

**Lowestoft Town Council**  
**Meeting of the Parks and Open Spaces Sub-Committee**  
**First Floor Hamilton House, Battery Green Road, Lowestoft NR33 9BB**  
**17:30 on 20 July 2021**

**MINUTES**

**Present:** Cllrs Robert Breakspear, Wendy Brooks, Jacqueline Hardie (Chair), Andy Pearce and John Pitts

**In attendance:** Shona Bendix (Clerk) and Sarah Foote (Deputy Town 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)

**22. Welcome**

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

**23. Apologies for absence**

Apologies were received from Cllr Sonia Barker. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Breakspear; all in favour.

**24. Declarations of Interests and dispensations**

Cllr Breakspear declared a local non-pecuniary interest in items relating to Kensington Gardens. Cllr Hardie declared a local non-pecuniary interest in items relating to Fen Park. Cllr Pearce declared a local non-pecuniary interest in agenda items 33 and 28. Cllr Brooks declared a non-pecuniary interest in items relating to Gainsborough Drive Pond

**25. The draft minutes of the meeting on 15 June 2021**

Cllr Pearce proposed approving the minutes of the meeting on 15 June 2021; seconded by Cllr Breakspear; all in favour.

**26. Public forum**

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

**27. Expenditure by this sub-committee from its delegated budget from 1 April to 30 June 2021** was noted.

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

28.1 Priorities for year one, including specifications for benches, bins and bicycle racks – It was noted that all bins had now been ordered and the wheelchair accessible picnic bench had also been ordered. Cllr Pearce requested that the final costs for this project be provided to the next meeting to confirm and consider any remaining budget.

28.2 Information Boards and/or required signage for Town Council's parks including proposed designs for over-entrance archway signs. Cllr Pearce proposed that the design for the over-entrance archways include both the Lowestoft Town Council logo and the former Lowestoft borough logo, that bespoke signs are preferred for each location and that the document provided be adopted and officers seek to provide quotations for the iron works needed to produce these archways signs. Seconded by Cllr Brooks; all in favour. Information boards on duck feeding had been completed.

It was noted that the AID Committee had agreed to incorporate the development of a coastal plant area into the five-year plans, as a year two project with a commitment to approach experts with the appropriate botanical knowledge and budget accordingly for 2022/23 and to liaise with ESC before the end of the six month technical hand-over period

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about any planning and/or contamination requirements. It was further noted that Cllr Brooks was exploring the possibility of a 'Friends of' group coach trip to Dungeness and may apply to the Town Council for funding for this.

**29. Damaged board walk at the Great Eastern Linear Park**

There was some uncertainty to which areas of the board walk had been damaged and therefore it was agreed to conduct a site meeting. Cllrs Hardie, Pitts, Pearce, Breakspear and Brooks all confirmed they would like to attend. It was hoped this could take place before the next meeting when this item would be considered again.

**30. Mulch Policy**

Officers from East Suffolk Norse advised on mulch production and the need for several days to ensure the two to three year production process can take place without anaerobic problems arising. Cllr Hardie confirmed that two locations were already agreed; one in Fen Park and one in Kensington Gardens. Cllr Pearce requested clarification on how this could be incorporated into the year on year planning for the parks. It was proposed by Cllr Pearce, seconded by Cllr Pitts and agreed all in favour to provide Norse Officers with a copy of the Mulch Policy and to arrange site meetings with Committee Members, representatives of Friends Groups and Norse.

**31. Planting in Sparrows Nest, Belle Vue Park, including bulbs, shrubs in Sparrows Nest and laying turf in an area of Belle Vue Park**

Norse Officers confirmed that Friends Groups would again be provided with complimentary bulbs for planting. Discussion took place on other bulb planting schemes and it was confirmed that officers should check budget and agreements in place and progress as necessary. It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour that the triangle bed at Belle Vue Park be turfed and planted with spring bulbs with cost being covered in existing R&M budget and that the pyracantha by the Move Makers in Sparrows Nest be removed.

**32. Tree Planting**

32.1 How the Town Council may be involved with the Queen's Green Canopy initiative

32.2 Tree Planting as per the 2020 Tree Council Branching Out awarded funding

Both of the above agenda items were considered together. It was proposed by Cllr Pearce, seconded by Cllr Hardie and agreed; all in favour, that AID consider at the August meeting which trees should be transferred from the Branching Out planting to the Queens Canopy (which Officers had confirmed was acceptable to the Tree Council) and that the Branching Out planting be passed to Events and Communications to organise, noting that this activity must involve young people.

32.3 Numbers and species of trees lost following incidents of environmental vandalism.

Cllr Pearce commented that wilful destruction should not be tolerated and the Town Council must adhere to its tree replacement policy. The Clerk confirmed that the Norse Arboriculturist was providing a plan for Gunton Cliff and that Officers were compiling a Town Council wide record of where trees had been removed. Cllr Hardie asked that Officers obtain any Tree Planting Policy the District and County Council may have and that the Climate Emergency and Ecological Committee consider these policies at their next meeting.

**33. Desilting by dredging of the Fen Park and Gainsborough Drive ponds, alongside any consideration for desilting by non-mechanical means:**

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Cllr Hardie reported that she had been researching pumping the pond at Fen Park rather the dredging it to remove the silt. Cllr Hardie proposed that quotes be sought based on the information that she had provided, seconded by Cllr Pearce; all in favour and that a quote also be sought for mechanical removal of silt from Gainsborough Drive Pond. Cllr Pearce asked for reassurance on the information previously provided on the pond additive to remove silt namely how often would this need to be added and was specialist labour required for the application.

**34. Options and costs for the refurbishment of Sparrows Nest play area and improvements to the St Margaret’s Plain and Britten Road play areas**

Cllr Brooks reported on the meeting she had attended with one supplier for Sparrows Nest. This work to obtain options and quotations was ongoing with a hope to provide detailed information to the next meeting for consideration.

**35. Dog litter bag dispenser at The Ness**

Cllr Breakspear had undertaken a site visit and proposed that one dispenser be placed at the Whapload Road entrance closest to Birds Eye and the other by the role walk both on existing posts. It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour that the authority be delegated to Officers and the Chair of this Committee and Cllr Breakspear to progress perhaps whilst Concertus/East Suffolk contractors were still on site dealing with defects.

**36. Date of next meeting:** 17 August 2021 at 17.30

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

Further consideration of play area improvement and a report of spend against budget on play areas. The Chair thanked the Norse Officers for attending the meeting.

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

There were no confidential matters for consideration and the meeting was closed at 18.50.

Signed: .....

17 August 2021