

# Lowestoft Town Council Parks and Open Spaces Sub-Committee

For the attention of all Sub-Committee Members

You are summoned to attend a meeting of the Parks and Open Spaces Sub-Committee of Lowestoft Town Council at 18:30 on 16 November 2021, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

**The meeting is open to the public and press to attend** and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitted regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/88959355131>. The meeting can also be observed via the following link: <https://youtu.be/W3eczWriVvg>. *In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.*

Councillors must register relevant interests and also declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011 a councillor with a **disclosable pecuniary interest** in a matter on the Agenda cannot take part or vote on that matter, unless they have been granted a dispensation. Under the Council's Code of Conduct a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which cases they will need to consider whether they should be present.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

To help prevent the spread of Covid-19, all attendees should bring their own refreshments, their own pen for signing in, and should dress appropriately given the need for increased ventilation on the site. Every person attending should make their own risk assessment of the advisability of attending and/or any measures they should take individually to ensure their safety.

*S S Bendix*

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Shona Bendix, Clerk

9 November 2021

**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 16 November 2021**

**AGENDA**

**92. Welcome**

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

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

**94. Declarations of Interests and dispensations**

94.1 To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests

**95. To consider the draft minutes of the meeting on 19 October 2021**

**96. Public forum**

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

**97. To monitor expenditure by this Sub-Committee from its delegated budget**

**98. To consider five-year plans for the Town Council's parks, including the following:**

98.1 Planting plans for the proposed new beds in Belle Vue Park

98.2 Planting plans for the proposed Sparrows Nest Winter, Sensory Gardens and children's maze

98.3 The cost of over-entrance archway signs

98.4 The cost of items relating to the Kensington Gardens centenary

**99. To receive an update on approved bulb orders**

**100. To consider development of a coast garden at The Ness**

**101. To consider small-scale planting at the Links Road car park**

**102. To consider whether to explore the option of installing swift bird boxes in the Town Council's parks**

**103. To consider the following regarding the Town Green:**

103.1 How to promote and support its use for community events

103.2 An update regarding fencing repairs

**104. To progress the decision of Full Council to install reflective strips and/or spotlights at the bicycle racks in Normanston Park, within a maximum budget of £6,000 (under delegated authority to this Sub-Committee)**

**105. To consider installing spotlights at the Normanston Park Skate Park**

**106. To consider the following regarding play areas:**

106.1 A stock-take of play areas and site visits

106.2 An update on refurbishment options for the St Margaret's Plain play area

106.3 Repair and maintenance of the Cotman Close play area

106.4 A review of the play inspections reports for the Bentley Drive and Pollard Piece play areas

106.5 Repair and maintenance of the damaged matting at Fen Park

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- 106.6 An update on the installation of gates for the gaps in the fencing around the Fen Park play area
  - 106.7 The provision of creative/art spaces within the Town Council's parks
  - 106.8 An update on commencement of approved works at the Britten Road play area
  - 106.9 The installation of a music-themed piece of art or play equipment at the Britten Road play area
  - 106.10 An update on instructing the contractor to proceed with the refurbishment of the Sparrows Nest play area
  - 106.11 An update on completion of the Whitton Green play area refurbishment (including outdoor fitness equipment)
  - 106.12 Signage for play areas
- 107. An update on Compass Street pocket park project/stakeholder meetings, legacy planning for ongoing maintenance and an update on the transfer of the land to Lowestoft Town Council**
- 108. To review the situation regarding the former Parklands play area**
- 109. To receive an update on instructing the contractor to proceed with the installation of outdoor fitness equipment in Fen Park and Normanston Park**
- 110. To consider the following regarding ponds:**
- 110.1 Progress with the Fen Park and Gainsborough Drive pond dredging
  - 110.2 An update regarding the issue of duck feeding at the Gainsborough Drive pond
  - 110.3 An offer from a private individual to install a water fountain in the Kensington Gardens fish pond
- 111. To consider the following regarding public conveniences:**
- 111.1 A stock-take of public conveniences and site visits
  - 111.2 An update on the appointment of a project manager for the refurbishment of the Sparrows Nest and Fen Park public conveniences, and prospective refurbishment of the Triangle Market public conveniences
- 112. To receive an update on progressing Holocaust memorial items for Kensington Gardens**
- 113. Date of the next meeting**  
14 December 2021 18:30
- 114. Items for the next Agenda and Close**
- 115. 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**