

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 20 May 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

14 May 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 20 May 2019

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

AGENDA

1. Welcome

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

2. To receive and consider acceptance of apologies for absence

3. Declarations of Interests and dispensations

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

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

4. To consider the accuracy of the Minutes:

11 March 2019

5. Public Forum

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

6. To review and adopt Committee arrangements

6.1 To note the membership of the Assets, Inclusion and Development Committee

6.2 Appointment of the Deputy Chair of the Assets Inclusion and Development Committee

6.3 To consider an Events and Communications Sub-Committee, including Terms of Reference and composition

7. To consider the following relating to leases:

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

7.2 A licencing proposal by the Kensington Gardens Model Boat Club (confidential)

7.3 Lease obligations and responsibilities relating to the Whitton Residents Meeting Hall (confidential)

7.4 A lease proposal from Jesters Diner (confidential)

8. To consider reporting arrangements for Friends Groups

9. To consider a specification for tablets for Councillors

10. To consider progress with noticeboards, signs and plaques

11. To consider a request for Lowestoft Town Council's involvement in the production of a documentary about the town

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

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

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

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

13.1 Allotments

13.2 The Ness

13.3 Marina Theatre, including the following:

13.3a To consider the Supplemental Agreement between Waveney District Council, The Marina Theatre Trust and Lowestoft Town Council (confidential)

13.3b To consider a quote of £1,223.88 to install new heaters in the Marina Theatre dressing rooms, and a further £327.52 to remove the existing ones

13.4 North Denes, including the following:

13.4a Receipt of indicative costs for works to the Denes Oval perimeter wall, to inform the loan application process

13.5 Open Spaces and parks, including the following:

13.5a To consider a request from Waveney Norse to install two temporary water points in Kensington Gardens for the First Light Festival, at no cost to Lowestoft Town Council

13.5b To note that Anglian Water will be carrying out major refurbishment work to the pumping station in Fen Park from 26 June

13.5c To consider a picnic bench cost analysis

13.5d To consider a quote from Waveney Norse to replace damaged bench slats in Sparrows Nest at a cost of £110

13.5e To agree a location for the Sprytar app

13.6 Heritage Action Zone

13.7 Triangle Market, including to consider terms and conditions for markets

13.8 Town Hall

13.9 Public Conveniences, including the following:

13.9a A specification for renovation work to the public conveniences at Fen Park and Sparrows Nest

13.9b Compostable eco-toilets

13.10 Community Meeting Halls

13.11 Great Eastern Linear Park

14. Date of the next meeting

10 June 2019 18:00

15. Items for the next Agenda and Close

16. 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:

16.1 Any legal issues including those at 7, 12.1 and 13.3a above as required