

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 5 June 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 submitting 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/89892361531>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/DjBrWelZGzY>.

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
1 June 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 5 June 2023

AGENDA

20. Welcome

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

21. To receive and consider approval of apologies for absence

22. Declarations of Interests and dispensations

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

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

23. To consider the draft minutes of the meeting on 3 April and 24 May 2023

24. 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.

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

26. To appoint the Deputy Chair of the Assets, Inclusion and Development Committee

27. To consider any requests to join Sub-Committees under the Assets, Inclusion and Development Committee

28. Parks and Open Spaces:

28.1. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 30 May 2023

28.2. To consider measures to prevent unauthorised vehicular access to the Denes Oval

28.3. To receive an update and any legal advice regarding the trees at Uplands Road North

28.4. To consider the installation of a games table at various play areas

28.5. To receive and consider an assessment of all Town Council play areas

28.6. To consider quotations for the refurbishment of the Cotman Close play area and installation of new equipment at Normanston Park

28.7. To consider the cost of purchase and installation of a wildlife sign for the Bentley Drive play area

28.8. To consider the cost of an aeration device for the Fen Park pond

28.9. To consider any recommendations from the Parks and Open Spaces Sub-Committee on the following:

28.9a. Proposals for LoveParks Week

28.9b. A request for a commemorative area in Fen Park

28.9c. Development of a Coastal Garden at The Ness

29. Allotments:

29.1. To receive and note the draft minutes of the Allotments Sub-Committee meeting on 1 June 2023

29.2. To consider any recommendations from the Allotments Sub-Committee on the following:

29.2a. Matters arising from health and safety inspections

29.2b. Drainage at the Water Lane South site

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- 29.2c. Levelling of the communal area on the Sussex Road site
- 29.2d. Fencing at the Sussex Road site
- 29.2e. Removal of garden waste from the boundary fence at St. Margaret's allotments

30. Community Safety

- 30.1. To review and adopt Community Safety Sub-Committee arrangements, including the following:
 - 30.1a. To review and consider adoption of the Terms of Reference
 - 30.1b. To agree the meeting schedule
- 30.2. To consider reports of anti-social behaviour and damage of the Sparrows Nest Bowling Green

31. To receive the notes of the Triangle Market Working Group meeting on 31 May 2023 and to consider the following recommendations:

- 31.1. A maximum budget of £500 for the next two Market Days
- 31.2. To set the next Market dates as 24 June and end of August 2023

32. To consider making recommendations to Full Council on the site adjacent to the Triangle Market

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

34. To consider a budget for decorating the Denes Oval pavillion

35. To consider the provision of Christmas lights from 2024 onwards

36. To receive an update on the Fen Park toilet installation and the Triangle Market toilet specification

37. To consider a request for the Town Council to purchase a piece of land (confidential)

38. To receive an update on the setting up of the Gunton Residents Hall Management Committee (confidential)

39. Date of the next meeting
Monday 3 July 2023 – 19:00

40. Items for the next agenda and close

41. 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:

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