

Lowestoft Town Council
Meeting of the Parks and Open Spaces Sub-Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:00 on 30 May 2023

MINUTES

Present: Cllrs Wendy Brooks, Robert Breakspear, Neil Coleby, Andy Pearce, John Pitts and Elise Youngman

In Attendance: Lauren Elliott (Project and Committee Clerk) and Taylor Williams (Committee Clerk)

1. To appoint the Chair of this Sub-Committee

Cllr Pitts nominated Cllr Brooks as Chair; seconded by Cllr Brooks. Cllr Youngman nominated Cllr Breakspear as Chair; seconded by Cllr Pearce.

The vote was taken with three votes in favour of Cllr Breakspear with one abstention, which was an absolute majority.

2. Welcome

The fire evacuation procedure and public right to report was explained and the meeting was welcomed.

3. Approval of apologies for absence

No apologies had been received, all Councillors were in attendance.

4. Declarations of Interests and dispensations

4.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda - Cllr Brooks declared she was a volunteer for Suffolk Wildlife Trust. Cllr Breakspear declared he was a member of the Friends of Kensington Gardens Group. Cllr Pearce declared he was the Chair of the Gunton Residents Association. Cllr Pitts declared that he was acquainted with the member of the public involved in item 10.

4.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted - No written requests for dispensations had been received.

5. To consider the draft minutes of the meeting on 18 April 2023

Cllr Brooks proposed approval of the draft minutes; seconded by Cllr Youngman; all in favour.

6. 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.

It was agreed to bring item 10 to the beginning of the meeting and allow contribution from the member of public in attendance.

10. To receive an update regarding tree works at Upland's Road North and on unregistered land

Cllr Pearce proposed the recommendation be made to the Assets, Inclusion and Development Committee (AID) for the Town Council to assert ownership on the unregistered land and obtain the relevant costs; seconded by Cllr Brooks. Full Council approval would be required due to the Town Council's policy to not take on any land without knowing the sub-surface contents. A vote was held with all Councillors in favour.

Cllr Pitts escorted the member of public from the chamber at 19:23

Cllr Brooks temporarily left the chamber at 19:25

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Cllr Pitts returned to the chamber at 19:26

Cllr Brooks returned to the chamber at 19:27

7. To consider Sub-Committee arrangements:

- 7.1 To note the membership of the Parks and Open Spaces Sub-Committee – Cllr Newsome's request was due to be approved by AID.
- 7.2 To appoint the Deputy Chair – Cllr Pitts nominated Cllr Brooks; seconded by Cllr Breakspear; four in favour and two abstentions.
- 7.3 To review and adopt the terms of reference – Cllr Pearce proposed to adopt the Terms of Reference until this Sub-Committee requests a variance; seconded by Cllr Youngman; all in favour.
- 7.4 To note the delegated budget – This Sub-Committee can spend from the Parks and Open Spaces budget, the Horticulture budget and the Waterways and Ponds budget. An update on expenditure would be provided at item 11.

8. To receive and consider proposals for the LoveParks Week

Further to the proposals provided by the Communications Officer, suggestions were made to focus on recycling and composting this year. A budget would be required to cover the cost of the fliers (£37 per thousand fliers) and stickers (£123 per two-thousand stickers). It was agreed to approve the budget in principle and ask the Events and Communications Sub-Committee to fund the budget and decide the budget allocations. Cllr Pearce proposed to approve the Communications Officer's proposals in principle but for the comments made regarding recycling, and further feedback from the Sub-Committee, be considered by the officer; seconded by Cllr Brooks; all in favour.

Cllr Youngman temporarily left the chamber and returned at 19:36

9. To consider a request for a commemorative area in Fen Park

Cllr Pearce proposed to approve a commemorative area in principle and for officers to clarify if the applicants had specific areas and ideas for the commemoration; seconded by Cllr Brooks. A policy may be required should the Council receive similar requests in the future. It was noted that this request should be linked in with the five-year plans for Fen Park. A vote was held with all Councillors in favour.

10. To receive an update regarding tree works at Upland's Road North and on unregistered land

This item was brought forward to the beginning of the meeting.

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

The Project and Committee Clerk relayed the recent expenditure of this Sub-Committee from its delegated budgets. Officers were asked to check the expenditure and allocation of two items that totalled £11,000.

12. To consider review and implementation of the five year plans, including planting plans, in line with budgeting, noting Councillors' comments regarding the following:

- 12.1 Normanston Park
- 12.2 Rosedale Park
- 12.3 Kensington Gardens
- 12.4 Gunton Community Park

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- 12.5 Great Eastern Linear Park
- 12.6 Sparrows Nest
- 12.7 Fen Park
- 12.8 Belle Vue Park
- 12.9 Denes Oval
- 12.10 Cotman Close
- 12.11 Britten Road Play Area
- 12.12 Clarkes Lane
- 12.13 Pakefield Green Play Area (Wellington Road)
- 12.14 The Ness
- 12.15 Ness Point
- 12.16 St Margaret's Plain Play Area
- 12.17 Bentley Drive Play Area
- 12.18 Gainsborough Drive Pond
- 12.19 North Denes
- 12.20 Links Road Car Park
- 12.21 Triangle Market
- 12.22 Town Green
- 12.23 Land at Upland's Road North (including pond)

Cllr Brooks requested an update on the Cotman Close play area and the information boards for Bentley Drive and St Margarets Plain.

The five-year plans document would be sent to all new Committee members.

Cllr Pearce proposed a delegation to officers, in conjunction with members of this Sub-Committee, to draw up and progress the planting plans within the framework of the annual Horticulture budget; seconded by Cllr Brooks; all in favour.

Cllr Pearce proposed to arrange standalone zoom meetings between scheduled meetings to discuss the five-year plans further, with proposals and recommendations to be brought back to this Sub-Committee; seconded by Cllr Breakspear; all in favour.

13.To consider the development of a coastal garden at The Ness, including to receive a Conservation Advisor Site Visit Report from Suffolk Wildlife Trust

Cllr Pearce proposed to consider this item on the standalone zoom meeting, per item 12.14; seconded by Cllr Brooks; all in favour.

14.To consider options for repair/replacement of a vandalised basket swing at The Ness

This item was deferred to the next meeting as there was no progress to report at this time.

15.To consider delegated budgets for:

15.1 Kensington Gardens for £1,000 – Planting plans had been suggested for areas in Kensington Gardens at a recent site visit.

15.2 Denes Oval for £1,000 – The Cricket Club had asked officers to consider beautifying the rockery area in front of the pavilion and install hanging baskets.

Cllr Brooks proposed approval of both items, with a delegation to officers to progress; seconded by Cllr Pearce with the amendment that the Friends of Kensington Gardens Group, the Cricket Club and the Tennis Club will be consulted on their plans for the sites, with those plans to be shared with the Sub-Committee for input before proceeding. The budget would be allocated first from the Horticulture budget and then the Parks and Open Spaces Capital budget if required. Cllr Brooks approved the amendment and noted that the hanging baskets

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for the Denes Oval were included in the proposal. A vote was held with all Councillors in favour.

16.Date of the next meeting

20 June 2023 19:00

17. Items for the next Agenda and Close

It was requested that any items be emailed to the office.

18.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

There were no resolutions.

The Chair closed the meeting at 20:11

Signed:

20 June 2023