

# 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 3 March 2025.

### **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/83937951000>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/pNt7oRvxzq8>.

*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.

*S Foote*

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Sarah Foote, Acting Town Clerk  
24 February 2025

**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 3 March 2025**

**AGENDA**

**155. Welcome**

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

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

**157. Declarations of Interests and dispensations**

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

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

**158. To consider the draft minutes and confidential note of the meeting on 3 February 2025**

**159. 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.

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

**161. Parks and Open Spaces:**

161.1.To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 18 February 2025

161.2.To consider the following recommendation from the Parks and Open Spaces Sub-Committee:

161.2a. Recommendation to establish a Town Council policy regarding the fencing of children's play areas

161.3.To consider line painting at Great Eastern Linear Park within a maximum budget of £5,000

161.4.To receive draft plans for the Normanston Park changing rooms and toilet refurbishment

161.5.To consider the feasibility and cost of installing floodlighting at the Normanston Park skate park.

**162. Events and Communications:**

162.1.To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 26 February 2025

**163. Allotments:**

163.1.To receive and note the draft minutes of the Allotments Sub-Committee meeting on 15 January 2025

163.2.To consider the following recommendation from the Allotments Sub-Committee:

163.2a. Recommendation to approve the lease to the Lowestoft and District Allotments Ltd, with consideration of amendments/clarifications requested by the Sub-Committee

**164. Community Safety:**

164.1.To receive and note the draft minutes of the Extraordinary Community Safety Sub-Committee meeting on 18 February 2025

164.2.To receive and consider specification and cost for a proposed fence to be installed

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around the bowls green at Sparrows Nest  
164.3.To consider how to manage community safety as a Town Council, with regards to vandalism

**165. Date of the next meeting**

Monday 7 April 2025 – 19:00

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

**167. 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:**

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