

# Lowestoft Town Council Assets, Inclusion and Development Committee

## For the attention of all Committee Members

You are summoned to attend a meeting of the Assets, Inclusion and Development Committee of Lowestoft Town Council, which will be held at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at 18:00 on 9 January 2023.

**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. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/89326378693>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/CTm2VcnCQAo>.

*In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments 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 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 **relevant interests** in matters on the Agenda cannot take part or vote on those matters, 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 case 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.

To help prevent the spread of infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

*S S Bendix*

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Shona Bendix, Clerk  
22 December 2022

**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 9 January 2023**

**AGENDA**

**151. Welcome**

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

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

**153. Declarations of Interests and dispensations**

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

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

**154. To consider the draft minutes and confidential note of the meeting on 5 December 2022**

**155. 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.

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

**157. Parks and Open Spaces:**

157.1. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 13 December 2022

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

157.2a. A budget of £20,000 for park welcome signage

157.2b. To progress water bottle refill stations in Kensington Gardens, Normanston Park and the Great Eastern Linear Park, in line with health and safety advice

157.3. To consider the following regarding Kensington Gardens:

157.3a. A recommendation from officers regarding screening for the bins and a maximum budget

157.3b. Funding for water lilies for the duck pond

157.4. To consider quotations for repairs to the Kensington Gardens Boating Lake

157.5. To consider raising of the level in the sunflower corner in Kensington Garden

157.6. To consider proposals from the Community Payback Scheme relating to the Great Eastern Linear Park

157.7. To consider proposals to progress the installation of games tables

157.8. To consider the installation of EasyGates at the Sparrows Nest and Gunton Community Park play areas, within a maximum budget of £5,000

157.9. To consider removing the Sparrows Nest band stand pad (confidential)

**158. Events and Communications:**

158.1. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 7 December 2022

**159. To consider how to progress tree works at the Triangle Market, following comment from East Suffolk Council**

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160. To receive an update on the refurbishment of the Fen Park, Sparrows Nest and Triangle Market public toilets
161. To consider an application to trade at the Links Road carpark from March to September inclusive (some aspects may be confidential)
162. To consider appointing a representative to attend the Love Parks Awards in Liverpool on 9 February 2023, including to consider a maximum budget for accommodation and travel fees
163. To consider whether to hold an event to unveil the memorial plaque on the South Pier to the crew of the 'Guava'
164. To consider replacement of the Perspex panels in the Gunton Drive telephone kiosk
165. To receive an update from East Suffolk Council on the proposed new traffic management system between the High Street and Artillery Way, and any other plans to address traffic and parking issues in and around the Triangle Market site
166. To receive an update from East Suffolk Council and Suffolk County Council on the proposed new bollard/gate to prevent traffic contravening the Traffic Regulation Order and cutting through the Triangle Market
167. To consider lease and licence arrangements for the following (some aspects may be confidential):
  - 167.1. To receive an update on the Hamilton House lease and associated provision/costs (confidential)
  - 167.2. To consider making a recommendation to Full Council on renewal of the lease agreement with the Lowestoft and District Allotments Association, and any changes to applicable terms and conditions, subject to legal advice (confidential)
  - 167.3. To receive an update on progressing the lease for workshop premises (confidential)
168. **Date of the next meeting**  
6 February 2023 18:00
169. **Items for the next agenda and close**
170. 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:
  - 170.1. To consider any legal issues, including those above as required