

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 19:00 on 24 May 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/87312827898>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/zcpsTSMitHc>.

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.

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Shona Bendix, Clerk
17 May 2023

Lowestoft Town Council
Meeting of the Assets, Inclusion and Development Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:00 on 24 May 2023

AGENDA

- 1. Welcome**
To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.
- 2. To receive and consider approval of apologies for absence**
- 3. Declarations of Interests and dispensations**
 - 3.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda.
 - 3.2. To consider written requests for dispensations for interests and note dispensations granted.
- 4. To consider the draft minutes of the meeting on 3 April 2023**
- 5. 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.
- 6. To monitor expenditure by this Committee and its Sub-Committees from their delegated budgets**
- 7. To review and adopt Committee arrangements**
 - 7.1. To note the membership of the Assets, Inclusion and Development Committee
 - 7.2. To appoint the Deputy Chair of the Assets, Inclusion and Development Committee
- 8. To consider any requests from co-opted Councillors to join the Sub-Committees of this Committee**
- 9. Parks and Open Spaces:**
 - 9.1. To review and adopt Parks and Open Spaces Sub-Committee arrangements, including the following:
 - 9.1a. To consider composition
 - 9.1b. To review and consider adoption of the Terms of Reference
 - 9.1c. To agree the meeting schedule
 - 9.2. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 18 April 2023
 - 9.3. To consider the following recommendations from the Parks and Open Spaces Sub-Committee:
 - 9.3a. To approve the purchase of bicycle racks within a maximum budget of £5,000
 - 9.3b. To approve the purchase of a rustic style bin within a maximum budget of £900 for the Bentley Drive play area
 - 9.4. To consider measures to prevent unauthorised vehicular access to the Denes Oval
 - 9.5. To receive an update and any legal advice regarding the trees at Uplands Road North
 - 9.6. To consider the purchase of eight bins, four for various sites and at least four for Normanston Park, with an indicative budget of £6,400
- 10. Allotments:**
 - 10.1. To review and adopt Allotments Sub-Committee arrangements, including the following:
 - 10.1a. To consider composition
 - 10.1b. To review and consider adoption of the Terms of Reference
 - 10.1c. To agree the meeting schedule

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10.2. To consider the removal of embedded litter at the Normanston Allotments site

11. Events and Communications

11.1. To review and adopt Events and Communications Sub-Committee arrangements, including the following:

11.1a. To consider composition

11.1b. To review and consider adoption of the Terms of Reference

11.1c. To agree the meeting schedule

11.2. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 26 April 2023

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

11.3a. To approve an additional budget of £5,000 for the Pride Event (taking the event budget to £10,000)

11.3b. To ratify the proposed £5,000 budget for the Norfolk & Waveney Mind Wellbeing Festival

11.4. To consider dates, themes and budget for the next three Market Days

12. Community Safety

12.1. To review and adopt Community Safety Sub-Committee arrangements, including the following:

12.1a. To consider composition

12.1b. To review and consider adoption of the Terms of Reference

12.1c. To agree the meeting schedule

13. To review and adopt Working Group arrangements for the Denes Oval Working Group, the Toilet Strategy Working Group and the Triangle Market Working Group

13.1. To consider composition

14. To consider a request from the Marina Theatre to sell their old lighting desk, including use of the funds and any sale of future equipment

15. To consider a request from the Lowestoft Town Cricket Club to install sponsorship boards at the Denes Oval

16. To consider a request from the Sparrows Nest Bowls Club to install a noticeboard on the clubhouse

17. To receive an update on the condition survey of the Denes Oval perimeter wall

18. To consider and approve the terms and conditions for parking permits to be used by volunteers for the RNPS Museum

19. To consider a request from a member of the public regarding the purchase of land (confidential)

20. Date of the next meeting

Monday 5 June 2023 – 18:00

21. Items for the next agenda and close

22. 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:

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