

# 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, which will be held at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at 18:00 on 6 February 2023.

**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/85614811930>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/bJv70K4p-5A>.

*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 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 **relevant interests** in matters on the Agenda cannot take part or vote on those matters, 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.

To help prevent the spread of infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

*S S Bendix*

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Shona Bendix, Clerk  
30 January 2023

**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 February 2023**

**AGENDA**

**171. Welcome**

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

**172. To receive and consider approval of apologies for absence**

**173. Declarations of Interests and dispensations**

173.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda.

173.2. To consider written requests for dispensations for interests and note dispensations granted.

**174. To consider the draft minutes and confidential note of the meeting on 9 January 2023**

**175. 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.

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

**177. Parks and Open Spaces:**

177.1. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 17 January 2023

177.2. To consider a request from Cllr Parker to join the Parks and Open Spaces Sub-Committee

177.3. To consider requirements for bin compounds and screening at Kensington Gardens, Sparrows Nest, Normanston Park, Denes Oval and Fen Park

177.4. To consider quotations for repairs to the Kensington Gardens Boating Lake

177.5. To receive an update on planting plans for the Holocaust memorial bed at Kensington Gardens

177.6. To receive an update on a noticeboard for the Friends of Kensington Gardens

177.7. To consider approving the purchase of petrol, strimmer cable and refuse sacks for the Community Payback Project at the Great Eastern Linear Park

177.8. To consider installation of a rubberised hopscotch pad at the Cotman Close Play Area within a maximum budget of £5,000

177.9. To consider a request from the Budget and Loan Sub-Committee to review capital investment works at Sparrows Nest

177.10. To consider the following relating to the Sparrows Nest Sensory Garden:

177.10a. Tree works

177.10b. Progressing initial works, including planting plans, within a maximum budget of £5,000

177.11. To consider an application for a memorial bench in Sparrows Nest

177.12. To consider the purchase of a replacement cargo unit for Sparrows Nest, within a maximum budget of £5,000

177.13. To consider the following regarding the Bentley Drive Play Area refurbishment:

177.13a. The relocation or removal of the four-way springer, noting residents' concerns regarding its proposed location

177.13b. To note the need to remove the existing fence, and to consider whether to replace it

177.14. To consider bank stabilisation works at the Great Eastern Linear Park (some aspects

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may be confidential)

177.15. To consider and progress the proposals from the Most Easterly Community Gardening Group regarding the Town Green

177.16. To receive an update on the Gunton Residents' Association meeting of 26 January 2023 with local residents regarding the boat planter on the green at Gainsborough Drive

### **178. Events and Communications:**

178.1. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 18 January 2023

### **179. Allotments:**

179.1. To receive and note the draft minutes of the Allotments Sub-Committee meeting on 12 January 2023

179.2. To consider the following recommendations from the Allotment Sub-Committee:

179.2a. The removal of tyres at various allotment sites, the appropriate budget and health and safety

179.2b. Installation of a chain link fence at the Normanston Allotment Site within a maximum budget of £6,200

179.2c. Re-surfacing works on the allotments site off Sussex Road within a maximum budget of £2,500

179.3. To note the Lowestoft Town Council subscription to the National Allotment Society, at a cost of £55.00 per year, has been secured

179.4. To consider cost and how to progress boundary hedgerow works at the Church Road allotment site

179.5. To note the draft revised Tenancy Agreement and Constitution for the Lowestoft and District Allotment Association (confidential)

**180. To receive the notes of the Triangle Market Working Group Meeting on 1 February 2023**

**181. To receive an update on the refurbishment of the Fen Park, Sparrows Nest and Triangle Market public toilets**

**182. To receive a progress report from the Clerk on grounds and building maintenance services**

**183. To consider the procurement briefs for grounds and building maintenance services, including caretaking and cleaning, and arboriculture**

**184. To consider flying the Ukrainian Flag at the Town Hall and relevant costs**

**185. To consider lease and licence arrangements for the following (some aspects may be confidential):**

185.1. To receive an update on the Hamilton House lease and associated provision/costs and rent review (confidential)

185.2. To receive an update on progressing the lease for workshop premises (confidential)

**186. Date of the next meeting**

6 March 2023 18:00

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

**188. 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**

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**interest by reason of the confidential nature of the business to be transacted, namely any legal issues relating to the matters on this agenda:**

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