

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 July 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/81362090379>. The meeting can also be observed via the following link: <https://youtu.be/svkDWhXWJog>. 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 June 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 July 2022

AGENDA

21. Welcome

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

22. To receive and consider approval of apologies for absence

23. Declarations of Interests and dispensations

23.1. 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

24. To consider the draft minutes of the meeting on 6 June 2022

25. 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.

26. To review the Terms of Reference of the Assets, Inclusion and Development Committee

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

28. To consider a maximum budget and appropriate delegation to the Clerk to approve reimbursement claims from Friends Groups for the purchase of mulch

29. Parks and Open Spaces:

29.1. To receive any comments and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 21 June 2022

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

29.2a. To adopt the Terms of Reference of the Parks and Open Spaces Sub-Committee

29.2b. To approve the proposals for the development of a sensory garden in Sparrows Nest and to consider how to progress the project

29.2c. To progress educational signage in the Town Council's parks regarding wildlife feeding

29.2d. To explore potential uses of the Ammunition Bunker

29.2e. To approve in principle the offer of a 'Reading Chair' for Kensington Gardens

29.3. To consider the provision of 'Reading Chairs' in other parks

29.4. To progress an order for plants/bulbs

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

29.6. To review the five year plan for the refurbishment of play areas

29.7. To receive an update on the appointment of a project manager for pond works

29.8. To consider installing fencing in front of the Fen Park pond

29.9. To consider a biomass collection device for the Town Council's ponds and waterways

29.10. To consider the installation of a bund and/or fencing repairs at the Stoven Close play and Gunton Community Park

29.11. To consider an annual budget for each park for tarmac works

29.12. To consider progressing an underground utilities search of the North Denes area, within a maximum budget of £500

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18:00 on 4 July 2022

30. Events and Communications:

- 30.1. To receive any comments and note the draft minutes of the Events and Communications Sub-Committee meeting on 22 June 2022
- 30.2. To consider the following recommendations from the Events and Communications Sub-Committee:
 - 30.2a. To adopt the Terms of Reference of the Events and Communications Sub-Committee
 - 30.2b. To recognise Remembrance as a major event, with a budget of £5,000 delegated to the Events and Communications Sub-Committee
 - 30.2c. To approve the Town Council's membership to the Community Rail Partnership for 2022 – 2023, and payment of the associated fee of £500
- 30.3. To confirm the budget for heritage plaques

31. Allotments:

- 31.1. To receive any comments and note the draft minutes of the Allotments Sub-Committee meeting on 16 June 2022
- 31.2. To consider the following recommendations from the Allotments Sub-Committee:
 - 31.2a. To adopt the Terms of Reference of the Allotments Sub-Committee

32. To consider the following regarding public conveniences:

- 32.1. Progress with the refurbishment of the Fen Park, Sparrows Nest and Triangle Market public conveniences, including to receive feedback from a Teams presentation regarding modular builds
- 32.2. A request from the Lowestoft and District Allotments Association to install compostable toilets at the allotment sites

33. Memorial benches and memorial planting:

- 33.1. To consider a memorial bench application for the Denes Oval
- 33.2. To consider a memorial bench application for Sparrows Nest
- 33.3. To consider a memorial planting application for Sparrows Nest

34. To consider the following regarding the Marina Theatre:

- 34.1. A request from the Marina Theatre to install a stairlift
- 34.2. A specification for kittiwake nesting ledges and a recommendation from the RSPB to install 'Avishock' strips to prevent future nesting at the current location on the Theatre
- 34.3. Granting permission for Marina Theatre advertising

35. To consider whether to progress the application to install a bus shelter on Harris Avenue

36. To consider a request from the Royal Naval Patrol Service Museum to refurbish its sign

37. To consider an enquiry regarding leasing an area of car parking land (confidential)

38. Date of the next meeting

1 August 2022 18:00

39. Items for the next agenda and close

40. 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:

- 40.1. To consider any legal issues, including those above as required