

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 24 May 2023

MINUTES

Present: Wendy Brooks, Jen Jones, Christian Newsome, Andy Pearce, John Pitts and Elise Youngman (Chair)

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

1. Welcome

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

2. Approval of apologies for absence

Apologies were received from Cllrs Coleby and Rappensberger with reasons provided.

Apologies were received from Cllr Breakspear with no reasons provided.

Cllr Newsome sent his apologies that he will be late to the meeting.

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

3. Declarations of Interests and dispensations

3.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda - Cllrs Pitts and Brooks declared they were acquainted with the member of the public per item 9.5. Cllrs Pearce and Brooks declared they were Town Council representatives on the Marina Theatre Quarterly Management meetings.

3.2. To consider written requests for dispensations for interests and note dispensations granted - No written requests for dispensations had been received.

4. To consider the draft minutes of the meeting on 3 April 2023

It was agreed to defer approval of the minutes to the next meeting.

5. 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 members of the public were in attendance.

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

The Project and Committee Clerk summarised recent expenditure of this Committee.

It was requested an item be on the next agenda to consider the installation of a games table at the Sparrows Nest play area.

Officers would check the Rosedale Park noticeboard and report back on the damaged Perspex.

Cllr Pearce proposed acceptance of the expenditure report; seconded by Cllr Jones; all in favour.

7. To review and adopt Committee arrangements

7.1. To note the membership of the Assets, Inclusion and Development Committee - Membership of the Committee was noted as Cllrs Wendy Brooks, Jen Jones, Andy Pearce, John Pitts, Elise Youngman, Christian Newsome, Neil Coleby, Robert Breakspear and Bernadette Rappensberger.

7.2. To appoint the Deputy Chair of the Assets, Inclusion and Development Committee - Cllr Pearce nominated Cllr Pitts as Deputy Chair. It was agreed to defer the decision to the

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next meeting of this Committee.

8. To consider any requests from co-opted Councillors to join the Sub-Committees of this Committee

It was agreed to discuss this under items 9.1a, 10.1a, 11.1a and 12.1a.

9. Parks and Open Spaces:

9.1. To review and adopt Parks and Open Spaces Sub-Committee arrangements, including the following:

9.1a. To consider composition – Requests to join the Sub-Committee had been received from Cllrs Wendy Brooks, Neil Coleby, Andy Pearce, John Pitts and Elise Youngman. Cllr Pearce proposed acceptance of the composition, with later members to be considered as requested; seconded by Cllr Youngman; all in favour.

9.1b. To review and consider adoption of the Terms of Reference – Cllr Pearce proposed to accept the Terms of Reference until the Sub-Committee request a variance; seconded by Cllr Youngman; all in favour.

9.1c. To agree the meeting schedule – Cllr Pearce proposed to maintain the schedule of the third Tuesday every month at 19:00; seconded by Cllr Jones; all in favour.

9.2. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 18 April 2023 - To be approved at the next meeting of the Sub-Committee.

9.3. To consider the following recommendations from the Parks and Open Spaces Sub-Committee:

9.3a. To approve the purchase of bicycle racks within a maximum budget of £5,000 – Cllr Brooks proposed approval; seconded by Cllr Pearce; all in favour.

9.3b. To approve the purchase of a rustic style bin within a maximum budget of £900 for the Bentley Drive play area – Cllr Youngman proposed approval; seconded by Cllr Brooks; all in favour. It was agreed to allocate the funds from the Parks and Open Spaces budget.

9.4. To consider measures to prevent unauthorised vehicular access to the Denes Oval - As the Cricket Club were due to submit proposals regarding parking, it was agreed to defer this item to the June agenda and consult with both the Cricket and Tennis Clubs.

Cllr Newsome entered the chamber at 19:23

9.5. To receive an update and any legal advice regarding the trees at Uplands Road North - This item was deferred to the June meeting to receive the legal advice and query the possibility of registering the land.

9.6. To consider the purchase of eight bins, four for various sites and at least four for Normanston Park, with an indicative budget of £6,400 - Due to waste management being brought in-house, facilities staff had identified areas of litter accrue ment and recommended the purchase of standard bins. Cllr Pearce proposed approval of the budget, with a delegation to officers to purchase the bins and report back to the Committee; seconded by Cllr Newsome; all in favour.

10. Allotments:

10.1. To review and adopt Allotments Sub-Committee arrangements, including the following:

10.1a. To consider composition – Requests to join the Sub-Committee had been received from Cllrs Wendy Brooks, Neil Coleby, Keith Patience, Andy Pearce, John Pitts and Elise Youngman. Cllr Youngman proposed approval of the composition; seconded by Cllr Pearce; all in favour. Cllr Youngman registered her apologies for the next meeting on Thursday 1 June.

10.1b. To review and consider adoption of the Terms of Reference – Cllr Pearce proposed

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approval of the Terms of Reference until the Sub-Committee request a variance; seconded by Cllr Youngman; all in favour.

- 10.1c. To agree the meeting schedule – Cllr Pearce proposed to maintain the quarterly schedule of the first Thursday each quarter at 10:00; seconded by Cllr Youngman; all in favour.
- 10.2. To consider the removal of embedded litter at the Normanston Allotments site – Officers advised that the installation of the fence could proceed prior to removal of the litter and noted that issues may arise due to the Great Eastern Linear Park boundary line with East Suffolk Council.
Cllr Pearce proposed officers follow up on the logistic approach and reach an agreement with East Suffolk Council for Lowestoft Town Council to proceed with the works that may cross their boundary line; seconded by Cllr Youngman; all in favour.

11. Events and Communications

- 11.1. To review and adopt Events and Communications Sub-Committee arrangements, including the following:
- 11.1a. To consider composition – Requests to join the Sub-Committee had been received from Cllrs Sonia Barker, Wendy Brooks, Andy Pearce, John Pitts, Bernadette Rappensberger and Elise Youngman. Cllr Pearce proposed acceptance of the composition; seconded by Cllr Pitts; all in favour.
- 11.1b. To review and consider adoption of the Terms of Reference – Cllr Pearce proposed adoption of the Terms of Reference; seconded Cllr Youngman; all in favour.
- 11.1c. To agree the meeting schedule – Cllr Brooks proposed to recommend that the Events and Communications Sub-Committee consider altering their schedule to a monthly meeting; seconded by Cllr Pitts; five in favour with one abstention.
- 11.2. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 26 April 2023 - To be approved at the next meeting of the Sub-Committee.
- 11.3. To consider the following recommendations from Events and Communications Sub-Committee:
- 11.3a. To approve an additional budget of £5,000 for the Pride Event (taking the event budget to £10,000) – Cllr Brooks proposed approval; seconded by Cllr Pearce; all in favour.
- 11.3b. To ratify the proposed £5,000 budget for the Norfolk & Waveney Mind Wellbeing Festival – Cllr Pearce proposed approval; seconded by Cllr Youngman; all in favour.
- 11.4. To consider dates, themes and budget for the next three Market Days - It was agreed to arrange a meeting of the Triangle Market Working Group to discuss dates and themes.

Cllr Jones temporarily left the chamber at 19:59

Cllr Pearce suggested an item go on the next agenda to approve a delegated budget, if required, for the Market Days.

Cllr Jones returned to the chamber at 20:01

It was noted that the date for the Pride event needed to be prominent on advertising. The Committee thanked the officers who had organised and stewarded the Coronation event and noted its success.

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12. Community Safety

12.1. To review and adopt Community Safety Sub-Committee arrangements, including the following:

12.1a. To consider composition – Requests to join the Sub-Committee had been received from Cllrs Jen Jones and Andy Pearce and has not met the quorum required to assemble. It was suggested to defer approval to the next meeting of this Committee.

Whilst the Full Council decision to designate Community Safety as a Sub-Committee could not be revisited for six months, considerations may be given to altering its status to a Working Group in the future.

Cllr Pitts proposed to consider the admission of non-Councillor members for the Sub-Committee, with officers to confirm if this requires the approval of Full Council and if this is provided for in the existing standing orders and Terms of Reference; seconded by Cllr Brooks; all in favour. An item would be on the next agenda to consider non-Councillor members.

12.1b. To review and consider adoption of the Terms of Reference – The Terms of Reference had been amended to reflect its Sub-Committee status.

12.1c. To agree the meeting schedule – Cllr Pearce proposed to defer this to the next meeting of the Assets, Inclusion and Development Committee; seconded by Cllr Youngman; all in favour.

13. To review and adopt Working Group arrangements for the Denes Oval Working Group, the Toilet Strategy Working Group and the Triangle Market Working Group

13.1. To consider composition

Requests to join the Denes Oval Working Group had been received from Cllrs Wendy Brooks, Neil Coleby, Paul Page, Andy Pearce, John Pitts and Elise Youngman.

Requests to join the Toilet Strategy Working Group had been received from Cllrs Wendy Brooks, Neil Coleby, Andy Pearce, John Pitts and Elise Youngman.

Requests to join the Triangle Market Working Group had been received from Cllrs Wendy Brooks, Neil Coleby, Paul Page, Andy Pearce and Elise Youngman.

Cllr Newsome requested to join the Toilet Strategy Working Group.

Cllr Pearce proposed approval of the composition of the Working Groups; seconded by Cllr Youngman; all in favour.

Cllr Pearce proposed to have an item on the June agenda to receive an update on the agreed Fen Park modular build installation and further detail on the Triangle Market toilet specification; seconded by Cllr Youngman; all in favour.

14. To consider a request from the Marina Theatre to sell their old lighting desk, including use of the funds and any sale of future equipment

Cllr Pearce proposed to allow the Marina Theatre to sell the old lighting desk, providing the invoice to the Town Council, and either return the money to Lowestoft Town Council, who would allocate it to the Marina Theatre Capital budget or the Marina Theatre Repair and Maintenance budget, or the funds are to be used by the Marina Theatre to replace an item that has already been agreed with the Town Council; seconded by Cllr Youngman; all in favour.

A five-minute comfort break was taken at 20:37

The meeting resumed at 20:42

Cllr Pearce proposed to decline the request for permission to sell future equipment due to the Town Council's legal duty to maintain its asset register; seconded by Cllr Pitts; all in favour.

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15. To consider a request from the Lowestoft Town Cricket Club to install sponsorship boards at the Denes Oval

Cllr Pearce proposed to defer a decision and arrange a site visit with the Cricket Club before the July meeting of AID to review their proposal; seconded by Cllr Newsome; all in favour.

16. To consider a request from the Sparrows Nest Bowls Club to install a noticeboard on the clubhouse

Cllr Brooks proposed approval; seconded by Cllr Pearce with the agreed amendment that approval be subject to obtaining the relevant permissions required for a conservation area, with a delegation to officers to approve the design; all in favour.

17. To receive an update on the condition survey of the Denes Oval perimeter wall

Due to the prioritisation of compliance matters it was requested that an update be received at the next meeting, with an indication of when the condition survey and initial works can commence.

It was requested that any information received and approved by officers be communicated to the public.

At 21:02 Cllr Brooks proposed to suspend standing orders for twenty minutes; seconded by Cllr Pearce; all in favour.

It was requested to have an item of the next agenda to consider any historic planning applications and original plans of the Denes Oval.

18. To consider and approve the terms and conditions for parking permits to be used by volunteers for the RNPS Museum

Cllr Pearce proposed approval for officers to issue the permits and draw up terms and conditions ratifying the actions currently taken by the volunteers; seconded by Cllr Brooks who requested to receive an email update regarding the removal of the temporary fencing in the area; all in favour.

19. To consider a request from a member of the public regarding the purchase of land (confidential)

To be discussed in confidential session.

20. Date of the next meeting

Monday 5 June 2023 – 18:00 – The Committee had agreed to meet at 19:00.

21. Items for the next agenda and close

It was requested items be emailed to the office.

22. 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:

22.1. To consider any legal issues, including those above as required

Cllr Pearce proposed the meeting be moved to confidential session; seconded by Cllr Youngman; all in favour.

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The Chair closed the meeting to the public and moved to confidential session at 21:07

19. To consider a request from a member of the public regarding the purchase of land (confidential)

Cllr Pearce proposed to decline the request as the Town Council were not seeking the disposal of any land; seconded by Cllr Brooks; all in favour.

The Chair closed the meeting at 21:10

Signed:
5 June 2023