

**Lowestoft Town Council**  
**Meeting of the Assets, Inclusion and Development Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft NR32 1DE**  
**18:00 on 19 July 2021**

**MINUTES**

**Present:** Cllrs Bob Breakspear (Chair), Wendy Brooks, Paul Page, and Andy Pearce

**In attendance:** Shona Bendix (Clerk) and Sarah Foote (Deputy Clerk)

**Public:** There were no members of the public in attendance (either in person or via Zoom)

**22. Welcome**

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

**23. Apologies for absence**

Apologies were received from Cllr Butler. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Page; all in favour. Apologies were received after the meeting from Cllr Pitts.

**24. Declarations of Interests and dispensations**

Cllr Pearce declared a local non-pecuniary interest in item 29.7 and item 11. Cllr Breakspear declared a local non-pecuniary interest in all matters relating to Kensington Gardens. Cllr Brooks local non-pecuniary interest in item 29.7.

**25. Consideration of the draft minutes of the meeting on 7 June 2021**

Cllr Pearce proposed acceptance of the minutes of the meeting on 7 June; seconded by Cllr Brooks; all in favour.

**26. Public forum**

There were no members of the public in attendance. A public comment submitted in advance of the meeting was read and would be further discussed at agenda item 29.8.

27. The decision of Full Council to **transfer the responsibility of the management of defibrillators**, and the associated budget, from this Committee to the Community Safety Committee and the related amendment to this Committee's Terms of Reference was noted.

28. **Expenditure** by the Committee and its Sub-Committees from 1 April to 30 June 2021 to was noted. Cllr Pearce requested, in relation to both agenda items 27 and 28, confirmation of if the defibrillator budget is delegated and if so that that budget and delegation are moved to the Community Safety Committee.

**29. To consider the following regarding parks and open spaces:**

29.1. The draft minutes of the Parks and Open Spaces Sub-Committee meeting on 15 June 2021 were noted.

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

29.2a. To adopt the Terms of Reference of the Parks and Open Spaces Committee.

Proposed by Cllr Pearce, seconded by Cllr Page; all in favour.

29.2b. **To approach the college** to refurbish the gate removed from The Ravine footpath, for installation in Belle Vue Park. Support for the scheme was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour.

29.2c. To progress elements of the five-year plan for Kensington Gardens which have been support by the Friends Group. It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour **to cost individual items** especially those relating to the centenary to

# Lowestoft Town Council

## Meeting of the Assets, Inclusion and Development Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft NR32 1DE

18:00 on 19 July 2021

ensure that the appropriate funding can be secured in the 2022/23 budget. Cllr Breakspear suggested that the Friends Group may be able to provide some financial assistance for this project.

**29.2d.** To incorporate the development of a coastal plant area into the five-year pans, as a year two project. Support for the scheme was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour, with the commitment to approach experts with the appropriate botanical knowledge and budget accordingly for 2022/23 and to liaise with ESC before the end of the six month technical hand-over period about any planning and/or contamination requirements. Cllrs Brooks was exploring the possibility of a 'Friends of' group coach trip to Dungeness and **would raise this at the next appropriate Parks and Open Spaces meeting.**

29.3. Making recommendations to the Budget and Loan Sub-Committee to inform the five-year budgeting plans for assets. Cllr Pearce proposed the following, seconded by Cllr Page; all in favour.

- The Parks Horticultural budget be increased to £25k
- The Parks Capital budget be increased to £35k
- The Toilets budget be increased to £35.7k
- The Asset Compliance budget remains at £20k
- The Repairs and Maintenance budget remains at £74,221
- The Waterways budget be increased to £20k and covers all three ponds
- The Play Areas budget be increased to £75k.
- The Denes Oval and Normanston Park reserves be moved for general to capital, therefore no ring fences amounts would remain in the general budget.
- The amount currently ring-fenced in general reserves for Jubilee bridge be ring-fenced with a 50/50 split between capital and R&M and the amounts ring-fenced for Denes Oval and Normanston Park be ring-fenced within capital.

Cllr Pearce asked for confirmation that the Toilet Business Rates had been received and that the refund be credited to the Toilets EMR budget.

29.4. The provision of benches, bins and bicycle racks in the Town Council's parks and open spaces –

Bins: It was noted that all bins had now been ordered. Cllr **Pearce requested confirmation of the final expenditure.**

Benches: It was noted that Full Council had approved the expenditure for the purchase of the benches and Officers were working on mapping locations and ensuring costs were within budget.

Bike racks: This matter would be considered **further at a future meeting.**

29.5. Site access to Sparrows Nest. The A board requesting no parking and advising to use the car park opposite had been sited on the roundabout in the park was reported as working well by the café tenant. It was agreed to continue to explore safety measures in the park in conjunction with the children's play area refurbishment.

29.6. Improvements to the Britten Road play area. Options to repairs and refurbishment had been supplied to members. Cllr Pearce proposed, seconded by Cllr Brooks; all in favour to proceed with Option B at a cost of £12k for both elements of the work, noting a final quotation was needed and a maximum budget be set of £18k. It was further agreed that the remainder of the refurbishment (outside of the children's play area) would be assessed when the works were completed at Sparrows Nest.

29.7. Survey work at the Gainsborough Drive and Fen Park Ponds totalling £840 plus VAT had now been agreed with a contractor carrying out the initial survey work to ascertain if their product could be effective and the report was expected in the near future. Cllr Pearce proposed that this expenditure be split 50/50 with Fen Park being covered by the park specific ring fenced budget and Gainsborough Drive be taken from the general

# Lowestoft Town Council

## Meeting of the Assets, Inclusion and Development Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft NR32 1DE

18:00 on 19 July 2021

waterways budget. Seconded by Cllr Page; all in favour.

- 29.8. The decision of East Suffolk Council to extend the North Lowestoft Conservation Area to include the whole of the Denes Oval. Members questioned the geography and publicity of this consultation and how the five responses in favour outweighed the Town Council comment against the amendment as this was recorded as one opinion when it was in fact representative of the views of 20 councillors who could have all individually submitted a response. **It was agreed to write to East Suffolk** Council, to express this concern and ask for the position to be reconsidered.
- 29.9. Progressing replacement windows for the Kensington Gardens Bowls Pavilion. It was noted that there was some remaining ESC capital grants funding but not enough to cover the full cost of the windows. Cllr Pearce proposed that quotation for the replacement works be accepted and any additional costs be set off against tenant income for this year. Seconded by Cllr Page; all in favour.
- 29.10. Progressing plans for developing the Denes Oval tennis courts, including lighting, new surfaces, line marking and creating new access routes (some aspects may be confidential). Cllr Pearce reported that there was a ring fenced amount in reserves for potential projects as indicative costs had now been received for materials, but not labour which is understood may be provided on a volunteer basis. Cllr Pearce proposed **a recommendation made to Full Council to delegate** responsibility to the Clerk, the Chairs of Finance and Governance and AID along with the Mayor to work up a plan for completion of the works, whether it be a three year or five year scheme of works. Seconded by Cllr Brooks; all agreed. Cllr Page stated that it was imperative with public courts were retained. Cllr Pearce **envisaged that at the August Full Council meeting a detailed proposal would be presented for approval** and suggested that the Tennis Club also attend to present their concept video (or that it is provided to members before the meeting).
- 29.11. Any additional costs for Whitton Green play area development (some aspects may be confidential). The Clerk confirmed that the Council were not yet in receipt of sufficient information and a site meeting was to be carried out on 20 July.
- 29.12. Signage for the North Denes (some aspects may be confidential). A benefactor had offered to purchase a plaque and the Clerk reported that she was in liaison to expand on the original offer and progress an information board about the history and biodiversity of the site. Cllr Brooks proposed that this concept should be progressed, seconded by Cllr Pearce; all in favour.
- 29.13. Development at 'Phase 3' of the North Denes (confidential)
- 29.14. The condition survey for Sparrows Nest northern building complex including Martello's (confidential)
30. **Events and Communications:**
- 30.1. The minutes of meetings of 10 and 23 June were noted.
- 30.2. To consider the following recommendations from the Events and Communications Sub-Committee:
- 30.2a. To adopt the terms of reference. Proposed by Cllr Pearce, seconded by Cllr Books; all in favour.
- 30.2b. To sponsor a sporting event, such as the Scores Race or Park Run. It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour that **a recommendation be made to Full Council that a delegation be made to the Events and Communications Officer** progress sponsorship of the Scores Race, perhaps in conjunction with Lowestoft Vision, and that any sponsorship fits with the Council's Climate and Health declarations and that funding **(still to be agreed)** comes of the Community Engagement Budget.
31. **To receive an update on the issue regarding drainage around the bicycle racks at the Links**

**Lowestoft Town Council**  
**Meeting of the Assets, Inclusion and Development Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft NR32 1DE**  
**18:00 on 19 July 2021**

**Road Car Park.** It was noted that if a proposal to improve disabled access from the car park to the seafront could be delivered it may be necessary to relocate the bike rack and that the provision of a bike rack in this area could, if necessary, be explored via the five year plans for the open space. It was proposed by Cllr Brooks, seconded by Cllr Pearce; all in favour that the disabled access should take precedent over bike racks and the proposal should continue to be progressed.

32. **To receive an update on arrangements for the Triangle Market, including installation of the bollard and temporary barriers.** It was understood that the bollard would proceed via Suffolk Highways and funding had been secured for this. The Town Council had suggested that temporary barriers also be installed on market days only but needed to further explore if these would be hired or purchased and if the latter where the barriers would be stored. Cllr Pearce reported that a traffic management study would be carried out as part of the Scores Feasibility Study. Cllr Pearce asked for confirmation if the temporary barriers had already been approved by Full Council and if not for a recommendation to be made to Full Council to consider temporary barriers. Seconded by Cllr Brooks; all in favour.
33. **To consider implementation of the Community Engagement Policy, particularly regarding the inclusion and management of assets.** It was proposed by Cllr Pearce, seconded by Cllr Breakspear; all in favour that a recommendation be made to Full Council that implementation of this policy be taken forward as part of the current equality review.
34. **To consider a response to the Lowestoft and Kirkley Seafront and High Street Heritage Action Zone Masterplan consultation.** It was agreed that members would individually view this consultation and submit their comments to the Deputy Town Clerk who would comply a response on behalf of the Town Council.
35. **To consider feedback from a site visit to the Great Eastern Linear Park, following results of a recent survey of the site (some aspects may be confidential)**
36. **To consider a request for sale/transfer of land at Uplands (confidential)**
37. **Date of the next meeting**  
2 August 2021 18:00 –
38. **Items for the next agenda and close.** Cllr Pearce asked for an update on the propose refurbishment of the Sparrows Nest and Fen Park Toilets.
39. **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 matters listed at 29.12, 29.13, 29.14, 35 and 36 on this agenda.** At 19.53 it was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour of the meeting moving to confidential session.
- 29.12 The Clerk provided members with further details of the benefactor and their proposal.
- 29.13 The Clerk provided details on enforcement matters relating to this land.
- 29.14 Costs to deal with the issues raised in the condition report would be considered by Finance and Governance.
35. Costs for work needed to be sought but the Clerk was also exploring if this could be

## Lowestoft Town Council

### Meeting of the Assets, Inclusion and Development Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft NR32 1DE

18:00 on 19 July 2021

incorporated in the regular tree maintenance regime once any initial one-off work had been completed.

36. Site visits needed to be completed at land at Uplands, reports be made to the Clerk and further discussion at the next meeting.

The meeting was closed at 20.23.

Signed: .....

2 August 2021