

# 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 December 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/85397409200>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/EtOzBCCP7tU>.

*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  
27 November 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 December 2023**

**AGENDA**

**143. Welcome**

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

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

**145. Declarations of Interests and dispensations**

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

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

**146. To consider the draft minutes and confidential note of the meeting on 6 November 2023**

**147. 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.

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

**149. To consider the following in relation to the Friends Groups:**

149.1. To consider a location for a storage unit for the Friends of Fen Park to store their tools

149.2. To consider the current model for Friends Groups and the Town Council's relationship with them

**150. Parks and Open Spaces:**

150.1. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 21 November 2023

150.2. To receive a report on the grounds maintenance

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

150.3a. For Clarkes Lane and Thirlmere Walk to be the two play areas refurbished in 2024-2025

150.3b. A recommendation to Full Council on not allowing the use of the bowling greens at Kensington Gardens for events

150.4. To consider indicative costs for timber treatment at the Sparrows Nest Yarmouth Road entrance

150.5. To consider an additional cost of £580 + VAT for the Fen Park Pond aeration device

**151. Events and Communications:**

151.1. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 22 November 2023

**152. Allotments:**

152.1. To receive and note the draft minutes of the Allotments Sub-Committee meeting on 17 November 2023

152.2. To note the need for administrative support by the Lowestoft and District Allotments Association and consider how the Town Council may be able to assist

152.3. To approve an extra £700 for the removal of embedded litter at Normanston Allotments

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**153. Community Safety:**

153.1.To receive and note the draft minutes of the Community Safety Sub-Committee meeting on 22 November 2023

**154. To consider the following in relation to the Triangle Market:**

154.1.To consider a quotation for electrical supply to all units at the Triangle Market

154.2.To consider plans for the area adjacent to the Triangle Market in 2024-2025

**155. To consider the following regarding trees:**

155.1.To note completion of the Tree Survey and Hazard Assessment

155.2.Appointment of a Tree Working Group

**156. To receive an update on a recent meeting between the Lowestoft Museum and the Arts Council**

**157. To consider planning for scheduled Lawn Tennis Association works on the Normanston Park and Kensington Gardens tennis courts**

**158. To consider landowner permission ahead of a planning application for a proposal involving Town Council land (confidential)**

**159. To consider a request from East Suffolk Council to host a project at Normanston Park (confidential)**

**160. Date of the next meeting**

Monday 8 January 2024 – 19:00

**161. Items for the next agenda and close**

**162. 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:**

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