

# 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 5 September 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/85784590652>. The meeting can also be observed via the following link: <https://youtu.be/hdKKHSDwoo0>. 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

26 August 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 September 2022**

**AGENDA**

**62. Welcome**

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

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

**64. Declarations of Interests and dispensations**

64.1. 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

**65. To consider the draft minutes of the meeting on 1 August 2022**

**66. 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.

**67. To consider ways in which the Town Council may support the 'Leading Lives' initiative**

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

**69. Parks and Open Spaces:**

69.1. To receive any comments and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 16 August 2022

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

69.2a. To purchase a new bin for the Fen Park play area, with a recommendation from the Friends of Fen Park regarding the colour

69.2b. To approve a maximum budget of £150 for delivery of the St Margaret's Plain play area history panel

69.2c. To progress signage at the former Parklands play area to advise visitors it is a 're-wilded' area

69.3. To consider quotations for the refurbishment of the Rosedale Park and Bentley Drive play area, and to consider delegating authority to the Parks and Open Spaces Sub-Committee to make a recommendation to Full Council

69.4. To consider approving a maximum budget of £900 plus VAT to install a wheelchair-accessible picnic bench in Gunton Community Park, including a path

69.5. To consider approving a maximum budget of £4,000 for works to fencing at Gunton Community Park

69.6. To consider further information regarding the offer of a 'Reading Chair' for Kensington Gardens, and the provision of 'Reading Chairs' in other parks

69.7. To consider a request from the Kensington Gardens Bowls Club to install a wall mounted noticeboard on the pavilion

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

69.9. To consider the cost of works to a retaining wall and gully in Sparrows Nest

69.10. To consider entrance security at Sparrows Nest

69.11. To consider any methods of water conservation

**70. Events and Communications:**

70.1. To receive any comments and note the draft minutes of the Events and

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Communications Sub-Committee meeting on 24 August 2022

70.2. To consider how to progress the installation of heritage plaques, particularly budget and permission requirements, and formation/confirmation of a Working Group

**71. Allotments:**

71.1. To receive any comments and note the draft minutes of the Allotments Sub-Committee meeting on 1 September 2022

71.2. To consider any recommendations arising from the Allotments Sub-Committee meeting on 1 September 2022

**72. To consider the purchase of signage for the Denes Oval**

**73. To consider the following regarding the Town Green:**

73.1. Maintenance requirements for the town sign

73.2. The presence of advertising signage

**74. To consider the following regarding the Marina Theatre:**

74.1. To receive the minutes of the Marina Theatre Quarterly Management Meeting on 15 July 2022 and consider any outcomes

74.2. The cost of installing kittiwake ledges

74.3. Installation of a stairlift

**75. 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**

**76. 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**

**77. To consider a proposal from the Environment and Waste Working Group regarding bulky waste collection to target fly tipping**

**78. To consider removal of the Sails**

**79. To consider the following regarding Community Halls:**

79.1. The implementation of the Full Council resolution to make Town Council owned Community Halls available free of charge as venues for the Lowestoft and Northern Parishes Community Partnership 'Warm Places' initiative from October 2022 – March 2023 inclusive

79.2. Repairs to double glazing units at the Gunton Residents' Meeting Hall, within a maximum budget of £200 plus VAT

**80. To consider the purchase of twelve hedgehog houses and twelve insect hotels for allotment sites, within a maximum budget of £200**

**81. To receive an update on repairs to The Ravine wall**

**82. To consider a request for transfer or fencing of land at Turnberry Close (some aspects may be confidential)**

**83. To consider making recommendations to Full Council regarding the leaseback provisions in the Waveney District Council (Reorganisation of Community Governance) Order 2017**

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**18:00 on 5 September 2022**

**(confidential)**

- 84. To receive an update on transfer arrangements relating to the registration of ownership for the North Denes and Tingdene, and enforcement action relating to 'Phase 3' (confidential)**
- 85. To receive feedback from a trial of a biomass collection device in Plymouth (confidential)**
- 86. Date of the next meeting**  
3 October 2022 18:00
- 87. Items for the next agenda and close**
- 88. 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:**
  - 88.1. To consider any legal issues, including those above as required**