

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 **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE at 18:00 on 5 November 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. Please note that if members of the public are unable to attend the meeting, they may submit comments in writing. In providing such comments they accept that, where they are suitable, they may be considered at the meeting and published in our minutes. However, they should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

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.

SS Bendix

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Shona Bendix, Clerk

29 October 2018

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 5 November 2018

AGENDA

- 496. Welcome**
To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public right to report.
- 497. To receive and consider acceptance of apologies for absence**
- 498. Declarations of Interests and dispensations**
498.1 To receive Declarations of Disclosable Pecuniary and Local Non-Pecuniary Interests from Councillors on items on the Agenda
498.2 To note written requests and grants of dispensations for Disclosable Pecuniary Interests
- 499. To consider the accuracy of the Minutes:**
22 October 2018
- 500. Public Forum**
An opportunity for the public to make comments on any matters on this agenda
- 501. To note Cllr Parker's and Cllr Pitts's membership to the Assets, Inclusion and Development Committee**
- 502. Asset records, protocols and strategies**
502.1 To note the summary table for asset records, protocols and strategies
502.2 To consider any new or revised asset records, protocols and strategies
- 503. To consider the following with regard to the Events and Communications Sub-Committee:**
503.1 Terms of Reference
- 504. To consider geotagging or siting of QR codes at Lowestoft Town Council's assets**
- 505. To consider Lowestoft Town Council's opening hours over the Christmas period**
- 506. To consider the Supplemental Agreement between Waveney District Council, Waveney Norse and Lowestoft Town Council**
- 507. To consider any progress with the lease for the first floor of Hamilton House**
- 508. To note progress with events on Town Council land**
- 509. Policy issues affecting assets, including:**
509.1 Any developments in relation to the threatened closure of Lowestoft Records Office
- 510. To consider progress with community engagement**
510.1 Noticeboards, signs and plaques
- 511. To consider asset transfer and compliance issues, in particular the following matters:**
511.1 Compliance monitoring, maintenance and condition surveys
511.2 The sale of land on Walmer Road
511.3 The sale of land next to Uplands Community Centre

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- 511.4 Improvement works to play areas, including any update with the provision of adult outdoor gym equipment
- 511.5 Gunton Warren land transfer and environmental issues
- 511.6 Cotman Close land transfer
- 511.7 Normanston Allotments land transfer
- 511.8 The lease for Gunton Estate Residents Meeting Hall

512. To consider an update and next steps for the following assets:

- 512.1 Report from the Facilities and Contracts Manager regarding asset management
- 512.2 Allotments
- 512.3 East of England Park
- 512.4 The Lowestoft Collection
- 512.5 Marina Theatre
- 512.6 North Denes
- 512.7 Open Spaces and parks
- 512.8 Heritage Action Zone
- 512.9 Triangle Market
- 512.10 Public Conveniences

513. Date of the next meeting

Monday 26 November 2018 18:00

514. Items for the next Agenda and Close