

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 3 June 2024.

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/81169423671>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/3yGR6jCmC-8>.

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.

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Sarah Foote, Acting Town Clerk
28 May 2024

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 3 June 2024

AGENDA

1. Welcome

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

2. To receive and consider approval of apologies for absence

3. Declarations of Interests and dispensations

- 3.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda
- 3.2. To consider written requests for dispensations for interests and note dispensations granted.

4. To consider the draft minutes and confidential note of the meeting on 13 May 2024

5. 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.

6. To review and adopt Committee arrangements:

- 6.1. To note the membership of the Assets, Inclusion and Development Committee
- 6.2. To appoint the Deputy Chair of the Assets, Inclusion and Development Committee
- 6.3. To note the Terms of Reference
- 6.4. To agree the meeting schedule
- 6.5. To review the delegations of this Committee
- 6.6. To note the risk management responsibilities of this Committee

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

8. Parks and Open Spaces:

- 8.1. To review and adopt Parks and Open Spaces Sub-Committee arrangements, including the following:
 - 8.1a. To consider composition
 - 8.1b. To review and consider adoption of the Terms of Reference
 - 8.1c. To agree the meeting schedule
 - 8.1d. To review the delegations of the Sub-Committee
- 8.2. To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 14 May 2024

9. Events and Communications

- 9.1. To review and adopt Events and Communications Sub-Committee arrangements, including the following:
 - 9.1a. To consider composition
 - 9.1b. To review and consider adoption of the Terms of Reference
 - 9.1c. To agree the meeting schedule
 - 9.1d. To review the delegations of the Sub-Committee
- 9.2. To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 15 May 2024

10. Allotments

- 10.1. To review and adopt Allotments Sub-Committee arrangements, including the following:

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- 10.1a. To consider composition
- 10.1b. To review and consider adoption of the Terms of Reference
- 10.1c. To agree the meeting schedule
- 10.1d. To review the delegations of the Sub-Committee

11. Community Safety

- 11.1. To review and adopt Community Safety Sub-Committee arrangements, including the following:

- 11.1a. To consider composition
- 11.1b. To review and consider adoption of the Terms of Reference
- 11.1c. To agree the meeting schedule
- 11.1d. To review the delegations of the Sub-Committee

12. To review and adopt Working Group arrangements for the Denes Oval Working Group, the Toilet Strategy Working Group, the Triangle Market Working Group, The Ness Working Group and the Tree Working Group

13. Toilets:

- 13.1. To consider a specification and budget for the refurbishment of the Lowestoft Cemetery toilets
- 13.2. To receive an update on the procurement for the refurbishment of the Sparrows Nest toilets

14. To receive an update on the Kindertransport Statue Working Group

15. To consider a request to maintain an area of Town Council-owned land (some aspects may be confidential)

16. To receive and consider a report on a Lowestoft Town Council building asset (confidential)

17. Date of the next meeting

Monday 1 July 2024 – 19:00 – To be confirmed.

18. Items for the next agenda and close

19. 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:

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