

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 9 January 2023

MINUTES

Present: Cllrs Robert Breakspear (Chair), Wendy Brooks, Colin Butler (Deputy Chair), Andy Pearce, John Pitts and Elise Youngman

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

151. Welcome

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

152. Approval of apologies for absence

Apologies were received from Cllrs Jones and Newsome with reasons provided.

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

Cllr Page was absent with no apologies received.

153. Declarations of Interests and dispensations

153.1.To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda.

Cllr Breakspear declared a non-registerable interest for matters relating to the

Kensington Gardens as a member of the Friends of Kensington Gardens. Cllr Pearce

declared a non-registerable interest for matters relating to Gunton Drive as the Chair of the Gunton Residents Association.

153.2.To consider written requests for dispensations for interests and note dispensations granted.

None were received.

154. To consider the draft minutes and confidential note of the meeting on 5 December 2022

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

155. 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 comments were received.

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

The expenditure was reviewed. The fencing expenditure on Pakefield Green was queried as the fencing was re-used from an allotment site on the clifftop. The Project and Committee Clerk (PCC) will check the expenditure.

157. Parks and Open Spaces:

157.1.To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 13 December 2022 – No comments were made.

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

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 9 January 2023

- 157.2a. A budget of £20,000 for park welcome signage – Cllr Pearce proposed this be recommended for adoption to Full Council and ask Full Council to delegate to the Finance and Governance Committee (F&G) in February the decision of the budget allocation; seconded by Cllr Butler; all in favour.
- 157.2b. To progress water bottle refill stations in Kensington Gardens, Normanston Park and the Great Eastern Linear Park, in line with health and safety advice – Cllr Brooks proposed to progress; seconded by Cllr Pearce who requested an amendment for the progression to be delegated to staff, in consultation with members of this Committee, to plan the implementation and consider matters such as the water supply and legionella management. The location of a refill station at the Great Eastern Linear Park (GELP) was queried, with concerns of the water supply and vandalism. It was agreed to discard GELP. Cllr Pearce proposed to progress refill stations at Kensington Gardens and Normanston Park and for the progression to be delegated to staff, in consultation with members of this Committee, to plan the implementation and consider matters such as the water supply and legionella management. Seconded by Cllr Butler; all in favour.
- 157.3. To consider the following regarding Kensington Gardens:
- 157.3a. A recommendation from officers regarding screening for the bins and a maximum budget – The PCC remarked staff were considering extending this idea to other sites, with Sparrows Nest, Normanston Park and Denes Oval identified as potential sites alongside Kensington Gardens. It was confirmed the maximum budget would be approximately £3,000 per site. Cllr Pearce proposed to endorse the officers' recommendation and recommend it to Full Council for adoption, and ask Full Council to delegate the decision on budget allocation to F&G in February; seconded by Cllr Breakspear; all in favour.
- 157.3b. Funding for water lilies for the duck pond – It was remarked that ducks eat water lilies so advice would be needed on what would be appropriate to plant in the pond. Cllr Brooks proposed to receive expert advice on what would be appropriate for planting, and Cllr Breakspear confirmed the Friends of Kensington Gardens Group would consider alternatives and bring the feedback to the next meeting. Cllr Pearce proposed a compromise to approve the funding, with a maximum budget of £500, subject to expert advice being received with a delegation to the officers, in consultation with this Committee, to circulate the advice when received and a decision to proceed can be reached before the next Assets, Inclusion and Development Committee (AID) meeting; seconded by Cllr Brooks; all in favour.
- 157.4. To consider quotations for repairs to the Kensington Gardens Boating Lake – It was requested this item be deferred as the pond has not been fully cleared and quotes have not been received. It was requested for the Facilities Maintenance Officer (FMO) or Parks and Community Officer (PCO) to provide an indicative figure that could be factored into the budget.
- 157.5. To consider raising of the level in the sunflower corner in Kensington Garden – It was noted this was a health and safety concern and a quotation of £2,305 + VAT was received. Cllr Pearce proposed approval; seconded by Cllr Youngman; all in favour. Cllr Pearce proposed a maximum budget of £3,000 to accommodate possible increases in the cost; seconded Cllr Breakspear; all in favour.
- 157.6. To consider proposals from the Community Payback Scheme relating to the Great Eastern Linear Park – Cllr Pearce proposed approval to proceed, subject to the risk assessments being completed to the satisfaction of the officers and administrators of the scheme. Concerns were raised regarding the use of volunteers to litter pick the stream bed due to hazardous waste and Weil's disease. The PCC confirmed the risk

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 9 January 2023

assessment was received today with those concerned factored in. Seconded by Cllr Brooks; all in favour.

- 157.7. To consider proposals to progress the installation of games tables – It was confirmed the games tables would be installed initially at Rosedale Park, Sparrows Nest, Bentley Drive, Cotman Close and Normanston Park, with one table per location. It was noted the tables would be integrated with play area and complement the theming with bespoke designs. Quotes were received with junior tables costing £480 or £550 for bespoke designs and adult tables costing £600 or £670 for bespoke designs. Cllr Pearce proposed the approval of five bespoke tables, at a cost of £670 each totalling £3,350, and a maximum budget of £5,000. It was noted not all would be ordered as adult sized tables and the excess funding would accommodate expenses such as concrete plinths. If the expenditure exceeds £5,000 then it will be returned to F&G in February. It was suggested an adult chess table be located at Kensington Gardens. It was remarked that the financial delegation to this Committee is too small and slows down the progression of projects and it was suggested an increase be proposed at Full Council.

Cllr Pearce amended his proposal to stipulate if the maximum budget of £5000 is exceeded, an item go on the February agenda for F&G to authorise the extra expenditure. Then delegate to the officers, in conjunction with this Committee, to make the final decision on the location of the games tables; seconded by Cllr Breakspear; all in favour.

- 157.8. To consider the installation of EasyGates at the Sparrows Nest and Gunton Community Park play areas, within a maximum budget of £5,000 – The PCC confirmed the maximum budget was £6,000 and outside the delegation to AID. It was noted two gates would be installed at Sparrows Nest and one at Gunton Community Park. It was concluded that Sparrows Nest required two gates due to the two gaps left by the current gates. Cllr Pearce proposed recommendation of approval to Full Council with the request to delegate the budget allocation to F&G in February; seconded by Cllr Breakspear; all in favour.

- 157.9. To consider removing the Sparrows Nest band stand pad (confidential) – It was confirmed that rather than removing the band stand pad it can be retained with a rubberised surface and per the games tables proposals it could be used as a large games board for snakes and ladders. Cllr Pearce proposed approval to leave the structure intact and add a rubberised surface, and for the FMO to obtain and provide quotes to F&G in February for approval. It was noted that the area was used for dancing and that some rubberised surfaces are not suitable for dancing. Cllr Pearce amended the proposal to approve in principal and ask the FMO to consider the points raised and obtain both specifications and quotes. The specifications would be provided to AID in February and if it exceeds the financial delegation then it will be approved by F&G in February; seconded by Cllr Breakspear; all in favour.

158. Events and Communications:

- 158.1. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 7 December 2022 – No comments were raised.

159. To consider how to progress tree works at the Triangle Market, following comment from East Suffolk Council

It was explained that the comments from East Suffolk Council (ESC) concerned complaints received from the community and that the trees were the wrong species and planted too close together. Cllr Pearce proposed to proceed with the planned removal of the trees and consult with local residents and ESC on how to develop the site. It was suggested more communication was required and for the Communications Officer to spread information about

Lowestoft Town Council

Meeting of the Assets, Inclusion and Development Committee

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18:00 on 9 January 2023

the ideas received and invite further input. It was requested the Communications Officer bring a proposal for a consultation that would combine social media and direct engagement to the next Events and Communications Sub-Committee (Events & Comms) meeting or the Triangle Market Working Group. It was suggested another sign be displayed that encourages the community to send in ideas for the development of the site. It was suggested for the Lowestoft Town Council to have a stall on the next market day. Cllr Pearce added all three amendments to the proposal. Seconded by Cllr Youngman; all in favour.

160. To receive an update on the refurbishment of the Fen Park, Sparrows Nest and Triangle Market public toilets

It was established that Full Council approved these three refurbishments and that there was £200,000 in the toilet budget. It was confirmed Sparrows Nest was to be refurbished as part of the five years preventative repairs programme.

It was remarked that during a meeting with a contractor they agreed to provide a quote for the Triangle Market for refurbishing within the existing footprint and for demolishing and rebuilding. It was noted that part of the specification for Triangle Market was to investigate the ventilation issue.

Cllr Pearce proposed an update be received on the specification and quotes, particularly from the contractor who was going to quote for both refurbishment and rebuilding. Furthermore to arrange a Toilet Working Group meeting who can make recommendations to Full Council. It was requested the update and meeting be completed before the Full Council meeting in January so that an item can be on the agenda to appoint a contractor. Seconded by Cllr Brooks; all in favour.

161. To consider an application to trade at the Links Road carpark from March to September inclusive (some aspects may be confidential)

Cllr Pearce proposed approval of the application to trade; seconded by Cllr Youngman; all in favour.

162. To consider appointing a representative to attend the Love Parks Awards in Liverpool on 9 February 2023, including to consider a maximum budget for accommodation and travel fees

It was confirmed that the Communication Officer volunteered to attend if Councillors were unable to go. Cllr Breakspear proposed the Communications Officer attend; seconded by Cllr Pearce. The costs were provided to the Committee, with travel costing either £136-£211 for a standard class return train ticket or £243 for mileage. For accommodation the cost of the Crown Plaza Hotel venue would be £119 or £132 with breakfast included, and for the Travel Lodge the cost would be £28.99 or £40.98 with breakfast included. Cllr Pearce proposed the Communications officer attend with the thanks of the Town Council, with a maximum budget of £400 and to select the Crown Plaza Hotel for accommodation. Cllr Butler added a stipulation to travel by train due to the climate emergency. Cllr Pearce amended the proposal with the stipulation of travelling by train and a maximum budget of £400 but for the Communications Officer to obtain best value for money. Seconded by Cllr Breakspear; all in favour.

163. To consider whether to hold an event to unveil the memorial plaque on the South Pier to the crew of the 'Guava'

Cllr Pearce provided contextual information on the plaque and proposed an event is held Tuesday 31 January to unveil the plaque and invite surviving relatives, some of whom have

Lowestoft Town Council
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18:00 on 9 January 2023

already contacted Cllr Pearce, to attend the event and participate in any capacity they choose to. As the main expenditure would be the outdoor PA system, a maximum budget of £400 for contingency was set and if exceeded then an item would be on the agenda for Events & Comms or Full Council in January to approve the excess expenditure. It was requested for officers to decide the time of the event and for any communications to also be posted on the Lowestoft Fishing and Oil Industry Facebook page, specifically asking for any surviving relatives to contact the office if they wish to participate. Seconded by Cllr Pitts; all in favour.

164. To consider replacement of the Perspex panels in the Gunton Drive telephone kiosk

It was confirmed the replacement of the Perspex panels, the door and the fixings totalled £1,507.55 + VAT. It was noted that this would not be a recurring issue as the kiosk was in this condition when the Town Council took it on. Cllr Pearce proposed approval; seconded by Cllr Brooks; a vote was held with five Councillors in favour and one Councillor abstained. Cllr Pearce amended the proposal to have the funding allocated from the main Repair and Maintenance budget which was approved by all Councillors who voted in favour.

165. To receive 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

Items 165 and 166 were given joint consideration. For item 165 it was confirmed the Town Council needed to establish the current position on the negotiations between the Regeneration team, the local partners and Suffolk Highways on what will happen with traffic management in that area of town. It was confirmed the last update received October 2022 had established that the consultation was completed, Suffolk Highways and ESC had agreed on how to progress and the next step was to draft the traffic regulation order and design the necessary signs and lining work.

For item 166 it was confirmed there would be a delay as the library was not included in the original consultation so it needed to be re-opened. The Suffolk County Cllr Reeder notified the Town Council that there should be further progression by March 2023. It was requested the PCC seek updates for both items.

166. To receive 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

This item was discussed jointly with item 165, as above.

167. To consider lease and licence arrangements for the following (some aspects may be confidential):

167.1.To receive an update on the Hamilton House lease and associated provision/costs (confidential)

167.2.To consider making a recommendation to Full Council on renewal of the lease agreement with the Lowestoft and District Allotments Association, and any changes to applicable terms and conditions, subject to legal advice (confidential)

167.3.To receive an update on progressing the lease for workshop premises (confidential)

168. Date of the next meeting

6 February 2023 18:00

Lowestoft Town Council

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18:00 on 9 January 2023

169. Items for the next agenda and close

It was requested items be emailed to officers.

170. 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:

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

Cllr Youngman proposed moving the meeting into confidential session; seconded by Cllr Pearce; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 19:48


167. To consider lease and licence arrangements for the following (some aspects may be confidential):

167.1 To receive an update on the Hamilton House lease and associated provision/costs (confidential) – An update was provided to the Committee on the Hamilton House lease.

167.2. To consider making a recommendation to Full Council on renewal of the lease agreement with the Lowestoft and District Allotments Association, and any changes to applicable terms and conditions, subject to legal advice (confidential) – Cllr Pearce proposed a recommendation be made to Full Council concerning the lease agreement; seconded by Cllr Youngman; all in favour.

167.3 To receive an update on progressing the lease for workshop premises (confidential) – An update was provided to the Committee on the lease for workshop premises.

The Chair closed the meeting at 19:55

Signed: 

6 February 2023