

**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 3 April 2023**

**MINUTES**

**Present:** Cllrs Robert Breakspear (Chair), Wendy Brooks, Colin Butler (Deputy Chair), Jen Jones, Christian Newsome, Andy Pearce and Elise Youngman

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

**203. Welcome**

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

**204. Approval of apologies for absence**

Apologies were received from Cllrs Page and Pitts with reasons provided.

Cllr Brooks proposed approval of apologies; seconded by Cllr Jones; all in favour.

**205. Declarations of Interests and dispensations**

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

Cllr Newsome declared that item 216 related to an area near his residence. Cllr Pearce declared he is Chair of the Gunton Residents Association. Cllr Youngman declared she is a Town Council representative on Lowestoft and District Allotments Limited. Cllr Breakspear declared he is a member of the Friends of Kensington Gardens group.

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

No written requests for dispensations were received.

**206. To consider the draft minutes and confidential note of the meeting on 6 March 2023**

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

**207. 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 and no advance comments were received.

**208. To consider scheduling an Assets, Inclusion and Development Committee meeting in May**

Cllr Pearce proposed to provisionally schedule a meeting on 24 May at 18:00, and for Councillors appointed to the new Assets, Inclusion and Development Committee to decide whether to meet in May or June; seconded by Cllr Brooks; all in favour.

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

An invoice had been received for the delivery and installation of four noticeboards at Clarkes Lane, St Margaret's Plain, Sparrows Nest and Fen Park.

Officers were asked to check if clarification on the expenditure of £4,956.22 for the re-used fencing had been circulated.

*Cllr Youngman temporarily left the chamber at 18:11*

*Cllr Youngman returned to the chamber at 18:12*

**210. To consider whether the Parks and Open Spaces Sub-Committee should meet during the month of April**

Items 210 and 211 were considered together. Cllr Pearce proposed the meetings continue per

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their normal schedule with any advice concerning the pre-election period to be provided and considered in the meeting; seconded by Cllr Brooks; all in favour.

### **211. To consider whether the Events and Communications Sub-Committee should meet during the month of April**

Agreed as above.

### **212. Parks and Open Spaces:**

212.1. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 21 March 2023 – No comments were made.

212.2. To receive and consider a condition survey for the drying racks at The Ness – As the current racks are historic replicas, it was suggested to retain them and have information panels on the surrounding fencing with photos of the original racks. Further suggestions were made to remove the decaying racks from the northern side, allowing it to become a wildflower meadow, and re-use the timber to repair racks on the southern side, which is currently a flourishing habitat. Alternatively, the racks on the northern side could be left to decay and become wildlife habitats.

Cllr Pearce proposed officers post a survey on the website, relaying information from the internal survey, and ask the public to provide feedback to the office on whether the drying racks should be replaced, with responses to be considered by this Committee after the pre-election period; seconded by Cllr Butler; all in favour.

212.3. To consider options for repair/replacement of a vandalised basket swing at The Ness – Officers were reviewing options and no quotes had been received. When further information is received an update would be provided to this Committee or the Parks and Open Spaces Sub-Committee.

212.4. To receive an update on a noticeboard for the Friends of Kensington Gardens – Cllr Breakspear had approached the Bowls Club regarding a joint noticeboard and would liaise further with them on how to proceed. It was agreed for an update to be provided at the next Parks and Open Spaces Sub-Committee meeting.

212.5. To consider a maximum budget of £850 for removal of wet-pour surfacing from Rosedale Park Play Area and installation of previously purchased picnic benches – Cllr Brooks proposed to approve the maximum budget of £850 and proceed with the works; seconded by Cllr Pearce; all in favour.

212.6. To consider measures to prevent unauthorised vehicular access to the Denes Oval – Different options were discussed such as lockable bollards, fencing or locking the gates. It was agreed for officers to bring options and costs to the next meeting and advise the Committee on what planning permission is required for each option.

### **213. Allotments:**

213.1. To receive and note the draft minutes of the Allotments Sub-Committee meeting on 2 March 2023 – No comments were made.

213.2. To consider the costs for removal of a stump from the boundary of the Sussex Road allotment site – This item was considered jointly with item 213.3.

213.3. To consider a maximum budget of £4,000 for replacement of a section of boundary fencing at the Sussex Road allotments site – Cllr Pearce proposed to approve the replacement of the boundary fencing and removal of the stump within the maximum budget of £4,000; seconded by Cllr Youngman; all in favour.

213.4. To consider a maximum budget of £400 to install combination padlocks for site access to the allotment sites – Cllr Pearce proposed to approve the maximum budget and delegate to officers to progress the installation with the Chair of Lowestoft and District Allotments Ltd; seconded by Cllr Youngman; all in favour.

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### 214. Events and Communications

214.1. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 8 March 2023 – No comments were made.

### 215. To consider tarmacking parts of Links Road and Swimming Pool Road/Whapload Road Car Park to improve accessibility

*Cllr Youngman temporarily left the chamber at 18:48*

*Cllr Youngman returned to the chamber at 18:49*

Cllr Pearce proposed to agree in principle and for officers to clarify the lease arrangements for Whapload Road and investigate options and indicative costs for tarmacking areas of the car parks, tarmacking the entire car park and the inclusion of family parking bays; seconded by Cllr Newsome; all in favour.

### 216. To consider repairs/replacement for the vandalised Pakefield Street toilets

The Committee were notified of an exposed area next to the ladies entrance and officers were asked to explore ownership of the land and options for blocking off the area. Improved outdoor lighting was suggested for the area as it is not visible from the road. It was noted that any repairs would need to be complementary to later refurbishment works.

From the two quotes received, the stainless steel option was viewed as preferable but the inclusion of PVC panels was questioned. Officers were asked to ascertain if the insurance would pay for the damages.

Cllr Pearce proposed officers source a third quote and investigate vandal resistant measures, including options for blocking off the exposed area and the issues raised with PVC. This information and the quotes would then be provided to Full Council for approval. Seconded by Cllr Youngman; all in favour.

If these repair works proceed then the Pakefield Street toilets could be lowered in the priority list of toilet refurbishments.

### 217. Date of the next meeting

Wednesday 24 May 18:00

### 218. Items for the next agenda and close

It was requested items be sent to the office.

### 219. 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:

219.1. To consider any legal issues, including those above as required  
There were no resolutions.

*The Chair closed the meeting at 19:14*

Signed: 

5 June 2023