

Lowestoft Town Council Assets, Inclusion and Development Committee

For the attention of all Committee Members

You are summoned to attend a Meeting of the Lowestoft Town Council Assets, Inclusion and Development Committee at **Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ at 16:00 on 21 May 2018.**

The meeting is open to the public and press to attend and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items.

Councillors must register relevant interests and also declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011 a councillor with a **disclosable pecuniary interest** in a matter on the Agenda cannot take part or vote on that matter, unless they have been granted a dispensation. Under the Council's Code of Conduct a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which cases they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S S Bendix

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Shona Bendix, Clerk
15 May 2018

Lowestoft Town Council

Meeting of the Assets, Inclusion and Development Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
16:00 on 21 May 2018

AGENDA

- 314. Welcome**
To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public right to report.
- 315. To receive and consider acceptance of apologies for absence**
- 316. Declarations of Interests and dispensations**
- 316.1 To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from councillors on items on the Agenda
- 316.2 To receive and consider written requests for dispensations for Disclosable Pecuniary Interests
- 316.3 To note any dispensations previously granted
- 317. To consider the accuracy of the Minutes:**
11 May 2018
- 318. Public Forum**
An opportunity for the public to make comments on any matters on this agenda
- 319. To review Sub-Committees and Working Groups, scope and composition and any delegations**
- 320. To consider whether or not to change the start time of AID Committee meetings**
- 321. To consider Community Infrastructure Levy consultation proposals**
- 322. To consider issues with bicycles and vehicles on London Road North**
- 323. To consider asset transfer and compliance issues, in particular the following matters:**
- 323.1 Compliance monitoring, maintenance and condition surveys
- 323.2 CAD plans and compliance information from Waveney District Council
- 323.3 The sale of land on Walmer Road
- 323.4 The sale of land next to Uplands Community Centre
- 323.5 Improvement works to play areas
- 323.6 Gunton Warren land transfer and environmental issues
- 323.7 Cotman Close land transfer
- 323.8 Normanston Allotments land transfer
- 323.9 Draft lease for Community Halls
- 323.10 To consider signing the Kirkley and Pakefield Community Sports and Social Club Ltd Deed of Surrender and lease
- 323.11 To consider a lease with the trustees of the Royal Naval Patrol Service Association
- 323.12 Health and safety: Fen Park public conveniences
- 324. Asset records, protocols and strategies**
- 324.1 To note the summary table for asset records, protocols and strategies
- 324.2 To consider the 'Friends Of' Groups protocol
- 324.3 Any progress with the development of a toilet strategy

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- 325. To consider an update and next steps for the following assets:**
- 325.1 Allotments
 - 325.2 East of England Park
 - 325.3 The Lowestoft Collection
 - 325.4 Marina Theatre
 - 325.5 North Denes
 - 325.6 Open Spaces and parks, including the septic tank on the land of the Uplands Community Centre
 - 325.7 Heritage Action Zone, including Town Hall
 - 325.8 Triangle Market
 - 325.9 Other assets and asset records
- 326. To review the register of land and assets including building and office equipment**
- 327. To note any progress with plans and lease for the first floor of Hamilton House**
- 328. To note progress with events on Town Council land**
- 329. To note progress with a framework for requests for the Freedom of the Town**
- 330. To consider progress with community engagement**
- 330.1 Survey (including Survey Monkey)
 - 330.2 Promotion leaflets and advertising
 - 330.3 Noticeboards, signs and plaques
- 331. To consider any developments in relation to the threatened closure of Lowestoft Records Office**
- 332. Date of the next meeting**
Monday 4 June 2018 16:00 Riverside
- 333. Items for the next Agenda and Close**