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 18:00 on 25 February 2019.

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.

S S Bendix

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Shona Bendix, Clerk
18 February 2019
Lowestoft Town Council  
Meeting of the Assets, Inclusion and Development Committee  
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE  
18:00 on 25 February 2019  

AGENDA

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

603. To receive and consider acceptance of apologies for absence

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

605. To consider the accuracy of the Minutes:  
25 February 2019

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

607. To consider the Open Spaces Strategy

608. Asset records, protocols and strategies  
608.1 To note the summary table for asset records, protocols and strategies  
608.2 To consider any new or revised asset records, protocols and strategies

609. To consider any progress with the lease and developments on site for the first floor of Hamilton House

610. To consider progress with noticeboards, signs and plaques

611. To consider asset transfer and compliance issues, in particular the following matters:  
611.1 Report from the Clerk regarding legal and policy issues affecting assets  
611.2 Report from the Facilities and Contracts Manager regarding asset management, compliance monitoring, maintenance and condition surveys  
611.3 Improvement works to play areas

612. To consider an artefacts policy

613. To consider an update and next steps for the following assets:  
613.1 Allotments  
613.2 The Ness  
613.3 Marina Theatre  
613.4 North Denes  
613.5 Open Spaces and parks, including the following:  
613.5a To consider whether to progress the Srytar — or an alternative — software  
613.5b To consider a request from the University of the First Age, Suffolk One Sixth Form College, Ipswich, to use the Normanston Park car park as a pick up and drop off point for thirty students, as part of their National Citizen Service programme  
613.6 Heritage Action Zone, including the following:
Lowestoft Town Council
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18:00 on 25 February 2019

613.6a To consider Terms of Reference for the Heritage Action Zone Partner Board and Delivery meetings

613.7 Triangle Market, including to consider terms and conditions for markets

613.8 Public Conveniences, including the following:
   613.8a A specification for renovation work to the public conveniences at Fen Park and Sparrows Nest
   613.8b Compostable eco-toilets

613.9 Community Meeting Halls

613.10 Great Eastern Linear Park

613.11 Town Hall

614. Date of the next meeting
   Monday 11 March 2019 18:00

615. Items for the next Agenda and Close

616. 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