

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend the Full Council Meeting of the Lowestoft Town Council at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE as specified in the attached agenda.**

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 case 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.

S. Bendix

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Shona Bendix, Town Clerk
16 July 2019

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

19:30 on Tuesday 23 July 2019

Councillors will be arriving between 19:00 and 19:30 should any member of the public wish to discuss anything during this period. Please look at our website if you would like contact details for any particular councillor to arrange to see them during this time.

Public entry through reception between 19:00 – 19:30 only.

AGENDA

60. Welcome

To welcome the meeting, explain the fire evacuation procedure and remind councillors and members of the public that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

61. To receive and consider acceptance of apologies for absence

62. Declarations of Interests and dispensations

- a) To receive Declarations of Disclosable Pecuniary and Local Non-Pecuniary Interests from councillors on items on the Agenda
- b) To receive and consider written requests for dispensations for Disclosable Pecuniary Interests
- c) To note any dispensations previously granted

63. To consider the accuracy of the Minutes:

25 June 2019

64. Public Forum

An opportunity for the public to make comments on any matters on this agenda. Includes receipt of any written District and County Councillor and Police reports.

65. To consider representation/appointment to the following bodies:

65.1 East Suffolk Council Liaison Meetings

65.2 Lowestoft Charity Board – one Trustee position

65.3 Marina Theatre Trust – two Trustee positions (to include discussion with representatives from the Marina Theatre)

66. Finance:

66.1 To receive and accept the minutes of the previous Finance and Governance Committee Meeting (11 July 2019) and, in particular, to consider the following matters:

66.1a To monitor the 2019-20 budget and note any bank reconciliations

66.1b To note any payments previously approved and the expenditure and income reports for the month ending 30 June 2019 and July 2019 to date, including the petty cash log (see schedule)

66.1c To consider any payments for approval (see schedule)

66.1d A recommendation to allow a tenant of Lowestoft Town Council to fulfil a lease obligation to deliver events through The Ness project for this year only

66.1e A recommendation to delegate authority to the Clerk to progress condition surveys for 2018 – 19 and 2019 – 20, within a maximum budget of £10,000

66.1f To note that a grant of £2,249.46 has been awarded to the Sparrows Nest Bowls Club, and to consider a recommendation to agree in principle that a recalculated figure, based on actual usage, is considered in December, with no guarantee that it will be awarded

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66.1g Whether to amend the Risk Management Policy stipulating mandatory training each time a Councillor is elected, re-elected or co-opted

66.1h A recommendation to approve works proposed by the Marina Theatre, on the condition that specific works will not be harmful to wildlife

66.1i A recommendation to adopt the Tablet Policy

66.1j A recommendation to decline participation in Suffolk County Council's Community Self Help Scheme

66.2 To consider quotes obtained by the Marina Theatre for replacement dressing room heaters, and whether to progress this work now.

67. Governance:

67.1 To consider progress with the external audit

68. Assets, Inclusion and Development:

68.1 To receive and accept the minutes of the previous Assets, Inclusion and Development Committee meetings (24 June, 8 and 22 July 2019) and, in particular, to consider the following matters:

68.1a A recommendation to accept amendments to the Tree Policy

68.1b A recommendation that the Deputy Clerk merges her weekly submissions to the Lowestoft Journal to create a monthly editorial piece for The Bugle

68.1c A recommendation to decline the invitation to work with Sentinel Leisure Trust to deliver the 'Ping!' Project

68.1d A recommendation to adopt the draft Market Plan and Traders' Pack

68.1e Commemorative events for VE Day and VJ Day and the signing of the Armed Forces Covenant

68.2 To consider progress with The Ness, including the following:

68.2a Provision of public conveniences

68.3 To consider the removal of asbestos from allotment sites

68.4 To consider the response from East Suffolk Council to Lowestoft Town Council's Freedom of Information request and Project Initiation Document relating to the transfer of documents to Lowestoft Town Council

69. Planning and Environment:

69.1 To receive the minutes of the previous Planning and Environment Committee meeting (9 and 23 July 2019) and consideration of any matters arising

69.2 To consider supporting East Suffolk Council's 'Bin the Butt' cigarette butt littering initiative, including financial assistance and volunteer help for the town centre event

69.3 To note that the Planning and Environment Committee will be responding to consultations on the Associated British Ports – Port of Lowestoft Master Plan 2018-2036 and Suffolk County Council - Rights of Way Improvement Plan: Suffolk Green Access Strategy

69.4 To consider approval for the Clerk to write a letter of support for the 'Barnby Bends' A146 - Suffolk County Council Submission to Transport East for Major Road Network funding

70. Policy and consultation matters

71. Written reports from Councillors and matters relating to representative roles

71.1 Report from the CEFAS Neighbourhood Group

77.2 Report from the Coastal Communities Team

77.3 Report from the Community Enabler Project Board

77.4 Report from the Culture Board

77.5 Report from the East Suffolk Communities Team (Whitton)

77.6 Report from the First Light Festival Board

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- 77.7 Report from the Fen Park Friends
- 77.8 Report from the Heritage Action Zone and Heritage Champions
- 77.9 Report from the Jack Rose Old Lowestoft Society
- 77.10 Report from the Kirkley Business Association and Kirkley People's Forum
- 77.11 Report from the Lowestoft and Plaisir Twinning Association
- 77.12 Report from the Lowestoft Charity Board, including receipt of Financial Statements and Audit Completion Documents for 2018-19
- 77.13 Report from the Lowestoft Development Group
- 77.14 Report from the Lowestoft Flood Risk Management Project's Strategic Steering Group
- 77.15 Report from Lowestoft in Bloom
- 77.16 Report from the Lowestoft Museum
- 77.17 Report from the Lowestoft Regeneration and Growth Board
- 77.18 Report from the Lowestoft Station Partnership Group
- 77.19 Report from the Lowestoft Transport Infrastructure Partnership
- 77.20 Report from the Lowestoft Vision Board
- 77.21 Report from the Marina Theatre Trust Board
- 77.22 Report from the SCC A47 Improvement Scheme
- 77.23 Report from the Sunrise Coast Heritage Guild
- 77.24 Report from The Ness Steering Group
- 77.25 Report from the Third Crossing Bridge Naming Competition Judging Panel
- 77.26 Report from the Third Crossing Stakeholders' Group
- 77.27 Report from the Waveney Disability Forum
- 77.28 Any other reports

78. Legal:

78.1 To consider any legal matters affecting the Council, including the following:

78.1a 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)

78.1b To consider the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential)

78.1c To consider legal issues relating to the North Denes land (confidential)

78.1d To consider a licence to occupy The Ness for East Suffolk Council and related plan (confidential)

78.1e To consider any updates regarding a Proposal Report from Sentinel Leisure Trust, following the consideration of the Finance and Governance and Assets, Inclusion and Development Committee (confidential)

78.1f To consider Land Registry issues (confidential)

79. Date of the next meeting

Tuesday 20 August 19:30

80. Items for the next agenda

81. 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, including the following:

81.1 Any legal issues including those at 78.1 above as required

81.2 Any employment matters