

Lowestoft Town Council
Meeting of the Parks and Open Spaces Sub-Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:30 on 19 October 2021
MINUTES

Present: Cllrs Robert Breakspear, Wendy Brooks (Chair), Andy Pearce, and Elise Youngman

In attendance: Sarah Foote (Deputy Clerk) and Shona Bendix (Clerk). Peter Wilson-Sutter and Mark Ross from East Suffolk Norse.

Public: There were no members of the public in attendance, either in person or via Zoom webinar

81. Welcome

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

82. Apologies for absence

Apologies were received from Cllr Sonia Barker, Cllr Parker and Cllr Pitts. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Breakspear; all in favour. Cllrs Newsome was absent.

83. Declarations of Interests and dispensations

Cllr Pearce declared a local non-pecuniary interest in item 87.2D. Cllr Breakspear declared a local non-pecuniary interest in item 87.2F

84. The draft minutes of the meeting on 21 September 2021

Cllr Pearce proposed acceptance of the minutes; seconded by Cllr Breakspear; all in favour.

85. Public forum

No advance comments had been received. There were no members of the public in attendance, either in person or via Zoom webinar.

86. Monitoring expenditure by this Sub-Committee from its delegated budget

A report had been supplied. Cllr Pearce confirmed that an allocation had been made in the horticultural budget for £10k for watering of trees due to be planted as part of the Tree Council Branching Out grant.

87. Thresholds for delegations to the Clerk for time urgent, emergency and general expenditure

– for items which were not currently covered by an existing delegation, it was agreed that a delegation of £2,500 per item be set for time urgent, emergency and general expenditure to allow the Clerk to progress matters that are required between meetings. Proposed by Cllr Pearce, seconded by Cllr Breakspear; all in favour.

88. Five-year plans for the Town Council's parks, including the following:

88.1 Specifications for benches – a paper had been circulated to members which detailed 40 benches to be purchased. Cllr Pearce asked if there were still benches to procure as the original intention had been for 65 benches. It was agreed that this matter would be reviewed at the November AID to ascertain if further benches were still required. It was agreed to proceed with the 40 benches, Proposed by Cllr Pearce, seconded by Cllr Breakspear; all in favour.

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88.2 Planting Plans, including the following:

Bulbs - It was agreed to proceed with the purchase of bulbs for Normanston Park, Stove Close and Daffodil Walk via Norse. Norse would confirm the exact cost of supplying the bulbs as detailed in the meeting paper. It was agreed to proceed with bulbs for the other parks as specified in the meeting paper, and to double the quantity to be ordered for Arnolds Bequest (to be recharged to the Charity Board), as the specific bulbs could not all be ordered via Norse. The costs would be covered by the single item expenditure of £2,500 from this sub-committee and the £3,500 delegation which was already in place from the AID Committee. The delegations would be checked by the Clerk. Formal confirmation to be sent to Norse in order for them to confirm cost and proceed with the order.

Proposed by Cllr Pearce, seconded by Cllr Breakspear; all in favour. It was noted there was no bulb order for Belle Vue and Sparrows Nest and this would go to AID in November for consideration. Norse were asked to make suggestions for Belle Vue and Sparrows Nest.

88.2a Belle Vue Park – a new bed was to be planted and a proposal had previously been drawn up. It was agreed that this would be carried forward to the next financial year and Norse would be asked to evaluate the planting plan which was included in the five year plan for the Belle Vue Park. Any regular bulb ordering for Belle Vue Park also needed to be considered as agreed above.

88.2b Britten Road play area – the five year plan was considered to be quite ambitious by the Officers from Norse and would need a great deal of preparation work before any planting could be undertaken. It was stated that as the play area and boundary considerations still needed attention, the sub-committee were not in a position to progress any planting plans.

88.2c Clarkes Lane – Cllr E Youngman reported that she and other ward Councillors Barker and Lang, would be walking the area and consulting with residents for their ideas for the area. Local schools would be included in this consultation. It was hoped to complete this in the next four to six weeks.

88.2d Fen Park – Cllr Pearce reported that bulbs would be planted by the Friends. Works to the pond were still to be undertaken and therefore there it was currently not appropriate for additional planting in that area. It was proposed by Cllr Pearce, seconded by Cllr Brooks that members of this sub-committee, Friends of Fen Park and Norse should liaise on planting plans for the next year.

88.2e Gunton Community Park – this would be deferred to a future meeting as per Normanston Park below. However, it was noted that trees were due to be planted here as part of the Branching Out grant.

88.2f Kensington Gardens – Holocaust Memorial lecturn had previously been approved, including the funding. After a site visit, it had been decided that the existing bed was too small to accommodate the lecturn. And it was intended to erect on the grass area facing the existing Holocaust Memorial bed. It was proposed by Cllr Pearce that the lecturn proceed on this basis. A discussion took place on the safety of the lecturn and whether it would be an obstruction or get damaged given that it would

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now standing alone on a grass area. Cllr Breakspear suggested a stone in the ground may be more appropriate. The Clerk suggested that a sub-committee site visit take place. The Friends had looked at the colour scheme of planting which would be referenced on the lecturn. The colours from the planting would not be seen until well after the lecturn had been installed (around Holocaust Memorial Day). The lecturn order should not be delayed because of the site site visit as this would only determine location not whether to proceed which had already been approved. It was agreed that delegated authority be given to the Clerk to implement the agreement to provide the lecturn, subject to consultation with members and Friends of Kensington Gardens, and visit site and confirm wording on the lecturn. Proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour.

88.2g Normanston Park – this would be deferred to a future meeting apart from annual planting of bulbs which had been agreed for order earlier in the meeting. New planting would be a consideration for next year. Five year plans had not been agreed and further consideration was needed before any agreements could be made. Input was needed from Norse on what priority targets could be and what budget provision may be required.

88.2h Rosedale Park – this would be deferred to a future meeting. As per Normanton Park above.

88.2i Sparrows Nest – it was agreed to proceed with the purchase of two bluebell design benches in memory of the late Susan Barnard which would be located within Sparrows Nest possibly where two benches were previously sited on the pathway up to Belle Vue. A bluebell walk, as detailed on the map in the five year plan, was also to be progressed with additional bluebell planting in the area where the benches were to be placed. At November AID further consideration would be given to the additional bluebells, with Norse provided advice on varieties and the quantities. Members were also asked to consider wording for and type of memorial plaque to be used located on, or near, to the new benches. Proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour. Norse were to confirm if the location they had suggested for the benches was suitable and would provide photographs to the Committee Clerk.

Concerns from local residents about the boundary at Town Green were discussed and consideration whether to fence or plant the boundary or to use a combination of both took place. It was proposed by Cllr Pearce that a site visit took place but a delegation be made to the Clerk, in conjunction with members and Norse, to proceed with seeking quotes and the erection of a fence and/or hedging to a maximum cost of £2,500. Seconded by Cllr Brooks; all in favour. Norse should be informed when the site visit was taking place and would attend.

89. Date of the next meeting

16 November 2021 at 18:30

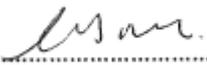
90. Items for the next Agenda and Close

Detailed consideration of the proposal in the five year plans for new beds in Belle Vue Park and the plans for Sensory Garden and Winter Garden in Sparrows Nest. A request for the play equipment provider who has been appointed for the Sparrows Nest project to visit St Margaret's Plain and make suggestions for two new pieces of equipment and provide a quotation with a view to this project being carried out in 2022/2023 financial year.

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There was no confidential business to be discussed and the meeting was closed at 19.50.

91. Resolution to close the meeting to the public

Signed: 
16 November 2021