to the cost.
- 427.5 North Denes – The Facilities and Contracts Manager is meeting with Waveney Norse tomorrow at the Denes Oval to test the fencing before it is erected to ensure it meets the necessary criteria. Waveney District Council’s Planning Officer has advised that the fencing on the Phase 3 leased land should be coming down but this has not been progressed yet. The Planning and Environment Committee can look into this further.
- 427.6 Open Spaces and parks, including consideration of the introduction of a defibrillator in Normanston Park – Heart 2 Heart Norfolk have approached Waveney Norse to propose this. Jesters Café have offered to supply the electricity for it. Heart 2 Heart Norfolk will oversee the maintenance of it, but Jesters are also happy to check it. It was queried who should be

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overseeing the defibrillator in Sparrows Nest. It is understood this is the responsibility of the café owners but this will be checked. It was queried whether defibrillators should be considered at all of Lowestoft Town Council's assets, including the community halls. This will be added to the next Full Council agenda, along with the consideration of an associated budget if required. The wording on Heart 2 Heart Norfolk's email is ambiguous as to whether there would be a cost to Lowestoft Town Council involved. The Facilities and Contracts Manager will check this and make enquiries with regard to siting defibrillators at other locations. The Friends of Kensington Gardens Group is established and has met. They are considering a family area with benches and natural play equipment, such as stepping stones and logs. When proposals have been finalised these will be presented to the Council. Cllrs Barnard and Coleby have met with the Pathways Community Care Farm, who would like to grow plants for the Council. They have been advised their work could be supported by grant funding from the Council and it was suggested the Council could consider what plants it needs and where. Lowestoft in Bloom also runs a similar project. Cllrs Barnard and Coleby will be working with Cllr Houghton as part of the Open Spaces Assessment.

- 427.7 Heritage Action Zone - The Clerk has drafted an email to Historic England regarding the outcome of Lowestoft Town Council's grant application. Should the application be successful, the Council will need to consider its tendering process for the Heritage Survey and could submit a further grant application to The Architectural Heritage Fund for a feasibility study of the Town Hall. The architect from Historic England has offered his assistance with producing the application. The Heritage Action Zone Programme Manager has requested to work from Lowestoft Town Council's new office and this is being considered.
- 427.8 Triangle Market – Enquiries will be made with Waveney Norse with regarding to checking the electrical supply. It was suggested that outline planning permission could be sought with regard to building in the area currently occupied by the Sails. It was queried how a street market in the Triangle area could be progressed. The Clerk has been making enquiries with Suffolk County Council Highways but is yet to receive a response. Lowestoft Town Council needs to determine the future of the Charter Market status. It was queried why a 'car boot' style market could not be arranged for next week. It was suggested that a detailed process, appropriate budget and a Market Manager would be required to ensure the success of any markets held there. A better understanding of the demand for such a market would also be required. There are permanent stallholders who currently pay to trade at the Triangle Marketplace and the income from those should be received shortly. It was agreed that the Clerk should produce a list of the current issues with holding a regular market in the area and any solutions. These will be considered across the next two meetings of this Committee; for recommendations to then be made to Full Council in October. Any potential legal issues will need to be addressed first. Following this, meetings could be arranged with Lowestoft Vision; to discuss any ideas they may have for a market at an alternative location, and also the Heritage Action Zone, to assist with ensuring the façade of the stalls are sympathetic to the area. Plans will also need to be considered for a Christmas Market next year, if the Council decides it would like to organise one.

- 428. Date of the next meeting**  
Monday 3 September 2018 16:00.

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**429. Items for the next Agenda and Close**

Assuming that the new office space is completed, the scheduling of meetings will be reviewed to include alternate morning and evening meetings, as previously suggested. It was queried whether Councillor Surgeries could also be held at Hamilton House and suitably advertised. It was noted that Historic England are carrying out some fieldwork at Belle Vue Park, Sparrows Nest and Arnold's Bequest this week. Councillors were made aware should any queries arise from members of the public.

The Chair closed the meeting at 18:47.

Signed: .....  
4 September 2018