

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 10 June 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

3 June 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 10 June 2019

Public entry through reception permitted between 17:30 – 18:00 only.

AGENDA

17. Welcome

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

18. To receive and consider acceptance of apologies for absence

19. Declarations of Interests and dispensations

19.1 To receive Declarations of Disclosable Pecuniary and Local Non-Pecuniary Interests from Councillors on items on the Agenda

19.2 To note written requests and grants of dispensations for Disclosable Pecuniary Interests

20. To consider the accuracy of the Minutes:

20 May 2019

21. Public Forum

An opportunity for the public to make comments on any matters on this agenda

22. To consider a review of the register of land and assets, including building and office equipment

23. To consider matters relating to leases, including the following:

23.1 Any progress with the lease and developments on site for the first floor of Hamilton House (confidential)

24. To consider progress with noticeboards, signs and plaques, including the following:

24.1 An appropriate way to acknowledge the recent incident at Ness Point and the young people involved

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

25.1 Report from the Clerk regarding legal and policy issues affecting assets (some aspects may be confidential)

25.2 Report from the Facilities and Contracts Manager regarding asset management, compliance monitoring, maintenance and condition surveys

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

26.1 Allotments, including the following:

26.1a A request from Lowestoft and District Allotment Association to establish vehicular access at the Normanston Allotments

26.2 The Ness

26.3 Marina Theatre, including the following:

26.3a To consider the Supplemental Agreement between East Suffolk Council, The Marina Theatre Trust and Lowestoft Town Council, and governance arrangements for the Marina Theatre (confidential)

26.4 North Denes

26.5 Open Spaces and parks, including the following:

26.5a To note a query regarding the land boundaries of the Parkhill play area

26.5b To make a recommendation for the Nightingale Road play area

Lowestoft Town Council

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18:00 on 10 June 2019

- 26.5c To consider amendments to the Tree Policy
- 26.6 Heritage Action Zone
- 26.7 Triangle Market, including to consider the following:
 - 26.7a A report from the meeting of the Triangle Market Working Group
 - 26.7b Terms and conditions for markets
 - 26.7c Establishing a monthly market
- 26.8 Town Hall, including the following:
 - 26.8a To create a rota for Heritage Open Days and consider what will be on display
- 26.9 Public Conveniences, including the following:
 - 26.9a Progression of the Toilet Strategy
 - 26.9b A specification for renovation work to the public conveniences at Fen Park and Sparrows Nest
 - 26.9c Compostable eco-toilets
- 26.10 The Lowestoft Collection, including the following:
 - 26.10a To consider an extension of the Lowestoft Collection loan agreement with the Lowestoft Museum (confidential)

- 27. To consider a request to replace a public litter bin on Crestview Drive**

- 28. To consider working with Sentinel Leisure Trust to deliver the 'Ping!' project in Lowestoft**

- 29. To consider the installation of Christmas lights on London Road South**

- 30. Date of the next meeting**
24 June 2019 18:00

- 31. Items for the next Agenda and Close**

- 32. 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, including the following:**
 - 32.1 Any legal issues including those at 23.1, 25.1, 26.3a and 26.10a above as required