

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
14 June 2019

Lowestoft Town Council

Full Council Meeting

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

19:30 on Tuesday 25 June 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

44. 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.

45. To receive and consider acceptance of apologies for absence

46. 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

47. To consider the accuracy of the Minutes:

28 May 2019

48. 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.

49. Finance:

49.1 To receive and accept the minutes of the previous Finance and Governance Committee Meeting (13 June 2019) and, in particular, to consider the following matters:

49.1a To monitor the 2019-20 budget and note any bank reconciliations

49.1b To note any payments previously approved and the expenditure and income reports for the month ending 31 May 2019 and June 2019 to date, including the petty cash log (see schedule)

49.1c To consider any payments for approval (see schedule)

49.2 To consider condition survey costs

50. Governance:

50.1 To consider progress with the external audit

50.2 To consider requests to change the membership of Committees, including:

50.2a Cllr Coleby to join the Assets, Inclusion and Development, Finance and Governance and Personnel Committees

50.2b Cllr Patience to join the Assets, Inclusion and Development Committee

50.3 To note that Councillor training has been delivered, with 41 attendees (10 Lowestoft Town Councillors)

50.4 To note that all Councillor Register of Interests and return of election expenses should have taken place

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51. Assets, Inclusion and Development:

51.1 To receive and accept the minutes of the previous Assets, Inclusion and Development Committee meeting (10 and 24 June 2019) and, in particular, to consider the following matters:

51.1a A request from Lowestoft and District Allotment Association to establish vehicular access at the Normanston Allotments

51.1b A recommendation to grant approval to the Denes Oval cricket and tennis clubs to arrange installation of a defibrillator at the site

51.1c Establishing a monthly market

51.1d A recommendation to proceed with the renovation of the Nightingale Road play area, within a budget of £35,000, using CiL and S.106 funding

51.1e A recommendation to proceed with the transfer of the Sparrows Nest Premises Licence

51.1f A recommendation regarding the extension of the loan agreement for the Lowestoft Collection with the Lowestoft Museum (confidential)

51.1g A recommendation for a letter to be given to the young person involved in the incident at Ness point, to acknowledge their bravery and to consider inviting them to a Full Council meeting to receive it

51.2 To consider progress with The Ness

51.3 To consider the installation of adult outdoor gym equipment in Normanston Park

52. Planning and Environment:

52.1 To receive the minutes of the previous Planning and Environment Committee meeting (16 and 28 May, 11 and 25 June 2019) and consideration of any matters arising

52.3 To consider the Council's position on the proposed speed limits in Lothingland

53. CCTV

53.1 To receive and accept the minutes of the previous CCTV Committee meeting (11 June 2019) and consideration of any matters arising (some aspects may be confidential)

54. Policy and consultation matters

54.1 To consider declaration of a climate emergency, and if so to consider the following:

54.1a Setting up a Working Group by September 2019

54.1b Working alongside partners, including other tiers of Government

55. Written reports from Councillors and any new representative roles

55.1 Report from the CEFAS Neighbourhood Group

55.2 Report from the Coastal Communities Team

55.3 Report from the Community Enabler Project Board

55.4 Report from the Culture Board

55.5 Report from the East Suffolk Communities Team (Whitton)

55.6 Report from the First Light Festival Board

55.7 Report from the Friends of Fen Park

55.8 Report from the Heritage Action Zone and Heritage Champions

55.9 Report from the Kirkley Business Association and Kirkley People's Forum

55.10 Report from the Lowestoft and Plaisir Twinning Association

55.11 Report from the Lowestoft Development Group

55.12 Report from the Lowestoft Flood Risk Management Project's Strategic Steering Group

55.13 Report from Lowestoft in Bloom

55.14 Report from the Lowestoft Museum

55.15 Report from the Lowestoft Regeneration and Growth Board

55.16 Report from the Lowestoft Station Partnership Group

55.17 Report from the Lowestoft Transport Infrastructure Partnership

55.18 Report from the Lowestoft Vision Board

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- 55.19 Report from the Marina Theatre Trust Board
- 55.20 Report from the SCC A47 Improvement Scheme
- 55.21 Report from the Sunrise Coast Heritage Guild
- 55.22 Report from The Ness Steering Group
- 55.23 Report from the Third Crossing Bridge Naming Competition Judging Panel
- 55.24 Report from the Third Crossing Stakeholders' Group and to appoint a single representative (two representatives and a substitute were previously appointed but Lowestoft Town Council has only been allocated one position on this group)
- 55.25 Report from the Waveney Disability Forum
- 55.26 Any other reports
- 55.27 To consider appointment of a representative to work with the Jack Rose Old Lowestoft Society regarding heritage plaques

56. Legal:

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

56.1a 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)

56.1b To consider the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential)

56.1c To consider legal issues relating to the North Denes land (confidential)

56.1d To consider a licence to occupy The Ness for East Suffolk Council (confidential)

56.1e To consider a Proposal Report from Sentinel Leisure Trust (confidential)

57. Date of the next meeting

Tuesday 23 July 19:30

58. Items for the next agenda

59. 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:

59.1 Any legal issues including those at 51.1f, 53.1 and 56.1 above as required

59.2 Any employment matters