

# 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 at 18:00 on 4 April 2022, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

**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. Comments can also be submitted 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/87646015467>. The meeting can also be observed via the following link: [https://youtu.be/Bt8Q3\\_zUMVg](https://youtu.be/Bt8Q3_zUMVg). 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.

To help prevent the spread of Covid-19, all attendees should bring their own refreshments, their own pen for signing in, and should dress appropriately given the need for increased ventilation on the site. Every person attending should make their own risk assessment of the advisability of attending and/or any measures they should take individually to ensure their safety.

*S S Bendix*

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Shona Bendix, Clerk

28 March 2022

**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 4 April 2022**

**AGENDA**

**199. Welcome**

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

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

**201. Declarations of Interests and dispensations**

201.1. 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

**202. To consider the draft minutes and appended confidential notes of the meeting on 7 March 2022**

**203. 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.

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

**205. Parks and Open Spaces:**

205.1. To receive any comments and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 15 March 2022

205.2. To consider the following recommendations from the Parks and Open Spaces Sub-Committee:

205.2a. To approve the quotation to re-establish undergrowth in an area of the Britten Road play area

205.2b. To approve three bins for Kensington Gardens, with an emptying cost of £12.38 per week (to be applied as an amendment to the existing grounds maintenance schedule)

205.2c. To appoint a contractor for the refurbishment of the St Margaret's Plain play area (some aspects may be confidential)

205.3. To receive feedback from a tenant regarding the installation of swift boxes onto a building in Normanston Park

205.4. To note progress with items relating to the Kensington Gardens centenary

205.5. To consider First Light Festival occupancy of Kensington Gardens

205.6. To consider whether to progress an order for additional noticeboards and to identify locations

205.7. To receive an update on the repair/replacement of damaged matting at Fen Park

205.8. To receive an update on the installation of gates in the gaps in the fencing surrounding the Fen Park play area

205.9. To consider making improvements to Sparrows Nest entrance from Yarmouth Road

205.10. To consider a revised plan and any costs implications regarding the Sparrows Nest play area

205.11. To receive an update on the purchase of additional litter bins for the Great Eastern Linear Park

205.12. To consider the need for litter picking along the Great Eastern Linear Park

205.13. To consider lighting in parks and any necessary tree works

205.14. To consider the use of land at Clarkes Lane as allotments

205.15. To consider the maintenance of gated areas of The Ness

205.16. To review QR codes and augmented reality licences at The Ness

# **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 4 April 2022**

- 206. To review the Town Council's Asset Register**
- 207. To receive an update from the Toilet Strategy Working Group meeting on 23 March 2022**
- 208. To consider the following regarding the Sails and Triangle Market:**
  - 208.1. An approach to the cookery van for a presence at the market
  - 208.2. Improvements required to support the intended use of the Sails
  - 208.3. Licensing the area beneath the Sails for market trading
  - 208.4. Triangle Market capital investment, including the public conveniences
  - 208.5. Terms and conditions for market trading
- 209. To consider an offer of funding from the Lawn Tennis Association for improvements to tennis courts**
- 210. To consider recommendations arising from a site visit and Zoom meeting regarding kittiwake nesting at the Marina Theatre**
- 211. To progress the Full Council decision to appoint a Project Manager for pond dredging**
- 212. To note the ownership of the sea wall near The Ness, and to consider any additional provision of street furniture which may be required along it**
- 213. To progress the delegation from Full Council to consider a suitable recipient of the Councillor tablets which will be surplus to requirements**
- 214. To consider guardianship of an artefact from the former Lowestoft Hospital**
- 215. To consider progressing a licence for the Lowestoft Town Tennis Club (some aspects may be confidential)**
- 216. To note the decision of Full Council to display adverse weather signage and to further consider gritting (some aspects may be confidential)**
- 217. To receive a progress update on approved capital projects which are awaiting implementation (confidential)**
- 218. Date of the next meeting**

9 May 2022 18:00
- 219. Items for the next agenda and close**
- 220. 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:**
  - 220.1. To consider any legal issues, including those above as required