

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 9 May 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/85254598295>. The meeting can also be observed via the following link: <https://youtu.be/2A35bz8y9A0>. 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 April 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 9 May 2022

AGENDA

221. Welcome

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

222. To receive and consider approval of apologies for absence

223. Declarations of Interests and dispensations

223.1. 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

224. To consider the draft minutes of the meeting on 4 April 2022

225. 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.

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

227. To consider amended Terms of Reference to incorporate additional delegated budgets

228. Parks and Open Spaces:

228.1. To receive any comments and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 19 April 2022

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

228.2a. To schedule the refurbishment of the play areas at Thirlmere Walk, Gunton Community Park and Turnberry Close in year four

228.2b. To schedule the refurbishment of the play area at Stoven Close in year five

228.3. To further consider play area signage

228.4. To receive feedback from a site meeting of a tenant and the Save Our Suffolk Swifts Group regarding the installation of swift boxes onto a building in Normanston Park

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

228.6. To consider the following regarding the Kensington Gardens Holocaust Memorial bench:

228.6a. A quotation to install, including relocation of an existing bench

228.6b. Wording for a plaque on the bench

228.7. To receive feedback from a site meeting regarding First Light Festival occupancy of Kensington Gardens

228.8. To consider increased costs for replacing the Kensington Gardens bowls pavilion windows, to meet design requirements for the conservation area

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

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

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

228.12. To consider the cost of replacing the Fen Park footbridge

228.13. To consider making improvements to Sparrows Nest entrance from Yarmouth Road

228.14. To consider the future of the Sparrows Nest pond

228.15. To consider relocating the Lowestoft Players sign in Sparrows Nest

228.16. To consider a request to install a temporary mini golf course in Sparrows Nest

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228.17. To consider seeking independent advice regarding maintenance and management of the Great Eastern Linear Park, particularly the stream and vegetation

228.18. To consider drainage issues and the surfacing of the outdoor dining area in Normanston Park

229. Events and Communications:

229.1. To receive any comments and note the draft minutes of the Events and Communications Sub-Committee meeting on 27 April 2022

230. To note progress with the refurbishment of the Fen Park, Sparrows Nest and Triangle Market public conveniences, including to consider the cost of modular builds

231. To note progress with the installation of kiosks at the Triangle Market

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

233. To review the Reporting Procedure for Assets and Maintenance

234. To consider management arrangements for the Gunton Estate Residents' Meeting Hall

235. To receive an update on improvements to tennis courts and the installation of the electronic gates

236. To consider progressing a licence for the Lowestoft Town Tennis Club (some aspects may be confidential)

237. To consider progressing a licence for the Lowestoft Cricket Club (some aspects may be confidential)

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

239. To receive a progress update on capital works to a building in Normanston Park (confidential)

240. To consider management of bookings and terms and conditions of hire for Whitton Hall (confidential)

241. Date of the next meeting

6 June 2022 18:00

242. Items for the next agenda and close

243. 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:

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