

# 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 7 November 2022

**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/82578422690>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/KAAEEQTA9-g>.

*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  
31 October 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 November 2022**

**AGENDA**

**113. Welcome**

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

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

**115. Declarations of Interests and dispensations**

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

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

**116. To consider the draft minutes and confidential note of the meeting on 3 October 2022**

**117. 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.

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

**119. Parks and Open Spaces:**

119.1.To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meetings on 4 and 18 October 2022

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

119.2a. To keep the Parks Development budget at £35,000 for 2023 – 2024, but introduce a separate budget for fencing and tarmacking

119.3.To consider making a recommendation on the Play Areas budget for 2023 - 2024

119.4.To review the 2022 Play Inspection reports and in particular to consider any sites which may be vulnerable to closure ahead of scheduled refurbishments, and to consider the five year strategy for play area refurbishment in light of this (some aspects may be confidential)

119.5.To consider the purchase of a replacement bin for the Pakefield Green play area

119.6.To consider quotations for maintenance to the town sign

119.7.To consider a request from the Kensington Gardens Bowls Club to install a wall mounted noticeboard on the pavilion, including to note whether planning consent is required

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

119.9.To consider any methods of water conservation, including to receive feedback from the Town Council's health and safety consultant

119.10. To receive an update on an approach regarding changing rooms in Normanston Park (some aspects may be confidential)

**120. Events and Communications:**

120.1.To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 12 October

120.2.To consider how to progress the installation of heritage plaques, particularly budget and permission requirements

**121. Community Halls**

# Lowestoft Town Council

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18:00 on 7 November 2022

121.1.To consider a request to purchase a replacement community noticeboard for the Gunton Estate Residents' Meeting Hall

121.2.To consider the cost of cleaning Gunton Estate Residents' Meeting Hall

121.3.To receive feedback from a public meeting at the Gunton Estate Residents' Meeting Hall and to consider a draft constitution/framework for the Management Committee

### **122. Friends and Stakeholder Groups**

122.1.To consider a grant to the Friends of Fen Park for one year's insurance renewal

122.2.To consider what support the Town Council should offer for the setting up and maintenance of new Friends/Stakeholder Groups

122.3.To consider a proposal from the Most Easterly Community Gardening Group regarding the Town Green

### **123. Triangle Market**

123.1.To receive and note the notes of the Triangle Market Working Group meeting on 7 September

123.2.To consider the conveyance of the Market Charter

### **124. To consider marking disabled parking bays in the Links Road car park, and associated signage**

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

### **126. To progress the Full Council decision to remove the Sails, consider wider public realm measures to beautify the site, and arrange cleaning of the Sails in the interim**

### **127. To receive an update from East Suffolk Council on the proposed new traffic management system between the High Street and Artillery Way, and any other plans to address traffic and parking issues in and around the Triangle Market site**

### **128. To receive an update from East Suffolk Council and Suffolk County Council on the proposed new bollard/gate to prevent traffic contravening the Traffic Regulation Order and cutting through the Triangle Market**

### **129. To consider an area of land by Fen Park allotments being used for parking (some aspects may be confidential)**

### **130. To consider a request to purchase a lease/land (confidential)**

### **131. Date of the next meeting**

5 December 2022 18:00

### **132. Items for the next agenda and close**

### **133. 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:**

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