

Lowestoft Town Council
Meeting of the Community Safety Sub-Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft NR32 1DE
15.30 on Wednesday 14 June 2023

MINUTES

Present: Cllrs Jen Jones (Chair), Andy Pearce and John Pitts

In Attendance: Sarah Foote (Deputy Town Clerk) and Taylor Williams (Committee Clerk)

Public: One member of the public was in attendance (in person)

1. To appoint the Chair of this Sub-Committee

Cllr Pearce nominated Cllr Jones; seconded by Cllr Pitts; all in favour.

2. Welcome

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

3. To receive and consider acceptance of apologies for absence

Apologies were received from Cllrs Youngman and Smith with reasons provided. Cllr Pearce proposed approval of apologies received; seconded by Cllr Pitts; all in favour.

4. Declarations of Interests and dispensations

4.1. To receive declarations of disclosable pecuniary, other registerable and non-registerable Interests from Councillors on items on the agenda and to note that there are no written requests and grants of dispensations for disclosable pecuniary interests – Cllr Pearce declared he was Chair of the Gunton Residents Association, and a Town Council representative on the Marina Theatre Quarterly Management meetings.

5. To consider the draft minutes of the meeting of 25 January 2023

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

6. Public forum

6.1. An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – The member of public queried an update on the Old Hospital per item 12.1. The Sub-Committee reported that no decision had been made and they had only received an update on the present situation at the 2 June 2023 zoom meeting.

7. To review and adopt Sub-Committee arrangements

7.1. To note the membership of the Community Safety Sub-Committee – Currently the members of the Sub-Committee are Cllrs Andy Pearce, John Pitts, Jen Jones, Elise Youngman and Jack-Arthur Smith. It was requested that officers email all members for their availability to agree a date and time for the meeting schedule, to be approved by the Assets, Inclusion and Development Committee.

7.2. To appoint the Deputy Chair of the Community Safety Sub-Committee – Cllr Pearce nominated Cllr Pitts; seconded by Cllr Jones; all in favour.

8. Finance

8.1. To review any expenditure by this Sub-Committee from its delegated budget - £10,000 had been committed for the purchase of speed indicator devices and £45,000 had been ring-fenced for play area repairs when required for safety reasons. The anticipated year-end reserve figure was £37,264.04.

8.2. To consider items of expenditure, particularly relating to security, from the accumulated reserve – As discussed above, expenditure consisted of the ring-fenced £10,000 and £45,000.

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- 8.3. To consider a request from the Finance and Governance Committee for part funding from the Community Safety budget for the electrical upgrade at the Marina Theatre – Further to the initial invoice of £2,164 it was estimated that the costs would total £10,000, but confirmation was pending. An update on the quotes would be requested from the Marina Theatre, which would be addressed by Full Council if the quotes are received before 20 June.

The Deputy Clerk temporarily left the chamber at 15:59

The Deputy Clerk returned to the chamber at 16:01

9. To consider measures to improve the security of the Town Council's assets, including the following:

- 9.1. To note vandalism and crime record of Town Council assets and consider which sites to prioritise – The Deputy Clerk provided an update on the crime record, including the issue of security raised by the Sparrows Nest Bowls Club, with verbal and physical intimidation of the players and damage to the equipment.

The member of the public left the chamber at 16:11

The Deputy Clerk temporarily left the chamber and returned at 16:11

The club had considered purchasing CCTV, which the Town Council would reimburse to a maximum cost of £200, with the footage to be made available to the police. The Deputy Clerk advised that there were many regulations and legal implications with CCTV. As the owner and operator, the club would be responsible for installing the relevant signs, but it would need to be established how they would handle the data recorded.

The facilities officers would consider the installation of a fence around the green as a security measure due to the recent damage to the area.

Whilst police have increased their patrols in the area, the club were concerned about security for two matches on 27 June and 5 July. Therefore, it had been suggested to hire a security firm to attend those two matches, with no further commitment at this time, which was estimated to cost less than £600.

The Deputy Clerk temporarily left the chamber at 16:18

The Deputy Clerk returned to the chamber at 16:20

Cllr Pearce proposed a delegation to officers to liaise with the club and a local security firm to arrange private security for the two matches (27 June and 5 July) with maximum budget of £750 to be allocated from the Community Safety Reserve; seconded by Cllr Pitts; all in favour.

10. Defibrillators

- 10.1. To note installation of defibrillator at Kensington Gardens and receive update on the installation for Fen Park – The Kensington Gardens defibrillator is in situ and the Fen Park defibrillator was due to be installed the following week. The invoices would be checked with the Finance and Information office and the costs provided at the next meeting.
- 10.2. To consider locations for directly-funded defibrillators; namely Gainsborough Drive, Rosedale Park, and Clarkes Lane – The assessment for the locations was displayed. The thermal cabinet option was selected for Gainsborough Drive and Clarkes Lane, which officers would obtain costs for.
- For Rosedale Park, Cllr Pearce proposed to explore a cooperative arrangement with the nearby doctor's surgery to place the defibrillator on their building and use their electrical supply. As they surgery may already have a defibrillator, officers would also

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first investigate the possibility of the Town Council funding the cabinet for the pre-existing defibrillator. If this is not feasible then the Sub-Committee would opt for the thermal cabinet. Cllr Jones seconded the proposal, and a vote was held with all in favour.

A five-minute comfort break was taken at 16:36
The meeting resumed at 16:44

11. To consider the provision of CCTV for Lowestoft Town Council assets

The Sub-Committee had previously agreed to await a decision by East Suffolk Council on their CCTV provision to determine if they should be the provider for the Town Council.

Cllr Pearce proposed to approach East Suffolk Council cabinet on the provision of CCTV and query the viability of buying into an East Suffolk Council partnership arrangement and if it will be available to partners and stakeholders, and receive advice on the policy position at East Suffolk Council; seconded by Cllr Pitts; all in favour.

When East Suffolk Council are approached an update would be requested on their handover of ownership of Smart Towns.

12. To consider matters relating to third party assets:

12.1. To receive a report of the Old Hospital zoom meeting on 2 June – The report had been circulated.

12.2. Multi-agency working for highway arrangements and road safety outside schools – A zoom meeting had been held on 2 February 2023 to address this. Officers would locate the minutes of the meeting and whether any actions had been agreed, with a follow up meeting to be arranged. This item was deferred to the next meeting.

8.3 To consider a request from the Finance and Governance Committee for part funding from the Community Safety budget for the electrical upgrade at the Marina Theatre – Further information had been received and this item was re-visited. A quote for £10,000 had been located, with the breakdown of electrical works which had been deemed not urgent. Cllr Pearce proposed to not allocate the funding from the Community Safety Reserve as the works were not required for safety reasons, with this reasoning to be provided to the Finance and Governance Committee; seconded by Cllr Pitts; all in favour.

13. Date of the next meeting

Wednesday 26 July 2023 at 3.30 pm. Officers would email Sub-Committee members for their availability.

14. Items for the next agenda and close

To receive an update on the Sparrows Nest Bowls Club situation. Further requests would be emailed to the office.

15. 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

There were no resolutions.

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The chair closed the meeting at 16:56

Signed:
26 July 2023