

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 11 February 2019.**

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.

S S Bendix

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Shona Bendix, Clerk

1 February 2019

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 11 February 2019

AGENDA

- 583. Welcome**
To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public right to report.
- 584. To receive and consider acceptance of apologies for absence**
- 585. Declarations of Interests and dispensations**
585.1 To receive Declarations of Disclosable Pecuniary and Local Non-Pecuniary Interests from Councillors on items on the Agenda
585.2 To note written requests and grants of dispensations for Disclosable Pecuniary Interests
- 586. To consider the accuracy of the Minutes:**
21 January 2019
- 587. Public Forum**
An opportunity for the public to make comments on any matters on this agenda
- 588. To consider the Open Spaces Strategy**
- 589. Asset records, protocols and strategies**
589.1 To note the summary table for asset records, protocols and strategies
589.2 To consider any new or revised asset records, protocols and strategies
- 590. To consider any progress with the lease and developments on site for the first floor of Hamilton House**
- 591. To note progress with events on Town Council land**
- 592. To consider progress with community engagement**
592.1 Noticeboards, signs and plaques
592.2 Community surveys
- 593. To consider asset transfer and compliance issues, in particular the following matters:**
593.1 Report from the Clerk regarding legal and policy issues affecting assets
593.2 Report from the Facilities and Contracts Manager regarding asset management, compliance monitoring, maintenance and condition surveys
593.3 Improvement works to play areas, including the following:
593.3a Any update with the provision of adult outdoor gym equipment
- 594. To consider an artefacts policy**
- 595. To consider setting up a Working Group to consider working arrangements with Sentinel Leisure Trust**
- 596. To consider whether to register with TerraCycle for recycling solutions**
- 597. To consider the Community Payback Service Level Agreement**

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- 598. To consider an update and next steps for the following assets:**
- 598.1 Allotments
 - 598.2 The Ness
 - 598.3 Marina Theatre, including the following:
 - 598.3a To consider making a recommendation for the purchase of the following equipment to monitor the rear wall:
 - 598.3ai Vernier Calipers (£11.99)
 - 598.3aii Two Part Epoxy Resin (£4.99)
 - 598.3aiii 3mm Washers (£2.95)
 - 598.4 North Denes
 - 598.5 Open Spaces and parks, including the following:
 - 598.5a To consider whether to progress the Sprytar software
 - 598.5b To consider a report from Sentinel Leisure Trust about Pollard Piece play area
 - 598.6 Heritage Action Zone, including the following:
 - 598.6a To consider Terms of Reference for the Heritage Action Zone Partner Board and Delivery meetings
 - 598.7 Triangle Market, including to consider terms and conditions for markets
 - 598.8 Public Conveniences, including the following:
 - 598.8a A specification for renovation work to the public conveniences at Fen Park and Sparrows Nest
 - 598.8b Compostable eco-toilets
 - 598.9 Community Meeting Halls
 - 598.10 Great Eastern Linear Park
 - 598.11 Town Hall, including the following:
 - 598.11a To consider a 24 hour paranormal investigation of the Town Hall
 - 598.12 To consider a request to install solar panels at the Lowestoft Maritime Museum
- 599. Date of the next meeting**
Monday 25 February 2019 18:00
- 600. Items for the next Agenda and Close**
- 601. 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**