

**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 4 December 2023**

**Minutes**

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

**In Attendance:** Lauren Elliott (Project and Committee Clerk) and Chris Meek (Events and Administration Officer)

**143. Welcome**

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

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

Apologies were received from Cllrs John Pitts, Bernie Rappensberger and Jack Arthur-Smith with reasons provided.

Cllr Jones proposed approval of the apologies; seconded by Cllr Pearce. All in favour.

**Declarations of Interests and dispensations**

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

Cllr Breakspear declared he was Chair of Friends of Kensington Garden.

Cllr Pearce confirmed he was the Lowestoft Town Council representative for Northern Parishes Committee that may involve agenda item 159.

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

No written requests for dispensations had been received.

**145. To consider the draft minutes and confidential note of the meeting on 6 November 2023**

The committee agreed to defer approval of minutes and confidential note until the next meeting.

**146. 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.

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

An updated position would be considered as part of the budget review by the Budget and Loan Sub-Committee. The Project and Committee Clerk reported that there were only two additions added since the document was last reviewed and this was the income from two memorial tree applications.

**148. To consider the following in relation to the Friends Groups:**

148.1. To consider a location for a storage unit for the Friends of Fen Park to store their tools  
The committee wanted it noted that the storage should be beneficial for both the Friends of Fen Park group and Lowestoft Town Council Officers. Cllr Pearce proposed support location recommended by Officers Cllr Jones seconded: five in favour and one abstention.

148.2. To consider the current model for Friends Groups and the Town Council's relationship

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with them

The committee agreed that the current template does not work for all and would like this policy to be reviewed. The policy should be flexible in its approach and to reduce the administrative burden of possible friends' groups. Cllr Brooks proposed review of Friends and Stakeholders Policy to the next agenda working group meeting; Cllr Pearce seconded; All in favour.

### 149. Parks and Open Spaces:

149.1. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 21 November 2023- The minutes would be signed off at the next meeting.

149.2. To receive a report on the ground's maintenance- the committee agreed this is a standing item and had nothing further to add.

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

149.3a. For Clarkes Lane and Thirlmere Walk to be the two play areas refurbished in 2024-2025

Cllr Pearce proposed endorsement of Parks and Open Spaces recommendation to prioritise Clarkes Lane and Thirlmere Walk for 2024 and 2025 refurbishment; Cllr Brooks seconded; all in favour.

149.3b. A recommendation to Full Council on not allowing the use of the bowling greens at Kensington Gardens for events.

Cllr Newsome proposed recommendation to Full Council to not allow events on Lowestoft Town Council owned bowling greens except for bowls; Cllr Brooks seconded; all in favour.

149.4. To consider indicative costs for timber treatment at the Sparrows Nest Yarmouth Road entrance

The committee wanted to look at all three entrances and the fence panels adjacent to the site. The committee wanted fencing at Sparrows Nest gardens as a separate item and put to Parks and Open space committee agenda to consider.

149.5. To consider an additional cost of £580 + VAT for the Fen Park Pond aeration device  
Cllr Pearce proposed approval of the additional cost and that it should come out of Waterways and Ponds Budget code 6; Cllr Youngman seconded; all in favour.

### 150. Events and Communications:

150.1. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 22 November 2023- The minutes would be signed off at the next meeting.

### 151. Allotments:

151.1. To receive and note the draft minutes of the Allotments Sub-Committee meeting on 17 November 2023- The minutes would be signed off at the next meeting.

151.2. To note the need for administrative support by the Lowestoft and District Allotments Association and consider how the Town Council may be able to assist.

The committee confirmed there is £1000 in the 2023/2024 budget already allocated for administrative support. Cllr Pearce propose delegation to Officers to contact the chair of allotments and confirm budget allocation is in order and to put a job vacancy description together and confirm we can share on our media platforms; Cllr Brooks seconded; all in favour.

151.3. To approve an extra £700 for the removal of embedded litter at Normanston Allotments  
Cllr Pearce proposes the budget increase of £700.00 and this is to come out of

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maintenance budget allotments tab code 5; Cllr Brooks seconded; all in favour.

**152. Community Safety:**

152.1.To receive and note the draft minutes of the Community Safety Sub-Committee meeting on 22 November 2023- The committee asked if Officers had actioned the” slow down children” campaign at Gainsborough Drive request and confirm if they have approached Suffolk Highways for comment. The minutes would be signed off at the next meeting.

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

153.1.To consider a quotation for electrical supply to all units at the Triangle Market  
Officers are waiting for quotes and will follow this up.

153.2.To consider plans for the area adjacent to the Triangle Market in 2024-2025  
Notes from the Triangle Market Working Group meeting were uploaded prior to the meeting. Officers to approach local organisation about possible collaboration on seating.

Cllr Pearce proposes that planting, planters, and seating suggestions to be discussed at Parks and Open Spaces and agree budget; Cllr Brooks seconded; all in favour.

Cllr Pearce proposes approval of budget of up to £2000 and to be taken out of Triangle Market capital budget and purchase of full-size chalkboard for the Triangle; Cllr Youngman seconded; all in favour.

**154. To consider the following regarding trees:**

154.1.To note completion of the Tree Survey and Hazard Assessment- this is an ongoing document- no emergency works have been identified in the report. The Project Committee Clerk gave an update to the members on the report.

154.2.Appointment of a Tree Working Group

The committee asked if we could circulate to all Councillors to gauge interest in membership and that any meetings could be scheduled in January 2024. Cllr Pearce, Brooks and Youngman noted interest in joining the working group. The committee asked if the Tree Policy asked this to be added to the Tree working group agenda and add to Gunton Woodland Trust added to stakeholder list as possible people to contact about trees.

Cllr Pearce asked if Parks and Open Spaces Officer has been able to arrange a site visit with Gunton Resident- Cllr Brooks would like to be copied in communications with Raphael Walk resident as Ward Councillor.

**155. To receive an update on a recent meeting between the Lowestoft Museum and the Arts Council**

Cllr Pitts had circulated comments to committee members, and this was agreed to be discussed in confidential session.

Cllr Brooks gave update the discussion she had with members of Lowestoft Museum about civic regalia. Officers confirmed that discussions have started about storage options.

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

The works are due to start in February 2024 and the Deputy Town Clerk had provided a report prior to the meeting. The chair asked if this item could be included in the next agenda.

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**157. To consider landowner permission ahead of a planning application for a proposal involving Town Council land (confidential)**

It was requested to discuss this item in confidential session.

**158. To consider a request from East Suffolk Council to host a project at Normanston Park (confidential)**

It was requested to discuss this item in confidential session.

**159. Date of the next meeting**

Monday 8 January 2024 – 19:00hrs.

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

The Chair asked that any agenda items be emailed either to the Committee Clerk or Project and Committee Clerk.

**161. 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:**

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

CLlr Newsome proposed the meeting be moved into confidential session; seconded by CLlr Jones; all in favour.

*The Chair closed the meeting at 20:17 and moved into confidential session.*

Signed: .....

8 January 2024