

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 a video meeting via Zoom, at 18:00 on 6 July 2020. **Members of the public are welcome to observe the meeting and submit comments regarding any item on the agenda in advance of the meeting. The link for members of the public to observe the meeting is as follows: <https://youtu.be/GQli906qmlU>. The link for Councillors to access the Zoom meeting will be sent separately via email. The minutes and all public documents associated with this agenda will be published as usual.** 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 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 be present.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

SS Bendix

.....
Shona Bendix, Clerk
29 June 2020

Lowestoft Town Council

Meeting of the Assets, Inclusion and Development Committee

Via Video Meeting
18:00 on 6 July 2020

AGENDA

18. Welcome

To welcome the meeting and remind Councillors and members of the public of the right to report and noting the application of the video meeting protocol.

19. To receive and consider acceptance of apologies for absence

20. Declarations of Interests and dispensations

20.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests

21. To receive any comments and note that the draft minutes of the meeting on 1 June 2020 will be considered at the next appropriate meeting

22. To consider any advance comments from the public on any matters on this agenda

23. To note Full Council's confirmation of the composition of the Assets, Inclusion and Development Committee, and to note a Councillor's participation at the meeting on 1 June who was not a member of the Committee

24. To review and adopt Sub-Committee arrangements for the Allotments Sub-Committee

- 24.1. To confirm the composition
- 24.2. To review and adopt the Terms of Reference
- 24.3. To review any delegations

25. To consider how to implement the Infrastructure Investment Plan, following its adoption by Full Council as a working document, including the following:

25.1. To receive and consider the up to date CIL and s106 position and any deadlines for expenditure

26. To consider the following regarding parks and open spaces:

- 26.1. To receive any comments and note the draft minutes of the meeting on 16 June 2020, and to consider the following recommendations:
 - 26.1a. A request for the Assets, Inclusion and Development Committee to review the Friends, Stakeholders and Assets Policy
 - 26.1b. To consider tenant COVID-19 recovery actions and note that provisional permission has been granted (confidential)
- 26.2. To consider requests from Cllrs Frost and Pitts to join the Parks and Open Spaces Sub-Committee
- 26.3. To consider the following relating to ponds:
 - 26.3a. Advice from East Suffolk Norse's Countryside Officer on the presence of Water Speedwell in the Gainsborough Drive Pond, and to consider how this should be managed
 - 26.3b. Making a recommendation to the Finance and Governance Committee on whether to progress environmental surveys of the Fen Park, Kensington Gardens and Gainsborough Drive ponds
- 26.4. To consider the Town Council's provision of play equipment, particularly regarding the following sites:
 - 26.4a. Sparrows Nest

Lowestoft Town Council
Meeting of the Assets, Inclusion and Development Committee
Via Video Meeting
18:00 on 6 July 2020

- 26.4b. St Margaret's Plain
- 26.5. To consider a request from the Friends of Kensington Gardens to create a rose garden in Kensington Gardens, to commemorate the efforts of keyworkers during the COVID-19 pandemic
- 26.6. To consider how to work with Friends Groups towards the recovery of the Town Council's parks and open spaces
- 26.7. To consider the following regarding Normanston Park:
 - 26.7a. A request from a member of the public for a memorial bench near the Skate Park
 - 26.7b. Security arrangements to prevent unauthorised vehicular access
 - 26.7c. The use of the car park as a drop off and collection point for coaches
 - 26.7d. Changes to tenant and contractor areas (confidential)
- 26.8. To consider how to progress the decision of the Finance and Governance Committee to approve a maximum budget of £200 for the purchase of two lockable bollards at Sparrows Nest, including to consider the positioning of them and ensuring that the requests of stakeholders have been considered
- 26.9. To consider potential locations for two ballot cigarette butt bins, which can be provided and delivered at no cost to the Council
- 26.10. To consider the design and construction features for completion of The Ness (confidential)
- 26.11. To consider the framework for seasonal work in parks (confidential)
- 27. To note receipt of the 'Notice to Complete' for the telephone kiosk on Gunton Drive and to consider potential uses for the kiosk**
- 28. To consider the development of Youth Engagement and Communities Engagement policies, as per this Committee's Terms of Reference**
- 29. To consider a request to reposition the Town Council's noticeboard at the Triangle Market**
- 30. To note trading arrangements in Links Road Car Park (confidential)**
- 31. Date of the next meeting**
3 August 2020 18:00
- 32. Items for the next agenda and close**
- 33. 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, including the following:**
 - 33.1. Any legal issues, including those at items 26.1b, 26.7d, 26.10, 26.11 and 30 above as required