

# Lowestoft Town Council Assets, Inclusion and Development Committee

For the attention of all Committee Members

You are summoned to attend a meeting of the Assets, Inclusion and Development Committee of Lowestoft Town Council at 18:00 on 6 December 2021, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

**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. Comments can also be submitted regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/84294181712>. The meeting can also be observed via the following link: <https://youtu.be/52aepIQ4e5Y>. In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments 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 be present.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

To help prevent the spread of Covid-19, all attendees should bring their own refreshments, their own pen for signing in, and should dress appropriately given the need for increased ventilation on the site. Every person attending should make their own risk assessment of the advisability of attending and/or any measures they should take individually to ensure their safety.

*S S Bendix*

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Shona Bendix, Clerk  
29 November 2021

**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 6 December 2021**

**AGENDA**

**104. Welcome**

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

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

**106. Declarations of Interests and dispensations**

106.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests

**107. To consider the draft minutes of the meeting on 1 November 2021**

**108. Public forum**

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

**109. To monitor expenditure by this Committee and its Sub-Committees from their delegated budgets**

**110. To consider the following regarding parks and open spaces:**

110.1. Receiving any comments and noting the draft minutes of the Parks and Open Spaces Sub-Committee meetings on 16 November 2021

110.2. A request from Cllr Parker to join the Parks and Open Spaces Sub-Committee

110.3. The cost of items relating to the Kensington Gardens centenary

110.4. Boundary repairs at the Town Green

110.5. An update on the purchase of a Holocaust memorial lectern

110.6. A quotation to carry out works on the circular Holocaust Memorial bed in Kensington Gardens

110.7. A delegation for bulb ordering in 2022 – 2023 and beyond

110.8. Options for the play equipment at The Ness, following recent vandalism

110.9. To further consider the diversion (not closure) of footpath 52 across The Ness

110.10. A risk assessment of the Great Eastern Linear Park 'Nature Walk'

110.11. Installing spotlights at the Normanston Park skate park (some aspects may be confidential)

**111. Events and Communications:**

111.1. To receive any comments and note the draft minutes of the Events and Communications Sub-Committee meetings on 25 November 2021

111.2. To consider the following recommendations from the Events and Communications Sub-Committee:

111.2a. To support a 2022 project with Norfolk and Waveney MIND (major event)

111.2b. To sponsor a 2022 sporting event as a Town Council major event

111.3. To consider delegating authority to officers to respond to any urgent enquiries from the press

111.4. To consider issuing a statement on the removal of the Banksy artwork from the former Lowestoft Electrical building

111.5. To consider whether to enquire as to the feasibility of placing Grade II listings on the remaining Banksy artworks

**112. To review the Town Council's Asset Register**

**113. To consider the following regarding the Sails and Triangle Market:**

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- 113.1.Improvements required to support the intended use of the Sails
- 113.2.Licensing the area beneath the Sails for market trading
- 113.3.Triangle Market capital investment
- 113.4.A request from the Budget and Loan Sub-Committee to determine ownership and maintenance arrangements for the permanent stalls
- 113.5.To note the delegation from Full Council regarding decision making on market trading applications, and to consider a new application (confidential)

### **114. To consider the following regarding play areas:**

- 114.1.The 2021 play inspection reports
- 114.2.A priority order for play area refurbishments
- 114.3.Refurbishment options for the St Margaret's Plain play area
- 114.4.Repair and maintenance of the damaged matting at Fen Park
- 114.5.The installation of gates for the gaps in the fencing around the Fen Park play area
- 114.6.The provision of creative/art spaces within the Town Council's parks
- 114.7.Replacement signage
- 114.8.Commencement of approved works at the Britten Road play area (some aspects may be confidential)

### **115. To consider the following regarding ponds:**

- 115.1.Progress with the Fen Park and Gainsborough Drive pond dredging
- 115.2.The issue of duck feeding at the Gainsborough Drive pond
- 115.3.An offer from a private individual to install a water fountain in the Kensington Gardens fish pond

### **116. Public conveniences:**

- 116.1.To receive the notes from the Toilet Strategy Working Group meeting on 18 November 2021
- 116.2.To consider the following recommendations from the Toilet Strategy Working Group:
  - 116.2a. To retain the Pakefield Street public conveniences as part of the Town Council's portfolio of public conveniences, following preliminary advice from the Planning Authority
  - 116.2b. To include the public conveniences at the Denes Oval with the wider refurbishment of the pavilion, but address any immediate health and safety concerns in the interim
  - 116.2c. For the five remaining public conveniences in the Town Council's portfolio, to refurbish three in year one (subject to budget provision) and two in year two
  - 116.2d. To prioritise the refurbishment of the Normanston Park, Kirkley Cliff Road and Lowestoft Cemetery public conveniences in year one, and Kensington Gardens and Pakefield Street in year two, with any immediate health and safety concerns or minor improvements at any site to be progressed as a priority
- 116.3.An update on the appointment of a project manager for the refurbishment of the Sparrows Nest and Fen Park public conveniences, and prospective refurbishment of the Triangle Market public conveniences

### **117. To consider repair work and any enhanced security measures required following vandalism to the Gunton Community Residents' Meeting Hall**

### **118. To consider the following regarding noticeboards:**

- 118.1. The siting and need for noticeboards at the Gunton Estate Residents' Meeting Hall
- 118.2.A request from the Friends of Fen Park to install a noticeboard in Fen Park (at no cost to the Council)

### **119. To consider instructing a condition survey of the Denes Oval perimeter wall**

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**18:00 on 6 December 2021**

- 120. To consider quotations received to install a bus shelter on Harris Avenue (some aspects may be confidential)**
- 121. Date of the next meeting**  
10 January 2022 18:00
- 122. Items for the next agenda and close**
- 123. 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:**
  - 123.1. To consider any legal issues, including those above as required