

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 19:00 on 7 August 2023.

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/83774417439>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/0yYe6dlsh5M>.

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
31 July 2023

Lowestoft Town Council
Meeting of the Assets, Inclusion and Development Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:00 on 7 August 2023

AGENDA

67. Welcome

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

68. To receive and consider approval of apologies for absence

69. Declarations of Interests and dispensations

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

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

70. To consider the draft minutes of the meeting on 3 July 2023

71. 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.

72. Public Toilets

72.1. To consider quotations for the following public toilets (as per the delegation from Full Council):

72.1a. Fen Park

72.1b. Repairs to Pakefield Street

72.1c. Additional information from the contractor regarding Triangle Market

72.1d. Sparrows Nest

72.2. To receive an update on the planting of prickly plants at the Pakefield Street toilets

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

74. Parks and Open Spaces:

74.1. To approve a request from Cllr David Youngman to join the Parks and Open Spaces Sub-Committee

74.2. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 18 July 2023

74.3. To consider any recommendations from the Parks and Open Spaces Sub-Committee on the following:

74.3a. To approve the Friends of Kensington Gardens funding and installing signs to identify flower beds managed by the group

74.4. To receive an update on the screens for bins

74.5. To receive a report on the grounds maintenance, including the following:

74.5a. The frequency of bin emptying in Lowestoft's parks and open spaces

74.5b. The frequency of tree watering, particularly where planting did not involve water bags

74.6. To consider the following regarding Fen Park:

74.6a. A budget for upgrades to the play area prior to refurbishment

74.6b. Provision of adult fitness equipment

74.6c. Quotations for a pond aeration device

74.7. To consider the intrusive ground survey report for Britten Road (some aspects may be confidential)

74.8. To consider the installation of teenage gym equipment for Rosedale Park

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74.9. To consider a request from the Kensington Bowls Club to renew their application to site a notice board on the Bowls Pavilion

75. Events and Communications:

75.1. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 26 July 2023

75.2. To consider any recommendations from the Events and Communications Sub-Committee on the following:

75.2a. To consider the development of the Lowestoft Town Council website

75.2b. To consider progressing the transferral of the Lowestoft Borough coat of arms to Lowestoft Town Council

76. Allotments:

76.1. To receive and note the draft minutes of the Allotments Sub-Committee meeting on 4 August 2023

77. Community Safety:

77.1. To receive and note the draft minutes of the Community Safety Sub-Committee meeting on 26 July 2023

77.2. To consider the following recommendations from the Community Safety Sub-Committee:

77.2a. Replacement basket swing at Gunton Community Park (£6,651.19 quote received)

78. To consider the purchase of the remaining John Reay painting and the creation of an Acquisition budget

79. To receive an update on liaison between LTC officers and The Grit to consider insurance and security arrangements for the loan of paintings from the Lowestoft Collection for a maritime-themed exhibition

80. To consider an approach to East Suffolk Council for an exhibit to be held at the old Post Office building

81. To consider the following regarding the Gunton Estate Residents Hall, in cooperation with the Management Committee

81.1. An update from the Gunton Estate Residents Hall Management Committee on garden plans

81.2. Extension of the existing hygienic cladding in the kitchen

81.3. The replacement of existing concrete steps with a moveable ramp

81.4. The replacement of the community noticeboard

81.5. Refurbishment of the gentleman's toilets

81.6. General repair works in the ladies' toilets

81.7. Replacement of metal grilles with window shutters

81.8. Review of the cleaning regime

81.9. Varnishing of the timber flooring

81.10. Car parking provision

81.11. Provision of foldaway snooker and table tennis tables

81.12. Replacement of the existing cooker and fridge

82. To consider proposals for improvements to the site adjacent to the Triangle Market

83. To note the requirement to pay the bid levy for the Town Hall

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19:00 on 7 August 2023

84. Date of the next meeting

Monday 4 September 2023 – 19:00

85. Items for the next agenda and close

86. 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:

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