

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 16:00 on 24 September 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

18 September 2018

Lowestoft Town Council
Meeting of the Assets, Inclusion and Development Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
16:00 on 24 September 2018

AGENDA

- 444. Welcome**
To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public right to report.
- 445. To receive and consider acceptance of apologies for absence**
- 446. Declarations of Interests and dispensations**
446.1 To receive Declarations of Disclosable Pecuniary and Local Non-Pecuniary Interests from Councillors on items on the Agenda
446.2 To note written requests and grants of dispensations for Disclosable Pecuniary Interests
- 447. To consider the accuracy of the Minutes:**
3 September 2018
- 448. Discussion with Jayne Biggs from Heart 2 Heart Norfolk regarding the siting of defibrillators at Lowestoft Town Council's assets**
- 449. Public Forum**
An opportunity for the public to make comments on any matters on this agenda
- 450. To note the revised meeting schedule**
- 451. To consider the following with regard to the Events and Communications Sub-Committee:**
451.1 Terms of Reference
451.2 Membership
- 452. To consider whether to organise a meeting to discuss traffic management in Lowestoft and if so to consider which organisations should be involved**
- 453. To consider any progress with the lease for the first floor of Hamilton House**
- 454. To consider a draft licence for Waveney District Council to undertake work on Lowestoft Town Council owned land**
- 455. To consider revised guidance from Suffolk Highways to apply for a grit bin**
- 456. Asset records, protocols and strategies**
456.1 To note the summary table for asset records, protocols and strategies
456.2 To consider any new or revised asset records, protocols and strategies
- 457. To note progress with events on Town Council land**
- 458. Policy issues affecting assets, including:**
458.1 Any developments in relation to the threatened closure of Lowestoft Records Office
- 459. To consider progress with community engagement**
459.1 Promotion leaflets and advertising
459.2 Noticeboards, signs and plaques

Lowestoft Town Council

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460. To consider asset transfer and compliance issues, in particular the following matters:

- 460.1 Compliance monitoring, maintenance and condition surveys
- 460.2 The sale of land on Walmer Road
- 460.3 The sale of land next to Uplands Community Centre
- 460.4 Improvement works to play areas
- 460.5 Gunton Warren land transfer and environmental issues
- 460.6 Cotman Close land transfer
- 460.7 Normanston Allotments land transfer
- 460.8 Leases, including the following:
 - 460.8a Kirkley and Pakefield Community Sports and Social Club Ltd
 - 460.8b The Lowestoft Movie Makers Club
 - 460.8c Community Halls
 - 460.8d Normanston Park Skate Park

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

- 461.1 Allotments
- 461.2 East of England Park
- 461.3 The Lowestoft Collection
- 461.4 Marina Theatre
- 461.5 North Denes
- 461.6 Open Spaces and parks, including the following:
 - 461.6a To consider issues at the Gainsborough Drive Pond
 - 461.6b To consider the following requests from the Friends of Kensington Gardens:
 - 461.6bi A drinking water tap to provided outside the café
 - 461.6bii The provision of benches in the area
- 461.7 Heritage Action Zone
- 461.8 Triangle Market, including the following:
 - 461.8a To consider a 2019 Christmas Market

462. Date of the next meeting

Monday 8 October 2018 18:00

463. Items for the next Agenda and Close