

# 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 7 January 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.

*SS Bendix*

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Shona Bendix, Clerk

19 December 2018

**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 7 January 2019**

**AGENDA**

- 550. Welcome**  
To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public right to report.
- 551. To receive and consider acceptance of apologies for absence**
- 552. Declarations of Interests and dispensations**  
552.1 To receive Declarations of Disclosable Pecuniary and Local Non-Pecuniary Interests from Councillors on items on the Agenda  
552.2 To note written requests and grants of dispensations for Disclosable Pecuniary Interests
- 553. To consider the accuracy of the Minutes:**  
10 December 2018
- 554. Public Forum**  
An opportunity for the public to make comments on any matters on this agenda
- 555. Asset records, protocols and strategies**  
555.1 To note the summary table for asset records, protocols and strategies  
555.2 To consider any new or revised asset records, protocols and strategies
- 556. To consider any progress with the lease and developments on site for the first floor of Hamilton House**
- 557. To consider the Freedom of the Town policy**
- 558. To note progress with events on Town Council land and the establishment of an Events and Communications Sub-Committee**
- 559. Policy issues affecting assets, including:**  
559.1 Any developments in relation to the threatened closure of Lowestoft Records Office
- 560. To consider progress with community engagement**  
560.1 Noticeboards, signs and plaques
- 561. To consider asset transfer and compliance issues, in particular the following matters:**  
561.1 Report from the Clerk regarding legal issues affecting assets  
561.2 Report from the Facilities and Contracts Manager regarding asset management, compliance monitoring, maintenance and condition surveys  
561.3 Improvement works to play areas, including the following:  
561.3a Any update with the provision of adult outdoor gym equipment
- 562. To consider an update and next steps for the following assets, including with regard to budget implications:**  
562.1 Allotments  
562.2 East of England Park  
562.3 The Lowestoft Collection  
562.4 Marina Theatre

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**18:00 on 7 January 2019**

- 562.5 North Denes
  - 562.6 Open Spaces and parks, including considering adult gym equipment and noting that a geotagging/QR codes presentation will take place on 21 January
  - 562.7 Heritage Action Zone
  - 562.8 Triangle Market, including to consider terms and conditions for markets
  - 562.9 Public Conveniences, including a specification for renovation work to the public conveniences at Fen Park and Sparrows Nest
  - 562.10 Community Meeting Halls
  - 562.11 Great Eastern Linear Park
- 563. Date of the next meeting**  
Monday 21 January 2019 18:00
- 564. Items for the next Agenda and Close**
- 565. 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**