Lowestoft Town Council Assets, Inclusion and Development Committee

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 First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE at 16:00 on 24 September 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. Please note that if members of the public are unable to attend the meeting, they may submit comments in writing. In providing such comments they accept that, where they are suitable, they may be considered at the meeting and published in our minutes. However, they 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 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.

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Shona Bendix, Clerk
18 September 2018
Lowestoft Town Council
Meeting of the Assets, Inclusion and Development Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
16:00 on 24 September 2018

AGENDA

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

445. To receive and consider acceptance of apologies for absence

446. Declarations of Interests and dispensations
446.1 To receive Declarations of Disclosable Pecuniary and Local Non-Pecuniary Interests from Councillors on items on the Agenda
446.2 To note written requests and grants of dispensations for Disclosable Pecuniary Interests

447. To consider the accuracy of the Minutes:
3 September 2018

448. Discussion with Jayne Biggs from Heart 2 Heart Norfolk regarding the siting of defibrillators at Lowestoft Town Council’s assets

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

450. To note the revised meeting schedule

451. To consider the following with regard to the Events and Communications Sub-Committee:
451.1 Terms of Reference
451.2 Membership

452. To consider whether to organise a meeting to discuss traffic management in Lowestoft and if so to consider which organisations should be involved

453. To consider any progress with the lease for the first floor of Hamilton House

454. To consider a draft licence for Waveney District Council to undertake work on Lowestoft Town Council owned land

455. To consider revised guidance from Suffolk Highways to apply for a grit bin

456. Asset records, protocols and strategies
456.1 To note the summary table for asset records, protocols and strategies
456.2 To consider any new or revised asset records, protocols and strategies

457. To note progress with events on Town Council land

458. Policy issues affecting assets, including:
458.1 Any developments in relation to the threatened closure of Lowestoft Records Office

459. To consider progress with community engagement
459.1 Promotion leaflets and advertising
459.2 Noticeboards, signs and plaques
460. To consider asset transfer and compliance issues, in particular the following matters:
460.1 Compliance monitoring, maintenance and condition surveys
460.2 The sale of land on Walmer Road
460.3 The sale of land next to Uplands Community Centre
460.4 Improvement works to play areas
460.5 Gunton Warren land transfer and environmental issues
460.6 Cotman Close land transfer
460.7 Normanston Allotments land transfer
460.8 Leases, including the following:
   460.8a Kirkley and Pakefield Community Sports and Social Club Ltd
   460.8b The Lowestoft Movie Makers Club
   460.8c Community Halls
   460.8d Normanston Park Skate Park

461. To consider an update and next steps for the following assets:
461.1 Allotments
461.2 East of England Park
461.3 The Lowestoft Collection
461.4 Marina Theatre
461.5 North Denes
461.6 Open Spaces and parks, including the following:
   461.6a To consider issues at the Gainsborough Drive Pond
   461.6b To consider the following requests from the Friends of Kensington Gardens:
       461.6bi A drinking water tap to provided outside the café
       461.6bii The provision of benches in the area
461.7 Heritage Action Zone
461.8 Triangle Market, including the following:
   461.8a To consider a 2019 Christmas Market

462. Date of the next meeting
   Monday 8 October 2018 18:00

463. Items for the next Agenda and Close