

**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 8 April 2024**

**MINUTES**

**Present:** Cllrs Robert Breakspear, Wendy Brooks, Jen Jones, Christian Newsome (Deputy Chair), Andy Pearce, Bernadette Rappensberger, Nick Webb and Elise Youngman (Chair)

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

**233. Welcome**

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

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

Apologies were received from Cllr Pitts with reasons provided. Cllr Pearce proposed approval; seconded by Cllr Webb; all in favour.  
Cllr Coleby was absent with no apologies received.

**235. Declarations of Interests and dispensations**

235.1.To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – Cllr Pearce declared he was Chair of the Gunton Residents Association. Cllr Webb declared he was the ward Councillor for Elmtree per item 240. Cllr Breakspear declared he was the Chair of the Friends of Kensington Gardens.

235.2.To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

**236. To consider the draft minutes and confidential note of the meeting on 4 March 2024**

Cllr Brooks proposed approval subject to amendments to be made to item 224.2 regarding Councillors being named in opposition; seconded by Cllr Pearce; all in favour.

**237. 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.

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

There were no updates on expenditure and the budget would continue to be monitored through the relevant Committees.

**239. To review the Asset Register**

It was agreed to defer the item to April Full Council whilst the Asset Register is being updated.

**240. Parks and Open Spaces:**

240.1.To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 19 March 2024 – To be signed off at the next meeting.

240.2.To consider any recommendations from the Parks and Open Spaces Sub-Committee on the following:

240.2a. The quotes for the refurbishment of Britten Road and Pakefield Green play areas (some aspects may be confidential) – To be discussed in confidential session.

240.3.Denes Oval:

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- 240.3a. To receive an update on the condition survey of Denes Oval pavilion, and use the findings of the survey to commission a schedule of works for refurbishment of the pavilion (some aspects may be confidential) – The condition surveys had been received and there were no urgent works raised in the reports. It would be optimal for the Asset Manager, once appointed, to collate the results and group similar works needed across each asset as this would be more cost effective. In the interim any time-sensitive works would be undertaken, and the works would be scheduled around sports seasons. Aside from the structure of the building, the Committee would need to consider the existing two changing spaces being made in three spaces as requested by the Cricket Club to accommodate the umpires.
- 240.3b. To consider proposals from the Lowestoft Town Cricket Club relating to the Denes Oval Pavilion – This item was dealt with under item 240.3a.
- 240.4. To receive an update on the status of condition surveys and chartered reports for the Normanston Park toilets and changing rooms and the Lowestoft Cemetery toilets – Officers were reviewing the batch of reports received and it was agreed to defer this item to the next agenda.
- 240.5. To consider any measures for dog control in the Town Council’s parks and open spaces – Fenced play areas would be subject to the Public Space Protection Orders and therefore any reports of dogs causing a nuisance could be reported to East Suffolk Council. Photographic evidence had been found of a fence at the Cotman Close play area, which Cllr Jones would provide to the office.
- 240.6. To consider the purchase of wildflower seeds for Gunton Community Park, Stoven Close and Great Eastern Linear Park, within a maximum budget of £200 – Cllr Brooks proposed approval and requested officers try to source the wildflower seeds locally; seconded by Cllr Pearce who requested it be allocated from the Horticultural budget; all in favour.
- 240.7. To consider a memorial tree application for Sparrows Nest – The applicant had not specified the species or location of the tree. Cllr Youngman proposed to provisionally approve the application with officers to liaise with the applicant and the Grounds Maintenance team on the species and location, this item would not be returned to the Committee unless officers feel there was no suitable space in the park; seconded by Cllr Pearce; all in favour.
- 240.8. To consider the purchase for ten bins within a maximum budget of £4,300 + VAT – Officers were asked to check if a budget was required for concrete or if the works would be undertaken inhouse. Cllr Brooks proposed approval; seconded by Cllr Pearce who requested the amendment that this be subject to the confirmation of whether a separate budget was required for concrete and for the budget to be allocated from the Parks Development budget. Cllr Brooks accepted the amendment and a vote was held with all in favour. Officers were asked to check if the wheelie bin in Rosedale Park near Broadwaters Road would be replaced with a bin.

### 241. Events and Communications

- 241.1. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 27 March 2024 – To be signed off at the next meeting.
- 241.2. To consider any recommendations from the Events and Communications Sub-Committee on the following:
- 241.2a. A maximum budget of £5,000 for Norfolk and Waveney Mind to host a wellness festival (allocated to the 2024-2025 main events budget) – Cllr Brooks proposed approval; seconded by Cllr Pearce; all in favour.

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- 242. To consider application to the District CIL funding programme for Britten Road and Pakefield Green play area refurbishments, Belle Vue Park block paving and replacement cricket nets for Denes Oval**

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

- 243. To receive an update on the approach from a member of the public concerning acquirement of a Punch and Judy booth and the Laughing Sailor**

Cllr Pearce proposed this item be removed for the agenda unless they are contacted again by the member of public; seconded by Cllr Breakspear; all in favour.

- 244. To consider initial proposals to work with the Gunton Estate Community Hall Management Committee and the Conservation Volunteers to create a memorial garden and food growing area in Gunton Community Park**

A pre-meeting had been held with the Conservation Volunteers and it was confirmed they were an established organisation who work to support local groups. They have discussed their proposals with the Gunton Estate Community Hall Management Committee and they would produce a specification for the area to be considered by this Committee.

Cllr Brooks declared she was a member of Suffolk Wildlife Trust and noted they were interested in assisting with this project.

It was confirmed that the Gunton Estate Community Hall Management Committee did not have a constitution, which would be required before the commencement of any projects.

Cllr Pearce proposed to explore the possibility of this project and request a specification and design from the Conservation Volunteers and Gunton Estate Community Hall Management Committee for this Committee to consider; seconded by Cllr Jones; seven votes in favour and one abstention.

- 245. To consider the purchase of a painting (some aspects may be confidential)**

This item would be discussed in confidential session.

- 246. To consider partnership working with East Suffolk Building Preservation Trust including feedback from a recent meeting (confidential)**

This item would be discussed in confidential session.

- 247. Date of the next meeting**

Monday 13 May 2024 – 19:00

- 248. Items for the next agenda and close**

Any items should be sent to the office.

- 249. 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:**

249.1. To consider any legal issues, including those above as required – Cllr Pearce proposed

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the meeting be moved into confidential session; seconded by Cllr Newsome; all in favour.

*The Chair closed the meeting to the public and moved in confidential session at 19:46*

**240.2a. The quotes for the refurbishment of Britten Road and Pakefield Green play areas (some aspects may be confidential)**

*Cllr Brooks temporarily left the chamber at 19:47*

*Cllr Brooks returned to the chamber at 19:49*

Cllr Pearce proposed to endorse the recommendation to Full Council with a delegation to officers to agree the changes in design and for the £1,500 Community Levy Infrastructure instalment received last year to be ring-fenced against this; seconded by Cllr Youngman. Cllr Brooks requested an amendment that the design be discussed with Waveney Disability Forum to ensure the site was considered accessible and inclusive. The amendment was agreed and a vote was held with all in favour.

**245. To consider the purchase of a painting (some aspects may be confidential)**

Cllr Brooks proposed to not proceed with purchase; seconded by Cllr Pearce; all in favour.

**246. To consider partnership working with East Suffolk Building Preservation Trust including feedback from a recent meeting (confidential)**

A confidential update was provided from a recent meeting.

Cllr Pearce made a confidential proposal; seconded by Cllr Jones; all in favour.

*The Chair closed the meeting 20:13*

Signed: .....

13 May 2024