

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 7 March 2022, 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/87854009946>. The meeting can also be observed via the following link: <https://youtu.be/jF1zD4LDPfs>. 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
28 February 2022

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 7 March 2022

AGENDA

174. Welcome

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

175. To receive and consider acceptance of apologies for absence

176. Declarations of Interests and dispensations

176.1. 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

177. To consider the draft minutes of the meeting on 7 February 2022

178. 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.

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

180. Parks and Open Spaces:

180.1. To receive any comments and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 15 February 2022

180.2. To consider the following recommendations from the Parks and Open Spaces Sub-Committee:

180.2a. To delegate authority to officers in conjunction with Parks and Open Spaces Sub-Committee members to progress the installation of swift boxes

180.2b. To progress a condition survey of the Drying Racks and information signage to affix to the surrounding fence, in liaison with local historians

180.3. To note progress with items relating to the Kensington Gardens centenary

180.4. To consider an offer from a private individual to install a water fountain in the Kensington Gardens fish pond

180.5. To consider quotations for work to remove access to the Great Eastern Linear Park 'Nature Walk', and to consider re-wilding of that area

180.6. To consider whether to progress an order for additional noticeboards and to identify locations

180.7. To receive an update on the repair/replacement of damaged matting at Fen Park

180.8. To receive an update on the installation of gates in the gaps in the fencing surrounding the Fen Park play area

180.9. To consider a request from a member of the public to make improvements to Sparrows Nest entrance from Yarmouth Road

180.10. To consider a request from Norse to install two additional litter bins in Sparrows Nest

180.11. To consider a revised plan and any costs implications regarding the Sparrows Nest play area

180.12. To receive an update on the purchase of additional litter bins for the Great Eastern Linear Park

180.13. To consider grounds maintenance resourcing at Normanston Park (confidential)

180.14. To consider capital works to a building in Normanston Park (confidential)

181. Events and Communications:

181.1. To receive any comments and note the draft minutes of the Events and Communications Sub-Committee meeting on 23 February 2022

Lowestoft Town Council

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182. Allotments:

182.1. To receive any comments and note the draft minutes of the Allotments Sub-Committee meeting on 3 March 2022

182.2. To consider recommendations on budget, lease and site development works (some aspects may be confidential)

182.3. To consider granting permission for the Lowestoft and District Allotment Association to erect a fence on land at the Nightingale Road play area

183. To review the Town Council's Asset Register

184. To identify Town Council assets currently used by Norse

185. To receive the notes from the Toilet Strategy Working Group meeting on 28 January 2022

186. To consider the following regarding the Sails and Triangle Market:

186.1. Improvements required to support the intended use of the Sails

186.2. Licensing the area beneath the Sails for market trading

186.3. Triangle Market capital investment, including the public conveniences

186.4. Terms and conditions for market trading

187. To consider the following regarding the Denes Oval:

187.1. Progressing a licence for the Lowestoft Town Tennis Club (some aspects may be confidential)

187.2. A request from the Lowestoft Town Tennis Club to submit an application for funding for electronic gate access to the tennis courts at the Denes Oval, including completion of the planning application and phasing document

187.3. The quotation for works to improve the surface for vehicular access to the Denes Oval, as identified by the Cricket Club

188. To consider measures at the Marina Theatre to prevent kittiwake nesting, within a maximum budget of £4,500 plus VAT

189. To consider relevant aspects from the Second Interim Internal Audit Report

190. To progress the Full Council decision to appoint a Project Manager for pond dredging

191. To note the ownership of the sea wall near The Ness, and to consider any additional provision of street furniture which may be required along it

192. To progress the delegation from Full Council to consider a suitable recipient of the Councillor tablets which will be surplus to requirements

193. To note the decision of Full Council to display adverse weather signage and to further consider gritting (some aspects may be confidential)

194. To receive a progress update on approved capital projects which are awaiting implementation (confidential)

195. To consider arrangements including for staff remuneration to provide cover for room hire outside of office hours (confidential)

196. Date of the next meeting

4 April 2022 18:00

Lowestoft Town Council

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18:00 on 7 March 2022

197. Items for the next agenda and close

198. 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:

198.1. To consider any legal issues, including those above as required