

# Lowestoft Town Council

## For the attention of all Councillors

You are summoned to attend a Full Council meeting of Lowestoft Town Council, which will be held at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at 18:30 on 26 September 2023.

**The meeting is held in accessible premises and open to the public and press to attend.**

Those attending 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/86748572785>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/dZphtmGy9uM>.

*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. Bendix*

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Shona Bendix, Town Clerk  
19 September 2023

# **Lowestoft Town Council**

## **Full Council Meeting**

**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**

**18:30 on 26 September 2023**

### **AGENDA**

#### **85. Welcome**

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

#### **86. To receive and consider approval of apologies for absence from any Councillors not in attendance**

#### **87. Declarations and dispensations**

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

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

#### **88. To consider 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**

#### **89. 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.

#### **90. Finance and Governance**

90.1. To receive and note the draft minutes of the Finance and Governance Committee meeting on 25 September 2023

90.2. To consider the following recommendations from the Finance and Governance Committee:

90.2a. To consider the subsidy control advice for the Town Hall (confidential)

90.2b. To consider 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)

90.2c. To consider the recommendation for adoption of the following policies:

90.2ci Acquisitions and Disposal

90.2cii Appraisals Guidance

90.2ciii Arts

90.2civ Reserves Policy

90.3. To receive and consider the following:

90.3a. 2023 – 2024 budget and reserves

90.3b. Any bank reconciliations

90.3c. Payments and income for the month ending 31 August 2023 and September 2023 to date (see schedules)

90.3d. Payments for approval

90.4. To consider the following regarding the redevelopment of the Town Hall:

90.4a. Stage one dry rot risk management survey report

90.4b. Funding, including the National Lottery Heritage Fund decision and budget for repairs and maintenance (some aspects may be confidential)

90.4c. Early works ahead of the next stage of development and funding agreement, including for a substation (some aspects may be confidential)

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

90.5. To consider the following regarding the Marina Theatre:

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- 90.5a. Appointing a party wall surveyor (some aspects may be confidential)
- 90.5b. To further consider the Towns Fund agreement (confidential)
- 90.6. To consider purchase of a portable audio system, within a budget of £5,000 (confidential)
- 90.7. To consider a grounds maintenance report from the Clerk, including spend against budgets (some aspects may be confidential)
- 90.8. To further consider purchase of a piece of land, including legal costs, survey results and Memorandum of Sale (confidential)
- 90.9. To note the external audit report for the year ending March 2023
- 91. Assets, Inclusion and Development**
  - 91.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 4 September 2023
  - 91.2. To consider 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
  - 91.3. To consider the Town Council's policy on single-sex and unisex toilets
  - 91.4. To further consider the tree works at Uplands Road North
  - 91.5. To consider 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
  - 91.6. To receive an update on the Denes Oval tennis project, including spend against the project priority list
  - 91.7. To consider a recommendation from the Triangle Market Working Group for the development of the area under the Sails
- 92. Planning**
  - 92.1. To receive and note the draft minutes of the Planning Committee meetings on 24 August and 14 September 2023
  - 92.2. To consider the following recommendations from the Planning Committee:
    - 92.2a. A further Regulation 14 Consultation for the Lowestoft Neighbourhood Development Plan
- 93. Climate and Ecological Emergency**
  - 93.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 18 September 2023
  - 93.2. To consider the following recommendations from the Climate and Ecological Emergency Committee:
    - 93.2a. Adoption of the Lowestoft Town Council Climate Action Plan
    - 93.2b. Joining the Greenprint Forum
  - 93.3. To receive an update on the Lowestoft Kittiwake Partnership Agreement
- 94. Personnel**
  - 94.1. To receive and note the draft minutes of the Personnel Committee meeting on 7 September 2023
  - 94.2. To consider the following recommendations from the Personnel Committee:
    - 94.2a. Awarding staff an additional day of Christmas leave (confidential)
    - 94.2b. Terms and conditions, budget and delegations to the Clerk for seasonal staff (confidential)
- 95. To consider the following legal matters (some aspects may be confidential):**
  - 95.1. Licences for the Lowestoft Town Tennis and Cricket Clubs (confidential)
  - 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 to consider the wider relationship with

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the tenant (confidential)

95.3. London Road South land transfer (partial) to East Suffolk Council

95.4. Northern coastal and sea wall transfers from East Suffolk Council

95.5. Kirkley Community Sports and Social Club land from East Suffolk Council

### **96. Outside bodies**

96.1. To appoint 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

96.2. To receive and note Cllr Barker's report from the First Light Festival Steering Group meeting on 7 September 2023

96.3. To appoint representatives to attend a meeting on Wednesday 4 October regarding the cumulative impact of the proposed energy projects on East Suffolk

### **97. To receive feedback from the Quarterly Liaison Meeting with East Suffolk Council on 15 September 2023 and to consider future attendance (some aspects may be confidential)**

### **98. Date of next meeting**

24 October 2023 at 18:30

### **99. Items for the next agenda and close**

### **100. 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 and employment issues relating to the matters on this agenda, including the following:**

100.1. Any matters, including those above as required