

# 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 22 July 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

15 July 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 22 July 2019**

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

**AGENDA**

**60. Welcome**

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

**61. To receive and consider acceptance of apologies for absence**

**62. Declarations of Interests and dispensations**

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

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

**63. To consider the accuracy of the Minutes:**

8 July 2019

**64. Public Forum**

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

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

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

**66. To consider whether to include an awards presentation as part of the Annual Assembly**

**67. To consider progress with noticeboards, signs and plaques**

**68. To consider any update with investigation into the provision of Christmas lights on London Road South in 2020**

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

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

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

**70. To consider matters relating to events, including:**

70.1 A report from the Events and Communications Sub-Committee

70.2 Arrangements for commemorative events for VE Day and VJ Day, including signing of the Armed Forces Covenant

70.3 An update with preparations for the Heritage Open Days

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

71.1 Allotments, including a report from the Normanston Allotments Working Group

71.2 The Ness

71.3 Marina Theatre, including the following:

71.3a Ownership permissions for works at the Marina Theatre

71.4 North Denes

71.5 Open Spaces and parks, including the following:

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- 71.5a A report from the Parks Working Group
- 71.5b To consider any updates following a request to reintroduce a floating island in the Kensington Gardens Boating Lake
- 71.5c A request from Fen Park Friends for two or three noticeboards in Fen Park
- 71.6 Heritage Action Zone
- 71.7 Triangle Market, including the following:
  - 71.7a A report from Triangle Market Working Group
- 71.8 Town Hall
- 71.9 Public Conveniences, including the following:
  - 71.9a A report from the Toilet Strategy Working Group
- 71.10 The Lowestoft Collection

**72. Date of the next meeting**

5 August 2019 18:00

**73. Items for the next Agenda and Close**

**74. 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:**

- 74.1 Any legal issues including those at 65.1 and 69.1 above as required