

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 5 June 2023

MINUTES

Present: Cllrs Robert Breakspear, Wendy Brooks, Jen Jones, Christian Newsome, 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)

Public: Four members of the public were in attendance (in person)

20. Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

21. To receive and consider approval of apologies for absence

Apologies were received from Cllr Coleby with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Jones; all in favour.

22. Declarations of Interests and dispensations

22.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda - Cllr Pitts and Brooks declared they were acquainted with the member of the public involved in item 28.3. Cllr Brooks declared she was on the Triangle Market Working Group. Cllr Pearce declared he was Chair of the Gunton Residents Association.

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

23. To consider the draft minutes of the meeting on 3 April and 24 May 2023

The draft minutes of the meeting on 24 May would be reviewed by officers as there was confusion regarding the wording of the proposals under item 14.

Cllr Youngman proposed approval of the draft minutes of the meeting on 3 April; seconded by Cllr Breakspear; all in favour.

24. 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.

30.2 To consider reports of anti-social behaviour and damage of the Sparrows Nest Bowling Green – This item was brought forward to the beginning of the meeting and members of the public were invited to speak on the item. Representatives of the Sparrows Nest Bowls Club discussed the anti-social behaviour experience from local children which had caused stress to the club members and resulted in the cancellation of a game. The representatives expressed an interest in a patrol or police presence to deter the behaviour. A suggestion was made for the Town Council to approach to Suffolk Police for a better service, with CCTV to be considered for Sparrows Nest to cover the Bowls Club.

Representatives of the Sparrows Nest Bowls Club requested the Town Council write to the local schools about the issues experienced in Sparrows Nest and other areas to make students aware of the problems in Lowestoft. The Town Council could also consider an item in the Lowestoft Journal to raise awareness of these issues.

Cllr Pearce proposed the Town Council request a meeting with Community Engagement Officer, with members of the bowls club invited to attend, and for the Personnel Committee

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to consider installing Park Wardens at the site, with a recommendation to be made to Full Council in June; seconded by Cllr Jones; all in favour.

Cllr Jones escorted three members of the public from the chamber at 19:29

Cllr Jones returned to the chamber at 19:32

28.3 To receive an update and any legal advice regarding the trees at Uplands Road North – This item was brought forward in the meeting and the member of public was invited to speak on them item. It was advised that if this Committee intend to recommend ownership of the land to enable to tree works to Full Council, then it is anticipated that there would need to be a budget of £2,000 to cover the costs of the legal advice, the utilities search of the site to determine what is beneath land and further examination of covenants and easements on the land. Cllr Pearce proposed to endorse the recommendation to take ownership of the land to Full Council with the appropriate due diligence of registering the land to be carried out; seconded by Cllr Youngman; all in favour.

Cllr Jones escorted the member of the public from the chamber at 19:43

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

As there had been no expenditure logged since the last meeting, an updated position would be provided at the next meeting.

26. To appoint the Deputy Chair of the Assets, Inclusion and Development Committee

Cllr Brooks nominated Cllr Newsome as Deputy Chair; seconded by Cllr Breakspear; all in favour.

27. To consider any requests to join Sub-Committees under the Assets, Inclusion and Development Committee

Cllrs Pitts and Youngman requested to join the Community Safety Sub-Committee.

Cllr Jones returned to the chamber at 19:45

Cllr Pearce proposed approval of the requests to join the Community Safety Sub-Committee; seconded by Cllr Youngman; all in favour.

Cllrs Christian Newsome, Bernadette Rappensberger, Jack-Arthur Smith and Nick Webb had requested to join the Parks and Open Spaces Sub-Committee. Cllr Youngman proposed approval of the requests; seconded by Cllr Pearce; all in favour.

Cllr Parker had requested to join the Events and Communications Sub-Committee. Cllr Pearce proposed approval of the request; seconded by Cllr Breakspear; all in favour.

28. Parks and Open Spaces:

28.1. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 30 May 2023 – The draft minutes were in progress.

28.2. To consider measures to prevent unauthorised vehicular access to the Denes Oval – The Project and Committee Clerk was liaising with the Cricket Club to arrange a site visit to discuss their proposals for the site.

28.3. To receive an update and any legal advice regarding the trees at Uplands Road North – This item was brought forward as the second item of the meeting.

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- 28.4. To consider the installation of a games table at various play areas – Five games tables had been approved for purchase for Rosedale Park, Sparrows Nest, Bentley Drive, Cotman Close and Normanston Park. Officers advised that the position of the table at Sparrows Nest would be dependent on available space, and it would be preferable to progress the refurbishment at Cotman Close before installing the games table. Cllr Brooks proposed to await completion of refurbishments before approvals are made. Cllr Pearce made a counter proposal to approve the officer recommendations, subject to there being no delay to the refurbishments and for the installation of the games tables to be completed within the refurbishment timescale; seconded by Cllr Brooks; all in favour.
- 28.5. To receive and consider an assessment of all Town Council play areas – It was noted that the Play Area Refurbishment budget may require clarification. When the quotes are considered, any recommendations should be made based on the quotes received. For Britten Road no decision can be made until the advice on the grounds survey has been received. It was agreed to defer this item to the next meeting.
- 28.6. To consider quotations for the refurbishment of the Cotman Close play area and installation of new equipment at Normanston Park – Cllr Youngman proposed a delegation be made to the Parks and Open Spaces Committee to make a recommendation on this item to Full Council at their next meeting; seconded by Cllr Brooks; all in favour.
- 28.7. To consider the cost of purchase and installation of a wildlife sign for the Bentley Drive play area – This would be a free-standing wildlife sign, designed by the office, at an estimated cost of £850, which would include the design, delivery and installation. Cllr Pearce proposed approval of a maximum budget of £1,000 with a delegation to officers to progress procurement and endeavour to remain within the £850 estimate; seconded by Cllr Newsome; all in favour.
- 28.8. To consider the cost of an aeration device for the Fen Park pond – Cllr Brooks proposed for officers to research the cost, confirm if a solar device would work and examine vandal resistant measures.
It was noted that advice would be needed on annual maintenance in order to develop an annual maintenance plan.
Cllr Pearce proposed that if further information or quotes are received then the information should be circulated to all Councillors and referred to Full Council in June, with a delegation to officers to seek external grants; seconded by Cllr Brooks; all in favour.
- 28.9. To consider any recommendations from the Parks and Open Spaces Sub-Committee on the following:
- 28.9a. Proposals for LoveParks Week – Cllr Youngman proposed a delegation to the Communications Officers to progress the event; seconded by Cllr Brooks.
Cllr Pearce made a counter proposal to endorse the recommendations from the Parks and Open Spaces Sub-Committee and ask the Communications Officer to consider and incorporate suggestions from Councillors, including recycling; seconded by Cllr Youngman; all in favour.
- 28.9b. A request for a commemorative area in Fen Park – Officers had contacted the applicant for further information and provided them with the Memorial Planting and Memorial Benches Policies. Once received this information would be brought back to the Committee.
- 28.9c. Development of a Coastal Garden at The Ness – A potential area had been identified and landscape designers had been approached, with a response from one who provided their initial costs. The Project and Committee Clerk would endeavour to obtain at least two quotes and bring this information to the next Parks and Open Spaces Sub-Committee meeting. Any landscape designers would

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be made aware of the compromised nature of the site. It was noted that the plant growth at the rifle range in Pakefield may provide an indication of what can be grown at The Ness.

At 20:18 Cllr Youngman proposed a five-minute comfort break; seconded by Cllr Pearce; all in favour.

The meeting was resumed at 20:23

29. Allotments:

- 29.1. To receive and note the draft minutes of the Allotments Sub-Committee meeting on 1 June 2023 – As the scheduled meeting was not quorate, Cllr Brooks proposed to defer all Allotment items. Cllr Pearce made a counter proposal to delegate authority to the Allotments Sub-Committee to make recommendations directly to Full Council at its next meeting if required; seconded by Cllr Youngman; all in favour.
- 29.2. To consider any recommendations from the Allotments Sub-Committee on the following:
 - 29.2a. Matters arising from health and safety inspections
 - 29.2b. Drainage at the Water Lane South site
 - 29.2c. Levelling of the communal area on the Sussex Road site
 - 29.2d. Fencing at the Sussex Road site
 - 29.2e. Removal of garden waste from the boundary fence at St. Margaret’s allotments

30. Community Safety

- 30.1. To review and adopt Community Safety Sub-Committee arrangements, including the following:
 - 30.1a. To review and consider adoption of the Terms of Reference – Cllr Pearce proposed approval of the Terms of Reference until the Sub-Committee request a variance; seconded by Cllr Jones; all in favour.
 - 30.1b. To agree the meeting schedule – Cllr Pearce proposed the Sub-Committee recommend their schedule directly to Full Council at their next meeting; seconded by Cllr Youngman; all in favour.
- 30.2. To consider reports of anti-social behaviour and damage of the Sparrows Nest Bowling Green – This item was brought forward to the beginning of the meeting.

31. To receive the notes of the Triangle Market Working Group meeting on 31 May 2023 and to consider the following recommendations:

- 31.1. A maximum budget of £500 for the next two Market Days – Cllr Brooks proposed approval of the budget; seconded by Cllr Pearce; all in favour.
- 31.2. To set the next Market dates as 24 June and end of August 2023 – Cllr Brooks proposed approval of the suggested dates; seconded by Cllr Pearce; all in favour.

32. To consider making recommendations to Full Council on the site adjacent to the Triangle Market

Draft proposals from the office were displayed for the Committee. Cllr Pearce proposed a recommendation be made to Full Council, per the consultation feedback, to maintain the area as an open space and ask officers to provide proposals; seconded by Cllr Brooks; all in favour.

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

The budget had been approved and instruction of the survey was required. This item would be addressed at the next Parks and Open Spaces Sub-Committee meeting.

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34. To consider a budget for decorating the Denes Oval pavilion

Costs for the works were estimated to be no less than £5,000 and once a clear specification and costs have been obtained, the information will be brought to this Committee for consideration. It was suggested to have a site visit and clarify what space is not available as it will be used by officers. A further suggestion was made to contact East Coast College, once the specification is clear, to query if they wish to participate in the project.

35. To consider the provision of Christmas lights from 2024 onwards

Cllr Pearce proposed to recommend initiating a new three-year contract using the existing lights to Full Council, and to obtain a quote from the current provider; seconded by Cllr Brooks; a vote was held with eight in favour and one abstention.

36. To receive an update on the Fen Park toilet installation and the Triangle Market toilet specification

For the Triangle Market there needed to be assurance that the contractor would address the historic ventilation issues. Concerns about vandalism were raised regarding the eco-roof and a design feature concerned about children accessing roof and causing vandalism, have a design feature to prevent access to the roof. There were no alternative quotes for the Fen Park toilets at the time of this meeting and the company who had previously quoted for the works Fen Park toilets had pulled out.

Cllr Pearce proposed the specification circulated today be rolled over to Full Council and ask Full Council to reconsider its decision from February. The further information requested has not yet been received concerning the design, components and layout of the interior, nor had there been reassurance that the ventilation issues had been addressed. Suppliers had been approached for Fen Park, but no quotes had been received yet. The Project and Committee Clerk had collated all comments from Councillors and sent the comments to the contractors for the Triangle Market, with further information to be provided to Full Council in June. Cllr Rappensberger seconded the proposal and a vote was held with all in favour.

37. To consider a request for the Town Council to purchase a piece of land (confidential)

To be discussed in confidential session.

38. To receive an update on the setting up of the Gunton Residents Hall Management Committee (confidential)

To be discussed in confidential session.

39. Date of the next meeting

Monday 3 July 2023 – 19:00

40. Items for the next agenda and close

Cllr Brooks requested an item on re-flying the Ukraine Flag and to consider the Town Council's relationship to Friends Groups.

41. 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:

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

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

The Chair closed the meeting to the public and moved to confidential session at 20:57

At 20:57 Cllr Pearce proposed to suspend standing orders for twenty minutes; seconded by Cllr Breakspear; all in favour.

37. To consider a request for the Town Council to purchase a piece of land (confidential)

Cllr Pearce proposed to forward this request to Full Council with no recommendation to make the final decision; seconded by Cllr Youngman; a vote was held with eight in favour and one abstention.

38. To receive an update on the setting up of the Gunton Residents Hall Management Committee (confidential)

Cllr Pearce made a confidential proposal; seconded by Cllr Brooks; all in favour.

The Chair closed the meeting at 21:10

Signed:

3 July 2023