For the attention of all Committee Members

You are summoned to attend a Meeting of the Lowestoft Town Council Assets, Inclusion and Development Committee at Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ at 16:00 on 21 May 2018.

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.

Councillors must register relevant interests and also 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 a disclosable pecuniary interest in a matter on the Agenda cannot take part or vote on that matter, 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 cases 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 S Bendix

Shona Bendix, Clerk
15 May 2018
Lowestoft Town Council
Meeting of the Assets, Inclusion and Development Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
16:00 on 21 May 2018

AGENDA

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

315. To receive and consider acceptance of apologies for absence

316. Declarations of Interests and dispensations
316.1 To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from councillors on items on the Agenda
316.2 To receive and consider written requests for dispensations for Disclosable Pecuniary Interests
316.3 To note any dispensations previously granted

317. To consider the accuracy of the Minutes:
11 May 2018

318. Public Forum
An opportunity for the public to make comments on any matters on this agenda

319. To review Sub-Committees and Working Groups, scope and composition and any delegations

320. To consider whether or not to change the start time of AID Committee meetings

321. To consider Community Infrastructure Levy consultation proposals

322. To consider issues with bicycles and vehicles on London Road North

323. To consider asset transfer and compliance issues, in particular the following matters:
323.1 Compliance monitoring, maintenance and condition surveys
323.2 CAD plans and compliance information from Waveney District Council
323.3 The sale of land on Walmer Road
323.4 The sale of land next to Uplands Community Centre
323.5 Improvement works to play areas
323.6 Gunton Warren land transfer and environmental issues
323.7 Cotman Close land transfer
323.8 Normanston Allotments land transfer
323.9 Draft lease for Community Halls
323.10 To consider signing the Kirkley and Pakefield Community Sports and Social Club Ltd Deed of Surrender and lease
323.11 To consider a lease with the trustees of the Royal Naval Patrol Service Association
323.12 Health and safety: Fen Park public conveniences

324. Asset records, protocols and strategies
324.1 To note the summary table for asset records, protocols and strategies
324.2 To consider the ‘Friends Of’ Groups protocol
324.3 Any progress with the development of a toilet strategy
Lowestoft Town Council
Meeting of the Assets, Inclusion and Development Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
16:00 on 21 May 2018

325. To consider an update and next steps for the following assets:
325.1 Allotments
325.2 East of England Park
325.3 The Lowestoft Collection
325.4 Marina Theatre
325.5 North Denes
325.6 Open Spaces and parks, including the septic tank on the land of the Uplands Community Centre
325.7 Heritage Action Zone, including Town Hall
325.8 Triangle Market
325.9 Other assets and asset records

326. To review the register of land and assets including building and office equipment

327. To note any progress with plans and lease for the first floor of Hamilton House

328. To note progress with events on Town Council land

329. To note progress with a framework for requests for the Freedom of the Town

330. To consider progress with community engagement
330.1 Survey (including Survey Monkey)
330.2 Promotion leaflets and advertising
330.3 Noticeboards, signs and plaques

331. To consider any developments in relation to the threatened closure of Lowestoft Records Office

332. Date of the next meeting
   Monday 4 June 2018 16:00 Riverside

333. Items for the next Agenda and Close