

**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 January 2024**

**MINUTES**

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

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

**163. Welcome**

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

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

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

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

Cllr Smith was absent with no apologies received.

**165. Declarations of Interests and dispensations**

165.1.To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – In relation to item 169.2, Cllr Jones declared she had been aware of the application prior to its submission but was not predetermined.

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

**166. To consider the draft minutes and confidential note of the meeting on 4 December 2023**

Cllr Pearce proposed approval of the draft minutes and confidential note; seconded by Cllr Rappensberger; all in favour.

Officers noted that the 6 November 2023 were due to be approved. Cllr Youngman proposed approval of the 6 November 2023; seconded by Cllr Rappensberger; all in favour.

**167. 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.

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

There was no updated position to be provided to the Committee. Any expenditure approved in the meeting would be reported to the next Budget and Loan Sub-Committee meeting for inclusion in the budget recommendation.

**169. Parks and Open Spaces:**

169.1.To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 12 December 2023 – The minutes would be signed off at the next meeting.

169.2.To consider a memorial bench application for Normanston Park – This would be located near the skate park. Cllr Pearce proposed approval of the application with a delegation to officers, in conjunction with the applicant, to decide the final location of the bench; seconded by Cllr Rappensberger; all in favour.

169.3.To consider a replacement memorial rose bush application for Sparrows Nest – Cllr Pearce proposed approval; seconded by Cllr Jones; all in favour. Grounds Maintenance

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officers would take appropriate action to minimise the risk of rose sickness.

169.4.To consider options and costs for lighting of the Normanston Park skate park – At the time of the meeting only one quote had been received that provided a general outline of costs, a site visit would be required to consider measurements and electrical connections before a final cost would be submitted. Officers were seeking two further quotes, and it was agreed to defer this item to the next agenda.

**170. Events and Communications:**

170.1.To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 20 December 2023 – The minutes would be signed off at the next meeting.

170.2.To consider a request to join this Sub-Committee from Cllr Jen Jones – Cllr Pearce proposed approval; seconded by Cllr Webb; all in favour.

**171. Allotments:**

171.1.To receive and note the draft minutes of the Allotments Sub-Committee meeting on 5 January 2024 – The minutes would be signed off at the next meeting.

**172. To consider the following in relation to the Triangle Market:**

172.1.To consider a quotation for electrical supply to all units at the Triangle Market – No quotes had been received at the time of the meeting. If the quotes are received before 17<sup>th</sup> January 2024 the quotes would be provided to Budget and Loan or Full Council for approval to include in the budget. The electrical supply would cover the four kiosks and the two pre-existing stalls.

**173. To consider planning for scheduled Lawn Tennis Association works on the Normanston Park and Kensington Gardens tennis courts**

The Deputy Clerk was due to meet with the Lawn Tennis Association (LTA) to review outstanding matters, with a later meeting to consider the operating model, therefore more information would be available after the meetings have taken place. Officers were asked to confirm if the works funded by the Town Council would be undertaken by the LTA's contractors at the same time as the grant funded works and the Town Council were not expected to procure for the works in advance.

**174. To consider the purchase of a Rigid Inflatable Boat, within a maximum budget of £1,700**

Cllr Pearce proposed approval; seconded by Cllr Jones; all in favour. This would be referred to Budget and Loan to include in the budget and officers would confirm where the boat would be stored.

**175. To receive an update on the vandalised Euroscope at Ness Point**

The architect who designed the Euroscope had been contacted and was researching options for replacement. It was requested this item be taken into confidential session for queries.

**176. To consider a request for the return of a loaned painting**

Officers have established the painting was in LTC custody. Cllr Pearce proposed, providing officers have verified LTC have custody of the painting and that the painting had been loaned, the request for return be honoured with a delegation to officers to complete the verifications and progress accordingly; seconded by Cllr Webb; all in favour.

# 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 January 2024

**177. To consider a scheme to remove the west wing of the Marina Centre and impact on the Marina Theatre building**

It was requested this item be taken into confidential session for discussion.

**178. Date of the next meeting**

Monday 5 February 2024 – 19:00

**179. Items for the next agenda and close**

Any item requests should be sent to the office.

**180. 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:**

180.1. To consider any legal issues, including those above as required – Cllr Jones proposed the meeting be moved into confidential session; seconded by Cllr Rappensberger; all in favour

*The Chair closed the meeting to the public and moved into confidential session at 19:26*

**175. To receive an update on the vandalised Euroscope at Ness Point**

A confidential update was provided and the item was deferred to the next meeting to receive an update.

**177. To consider a scheme to remove the west wing of the Marina Centre and impact on the Marina Theatre building**

The Marina Centre building was connected to the Marina Theatre and the Committee expressed concerns on whether the works would leave any part of the Marina Theatre exposed. Further information on the plan and timescales for completion of the works was required. It was noted that the application was due to be considered by the Planning Committee where these issues could be discussed further.

*The Chair closed the meeting at 19:37*

Signed: .....

5 February 2024