

# Lowestoft Town Council Neighbourhood Plan Sub-Committee

For the attention of all Committee Members

You are summoned to attend a Meeting of the Lowestoft Town Council Neighbourhood Plan Sub-Committee at **First Floor, Hamilton House, Battery Green Road, Lowestoft NR32 1DE at 16.00 on Monday 2 December 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, and 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 S Bendix*

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Shona Bendix, Clerk  
27 November 2019

**Lowestoft Town Council**  
**Meeting of the Neighbourhood Plan Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**16.00 on Monday 2 December 2019**

**AGENDA**

**44. Welcome**

To welcome to 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**

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

46.2. To receive and consider written requests for dispensations for Disclosable Pecuniary Interests

46.3. To note any dispensations previously granted.

**47. Public Forum**

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

**48. Approval of Minutes**

48.1. To agree minutes of meeting of 4 November 2019~

**49. Plan Development**

49.1. To note progress policy development

49.2. Consider designation of Local Green Spaces

49.3. Consider amended NDP delivery timetable.

**50. Date of the next meeting – to be confirmed**

**51. Items for the next agenda and close**

**52. 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:**