

**Lowestoft Town Council**  
**Meeting of the Parks and Open Spaces Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10:00 on 11 September 2019**

**MINUTES**

**Present:** Cllrs Sue Barnard, Bob Breakspear, Neil Coleby and Graham Parker

**In attendance:** Lauren Elliott (Committee Clerk)

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

**1. Election of Chair**

Cllr Barnard proposed Cllr Coleby as Chair of the Parks and Open Spaces Sub-Committee; seconded by Cllr Parker; 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 and accepted from Cllr Lang. Cllr Breakspear had previously advised that he would be arriving later.

**4. Declarations of Interests and dispensations**

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

**5. Public Forum**

There were no members of the public in attendance.

**6. Review and approve the Terms of Reference**

These will be drafted and presented at the next meeting for consideration. Any suggestions from the Sub-Committee members will be emailed to the Committee Clerk.

**7. Consideration of a recommendation on Council expenditure on autumn planting for parks and open spaces**

A quote from Waveney Norse was circulated ahead of the meeting. Cllr Coleby provided an updated version at the meeting that he had made amendments to. It was noted that the overall amount could be reduced by £350 as Waveney Norse had agreed to cover the cost of some of the bulbs. It was agreed that it was preferable to order the plants through Waveney Norse as they could be planted straight away. It may be that bulbs for the Holocaust memorial garden could be purchased via the Remembrance budget, however there should already be a budget in place for this and plaques need to be purchased too. The Sub-Committee would like to create a five year plan so that the parks have more colour and attract visitors. The quote will be further amended as the pink bed in Belle Vue Park is not ready for the bulbs to be planted. The order for Kensington Gardens was also amended and the final overall total of the quote was £725.80. Cllr Coleby proposed submitting this quote to the Finance and Governance Committee to consider; seconded by Cllr Barnard; all in favour. No planting has been arranged for Normanston Park yet as no plan has been agreed.

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A meeting was held last night to discuss Remembrance arrangements and the attendees would like to see Japanese peace gardens created on the North and South sides of the town. Suitable planting for the Kensington Gardens Japanese garden and a pagoda style structure were discussed. The Friends of Kensington Gardens will be consulted. It may be that knitted flowers are planted temporarily, as was the case at the Belle Vue Park Poppy Garden.

It was agreed that representatives from Waveney Norse should be invited to meetings where planting is being discussed and Friends Groups if necessary. Waveney Norse and Sentinel Leisure Trust can also advise on play areas, when this is on the agenda.

*Cllr Breakspear arrived 10:40*

The discussion so far was recapped. With regard to the Holocaust Memorial Garden, the Sub-Committee would like to see a sign erected in due course, explaining the selection of particular colours. A plaque is also required to identify the Holocaust Memorial Tree. There had been a request for the planting of alliums in Kensington Gardens. Cllr Coleby will see if these are available through Waveney Norse.

The Sub-Committee would like to create guidelines for when bulbs, plants, etc should be ordered for each of the parks, and would like to see Waveney Norse's schedule of work, to ensure that everything is being watered and maintained. An asset tour has been discussed at other meetings and will be progressed.

The Sub-Committee would like consideration to be given to how some of the pieces of land owned by the Town Council are identified. Giving them proper names may encourage more visitors and make them more recognisable.

The Friends of Kensington Gardens will be approached for their thoughts on the Japanese Gardens and this will be discussed further at the next meeting so that a figure can be proposed to the Budget and Loan Working Group for inclusion in the 2020-21 budget. Cllr Coleby has been researching whether any grant funding may be available. It was suggested that cherry trees could be planted in each of the Town Council's open spaces to commemorate VJ Day. Peace roses could also be planted in various locations to commemorate VE Day.

Approximately £37,000 is available in the Parks Development budget. Within this, the Sub-Committee would like the following funds ringfenced each year:

- £1,250 for bulbs
- £5,000 for perennials
- £4,000 for shrubs
- £1,750 for trees
- £500 for in the greens

With provision for funds to be moved between the separate headings as required. Cllr Coleby proposed a maximum budget of £250, from within the figures quoted above, for the central yellow bed in Kensington Gardens; seconded by Cllr Barnard; all in favour.

Trees will need to be looked at site by site. The Sub-Committee would like to look at the funds available in this year's budget to consider an azalea walk and snowdrop garden. The person who inspired the character of Alice in Wonderland had links to Lowestoft, and it was

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suggested that Alice in Wonderland themed sculptures could be considered in Sparrows Nest. Furthermore, the Peter Pan statue could be reinstated in Kensington Gardens, along with other sculptures along that theme.

**8. Date of the next meeting**

The date of the next meeting was agreed as 14:00 on Wednesday 25 September.

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

Agreeing dates for visits to parks and open spaces. To consider additional planting for 2020, including the pink and white beds in Belle Vue Park, a plan for autumn planting and agreeing target dates for the ordering of plants and bulbs, etc. To consider whether to make a recommendation on the use of mulch. To consider planting a cherry tree at The Ness, alongside the existing plan for planting at that site.

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

There were no confidential items for consideration.

Signed: .....

25 September 2019