

# 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 6 September 2021, 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/83064833019>. The meeting can also be observed via the following link: [https://youtu.be/i5Wr\\_28L\\_x8](https://youtu.be/i5Wr_28L_x8). 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

27 August 2021

**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 6 September 2021**

**AGENDA**

**56. Welcome**

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

**57. To receive and consider acceptance of apologies for absence**

**58. Declarations of Interests and dispensations**

58.1. 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

**59. To consider the draft minutes of the meeting on 2 August 2021**

**60. 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.

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

**62. To consider the following regarding parks and open spaces:**

62.1. Receiving any comments and noting the draft minutes of the Parks and Open Spaces Sub-Committee meetings on 20 July 2021 and 17 August 2021

62.2. The following recommendations from the Parks and Open Spaces Sub-Committee:

62.2a. Seeking a quotation to install ten additional bins at the Great Eastern Linear Park, and options for imprinting or engraving the bins as belonging to the Town Council

62.2b. An in principle commitment to explore options for lights in the Town Council's parks and open spaces, and to consider suggestions from Councillors on areas to prioritise

62.2c. To remove and not reinstate the damaged boardwalk at the Great Eastern Linear Park

62.3. How to progress planting plans in 2021 – 2022

62.4. Quotations for the de-silting of the Fen Park and Gainsborough Drive ponds

62.5. Investigating the drains at Sparrows Nest

62.6. Whether to remove fishing platforms from around the edge of the pond in Fen Park

62.7. Options and costs for the refurbishment of the Sparrows Nest play area and improvements to the St Margaret's Plain and Britten Road play areas

62.8. Agreeing a five year schedule for the Council's commitment to refurbish at least one play area per year, including to consider any suggestions from Councillors

62.9. Agreeing a five year schedule for the Council's commitment to refurbish at least two public conveniences per year, including to consider any suggestions from Councillors

62.10. Replacement 'Matta' surfacing for the toddler swings in Fen Park, at a cost of £2,805

62.11. An application for a memorial bench in either Sparrows Nest or Belle Vue Park

62.12. Identifying a location within Kensington Gardens for a 'Talking Bench'

62.13. An offer from a private individual of a water fountain to install in the Kensington Gardens fish pond

62.14. The installation of a dog litter bag dispenser at The Ness

62.15. Works on a retaining wall in Kensington Gardens

62.16. Works at the Ammunition Bunker in Kensington Gardens

62.17. Vehicular access to Kensington Gardens

62.18. A recommendation from the Outdoor Fitness Equipment Working Group on progressing the installation of equipment in Normanston Park and Fen Park

62.19. Removal or replacement of the post and rail fence around the Normanston Park skate

# Lowestoft Town Council

## Meeting of the Assets, Inclusion and Development Committee

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park

62.20. Issues regarding traffic management at the Triangle Market and Sails, including the proposed lockable bollard

62.21. Reviewing the condition survey for the Sparrows Nest building complex (confidential)

63. **To consider keyholder arrangements for the Town Council's noticeboards**
64. **To consider priorities for improvements to the Town Council's Community Halls, to inform budgeting**
65. **To consider the Town Council's contract for IT services (confidential)**
66. **To consider any needed works and conditions for use of the Gunton Drive telephone kiosk (confidential)**
67. **Date of the next meeting**  
4 October 2021 18:00
68. **Items for the next agenda and close**
69. **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:**
  - 69.1. To consider any legal issues, including those above as required