

Lowestoft Town Council
Meeting of the Parks Working Group
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
17:00 on 30 July 2019

Notes from a meeting of the Parks Working Group

Present: Cllrs Sue Barnard, Bob Breakspear and Neil Coleby

In attendance: Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

1. Election of Chair

Cllr Coleby proposed himself as Chair; seconded by Cllr Breakspear; all in favour.

2. Welcome

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

3. Receipt and consideration of acceptance of apologies for absence

Apologies were received from Cllrs Carlton, Lang and Parker. It was suggested that Cllr Eastwood should be invited to join the Working Group also, with regard to the work she has been completing at Arnold's Bequest.

4. Declarations of Interests and dispensations

Cllr Barnard declared a local non-pecuniary interest in any matters relating to Gainsborough Drive. Cllr Breakspear declared a local non-pecuniary interest in any matters relating to Kensington Gardens.

5. Public Forum

There were no members of the public in attendance.

6. Consideration of a recommendation to Council on:

6.1. Whether the working group should be a committee – Cllr Breakspear proposed that the Parks Working Group become the Parks and Open Spaces Sub-Committee, which would be a sub-committee of the Assets, Inclusion and Development Committee; seconded by Cllr Barnard; all in favour.

6.2. Terms of Reference – It was suggested these should specify a quorum of three Councillors and the requirement for two named substitutes. Draft Terms of Reference will be available for consideration at the next meeting.

7. Confirmation of Councillor Membership

Councillor membership was confirmed as Cllrs Barnard, Breakspear, Carlton, Coleby, Lang and Parker. Cllr Coleby proposed acceptance of this; seconded by Cllr Barnard; all in favour. It was agreed that quorum should be three Councillors, membership should consist of no less than five Councillors, but there should be no maximum number of members.

8. Agreement of meeting arrangements

It was agreed meetings should be scheduled monthly, but could be fortnightly if required. The preferred time was between 14:00 – 17:00 and it was requested not to schedule meetings for a Thursday.

9. How existing policies impact on parks and identify activities which might deliver that policy and make recommendations to the Assets, Inclusion and Development Committee

The Open Spaces Strategy, Tree and Pond Policies will guide activities, as well as the Toilet Strategy to an extent. The activities and decisions of the Climate Emergency Working Group may also affect this group, and vice versa. It was suggested that lockable bollards should be considered at park entrances to prevent unauthorised vehicular access and fly tipping.

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10. To consider the interactions with the Friends Groups and make recommendations to the Assets, Inclusion and Development Committee

A Friends of The Ness group is being established. The Clerk is making enquiries as to how they intend to make a contribution. but not keen to work with ltc. sb making enquiries with jo as to how they intend on making contribution. difficult site, with what we know is on the land. needs work re arrangement with norse, how they would manage, spec and cost.
37k in development fund, 12k budgeted for plants? prev decision?
this comm has no budget but would be nice to have budget for plants etc.
tor – 12k -15k budget for plants/benches. does this get delegated to aid make recs to aid from here. make recs to aid re implementation of open spaces strat to parks. extend to play areas? propose that this is open spaces sub-comm to then cover everything and parcels of land where we may like to plant. go to aid with this.
bb will ask friends group for proposal as to what they would like at k/gdns.

commonwealth trees – next fg agenda, cost of watering?
gdrive would like 200 daff bulbs

fg – consider budget provision for planting. was some approved prev. get james to check budget provision for this year.
£4k figure provisionally, then come back with detail later?
delegate parks development budget as whole to aid? to incl benches and signage.
f&g have been clear that would want to consider aid decisions on exp re parks.
£36,600 in parks development, ask for up to that. also s106 and cil. Kirkley and harbour money to be considered towards refurb of loos.
parks develop and infra budget be allocated to aid committee, up to £36,600.

11. Date of the next meeting

week after fg? look at bulbs, then go monthly after that. 2pm on 13 or 14 aug, send those out to everyone.

12. Items for the next Agenda and Close

bulbs. look at what has already been approved planting wise. benches and bins – park furniture, incl nightingale. piece of equip for stoven. mound of earth with tunnel thru middle. park security and parking. proposed and approved planting. long term objectives. community involvement.

harrods horticulture have invited us for look around. could look at sponsorship options with them. run plans by aid before doing anything.

need to look at signage in parks, displaying numbers etc to contact. need to ensure everyone knows what procedures are for reporting incidents. bb will check k/gdns before aid as to whether there is any approp signage. no signs at entrances have numbers. belle vue doesn't have signage. how about auto-locking mechanisms. these still have not been installed at loos.

light on in sparrows nest during the day, raise with norse.

going to be taking out n/board. on leased land at north denes. will need to go to aid. got a lot north side and not many south side. may want to consider relocating it and consider purchasing a further one or two. cost is £1640 per n/board, don't think this incl installation. doesn't incl delivery. proposed areas are soft standing.

13. 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

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by reason of the confidential nature of the business to be transacted, namely any legal issues relating to the matters on this agenda and in particular any matter relating to the Council's contracts

meeting closed 18:10