

# 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 held at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at 18:00 on 5 December 2022

**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 submitting 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/89497826892>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/LPYzvE3waql>.

*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 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 **relevant interests** in matters on the Agenda cannot take part or vote on those matters, 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 case they will need to consider whether they should leave the room.

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 infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

*S S Bendix*

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Shona Bendix, Clerk  
28 November 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 5 December 2022**

**AGENDA**

**134. Welcome**

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

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

**136. Declarations of Interests and dispensations**

136.1.To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda.

136.2.To consider written requests for dispensations for interests and note dispensations granted.

**137. To consider the draft minutes and confidential note of the meeting on 7 November 2022**

**138. 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.

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

**140. To consider working with the Community Payback Scheme and identify potential projects in the Town Council's parks and open spaces**

**141. Parks and Open Spaces:**

141.1.To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 15 November 2022

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

141.2a. To consider and progress the proposals from the Most Easterly Community Gardening Group regarding the Town Green

141.2b. To consider proposals to progress the installation of games tables

141.3.To consider feedback from the zoom meeting on 28 November 2022 regarding five year plans regarding the following:

141.3a. Normanston Park

141.3b. Rosedale Park

141.3c. Kensington Gardens

141.3d. Gunton Community Park

141.3e. Great Eastern Linear Park

141.3f. Sparrows Nest

141.3g. Fen Park

141.3h. Belle Vue Park

141.3i. Denes Oval

141.3j. Cotman Close

141.3k. Britten Road Play Area

141.3l. Clarkes Lane

141.3m. Pakefield Green Play Area

141.3n. The Ness

141.3o. Ness Point

141.3p. St Margaret's Plain Play Area

141.3q. Bentley Drive Play Area

# 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 5 December 2022

141.3r. Gainsborough Drive Pond

141.3s. North Denes

141.3t. Links Road Car Park

141.3u. Triangle Market

141.4. To consider an approach from Get Suffolk Reading to install a permanent story trail in Sparrows Nest

141.5. To agree the specifications for the Cotman Close and Normanston Park play area refurbishments

141.6. To consider the scheduling of the Fen Park, Britten Road, Pakefield Green and Clarkes Lane play area refurbishments

141.7. To consider the application of a Public Space Protection Order prohibiting dogs in play areas gated (or fitted with a grid) and fenced

141.8. To consider the purchase of eight additional bins for parks

141.9. To consider installing a composting area in Belle Vue Park within a maximum budget of £7,000 + VAT

141.10. To consider drainage work, repair and underpinning of the Sparrows Nest wall at the Yarmouth Road entrance within a maximum budget of £7,000 + VAT

141.11. To consider requests from the Kensington Gardens Bowls Club and the Friends of Kensington Gardens to install noticeboards in Kensington Gardens, including to note whether planning consent is required

141.12. To note the need for repairs to the Kensington Gardens Boating Lake, prior to it being re-filled

141.13. To consider any methods of water conservation, including to receive health and safety advice

### 142. Events and Communications:

142.1. To consider how to progress the installation of heritage plaques, particularly budget and permission requirements

142.2. To consider arrangements for an opening event for the Sparrows Nest play area

### 143. Allotments

143.1. To receive and note the draft minutes of the Allotments Sub-Committee meeting on 1 December 2022

143.2. To consider any recommendations from the Allotments Sub-Committee on the following:

143.2a. Fencing at the Normanston site

143.2b. Fly tipping of tyres at various sites

143.2c. Proposed works at the Sussex Road site

143.2d. Planning/budgeting for capital investment in and maintenance of allotments, including potential expansion of the provision of allotments, community gardens and community orchards

143.2e. The renewal of the lease/management services agreement with the Lowestoft and District Allotment Association in 2023 (some aspects may be confidential)

143.3. To consider an area of land by Fen Park allotments being used for parking (some aspects may be confidential)

### 144. To consider the future development and use of the area beneath the Sails

### 145. Public Conveniences

145.1. To receive the notes of the Toilet Strategy Working Group Meeting on 9 November 2022

145.2. To receive an update on the refurbishment of the Fen Park, Sparrows Nest and Triangle Market public toilets

# **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 5 December 2022**

- 146. To receive an update from East Suffolk Council on the proposed new traffic management system between the High Street and Artillery Way, and any other plans to address traffic and parking issues in and around the Triangle Market site**
- 147. To receive an update from East Suffolk Council and Suffolk County Council on the proposed new bollard/gate to prevent traffic contravening the Traffic Regulation Order and cutting through the Triangle Market**
- 148. Date of the next meeting**  
9 January 2023 18:00
- 149. Items for the next agenda and close**
- 150. 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:**
  - 150.1.To consider any legal issues, including those above as required