

**Lowestoft Town Council**  
**Meeting of Neighbourhood Plan Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**16.00 on Monday 3 February 2020**

**MINUTES**

**Present:** Cllrs Alice Taylor (Chair), Susan Barnard, Robert Breakspear (arrived 16.17), Colin Butler, Amanda Frost, Jacqueline Hardie.

**In attendance:** Sarah Foote (Deputy Clerk)

**Public:** There were no members of the public in attendance

**81. Welcome**

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

**82. To receive and consider acceptance of apologies for absence**

Apologies were received from Cllr Coleby. Acceptance was proposed by Cllr Taylor, seconded by Cllr Barnard and accepted. It was further noted that Cllr Coleby had resigned as a member of the Sub-Committee.

**83. Declarations of Interests and dispensations**

83.1 Declarations of Disclosable Pecuniary and Non-Pecuniary Interests – Cllr Barnard declared a non-pecuniary interest in matters relating to Dip Farm.

83.2 There were no written requests for dispensations for Disclosable Pecuniary Interests.

83.3 No dispensations had previously been granted.

**84. Public Forum**

There were no members present.

**85. Approval of Minutes**

The minutes from the meeting of 20 January 2020 were agreed as an accurate record. Proposed by Cllr Butler, seconded by Cllr Frost.

**86. Plan Development**

86.1. Designation of Local Green Spaces – work was completed on categorisation of Local Green Spaces, Recreation and Play Areas and Parks.

86.2. It was noted that policies for Recreation and Play Areas and Parks were still to be developed.

86.3 Other policy development was ongoing.

**87. Date of the next meeting**

3.00 pm on Monday 24 February 2020.

**88. Items for next agenda – none.**

**89. 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, including the following:** There were no confidential matters to consider.

The Chair closed the meeting at 17.05

Signed: ..... 3 February 2020.