

# Lowestoft Town Council Parks and Open Spaces Sub-Committee

For the attention of all Sub-Committee Members

You are summoned to attend an Extraordinary Meeting of the Parks and Open Spaces Sub-Committee of Lowestoft Town Council at 17:00 on 4 October 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 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/84205137408>. The meeting can also be observed via the following link: <https://youtu.be/UYkuCUYLD6g>. *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.

*W. Brooks*

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Cllr Wendy Brooks, Chair  
27 September 2022

**Lowestoft Town Council**  
**Extraordinary Meeting of the Parks and Open Spaces Sub-Committee**

**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**17:00 on 4 October 2022**

**AGENDA**

**69. Welcome**

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

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

**71. Declarations of Interests and dispensations**

24.1. To receive Declarations of Disclosable Pecuniary and Other Registerable Interests from Councillors on items on the Agenda and to consider any written requests and to note any dispensations granted

**72. To consider the draft minutes of the meeting on 16 August 2022**

**73. 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.

**74. To monitor expenditure by this Sub-Committee from its delegated budget**

**75. To consider implementation of the five year plans, including planting plans, in line with budgeting**

**76. To consider the purchase of poppies for Belle Vue Park, within a maximum budget of £300**

**77. To consider the scheduling and budgeting of pond maintenance work as identified in the Lowestoft Town Pond and Watercourse Appraisal**

**78. To consider whether to submit an application for Coast and Heaths Area of Outstanding Natural Beauty grant funding**

**79. To receive and note Lowestoft Field Club's plant record of The Ness**

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

80.1 The cost and method of tree mapping

80.2 To establish whether some of the trees at The Ness are dead and if so what action may be necessary

80.3 Whether to progress an application to the Woodland Trust for free trees and possible locations, including to consider the cost of watering and other ancillary costs

**81. To consider whether to progress an application for Green Flag status for any of the Town Council's parks, including to review the summary of criteria**

**82. To consider ways to sign-post parks, including to consider progressing public engagement**

**83. To consider how to improve the visual appearance of Normanston Park**

**84. To consider implementation of the Mulch Policy**

**85. Date of the next meeting**

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**17:00 on 4 October 2022**

18 October 2022 19:00

**86. Items for the next Agenda and Close**

- 87. 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**