

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 19:00 on 3 July 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/86579799820>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/NYOoGCfwqsU>.

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
28 June 2023

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 3 July 2023

AGENDA

42. Welcome

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

43. To receive and consider approval of apologies for absence

44. Declarations of Interests and dispensations

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

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

45. To consider the draft minutes of the meeting on 24 May and 5 June 2023

46. 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.

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

48. Parks and Open Spaces:

48.1. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 20 June 2023

48.2. To consider a planting plan for a circular bed in Belle Vue Park, including an appropriate budget and delegation to progress

48.3. To receive an update on the screens for bins

48.4. To receive and consider an assessment of all Town Council play areas

48.5. To consider teenage gym equipment for Rosedale Park

48.6. To consider interim activities for children at the Cotman Close play area ahead of the refurbishments

48.7. To consider the following for Sparrows Nest:

48.7a. To note that no repairs are required for the Sparrows Nest bowling green

48.7b. Whether to fence off the bowling green

48.7c. A community space for young people

48.7d. Changing the Jubilee sign on the beacon

48.8. To receive a report on the grounds maintenance and litter management

49. Events and Communications:

49.1. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 28 June 2023

49.2. To consider any recommendations from the Events and Communications Sub-Committee on the following:

49.2a. An amendment to the Terms of Reference for the Sub-Committee's meeting schedule

49.2b. Any recommendation regarding a memorial to the Lowestoft Witches

49.2c. To make the proposed Rock n Roll event in Sparrow's Nest a major event for 2024

49.2d. To make an application for National Armed Forces Day to be held in Lowestoft in 2025, and consider multi-agency working and resources

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50. Allotments:

- 50.1. To receive and note the draft minutes of the Allotments Sub-Committee meeting on 8 June 2023
- 50.2. To consider an amendment to the Terms of Reference for the Sub-Committee to meet on a bi-monthly schedule
- 50.3. To consider the following recommendations from the Allotments Sub-Committee:
 - 50.3a. A maximum budget to progress the fencing at the Sussex Road site
 - 50.3b. Budget and specification for levelling of the communal area on the Sussex Road site
 - 50.3c. Fencing at the Normanston site and how to progress the removal of embedded litter

51. Community Safety:

- 51.1. To receive and note the draft minutes of the Community Safety Sub-Committee meeting on 14 June 2023
- 51.2. To consider the Terms of Reference of the Community Safety Sub-Committee
- 51.3. To note decisions made at the meeting under delegation
- 51.4. To decide the meeting schedule for the Community Safety Sub-Committee

52. To review the following Town Council policies:

- 52.1. Acquisitions and Disposal Policy
- 52.2. Arts Policy

53. Public Toilets

- 53.1. To consider a proposal regarding the refurbishment of public toilets
- 53.2. To consider quotations for the Fen Park toilets
- 53.3. To consider additional information from the contractor regarding the Triangle Market Toilets

54. To consider re-flying the Ukrainian Flag

55. To consider art acquisition

56. To consider the possibility of including some paintings from the LTC-owned collection in a maritime-themed exhibition at The Grit

57. To consider plaques for VJ Day for the cherry trees in Kensington Gardens

58. To consider the Town Council's relationship to Friends Groups

59. To receive an update on the public survey regarding the drying racks

60. To consider operational issues with avian deterrent and resolutions

61. To consider a budget and authorisation of works for the Marina Theatre boiler

62. To consider the implementation of a Youth Forum on Lowestoft Town Council

63. To receive an update on the Gunton Estate Residents Hall Management Committee (confidential)

64. Date of the next meeting

Monday 7 August 2023 – 19:00

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19:00 on 3 July 2023

- 65. Items for the next agenda and close**
- 66. 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:**
 - 66.1. To consider any legal issues, including those above as required**