

# 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 7 June 2021, at **Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB.**

**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/87203183022>. The meeting can also be observed via the following link: <https://youtu.be/G2Oyliif0gA>. 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 May 2021

**Lowestoft Town Council**  
**Meeting of the Assets, Inclusion and Development Committee**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB**  
**18:00 on 7 June 2021**

**AGENDA**

- 1. Welcome**  
To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public right to report.
- 2. To receive and consider acceptance of apologies for absence**
- 3. Declarations of Interests and dispensations**
  - 3.1. 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
- 4. To consider the draft minutes of the meeting on 17 May 2021**
- 5. 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.
- 6. To review and adopt Committee arrangements**
  - 6.1. To note the membership of the Assets, Inclusion and Development Committee
  - 6.2. To appoint the Deputy Chair of the Assets, Inclusion and Development Committee
- 7. To review and adopt Sub-Committee arrangements for the Allotments Sub-Committee, Events and Communications Sub-Committee, Normanston Park Tenancy Arrangements Sub-Committee and Parks and Open Spaces Sub-Committee**
  - 7.1. To consider composition
  - 7.2. To review and consider adoption of the Terms of Reference
- 8. To review and adopt Working Group arrangements for the Toilet Strategy Working Group, Triangle Market Working Group, Normanston Allotments Working Group, Christmas Lights Working Group, Outdoor Fitness Equipment Working Group and the Denes Oval Working Group**
  - 8.1. To consider composition
- 9. To consider the following regarding parks and open spaces:**
  - 9.1. To receive any comments and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 18 May 2021
  - 9.2. To consider the following recommendations from the Parks and Open Spaces Sub-Committee:
    - 9.2a. To give permission to the Friends of Fen Park to proceed with their planting plans, and grant delegated authority to the Clerk to ensure all necessary pre-requisites are in place
    - 9.2b. To give permission to the Friends of Kensington Gardens to paint a wall in Kensington Gardens with the design as supplied, and grant delegated authority to the Clerk to agree any modifications to the design if necessary and to agree the type of paint to be used
    - 9.2c. To progress a professional survey of a wall in Kensington Gardens
  - 9.3. To note when a condition survey of the Kensington Gardens bowls pavilion was last completed, and to consider any work required
  - 9.4. The provision of benches, bins and bicycle racks in the Town Council's parks and open spaces

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- 9.5. A request for a memorial bench in Normanston Park
- 9.6. Site access to Sparrows Nest, including any quotations received to install a fence along the border of the grass between the play area and the Movie Makers Theatre
- 9.7. Arrangements for replacement trees/planting, following incidents of environmental vandalism on Town Council land
- 9.8. The security of Fen Park and the Britten Road play area, particularly regarding unauthorised vehicular access, including to consider any quotations received to install staggered entrance barriers at Fen Park
- 9.9. A request from a school to hire the Kensington Gardens tennis courts for one morning per week
- 9.10. The provision of a bandstand in Fen Park
- 9.11. The provision of a sign at the Gainsborough Drive pond warning motorists of ducks crossing
- 10. To consider the following regarding the Links Road car park:**
  - 10.1. Providing access to the sea wall, including to receive feedback from a recent site visit
  - 10.2. An issue regarding drainage around the bicycle racks
  - 10.3. To note planned Anglian Water works to relocate pipes with a new junction at Links Road car park
- 11. To consider progress with a plan for heritage plaques**
- 12. To consider a proposal regarding procurement of additional items of the Lowestoft Collection**
- 13. To receive an update on the proposed bus shelter for Harris Avenue**
- 14. To receive an update on arrangements for the Triangle Market, including installation of the bollard**
- 15. To consider how to accommodate the Lowestoft Boxing Academy's request to hire Whitton Residents' Hall to ensure that other users are not precluded**
- 16. To consider a request from a member of the public for tree works at the Great Eastern Linear Park and the results of a recent survey of the site, and to note the decision of Full Council to delegate authority to the Clerk to approve the request, subject to this Committee's review of the report and approval (some aspects may be confidential)**
- 17. To consider lease arrangements for a tenant (confidential)**
- 18. To consider a request for sale/transfer of land at Uplands (confidential)**
- 19. Date of the next meeting**  
5 July 2021 18:00
- 20. Items for the next agenda and close**
- 21. 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:**
  - 21.1. To consider any legal issues, including those above as required