

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 9 September 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
2 September 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 9 September 2019

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

AGENDA

102. Welcome

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

103. To receive and consider acceptance of apologies for absence

104. Declarations of Interests and dispensations

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

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

105. To consider the accuracy of the Minutes

19 August 2019

106. Public Forum

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

107. To note Cllr Parker will be unable to attend Assets, Inclusion and Development Committee meetings until Christmas and to elect an interim Deputy Chair

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

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

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

109.1. To agree a location and orientation within Rosedale Park for the noticeboard

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

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

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

110.3. To note that fire risk assessments have been completed under the cyclical programme, and have identified a requirement for additional fire safety measures, at a total cost not exceeding £605 (plus VAT)

111. To consider a report from the Normanston Allotments Working Group

112. To consider an update regarding the proposed installation of a dog litter bag dispenser in or near the Nightingale Road play area

113. To consider the installation of sharps bins

114. To note progress with the first scheduled market

115. To note progress with the feasibility study for the Town Hall

116. To consider the frequency of meetings of the Assets, Inclusion and Development Committee

Lowestoft Town Council

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18:00 on 9 September 2019

117. Date of the next meeting

23 September 2019

118. Items for the next agenda and close

119. 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:

119.1. Any legal issues including those at 108.1 and 110.1.