

**Lowestoft Town Council**  
**Meeting of the Parks and Open Spaces Sub-Committee**  
**Via Video Meeting**  
**14:30 on 14 July 2020**

**MINUTES**

**Video meeting participants:** Cllrs Sue Barnard (Chair), Bob Breakspear, Neil Coleby, Amanda Frost, Graham Parker, Andy Pearce, John Pitts and Alice Taylor

**Also participating:** Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

**17. Welcome**

The right to report and the application of the video meeting protocol were explained and noted, and the meeting was welcomed.

**18. Apologies for absence**

Apologies were received from Cllrs Jacqueline Hardie and Peter Lang. Cllr Carlton was not present and had not provided apologies. Cllr Coleby proposed acceptance of the apologies; seconded by Cllr Pearce; all in favour. Cllr Parker advised he would need to leave at 16:00 if the meeting is still in session.

**19. Declarations of Interests and dispensations**

Cllrs Barnard, Parker and Pearce declared local non-pecuniary interest in matters relating to the Gunton Residents' Association and had previously declared a standing local non-pecuniary interest in matters relating to the Gainsborough Drive Pond. Cllr Coleby had previously declared a standing local non-pecuniary interest in matters relating to Lowestoft in Bloom.

**20. Receiving any comments and noting that the draft minutes of the meeting on 16 June 2020 will be considered at the next appropriate meeting**

It was queried whether the minutes of the confidential session which have been included should be there. It was explained that any confidential information has been redacted from the public version of the minutes.

**21. Any advance comments from the public on any matters on this agenda**

A comment from a member of the public regarding item 23 of the agenda had been circulated and was displayed. The comment was that although the Triangle Market noticeboard may not be in the best location to be seen by passers-by, as it could be difficult and expensive to move it was instead suggested that brighter colours could be used on the notices, a seating area in this location could be considered, and the tree obscuring the noticeboard could be pruned back.

**22. Composition of the Parks and Open Spaces Sub-Committee**

This was read out and noted as: Cllrs Sue Barnard, Bob Breakspear, Tara Carlton, Neil Coleby, Amanda Frost, Jacqueline Hardie, Peter Lang, Graham Parker, Andy Pearce, John Pitts and Alice Taylor.

**23. Extending the provision of Lowestoft Town Council noticeboards**

Planning permission and landowner permission would be required should the Town Council wish to site a noticeboard on land it does not own. A noticeboard near Village Rise has been requested by a Councillor for the St Margaret's East ward. Although the Town Council does not own land at Village Rise it does own nearby land at Stoven Close, which could accommodate a noticeboard. There is a noticeboard outside the Gunton Estate Residents Meeting Hall, but it was queried whether this could be moved closer to the fence so that the notices can be seen more easily by passers-by. Cllr Pearce volunteered to take photographs of the current position of the noticeboard, which he will send to officers. It was queried

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whether shared noticeboards with the District and County Councils has ever been considered. This could be explored once locations have been agreed for new noticeboards, but East Suffolk and Suffolk County Councils do not currently have noticeboards. Cllr Pitts had suggested noticeboards in Pakefield on Shelton Road and All Saints Road, and will look into ownership of the land. Noticeboards have been suggested for the Southwell Road and Tom Crisp Way entrances to Fen Park. The provision required for each park will need to be considered, and will depend on the demand and whether the noticeboards will just be accommodating Town Council notices. Officers will look into the cost and it was suggested this could be included with the proposed public consultation as to what provisions visitors would like to see in the Town Council's parks.

**24. Consideration of the following regarding Fen Park:**

- 24.1 A bicycle rack near to the play park – It was suggested this could be included with the public consultation. A database on the provision of bins, benches and bicycle racks in all of the Town Council's parks is being put together. Enquiries will need to be made with other authorities as to their plans for bicycle racks, to ensure provision is not duplicated. This will be considered further by the Assets, Inclusion and Development (AID) Committee.
- 24.2 New matting for the play park – This will be considered by the AID Committee and the Clerk will progress where necessary under delegated authority.
- 24.3 Four new picnic benches to replace existing ones which have been damaged – This will be considered by the AID Committee. Advice from East Suffolk Norse and quotations are required. It was suggested that Belle Vue Park would benefit from additional benches. A 'Talking Bench' being provided by East Suffolk Council has been proposed for Kensington Gardens. Officers are liaising with the Friends Group. A cherry tree is being planted to commemorate Victory Over Japan (VJ) Day and a small event is being planned. Councillors would like to see grouped or shaped benches to encourage social interaction, but the 'Talking Bench' will be advertised as such as it is being provided by East Suffolk Norse at no cost to the Town Council.
- 24.4 Exploring the possibility of providing lighting to at least two poles in the park – This could be included in the public survey and will be considered further by the Climate Emergency Committee.
- 24.5 An additional provision of bins – The provision of bins is a policy position to be decided by the Council. The Climate Emergency Committee will consider this in principle.
- 24.6 Issues relating to waterways – Pond surveys are being progressed. Officers are making enquiries into the issues raised regarding the chalk stream.

**25. Biodiversity**

- 25.1 Feedback from the public regarding wildflower areas – Comments from members of the public were displayed, which had been received in response to a request for feedback the Town Council had placed in the Lowestoft Journal. The comments suggested a divide in public opinion and it was suggested that the purpose of any wildlife areas the Town Council decides to progress would need to be well publicised, and signage at the selected sites may be beneficial. Clarkes Lane, Daffodil Walk and the Gunton Community Park have already been identified as potential wildflower areas. An agenda item for more specific plans at these sites will be included for the next meeting. East Suffolk Council is seeking feedback from Town and Parish Councils on any requests it receives from members of the public for conservation areas on its land.
- 25.2 Projects on Lowestoft Town Council land – This was covered by the discussion of item 25.1 and will be considered further at the next meeting.
- 25.3 Mapping veteran trees and improving Lowestoft's tree landscape – The Clerk is making

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enquiries into a local register of veteran trees. The purchase of the commemorative cherry tree for VJ Day was discussed. The initial plan was to purchase two trees for Kensington Gardens. Officers will check the decision and progress the purchase and maintenance arrangements.

**26. Reviewing and considering implementation of the Friends, Stakeholders and Assets Policy**

The Clerk is making amendments to the policy to more clearly reflect what is done in practice, and adding more explicit information regarding insurance arrangements. It was suggested that some Friends Groups may require more support, particularly in the early stages. Officers do offer assistance where required and will be more proactive in doing so. The policy will be amended to more clearly indicate that grant funding is available to assist Friends Groups as they start up.

**27. Considering signage encouraging the appropriate disposal of dog litter at the Town Council's parks and open spaces**

It was suggested that if signage is to be considered it needs to convey a positive message about looking after the area for all to enjoy. This will be considered further at a future meeting.

**28. Date of the next meeting**

18 August 2020 14:30

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

It was requested that provision be included on the next agenda to further discuss bicycle racks and bins. Cllr Pitts has been made aware of a project in Pakefield exploring the history of the area, which the Town Council may wish to be involved with. This will be considered by the AID Committee. It was requested that five year plans for Normanston Park and Fen Park be considered at the next meeting. Longer term plans for parks previously included discussions about an Alice in Wonderland theme for Sparrows Nest. It was requested that this be picked up again at the next meeting. It was requested that item 27 of this agenda be carried forward to the next meeting.

**30. Resolution to close the meeting to the public**

The Chair thanked those who had been viewing the meeting via live stream. There were no confidential matters for consideration and the Chair closed the meeting at 15:41.

Signed: .....

18 August 2020