

**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 7 November 2022**

**MINUTES**

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

**In attendance:** Shona Bendix (Town Clerk) and Taylor Williams (Committee Clerk)

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

**113. Welcome**

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

**114. Approval of apologies for absence**

Apologies were received from Cllrs Pitts and Butler, both have provided reasons. Cllr Newsome had advised he would be late. Cllr Page was not present with no apologies received.

Cllr Brooks proposed approval of the apologies received; seconded by Cllr Youngman; all in favour.

**115. Declarations of Interests and dispensations**

115.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda – Cllr Pearce declared a non-registerable interest with regards to item 120.2 as he is a member of Jack Rose Old Lowestoft Society which is working with the Town Council on heritage plaques. He is also Chair of the Gunton Residents' Association.

115.2. Written requests for dispensations for interests and dispensations granted – There were none.

**116. The draft minutes and confidential note of the meeting on 3 October 2022**

Cllr Brooks proposed approval of the minutes and confidential note; seconded by Cllr Youngman; all in favour.

**117. Public forum**

A public comment regarding the Pakefield Green play area had been received and circulated. A member of the public present requested to contribute to items 122.2 and 126. A second member of the public present requested to comment on item 121.

***Cllr Newsome arrived at 18:24***

**118. Monitoring expenditure by this Committee and its Sub-Committees from their delegated budgets** – It was confirmed that the cost for the new play areas at Bentley Drive and Rosedale Park will come out of the Community Infrastructure Levy (CIL) budget rather than the play areas budget, which will leave £17,125 in the CIL budget. It was confirmed the play areas budget has £58,000 left in reserve and £152,000 is in public conveniences. It was agreed that the money in the Triangle Market reserve can be used for toilets, also for Sparrows Nest capital reserve.

***Cllr Youngman left the chamber at 18:48***

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**119. Parks and Open Spaces:**

- 119.1. The draft minutes of the Parks and Open Spaces Sub-Committee meetings on 4 and 18 October 2022 – The draft minutes were received and noted. No comments.
- 119.2. The following recommendations from the Parks and Open Spaces Sub-Committee:
- 119.2a. Keeping the Parks Development budget at £35,000 for 2023 – 2024, but introduce a separate budget for fencing and tarmacking – Cllr Pearce proposed to endorse the recommendation and ask the Facilities Maintenance Officer (FMO) for input on an appropriate budget for fencing and tarmacking; seconded by Cllr Brooks; all in favour. A member of the public queried about tarmacking and its effect on climate change. The Committee noted their concerns and that will be discussed separately.

***Cllr Youngman returned to the chamber at 18:53***

- 119.3. Making a recommendation on the Play Areas budget for 2023 – 2024 – The capital budget is approximately £80,000 for refurbishment and £20,000 for other capital works. It was suggested that these figures are not changed and the Committee seek input from the staff on what amount is required to address and remedy the faults/risks to an acceptable standard without doing a full refurbishment of the site. Cllr Pearce proposed the Committee ask the Parks and Open Spaces Sub-Committee to review the brief and make recommendations directly to Full Council so it can be discussed at the November meeting; seconded Cllr Youngman; all in favour.
- 119.4. Reviewing the 2022 Play Inspection reports and in particular considering any sites which may be vulnerable to closure ahead of scheduled refurbishments, and to consider the five year strategy for play area refurbishment in light of this (some aspects may be confidential) – A public comment relevant to this point was received in advance.
- 119.5. The purchase of a replacement bin for the Pakefield Green play area – Cllr Youngman proposed the Committee order what was recommended; seconded by Cllr Brooks; all in favour.
- 119.6. Quotations for maintenance to the town sign – The Town Clerk confirmed a budget of £500 was requested.

***Cllr Brooks left the chamber at 19:05***

- Cllr Pearce proposed a maximum budget of £750 and that staff select a contractor from the quotes provided and progress the work; seconded by Cllr Breakspear; all in favour.
- 119.7. A request from the Kensington Gardens Bowls Club to install a wall mounted noticeboard on the pavilion, including noting whether planning consent is required -

***Cllr Brooks returned 19:07***

- It was requested that the Deputy Town Clerk provide clarification on any planning restrictions including whether the town council as a local authority had permitted development rights and conservation area restrictions. Cllr Pearce proposed no decision be made in this meeting and requested that Cllr Breakspear progress discussions with Adnams for sponsoring the noticeboard whilst staff clarify the requirements of planning permission and provide feedback at the next Assets, Inclusion and Development (AID) meeting; Cllr Breakspear seconded; all in favour.
- 119.8. Quotations for repairs to the Kensington Gardens Boating Lake – The Town Clerk confirmed the lake will be drained in a few weeks and only after it is drained can staff assess the damage and determine what repairs are needed, at which point quotes can be obtained. The Committee decided to move this item to next month's meeting.
- 119.9. Any methods of water conservation, including to receive feedback from the Town Council's health and safety consultant – The Town Clerk confirmed advice was

# 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 7 November 2022

previously circulated that confirmed water butts etc., can be used if there are regular checks and treatments in place. The legionella compliance company would be consulted and the H&S Executive's opinion examined on the use of chlorine and on checks needed. The Committee decided further advice is required.

119.10. An update on an approach regarding changing rooms in Normanston Park (some aspects may be confidential) – To be discussed during confidential session.

### 120. Events and Communications:

120.1. The draft minutes of the Events and Communications Sub-Committee meeting on 12 October – The draft minutes were received and noted. No comments.

120.2. How to progress the installation of heritage plaques, particularly budget and permission requirements – It was confirmed that staff had been contacting the building owners for permission and installation. Cllr Pearce confirmed there will be a meeting this Friday with external groups and proposed checking whether they are happy to contact the building owners and then this item can either be put on the agenda for Events and Communications or revisited at the AID Committee in December. Cllr Pearce also proposed re-approval of the budget of £4,000 for the first 40 plaques, with the money coming from the Arts, Heritage and Museum reserve and with the acknowledgement that the costs will be less than initially agreed; seconded by Cllr Brooks; all in favour.

### 121. Community Halls

121.1. A request to purchase a replacement community noticeboard for the Gunton Estate Residents' Meeting Hall – This item was brought forward. It was clarified that (as the Friends Group for Kensington Gardens requested this as well) the same rule should apply to both sites; either the Council purchases the boards for both sites or the local Friends Groups at both sites purchase the boards themselves.

#### ***Cllr Newsome arrived 18.24PM***

Cllr Pearce proposed deferring this item until the new Management Committee for Gunton Hall is established; seconded by Cllr Brooks; all in favour.

121.2. The cost of cleaning Gunton Estate Residents' Meeting Hall – It was suggested that the Council take on the responsibility of cleaning the hall and continue to do so once the new Management Committee is in place, thereby ensuring it is cleaned regularly to a set standard; this will also enable the new Management Committee to focus on the daily running of the hall. It was confirmed that based on the cost for Whitton Hall, it is viable for the Council to take this on as a once-a-week cleaning schedule. Cllr Pearce proposed the Committee take on responsibility for cleaning the hall; seconded by Cllr Brooks; all in favour.

121.3. Feedback from a public meeting at the Gunton Estate Residents' Meeting Hall and considering a draft constitution/framework for the Management Committee – Feedback provided from the public meeting confirmed there will be a general meeting to elect a new Management Committee. It was noted that there is a concern of there being no constitution for the Management Committee setting out the basis on which their general meetings should be governed including: the eligibility of people to stand and vote; whether trustees would be from a defined geographical area; and the composition of the Management Committee e.g. how many posts there will be for election.

It was proposed that this Committee progresses an interim constitution to govern the election of the Management Committee. This would go to the public meeting. When the Management Committee assembles for the first meeting it can then decide whether to permanently adopt the interim constitution or put a constitution of its own in place.

**Lowestoft Town Council**  
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It was noted that a new lease would be needed for the new Management Committee. The above considerations need to be discussed and agreed by Full Council before the general meeting takes place.

The Town Clerk confirmed the accounts for the hall have not received. It was confirmed that the following needs to be actioned: draft an interim constitution that will be used as a basis to run the election for the Management Committee, examine the accounts of the hall, then organise the public meeting (with Council representatives present) and then finally consider put a new lease in if agreed by the Management Committee. Cllr Brooks proposed this be delegated to staff who will draw up the interim constitution and request to see the books. The matter will then go to Full Council. This was seconded by Cllr Pearce; all in favour.

**122 Friends and Stakeholder Groups**

- 122.1 A grant to the Friends of Fen Park for one year's insurance renewal - The Town Clerk confirmed the need to check if the Friends Group have applied for the grant. It was noted that the Committee previously agreed to support Friends Groups with template documents, such as constitutions and equality documents, and considered providing a grant for insurance if finances became a problem. Cllr Pearce proposed, subject to receipt of a grant application and that the quote obtained included the £5 million public liability insurance requirement to hold events on the council's land, that the Committee will fund one year's insurance; seconded by Cllr Brooks; all in favour.
- 122.1 What support the Town Council should offer for the setting up and maintenance of new Friends/Stakeholder Groups – Cllr Pearce proposed endorsing the £1,000 budget for 2023-24 for administration and logistical support for all Friends Groups. It was noted that the Council needs to be clear on what is offered to Friends Groups. Cllr Breakspear proposed this item be put on next month's agenda, invite representatives from the Friends Groups to the December AID meeting and for them to submit queries prior to the meeting. It was requested that staff (the Committee Clerk) organise invitations for the Friends Groups to attend the December AID meeting. Cllr Pearce further proposed the Budget and Loan Sub-Committee consider the £1,000 budget at the next meeting and factor it into the budget preparation; second by Cllr Breakspear; all in favour.
- 122.2 The Most Easterly Community Gardening Group regarding the Town Green – This item was brought forward. It was agreed to allow a contribution from a member of the public. A Most Easterly Community Gardening Group (MECGG) representative confirmed they want to take on gardening responsibility for the Town Green and turn it into a community garden. The MECGG understood that an agreement is required from this Committee and Full Council; if an agreement is reached then the group will draw up plans and sort out funding (which he confirmed they already have sources for).

The member of public informed the Committee that the town sign would be repainted and they confirmed that grass maintenance and fencing would be covered in proposals brought forward.

Cllr Pearce proposed approval for the group to bring forward specific proposals that the Committee can then consider; seconded by Cllr Brooks; all in favour. Once proposals are received it will be taken to the Parks and Open Spaces Sub-Committee for discussion on 15 November. The Gardening Group needs to submit a proposal by Friday 11 November or Monday 14 November.

# 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 7 November 2022

### 123 Triangle Market

123.1 The notes of the Triangle Market Working Group meeting on 7 September – The notes were received.

123.2 The conveyance of the Market Charter – The Town Clerk confirmed a recommendation was received from the Triangle Market Working Group to approach the District Council on passing the Charter Market to the Town Council. It was queried if the conveyance of the Market Charter had delayed ordering the stores. It was confirmed that in the original proposal the stores would be ordered and used on an alternative site if planning permission was not granted. **It was requested that this item be on the agenda for the next AID Committee meeting.** Cllr Pearce proposed endorsement of the recommendation; seconded by Cllr Breakspear; all in favour. The Town Clerk confirmed this will go to Full Council.

### 124 Marking disabled parking bays in the Links Road car park, and associated signage – Cllr Pearce proposed supporting the request for disabled parking bays to be located near the entrance with suitable signage and monitoring the site including to ensure bays are being used appropriately; seconded by Cllr Brooks; all in favour.

It was queried whether a maximum budget needs to be considered or whether it will be paid by Anglia Water; the Town Clerk will check this. Cllr Pearce proposed to ring-fence £1,000 within the Links Road reserve; seconded by Cllr Breakspear; all in favour.

### 125 An update on the refurbishment of the Fen Park, Sparrows Nest and Triangle Market public toilets – The Committee noted the need to assess the structural integrity of the remaining walls at Fen Park and whether it is possible to refurbish the toilet within the existing footprint, or if it is better to demolish and rebuild on the same site. It was confirmed that initial quotes were received for a modular build. It was commented that the Triangle Market toilets may also require replacement as the ventilation and drainage issues will persist if only refurbishment works are carried out. It was noted that a previous proposal was made to get quotes from local builders for the refurbishment works and check if they can tender for replacement works. The Committee confirmed there should be an update for this in the Toilet Working Group.

It was confirmed £152,000 was set aside within the toilet reserve and budget, with over £50,000 in the Triangle Market budget and a separate capital sum for Sparrows Nest which can be put towards the toilet refurbishment on these sites. It was agreed that with the available funds and the indicative quotes, the Committee can complete the refurbishment or replacement of Triangle Market and Fen Park. Cllr Brooks proposed that Cllr Newsome speak with the Fen Park Friends Groups about the Council potentially providing them with temporary portaloos as an interim measure; seconded by Cllr Pearce; all in favour.

### 126 Progressing the Full Council decision to remove the Sails, consider wider public realm measures to beautify the site, and arrange cleaning of the Sails in the interim – It was confirmed that the decision was made to remove the Sails, subject to any planning permission requirements. Council needs to develop a definitive idea on what to do with the site once the Sails are removed. It was requested that the Triangle Market Working Group consider what to do with the site once the Sails are removed. Cllr Pearce proposed staff receive input from the local community on the future of the site and feed that into the Triangle Market Working Group. A quote for cleaning the Sails would be obtained, before they come down, and any need for planning permission for the removal of the Sails would be ascertained; seconded by

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Cllr Brooks; all in favour.

**Standing orders suspended at 19:58.**

**Cllr Brooks proposed a 20 minute meeting extension; seconded by Cllr Pearce; all in favour.**

**Livestream paused 20:03**

**Livestream resumed 20:06**

**127 An update from East Suffolk Council on the proposed new traffic management system between the High Street and Artillery Way, and any other plans to address traffic and parking issues in and around the Triangle Market site** – It was queried whether a consensus was reached between ESC and Suffolk Highways on any proposals. The Town Clerk confirmed it is ongoing. It was decided to have this item on the agenda for the next meeting in December.

**128 An update from East Suffolk Council and Suffolk County Council on the proposed new bollard/gate to prevent traffic contravening the Traffic Regulation Order and cutting through the Triangle Market** – It was decided to have this item on the agenda for the next meeting in December.

**129 An area of land by Fen Park allotments being used for parking (some aspects may be confidential)** – To be discussed during the confidential session.

**130 A request to purchase a lease/land (confidential)** – To be discussed during the confidential session.

**131 Date of the next meeting**  
5 December 2022 18:00

**132 Items for the next agenda and close**

It was confirmed the councillors need to provide the staff with items for the agenda at least a week before meeting.

**133 Resolution to close the meeting to the public:**

133.1 To consider any legal issues, including those above as required - Cllr Pearce proposed the meeting be taken into confidential session; seconded by Cllr Youngman; all in favour.

***The Chair closed the meeting and moved to confidential session at 20:13***

119.10 An update on an approach regarding changing rooms in Normanston Park (some aspects may be confidential) – It was suggested there be further discussions and possibly a site visit to discuss precisely what area of the changing rooms would be required for storage.

# 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 7 November 2022

129. An area of land by Fen Park allotments being used for parking (some aspects may be confidential) – It was confirmed that photos of the area will be circulated to councillors.

130. A request to purchase a lease/land – Cllr Pearce proposed refusal of request; seconded by Cllr Newsome; all in favour. This matter would now proceed to Full Council.

***The Chair closed the meeting at 20:28***

Signed: .....

5 December 2022