

Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:30 on 26 September 2023

MINUTES

Present: Cllrs Sonia Barker (Mayor), Nasima Begum, Wendy Brooks, Janet Craig, Alan Green, Jen Jones, Christian Newsome, Paul Page, Andy Pearce, Bernadette Rappensberger and Nick Webb

In attendance: Shona Bendix (Clerk) and Lauren Elliott (Project and Committee Clerk)

Public: Cllr Ray was in attendance on the Zoom webinar

85. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. Cllr Barker noted the press release of the awarding of £3,257,512 funding to the Town Hall project from the National Lottery Heritage Fund and praised the team effort of everyone involved and the strength of the application which secured the funding.

The Clerk arrived 18:34

86. Apologies for absence

Apologies were received from Cllrs Robert Breakspear, Graham Parker, Keith Patience, John Pitts, Deborah Ray, Jack Smith, David Youngman and Elise Youngman, with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Rappensberger; all in favour.

87. Declarations and dispensations

87.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – Cllr Brooks declared she is a member of the Town Hall Project Board and is an appointed representative to attend the Marina Theatre Quarterly Liaison Meetings. Cllr Brooks also declared she is a member of the Greenprint Forum and had requested the addition of item 93.2b. Cllr Craig declared she is an East Suffolk Councillor. Cllr Green requested advice from the Clerk with regard to items 95.3, 95.4 and 95.5. The Clerk confirmed they are legal matters so East Suffolk Council members should leave the room for the consideration of those items, due to the potential conflict of interest. Cllr Pearce declared he is a member of the Town Hall Project Board, an appointed representative to attend the Marina Theatre Quarterly Liaison Meetings, the Town Council's appointed representative to the Lowestoft Kittiwake Partnership and Chair of the Gunton Residents' Association. Cllr Barker declared she is a member of the Town Hall Project Board, an appointed representative to attend the Marina Theatre Quarterly Liaison Meetings and a member of Suffolk Wildlife Trust, which itself is a member of the Lowestoft Kittiwake Partnership.

87.2. Written requests for dispensations for interests and note dispensations granted – There were none.

88. The confidential note of the Full Council meeting on 25 July 2023 and the draft minutes and confidential note of the Full Council meeting on 22 August 2023

Cllr Brooks proposed approval of the minutes and both sets of confidential notes; seconded by Cllr Begum; all in favour.

89. Public forum

A comment had been received with regard to item 91.4 and had been circulated to Councillors. The comment made reference to a particular contractor. It was agreed the comment would be read out at that agenda item, with the name of the contractor redacted.

90. Finance and Governance

90.1. The draft minutes of the Finance and Governance Committee meeting on 25 September 2023 – The draft minutes will be made available once prepared.

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90.2. The following recommendations from the Finance and Governance Committee:

90.2a. The subsidy control advice for the Town Hall (confidential) – Cllr Pearce considered that the advice should be shared with the Town Hall Project Manager as it is relevant to the business plan work. It was agreed to defer this item to the next meeting and have a Zoom meeting with the Project Manager in the interim.

90.2b. Delegating expenditure on further subsidy control advice and support on the broader work of the Council within a budget not exceeding £5,000 + VAT (confidential) – Cllr Pearce queried whether there would be more of an issue around subsidy control with the other capital project under consideration. The Clerk advised this would require legal advice. Cllr Pearce proposed a delegation to the Clerk to seek extra advice within the requested budget, take that from the legal budget and bring the agenda item back to October’s Full Council meeting; seconded by Cllr Barker; all in favour.

90.2c. The recommendation for adoption of the following policies:

Cllr Brooks advised that the first three policies had been recommended for adoption by the Finance and Governance Committee. The Reserves Policy was with Cllr Pearce for amendment and would be brought back to the next Finance and Governance Committee meeting. Cllr Brooks proposed to approve the recommendation of the Finance and Governance Committee to adopt the policies as listed in items 90.2ci – 90.2ciii; seconded by Cllr Pearce; all in favour.

90.2ci Acquisitions and Disposal

90.2cii Appraisals Guidance

90.2ciii Arts

90.2civ Reserves Policy

90.3. Receipt and consideration of the following:

90.3a. 2023 – 2024 budget and reserves – Cllr Pearce proposed to note that the budget and reserves monitoring documents had been circulated and read, and continue to be monitored by officers and the relevant Committees and Sub-Committees. Cllr Pearce requested that officers notify the Council as soon as possible of any budgets which may be challenged, particularly those where delegations are in force. With regard to the Reserves Policy, Cllr Pearce clarified that the existing policy remains in force and will not change fundamentally. Cllr Begum seconded Cllr Pearce’s proposal and all Councillors voted in favour.

90.3b. Any bank reconciliations – Cllr Page advised that July’s bank reconciliation had been completed. Cllr Brooks advised she would be reviewing August’s. Cllr Pearce proposed to accept July’s bank reconciliation as completed; seconded by Cllr Jones; all in favour.

90.3c. Payments and income for the month ending 31 August 2023 and September 2023 to date (see schedules) – Cllr Pearce proposed to approve the income and expenditure reports as follows; seconded by Cllr Green; all in favour:

Table 1 August and September Payments

Date	Payment to	Description	Amount
1 August 2023	Npower Ltd	TH electric June	£890.50
1 August 2023	East Suffolk Council	Links Road car park NNDR	£196
1 August 2023	East Suffolk Council	SN Bowls Pavilion NNDR	£104

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1 August 2023	East Suffolk Council	Hamilton House NNDR	£996
4 August 2023	Suffolk Pension Fund	Pensions July 2023	£11,477.89
4 August 2023	Lauren Elliott	Parking and travel reimburse	£22.93 + £4.02 VAT = £26.95
4 August 2023	Paul Connew	Ratchet strap reimbursement	£84.97 + £16.99 VAT = £101.96
4 August 2023	Chris Meek	Office reimbursements	£131.97 + £22.22 VAT = £154.19
4 August 2023	Sarah Foote	Kettle reimbursement	£44.97
4 August 2023	Excite Solutions Ltd	Grass mowing July	£1,392.14
4 August 2023	Northumbrian Water Group Ltd	Legionella checks July 2023	£769.79
7 August 2023	Fuel Card Services Ltd	Van fuel	£212.98 + £42.60 VAT = £255.58
7 August 2023	Paul Connew	R&M reimbursement	£23.15 + £3.54 VAT = £26.69
7 August 2023	Michael Winter	Travel and parking reimbursement	£12.16 + £1.34 VAT = £13.50
7 August 2023	Taylor Williams	Parking reimbursement	£49.95 + £10.05 VAT = £60
7 August 2023	FSS Electrical Services Ltd	Denes Oval lighting amendments	£1,008
9 August 2023	Nicholsons Solicitors LLP	Grounds maintenance legal	£2,256
9 August 2023	Fleet 96 Rentals Ltd	Van hire May	£780
9 August 2023	Glasdon UK Ltd	Lifebuoy	£1,909.52
9 August 2023	Newsquest Media Group Ltd	Grounds maintenance adverts	£282
9 August 2023	South Pier Lowestoft Ltd	South Pier Sponsorship	£3,500
9 August 2023	Norfolk Security Ltd	SN Bowls security	£156
9 August 2023	Mary Moppins Ltd	Gunton Hall cleaning June	£239.52

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9 August 2023	Nicholsons Solicitors LLP	High Street legal advice	£399
9 August 2023	Munnings Supplies Ltd	Grounds maintenance PPE	£36
9 August 2023	Mulberry & Co	Planning training 12 th July	£720
9 August 2023	Fleet 96 Rentals Ltd	Van hire June	£780
9 August 2023	Martin's Driver Training	Trailer training CN	£432
9 August 2023	NPH Electrical	PAT testing KG and Normanston	£174
9 August 2023	Nicholson's Solicitors LLP	Land transfer legal advice	£1,440
9 August 2023	Centre Stage Engineering Ltd	Counterweight flying rig 35%	£91,995.43
9 August 2023	Gearhire Sound and Light	Full Council amplification	£534
9 August 2023	Nicholson's Solicitors LLP	Marina Theatre legal advice	£53.04
9 August 2023	Mary Moppins Ltd	Whitton Hall cleaning July	£239.52
9 August 2023	Nicholsons Solicitors LLP	Land Registry legal advice	£1,513.80
9 August 2023	AJ Builders	Normanston Allotments fence	£7,440
9 August 2023	Hutton & Rostron Environmental	Town Hall dry rot survey	£10,667.26
9 August 2023	Nicholsons Solicitors LLP	Unit 2 legal advice	£318.60
9 August 2023	Mary Moppins Ltd	Public Con cleaning July	£3,018
9 August 2023	Nicholsons Solicitors LLP	General legal advice	£1,967.04
9 August 2023	AJ Builders	KG First Light repairs	£150
9 August 2023	Nicholsons Solicitors	General legal advice	£79.56

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	LLP		
9 August 2023	Nicholsons Solicitors LLP	Grounds maintenance legal advice	£3,871.92
9 August 2023	Nicholsons Solicitors LLP	HH legal advice	£371.28
9 August 2023	Mary Moppins Ltd	Gunton Hall cleaning July	£299.40
9 August 2023	HAGS-SMP Ltd	Rosedale play area	£52,783.20
9 August 2023	Nicholsons Solicitors LLP	TH & allotment legal advice	£925.20
9 August 2023	Munnings Supplies Ltd	Marking spray	£68.40
9 August 2023	Nicholsons Solicitors LLP	General legal advice	£416.16
9 August 2023	Nicholsons Solicitors LLP	Denes Oval legal advice	£238.68
14 August 2023	Fuel Card Services Ltd	Van fuel	£80.71 + £16.14 VAT = £96.85
16 August 2023	Credit card account	Credit card purchases	£1,857.58
17 August 2023	L J Bryant	Pride performance	£100
17 August 2023	That Place for Events	Pride event stage 80%	£4,335.60
17 August 2023	Raife Samuel	Pride event	£90
17 August 2023	Shane Balls	Pride performance	£50
17 August 2023	The High Points	Pride performance	£300
17 August 2023	Suzy Angelus	Pride performance	£80
17 August 2023	JL McDermott	Pride performance	£200
17 August 2023	The Workplace Depot	Fuel store	£607.27 + £121.45 VAT = £728.72
17 August 2023	Aiden Pulford	Pride performance	£50
17 August 2023	Butler and Castell	TH picture restoration preview	£120 + £24 VAT = £144

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17 August 2023	Rabo de Foguete	Pride performance	£150
17 August 2023	Aria	Pride performance	£450
17 August 2023	C&C Consulting Services Ltd	H&S support Oct 22 – Sept 23	£934.92
17 August 2023	Andrew Morton Associates Ltd	TH planning RIBA 3	£5,040
17 August 2023	MossKing Associates Ltd	TH development project August	£10,485.50
17 August 2023	AJ Builders	Fen Park wet pour and roundabout	£16,572
17 August 2023	NPH Electrical	SN pond pump install	£87.60
17 August 2023	MJ Training	Manual handling training	£582
17 August 2023	Norfolk Security Ltd	SN Bowls security 8/8	£156
17 August 2023	Munnings Supplies Ltd	PCs gloves and towels	£31.80
17 August 2023	Martin's Driver Training	Trailer training	£270
17 August 2023	Commercial & Industrial Cleaning	PC cleaning supplies	£659.06
17 August 2023	Cloudy Group Ltd	IT service charge July	£1,116.47
17 August 2023	Garden Discount Centre Ltd	Toro wheeled mower	£645.08
17 August 2023	Ernest Doe & Sons Ltd	Wessex LR150 Roller	£1,788
17 August 2023	HAT Projects Ltd	TH development project	£41,770.85
17 August 2023	V.C. Cooke	Pride event bins	£126
17 August 2023	Fleet 96 Rentals Ltd	Van hire August	£840
17 August 2023	Cloudy Group Ltd	IT service charge August	£1,116.47
17 August 2023	Screwfix	Fuel can, buckets, grease gun	£562.81
17 August 2023	AJ Builders	SN War Museum building works	£1,242

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17 August 2023	Ernest Doe & Sons Ltd	Van trailer	£5,940
17 August 2023	Broadland Security Alarms	Town Hall alarm callout	£130.80
17 August 2023	MossKing Associates Ltd	TH development project April	£5,460
17 August 2023	V.C. Cooke	Waste collection July	£826.80
17 August 2023	The Society of Local Council Clerks	SF Community Governance degree	£2,875
17 August 2023	Catalyst Counselling CIC	Catalyst training	£228
17 August 2023	Britannia Archaeology Ltd	TH archaeology report	£1,704
17 August 2023	V.C. Cooke	Waste collection July	£102
17 August 2023	Munnings Supplies Ltd	Ground maintenance PPE	£134.40
17 August 2023	Ernest Doe & Sons Ltd	Scarifier	£1,016.40
17 August 2023	Martin's Driver Training	Trailer training	£432
17 August 2023	Another Angle Studio	John Reay artwork	£2,500
1 September 2023	East Suffolk Council	Hamilton House NNDR	£996
1 September 2023	East Suffolk Council	Links Road NNDR	£196
1 September 2023	East Suffolk Council	Sparrows Nest NNDR	£104
4 September 2023	Fuel Card Services	Van Fuel	£265.79
4 September 2023	Lauren Elliott	Travel and Parking Reimbursement	£35.13
4 September 2023	Taylor Williams	Parking Reimbursement	£60
4 September 2023	Gearhire Sound	Full Council Amplification	£504
4 September 2023	Suffolk Pension Fund	Pensions August 2023	£11,859.42
4 September 2023	Lansford Access	Work Platforms	£871.20

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4 September 2023	Origin Amenity	Kensington Gardens Salt	£836.26
4 September 2023	Sarah Foote	Expense Reimbursement	£8.87
4 September 2023	Chris Meek	Expense Reimbursement	£19.90
6 September 2023	Fatstickman	Grounds Maintenance PPE	£449.17
6 September 2023	Elite Windscreens	Car Screen Repair	£240
6 September 2023	Northumbrian Water Group	Legionella Checks	£769.79
6 September 2023	V.C. Cooke	Waste Collection	£963.94
6 September 2023	Norfolk and Waveney MIND	Love Parks	£391
6 September 2023	Proscenium Product	Pride Donation	£70
6 September 2023	Thomson Environment	Tree Inspections	£8,895.96
6 September 2023	Mary Moppins	Toilet Cleaning	£239.52
6 September 2023	Tennis Court Surfacing	Denes Oval Surfacing	£10,833.60
6 September 2023	AJ Builders	GELP Tree Works	£3,456
6 September 2023	Nature Sign Design	Bentley Drive Sign	£924
6 September 2023	East Coast Installation	Sparrows Nest Mastic to Windows	£186
6 September 2023	Mary Moppins	Toilet Cleaning	£299.40
6 September 2023	Mary Moppins	Toilet Cleaning	£33.54
6 September 2023	Toilets to Go	Pride Event Toilets	£1,560
6 September 2023	Lowestoft Town FC	Lowestoft Town FC Grant	£4,477
6 September 2023	Mary Moppins	Toilet Cleaning	£3,276
6 September 2023	Garden Discount Centre	Brush Knife, Rider Plate, Collar Nut	£51.32
6 September 2023	Norfolk Security Ltd	Sparrows Nest Bowls Security	£156
6 September 2023	AJ Builders	Ravine Repairs	£5,232

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6 September 2023	V.C. Cooke	Waste Collection	£102
6 September 2023	Suffolk Football	Suffolk Football Grant	£2,000
6 September 2023	AJ Builders	Cotman Close Play Equipment Removal	£3,684
6 September 2023	Block N Mesh	Heras Fencing	£1,075.80
6 September 2023	AJ Builders	Normanston Park Tarmac	£1,092
6 September 2023	St Johns Ambulance	Pride First Aid	£1,404.50
6 September 2023	AJ Builders	GELP Repairs	£4,350
6 September 2023	Access Community Trust	Grant	£735.47
6 September 2023	Broadway Players	Pride Event	£50
11 September 2023	C&C Consulting	H&S Support	£59.40
11 September 2023	Fuel Card Services	Van Fuel	£113.09
15 September 2023	Peter Colby Commercial	Unit 2 Rent	£1,078.36
15 September 2023	Lauren Elliott	Mileage and Parking Reimbursement	£34.33
15 September 2023	Michael Winter	Travel Reimbursement	£9.90
15 September 2023	Ecolab Ltd	Avishock Service April – December	£1,895.36
15 September 2023	Garden Discount Centre	Vehicle Repair	£92.56
15 September 2023	Screwfix	Ground Maintenance Tools	£471.73
15 September 2023	Pearce and Kemp	Denes Oval Electrical Works	£3,747.60
15 September 2023	Munnings Supplies	Cleaning Supplies	£61.20
15 September 2023	Fatstickman Ltd	Van Signage	£192
15 September 2023	Kompan Ltd	Gunton Community Park Repairs	£1,870.21
15 September 2023	KGB Commercial Heating	Marina Theatre Thermostat	£943.80

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15 September 2023	Fleet 96 Rentals	Van Hire	£1,080
15 September 2023	Fatstickman Ltd	Vehicle Signage	£96
15 September 2023	Ernest Doe & Sons	HKM Brush	£7,140
15 September 2023	Centre Stage Engineering	Flying Rig 25%	£43,463.83
15 September 2023	Garden Discount Centre	Stihl BG86-CE Blower	£288.74
15 September 2023	PKF Littlejohn LLP	External Audit	£3,024
15 September 2023	Waveney Norse	Waste Collection April – June	£775.41
15 September 2023	Fatstickman Ltd	Vehicle Signage	£96

Table 2 August and September Receipts

Date	Received From	Description	Amount
4 August 2023	Tenant	Rental income from tenant	£300
11 August 2023	Tenant	Rental income from tenant	£300
1 September 2023	Tenant	Rental Income from Tenant	£300
4 September 2023	Tenant	Rental Income from Tenant	£213.16
8 September 2023	Tenant	Rental Income from Tenant	£300
13 September 2023	Market Income	Weekly Market Income	£18.50
13 September 2023	Market Income	Weekly Market Income	£18.50
15 September 2023	National Lottery Heritage Fund	Town Hall Funding	£79,707.83
15 September 2023	Tenant	Rental Income from Tenant	£300

90.3d. Payments for approval – There were none.

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90.4. The redevelopment of the Town Hall:

90.4a. Stage one dry rot risk management survey report – The Clerk advised that the report had been received previously and work was being assessed. Cllr Pearce considered that the Conservation Architect should give a view, once the project team is underway. The Clerk advised that the Project Manager is on to this and consideration is being given to what needs to be done now and what can be incorporated into the next steps.

90.4b. Funding, including the National Lottery Heritage Fund decision and budget for repairs and maintenance (some aspects may be confidential) – The Clerk advised there were confidential aspects, particularly with regard to the impact on the Town Council's budget. A draft press release had been circulated today and the Communications Officer had requested feedback from Councillors. With regard to the next steps, Cllr Pearce advised that it had not yet been determined which works would be out of the project scope. Full Council had given a delegation to the Finance and Governance Committee to determine the budget allocation for directly funded works up to the value of £70,000. Cllr Pearce proposed endorsement of the decision of the Finance and Governance Committee that, if required, £65,000 of the directly funded works would come from the funds allocated to capital works on the Marina Theatre, which does not include works which have already been agreed. If required, the remaining £5,000 should come from the main repairs and maintenance budget. Each item of expenditure would still need to be authorised by Full Council. Cllr Begum seconded the proposal and all Councillors voted in favour.

90.4c. Early works ahead of the next stage of development and funding agreement, including for a substation (some aspects may be confidential) – The Clerk considered this should be picked up with the Project Board. Cllr Barker advised that a Zoom meeting had been scheduled for 5 October which may assist. Cllr Pearce proposed renewing the delegations from the development phase for the delivery phase, but suggested this should be discussed by the Project Board first and brought back to the Council for a decision. The delivery phase will involve the recruitment of a Heritage Manager. HR and training matters etc will be handled by the Town Council and management of this will need to be discussed. Recruitment will involve the Personnel Committee. The Clerk suggested the Town Hall Project Board could effectively become a Committee of the Council, similar to that which the Clerk is drafting for the Marina Theatre. This would cover matters such as recruitment. The Clerk could mirror the Committee structure and document she has put together for the Marina Theatre and incorporate the delegations for the Town Hall. Cllr Pearce noted that non-Town Council members have voting rights for project matters, though will not be involved in recruitment. The Clerk clarified that the Committee could have non-Councillor members and any conflict of interests could be defined. The role of officers, however, on what is effectively a Committee would have to be considered. Full Council remains the final decision-making body. Cllr Barker seconded Cllr Pearce's earlier proposal and all Councillors voted in favour. Cllr Brooks asked the Clerk to build safeguarding of the Town Council's position into the document. The Clerk has included substitute arrangements in the document for the Marina Theatre.

Cllr Brooks and Pearce had submitted feedback to office regarding the press release. Cllr Brooks had requested reference to the Project Manager and her team. Cllr Pearce had requested reference to the Registrars. Cllr Barker advised she had been interviewed by BBC Radio Suffolk about the funding. Cllr Pearce proposed to approve the press release, subject to Cllrs Brooks and Pearce's comments being picked up; seconded by Cllr Jones; all in favour.

90.4d. Communication between officers, the project team and Full Council going forward,

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including to review any delegations to the Project Board and the Clerk for the delivery phase, for procurement and recruitment – This had been covered with the discussion of the previous item.

90.5. The Marina Theatre:

90.5a. Appointing a party wall surveyor (some aspects may be confidential) – The Clerk advised that East Suffolk Council were undertaking works on the Marina Centre, including on a party wall with the Marina Theatre box office building. East Suffolk Council had advised it would cover the cost should the Town Council wish to appoint a separate surveyor. The Clerk has sought advice from a surveyor, who has confirmed it is usually acceptable to have one surveyor. As there were East Suffolk Councillors in attendance it was agreed to continue consideration of this item in confidential session.

90.5b. Further consideration of the Towns Fund agreement (confidential) – To be considered during the confidential session.

90.6. Purchase of a portable audio system, within a budget of £5,000 (confidential) – In response to a query from Cllr Brooks, the Clerk confirmed that the item is confidential as it is commercially sensitive.

90.7. A grounds maintenance report from the Clerk, including spend against budgets (some aspects may be confidential) – In response to a query from Cllr Pearce, the Clerk confirmed that the request for a delegation for expenditure relating to the fit-out of the workshop premises related to the £110,000 reserve. Cllr Pearce proposed endorsement of the grounds maintenance report from the Clerk, and approval of all the recommendations and requests for delegations within, with the exception of the electric vehicle purchase at this stage, as there needs to be a discussion about timescale. Cllr Brooks requested more detail, such as how much has been spent on machinery, and a comparison of expenditure now versus expenditure under the previous grounds maintenance contract, once that information is available. Cllr Green thanked the Clerk for her report and agreed a comparison would be beneficial in six months to a year's time. Cllr Brooks seconded Cllr Pearce's proposal and requested discussion about the electric vehicle by the Climate and Ecological Emergency Committee. All Councillors voted in favour.

90.8. Further consideration of purchase of a piece of land, including legal costs, survey results and Memorandum of Sale (confidential) – To be considered during the confidential session.

90.9. The external audit report for the year ending March 2023 – The Clerk advised that the report had come back with no issues found. Cllr Barker offered her thanks to staff for their work in the audit. Cllr Pearce proposed to accept the external audit report; seconded by Cllr Brooks; all in favour.

91. Assets, Inclusion and Development

91.1. The draft minutes of the Assets, Inclusion and Development Committee meeting on 4 September 2023 – The draft minutes were received and noted.

91.2. The following recommendations from the Assets, Inclusion and Development Committee:

91.2a. In principle approval of the purchase and installation of eight EasyGates at the Normanston Park and Stoven Close play areas, within a maximum budget of £15,000, subject to clarification on the quantity of gates required – The Project and Committee Clerk confirmed eight gates are required across the two sites, due to the maintenance gates. Cllr Brooks proposed approval of the purchase of eight EasyGates; seconded by Cllr Begum. Cllr Pearce advised that the Finance and Governance Committee had approved the budget allocation in advance, with expenditure to come from the play areas repairs and maintenance budget. It was

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agreed for approval of the budget allocation to be included in the proposal and all Councillors voted in favour.

- 91.3. The Town Council's policy on single-sex and unisex toilets – Cllr Barker understood there would be a change in the law regarding this. Cllr Brooks understood this change was not going ahead and suggested the Council should progress unisex toilets. Cllr Pearce suggested this should be considered on a site-by-site basis and the Town Council should not attempt to take a position. This item arose from discussion of the Sparrows Nest toilet block, which would not be easily reconfigurable. It may be possible to have an agreement with the tenant that those who prefer to use unisex toilets may be allowed use of the restaurant toilets. The Clerk suggested that the Town Council could keep an eye on the legislation and could develop a policy position in the future, which the Deputy Clerk could assist with. Cllr Pearce suggested that the Town Council should not have a policy at this stage, but could review its position annually. In the meantime, it was suggested the procurement of the Sparrows Nest toilets specifically should be brought back to Council for consideration. The Clerk considered this would need the input of an architect. Cllr Pearce proposed including an item on October's Full Council agenda to consider the procurement of the Sparrows Nest toilets and the configuration the Town Council will put out to tender; seconded by Cllr Barker; all in favour.
- 91.4. Further consideration of the tree works at Uplands Road North – The Clerk read out the public comment and noted that a comment from a surveyor had also been received and could be made available. The Deputy Clerk had provided a summary. The Clerk suggested that approaching neighbouring properties to access their land may solve the issue of the Town Council working on land it does not own. Cllr Pearce queried whether it would be possible for the Town Council to take on the risk of any trespass issue as the authority which had instructed the works. The Clerk advised that officers had tried to explore all options. The surveyor had advised both trees were in good health generally. Some dead wood was found within the crown, which was normal but had been recommended for removal. Cyclical pruning was recommended to maintain the trees at a similar size. Cllr Brooks proposed approval for officers to approach the neighbours to access their land to undertake the works; seconded by Cllr Pearce; all in favour. The Clerk advised this should not be an issue so long as a suitable specification can be put together, although the suggestion to access neighbouring properties may have come from the contractor who received criticism in the public comment.
- 91.5. A strategy for dealing with the needed budget allocation of £200,000 for works on the Denes Oval retaining wall and turrets and agree any related delegations – The Clerk advised that the quotation had been received some time back, so £250,000 would be a more appropriate figure now. The Clerk suggested the Council may wish to prioritise areas of the wall with health and safety concerns and the entrances areas in year one, then roll out the rest of the works over the subsequent four years. Once the moulds for the wall are made the works do not have to be undertaken all at once. Cllr Brooks would like to see the gates take priority and asked if any external funding was available to support the works. The Clerk did not know of any but advised this would be explored. Cllr Pearce suggested a Public Works Loan could be explored, subject to the repayments being £10,000 per year or less. The Council is currently repaying a Public Works Loan at less than £6,000 per year. This would involve public consultation, but the Clerk advised this could be explored, and may be best progressed at the same time as any other applications the Town Council is exploring for other projects. Cllr Pearce suggested there could be further discussion on whether this should be a consolidated application or separate application on the same timescale, but proposed delegating authority to the Clerk to explore the option of a Public Works Loan; seconded by Cllr Webb; all in favour.
- 91.6. An update on the Denes Oval tennis project, including spend against the project priority list – Cllr Pearce clarified that a delegation had been agreed in November for the floodlights, related earthworks and electrical works, then a further delegation in April for

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everything else. Racket Sports Academy's references to the original project phases seemed to have caused confusion. The Council had not yet given approval for a separate clubhouse for the tennis courts and it was not included in this project. This would require separate consideration and would likely need planning consent. Cllr Pearce suggested inviting Racket Sports Academy for an in-person meeting to discuss any discrepancies. The Clerk advised that a meeting had already taken place and a position paper had been prepared with an estimated cost to the Town Council to date (£130,640, which was within the agreed budget). The Clerk advised that draft licences for the tennis and cricket clubs had been received and would require feedback from Councillors.

- 91.7. A recommendation from the Triangle Market Working Group for the development of the area under the Sails – Cllr Brooks understood there had been a recommendation to proceed with laying the slabs and putting grass around the trees, but had not seen any revised designs to include seating. Cllr Pearce clarified the recommendation had been to proceed with the slabs and greening around the trees, then consider how to proceed with the rest of the site. Cllr Pearce proposed to approve the recommendation of the Triangle Market Working Group and Assets, Inclusion and Development (AID) Committee members to proceed with laying the slabs and greening around the trees as the first aspect. Cllr Brooks proposed that it should be appropriate planting around the trees, rather than greening. Cllr Pearce did not support that proposal. Cllr Green raised a point of order that there should not be two conflicting proposals on the table. Cllr Pearce made his proposal again with no amendments; seconded by Cllr Rappensberger; ten Councillors voted in favour; one Councillor abstained from the vote.

A comfort break was taken 20:11

Cllr Begum left the meeting 20:11

The meeting resumed 20:18

92. Planning

- 92.1. The draft minutes of the Planning Committee meetings on 24 August and 14 September 2023 – The draft minutes were received and noted.
- 92.2. The following recommendations from the Planning Committee:
- 92.2a. A further Regulation 14 Consultation for the Lowestoft Neighbourhood Development Plan – The Clerk advised that following the Regulation 14 consultation, comments had been received from members of the public, East Suffolk Council and Suffolk County Council, and amendments had been made to the Plan and new policies introduced. There would need to be a further Regulation 14 consultation, starting in October for six weeks. Cllr Pearce proposed to approve the recommendation for the further consultation; seconded by Cllr Newsome; all in favour.

Cllr Jones returned 20:20

93. Climate and Ecological Emergency

- 93.1. The draft minutes of the Climate and Ecological Emergency Committee meeting on 18 September 2023 – The draft minutes were received and noted.
- 93.2. The following recommendations from the Climate and Ecological Emergency Committee:
- 93.2a. Adoption of the Lowestoft Town Council Climate Action Plan – The Clerk advised there had been a proposal to consider an amendment before recommending its adoption to Full Council. Cllr Ray advised that a planning expert could advise the Climate and Ecological Emergency and Planning Committees on climate change resilience and planning, and it was therefore agreed to await this advice before adopting the Climate Action Plan. Cllr Brooks understood the Waveney Local Plan was also due to be updated. Cllr Green had sent a report from Suffolk County Council on electric vehicles to the Deputy Clerk and it had been suggested this

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should be considered by the Climate and Ecological Emergency Committee. It was agreed an invitation should be extended to all Councillors to attend the meeting with the planning expert.

93.2b. Joining the Greenprint Forum – Cllr Brooks proposed approval of the Town Council joining the Greenprint Forum; seconded by Cllr Page; all in favour.

93.3. An update on the Lowestoft Kittiwake Partnership Agreement – Cllr Pearce advised there was a confidential update.

Cllr Jones left the meeting 20:27

94. Personnel

94.1. The draft minutes of the Personnel Committee meeting on 7 September 2023 – The draft minutes were received and noted.

94.2. The following recommendations from the Personnel Committee:

94.2a. Awarding staff an additional day of Christmas leave (confidential) – The Clerk advised that staff would need to leave the room but the item did not need to be considered in confidential session.

The Clerk and Project and Committee Clerk temporarily left the meeting 20:28

Cllr Pearce proposed to allow all staff to receive a standard working day off, the day before the office Christmas closure, or if not appropriate for that day, to have a floating standard day off in the period after Christmas; seconded by Cllr Green; all in favour.

The Clerk and Project and Committee Clerk returned 20:29

94.2b. Terms and conditions, budget and delegations to the Clerk for seasonal staff (confidential) - To be considered during the confidential session.

95. The following legal matters (some aspects may be confidential):

95.1. Licences for the Lowestoft Town Tennis and Cricket Clubs (confidential) – The Clerk had advised earlier in the meeting that the draft licences were ready to be circulated to Councillors.

95.2. The implications of the appeal decision APP/X3540/X/22/3299754 on land known as 'Phase 3', Tingdene North Denes Caravan Site and the wider relationship with the tenant (confidential) – To be considered during the confidential session.

95.3. London Road South land transfer (partial) to East Suffolk Council - To be considered during the confidential session

95.4. Northern coastal and sea wall transfers from East Suffolk Council - To be considered during the confidential session.

95.5. Kirkley Community Sports and Social Club land from East Suffolk Council - To be considered during the confidential session.

96. Outside bodies

96.1. Appointing a representative to the Heritage Action Zone Steering Group and Heritage Champions, High Street HAZ and Seafront Masterplan and London Road Lowestoft High Street HAZ – Cllr Brooks proposed to appoint Cllr Newsome. It was understood meetings are held quarterly but it was agreed for Cllr Newsome to liaise with officers regarding the dates and times of meetings. Cllr Pearce seconded Cllr Brooks' proposal and all Councillors voted in favour.

96.2. Cllr Barker's report from the First Light Festival Steering Group meeting on 7 September 2023 – Cllr Barker confirmed next year's festival will be held on 22 – 23 June. Cllr Green requested to raise a matter in confidential session. Cllr Brooks had not seen the report, which had been included in the Councillor Update. It was agreed for the report to be circulated to Councillors

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again and any items for discussion can come back to the next Full Council meeting.

- 96.3. Appointing representatives to attend a meeting on Wednesday 4 October regarding the cumulative impact of the proposed energy projects on East Suffolk – Cllrs Barker and Brooks advised they would like to attend. Cllr Green proposed to appoint Cllrs Barker and Brooks to attend; seconded by Cllr Pearce; all in favour.

97. Feedback from the Quarterly Liaison Meeting with East Suffolk Council on 15 September 2023 and future attendance (some aspects may be confidential)

It was noted that the Terms of Reference had been adopted at the meeting and the notes had been circulated. Cllr Pearce had a query with the notes, which he would raise during the confidential session.

98. Date of next meeting

24 October 2023 at 18:30

99. Items for the next agenda and close

At 20:42, Cllr Barker proposed suspending Standing Order 3y for thirty minutes to enable the meeting to continue; seconded by Cllr Rappensberger; all in favour.

Cllr Brooks requested the addition of an item about accessing meeting recordings on YouTube, as she understood the agreement had been that they would be publicly available for a year. Cllr Pearce clarified that the decision had been they would be available for the civic year. Cllr Brooks requested an item on the agenda to review this, as six months had passed since this decision was made.

Cllr Green proposed moving the meeting into confidential session; seconded by Cllr Newsome; all in favour.

100. Resolution to close the meeting to the public:

100.1. Any matters, including those above as required:

It was agreed for East Suffolk Council items to be moved to the end of the meeting to allow Cllrs Craig and Green to leave the meeting.

90.2a. The subsidy control advice for the Town Hall (confidential) – It had been agreed to defer this item to the next meeting, for the Project Manager to review the advice.

90.4c. Early works ahead of the next stage of development and funding agreement, including for a substation (some aspects may be confidential) – It was suggested that a meeting of the Project Board should be arranged as soon as possible to consider whether to progress the Public Works Loan. Cllr Pearce proposed delegating authority to the Clerk, the Project Manager and the Project Board to progress the draft application. If required, an Extraordinary Full Council meeting can be called. Cllr Webb seconded the proposal and all Councillors voted in favour.

90.4d. Communication between officers, the project team and Full Council going forward, including to review any delegations to the Project Board and the Clerk for the delivery phase, for procurement and recruitment – It had been provisionally agreed that previous processes will broadly apply to the development phase, but the Clerk will draw up the process for the Council to consider. VAT advice will need to be considered as part of the governance arrangements.

90.6. Purchase of a portable audio system, within a budget of £5,000 (confidential) – Cllr Brooks considered this to be good value, particularly given the system is portable. Cllr Brooks proposed approval of purchase of the system, within a maximum budget of £5,000; seconded by Cllr Pearce. Cllr Pearce noted that the Finance and Governance Committee had also supported purchase of the system. All Councillors voted in favour of the proposal.

90.8. Further consideration of purchase of a piece of land, including legal costs, survey

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results and Memorandum of Sale (confidential) – The contamination report had been circulated and did not identify any concerns. There was a discussion regarding a grant payment which had applied to the land, and the Clerk was seeking further advice regarding this.

93.3. An update on the Lowestoft Kittiwake Partnership Agreement – Cllr Pearce provided an update regarding funding. An amended Partnership document for the Town Council to sign will be provided in due course.

94.2b. Terms and conditions, budget and delegations to the Clerk for seasonal staff (confidential) – An increase to a grounds maintenance officer's working hours had been agreed as part of the Council's approval of the Clerk's grounds maintenance report. An increase to another grounds maintenance officer's hours were discussed and Cllr Pearce made a proposal regarding this; seconded by Cllr Brooks; all in favour.

The Clerk and Project and Committee Clerk temporarily left the meeting 21:13 for consideration of staff annual leave entitlements

Cllr Pearce made a proposal regarding staff annual leave entitlements; seconded by Cllr Green; all in favour.

The Clerk and Project and Committee Clerk returned 21:15

At 21:15, Cllr Brooks proposed suspending Standing Order 3y for fifteen minutes, to enable the meeting to continue; seconded by Cllr Pearce; all in favour.

95.2. The implications of the appeal decision APP/X3540/X/22/3299754 on land known as 'Phase 3', Tingdene North Denes Caravan Site and the wider relationship with the tenant (confidential) – The Clerk considered further legal advice would be necessary. Cllr Brooks raised a concern, which could be included in the advice.

96.2 First Light report – Cllr Green raised a query relating to a payment, which officers will check.

97. Feedback from the Quarterly Liaison Meeting with East Suffolk Council on 15 September 2023 and future attendance (some aspects may be confidential)

Cllrs Craig and Green left the meeting 21:21

Feedback from the meeting was given and Cllr Pearce requested an amendment to the meeting notes. It had been agreed that the next one would focus on the climate emergency. With regard to future attendance, the Terms of Reference stated a maximum of six attendees from the Town Council. Cllr Pearce proposed adhering to this, with the six representatives being the two standing representatives and four other attendees. This will not include the officer taking the meeting notes. Should more than four names be put forward to attend it will go to a vote. Cllr Barker seconded the proposal and all Councillors voted in favour.

90.5a. Appointing a party wall surveyor (some aspects may be confidential) – Cllr Brooks made a proposal relating to the appointment of a surveyor; seconded by Cllr Pearce; all in favour.

90.5b. Further consideration of the Towns Fund agreement (confidential) – The Clerk had circulated relevant documents. Cllr Pearce had concerns and proposed that the Project Board meets as soon as possible to review this, with an Extraordinary Full Council meeting being convened if required; seconded by Cllr Brooks; all in favour. The Clerk noted that five members would be required to set up a Project Board for the Marina Theatre. Cllr Webb volunteered to join. Cllr Pearce proposed approval for Cllr Webb to join the Project Board; seconded by Cllr Brooks; all in favour.

95.3. London Road South land transfer (partial) to East Suffolk Council – It was agreed to defer this item to the next meeting.

95.4. Northern coastal and sea wall transfers from East Suffolk Council – It was agreed to defer this item to the next meeting.

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95.5. Kirkley Community Sports and Social Club land from East Suffolk Council – It was agreed to defer this item to the next meeting.

The meeting was closed 21:37.



Signed:

24 October 2023