

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 4 September 2023.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending 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/85859507614>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/Gert1VRyZe8>.

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.

SS Bendix

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Shona Bendix, Clerk
25 August 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 4 September 2023

AGENDA

87. Welcome

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

88. To receive and consider approval of apologies for absence

89. Declarations of Interests and dispensations

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

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

90. To consider the draft minutes and confidential note of the meeting on 7 August 2023

91. 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.

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

93. Parks and Open Spaces:

93.1. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 15 August 2023

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

93.2a. The approval of a maximum budget for an information panel at Belle Vue Park (some aspects may be confidential)

93.3. To receive an update on the screens for bins

93.4. To receive a report on the grounds maintenance

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

93.6. To consider a request from the Friends of Kensington Gardens for the installation of painted stones

93.7. To consider an application for a replacement memorial tree at Belle Vue Park

93.8. To consider any additional budget required for the 2023-2024 planting plans

93.9. To consider the following for Sparrows Nest:

93.9a. Feedback on security measures for the Sparrows Nest Bowls Club

93.9b. If fencing is required for the bowling green

93.10. To receive an update on the replacement of the basket swing at The Ness play area

93.11. To consider a quotation of £2,125 plus VAT for replacement matting and swings at Thirlmere Walk play area, and a delegation to the Clerk to progress

93.12. To consider the following regarding the Denes Oval retaining wall:

93.12a. Receive an update on the condition survey

93.12b. A strategy for dealing with the needed budget allocation of £200,000 for works on the wall and turrets

93.13. To consider a recommendation to Full Council for the purchase of eight of EasyGates for Stoven Close and Normanston Park within a maximum budget of £15,000

93.14. To consider the installation of soakaways in the following locations, with a delegation to the Clerk to progress:

Lowestoft Town Council

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- 93.14a. Kensington Gardens, within a maximum budget of £2,650 plus VAT
- 93.14b. Denes Oval, within a maximum budget of £3,250 plus VAT
- 93.14c. The Maritime Museum, within a maximum budget of £2,000 plus VAT

94. Events and Communications:

- 94.1. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 23 August 2023
- 94.2. To consider any recommendations from the Events and Communications Sub-Committee on the following:
 - 94.2a. To consider the budget allocation for additional flags and an annual budget for the raising of flags
 - 94.2b. To consider the proposed heritage plaque plan for the civic year 2023-2024
 - 94.2c. To consider appointing a preferred supplier for heritage plaques (some aspects may be confidential)
- 94.3. To consider the cost of transferral of the Lowestoft Borough coat of arms to Lowestoft Town Council
- 94.4. To consider a maximum budget for a climate event for 2024

95. Public Toilets

- 95.1. To receive the notes of the Toilet Strategy Working Group meetings on 9 August and 4 September, and consider any recommendations regarding the Council's policy on single-sex and unisex toilets
- 95.2. To consider for Fen Park the updated quotation, review the specification of the roof, the requirement and cost of planning consent and consider the cost of incorporating Resan
- 95.3. To consider a delegated budget allocation of £2,000 to the Clerk for anti-vandalism measures at the Triangle Market toilets
- 95.4. To consider the cost of incorporating Resan into the specification for the Triangle Market toilets
- 95.5. To consider the following for Pakefield Street toilets:
 - 95.5a. A maximum delegation to the Clerk of £7,000 plus VAT for external works
 - 95.5b. The inclusion of Resan in the specification
 - 95.5c. A maximum delegation to the Clerk of £7,000 plus VAT for security measures
- 95.6. To consider proposals for toilet refurbishment
- 95.7. To consider the nomination of Normanston Park toilets and changing rooms as the next refurbishment project
- 95.8. To consider the feasibility of refurbishing the Lowestoft Cemetery toilets alongside Normanston Park toilets

96. To consider a quotation for waste clearance from the St Margaret's Allotments boundary

97. To receive the notes of The Ness Working Group meeting on 17 August 2023

98. To review the following policies:

- 98.1. Memorial Bench Policy
- 98.2. Memorial Planting Policy

99. To consider the following items regarding Gunton Estate Residents Community Hall:

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- 99.1. Installation of CCTV
- 99.2. Installation of benches
- 99.3. Making the hall available for warm spaces in the winter

100. Date of the next meeting

Monday 2 October 2023 – 19:00

101. Items for the next agenda and close

102. 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:

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