

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 6 November 2023.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending 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/87917004258>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/g7km6XAC4Go>.

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 October 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 6 November 2023

AGENDA

123. Welcome

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

124. To receive and consider approval of apologies for absence

125. Declarations of Interests and dispensations

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

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

126. To consider the draft minutes and confidential note of the meeting on 2 October 2023

127. 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.

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

129. To consider the formation of a Lowestoft Town Council Youth Forum

130. Parks and Open Spaces:

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

130.2. To receive a report on the grounds maintenance

130.3. To consider the following regarding The Ness:

130.3a. Approval of a £150 + VAT landscape design consultation fee for the coastal garden

130.3b. To receive the notes of The Ness Working Group

130.3c. To consider a wider heritage plan for The Ness that includes a sculpture for the Herring Lassies, 'Beetsters' and 'Ransackers'

130.4. To receive the notes of the Triangle Market Working Group and consider any actions, including:

130.4a. To ring-fence a maximum budget of £15,000 for refurbishment and compliance works for two existing stalls at the Triangle Market

130.4b. A quotation for electrical supply to all units at the Triangle Market

130.4c. To establish an annual budget of up to £5,000 for the annual maintenance of all kiosks

130.5. To consider the need for timber treatment at the Sparrows Nest Yarmouth Road entrance

130.6. To consider the budget allocation and specification for play area refurbishments in 2023-2024

130.7. To consider works required for Fen Park Pond

130.8. To consider the offer of a pond oxygen meter

130.9. To consider the purchase of replacement equipment for Kensington Gardens bowls

130.10. To consider a request from the Friends of Kensington Gardens to install wooden sleepers in the reading corner to create raised beds

130.11. To consider alternative options to memorial benches and trees

130.12. To consider an application for a memorial tree in Kensington Gardens

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130.13. To receive an update on preparations for the 150th anniversary commemoration of Belle Vue Park and to consider any further actions that may be required

130.14. To consider fencing works on the footpath at Walmer Road at a cost of £725 + VAT

130.15. To receive an update on the commissioning of a preventative repair report for the Denes Oval Clubhouse and public toilets

130.16. To consider a consultation fee of £750 + VAT with regards to the development of a pump track

131. Events and Communications:

131.1. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 25 October 2023

132. Allotments:

132.1. To receive and note the draft minutes of the Allotments Sub-Committee meeting on 3 November 2023

132.2. To consider approval of a change to their Terms of Reference to include the Chair of Lowestoft District Allotments Ltd as a non-Councillor member

133. Community Safety:

133.1. To receive and note the draft minutes of the Community Safety Sub-Committee meeting on 27 September 2023

134. To consider the following in relation to the Friends Groups:

134.1. To receive the notes of the meeting with the Friends Groups on Thursday 19 October

134.2. To consider a location for a storage unit, or the reuse of the concrete pad, for the Friends of Fen Park to store their tools

134.3. To consider the current model for Friends Groups and the Town Council's relationship with them

135. To consider planning for scheduled Lawn Tennis Association works on the Normanston Park and Kensington Gardens tennis courts

136. To consider the following in relation to public conveniences:

136.1. The procurement of contractors for the Normanston Park toilets, changing rooms and separate toilet block, and Lowestoft Cemetery toilets

136.2. To consider the procurement of the Sparrows Nest toilets, including the configuration the Town Council will put out to tender

137. To consider an application for Freedom of the Town (confidential)

138. To consider land owner permission ahead of a planning application for a proposal involving Town Council land (confidential)

139. To consider an approach to East Suffolk Council regarding possible transfer of a piece of land (confidential)

140. Date of the next meeting

Monday 4 December 2023 – 19:00

141. Items for the next agenda and close

142. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be

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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:

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