

**Lowestoft Town Council**  
**Meeting of the Parks and Open Spaces Sub-Committee**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB**  
**19:00 on 21 June 2022**

**Minutes**

**Present:** Cllrs Sonia Barker, Robert Breakspear, Wendy Brooks, Christian Newsome, John Pitts, Elise Youngman, Janet Craig and Paul Page (entered room at 19:01)

**In attendance:** Lauren Elliott (Project and Committee Clerk) and Chris Meek (Administrator)

**Public:** There were no members of the public in attendance (either in person or remotely via Zoom webinar)

**1. To appoint the Chair of the Parks and Open Spaces Sub-Committee**

Cllr Breakspear nominated Cllr Brooks; seconded by Cllr Barker; all in favour.

**2. Welcome**

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

**3. To receive and consider approval of apologies for absence**

Apologies were received from Cllr Graham Parker and Cllr Andy Pearce, who both had provided a reason. Officers advised that Cllr Newsome would be arriving late to this meeting. Cllr Breakspear proposed acceptance of the apologies received; seconded by Cllr Pitts; all in favour.

**4. Declarations of Interests and dispensations**

Cllr Barker and Cllr Youngman declared a local non-pecuniary interest as Elm Tree ward councillors. Cllr Craig declared a local non-pecuniary interest in agenda item nine. Cllr Breakspear declared local non-pecuniary interest as chair of Kensington Friends Group.

**5. To consider the draft minutes of the meeting on 10 May 2022**

Cllr Youngman proposed approval of the minutes; seconded by Cllr Breakspear; all in favour.

**6. Public forum**

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

**7. To consider Sub-Committee arrangements:**

7.1 To note the membership of the Parks and Open Spaces Sub-Committee

7.2 Cllr Breakspear proposed Cllr Youngman as deputy chair of Parks and Open spaces; Cllr Brooks seconded; all in favour.

7.3 Cllr Breakspear proposed to adopt the Terms of Reference of the Parks and Open Spaces Sub-Committee; Cllr Page seconded; all in favour.

7.4 To note the delegated budget of the Parks and Open Spaces Sub-Committee

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

Officers updated the committee that they have a Horticultural budget of £14,008 and Allotment /Community budget of £10,000.

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**9. To consider whether to install murals on the sea wall and Ness Point**

The committee all agreed to forward any ideas and suggestions to Officers in preparation for further discussion at the next meeting.

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

Cllr Breakspear is awaiting further information on quotations where this would have to go to AID committee to agree. Cllr Craig advised the committee that Peter Lux has kindly donated two bulb planting tools to Lowestoft Town Council. Officers to follow up on this kind donation and send an acknowledgement of thank you.

**11. To consider proposals for the development of a sensory garden in Sparrows Nest**

Documents were circulated prior to the meeting. Cllr Brooks proposed to delegate to Officers to progress this item; Cllr Youngman; all in favour.

**12. To consider the Town Council's position on feeding wildlife in parks**

Cllr Brooks proposed recommendation to AID that Parks and Open Spaces Committee supports signage should be an educational tool and for Lowestoft Town council to liaise with Suffolk Wildlife Trust. Cllr Breakspear seconded; all in favour.

**13. To consider uses for two areas of open space at the Parklands**

Documents were circulated prior to the meeting. Cllr Brooks proposed Officers to gather further information on Community Gardens and feedback to the committee at the next meeting; Cllr Breakspear seconded; all in favour.

*Cllr Newsome entered building at 19:23*

**14. To note progress with tree mapping**

Cllr Brooks proposed to delegate to Officers to explore possible paid expert advice in regards to Tree mapping; Cllr Breakspear seconded; all in favour.

**15. To consider the results of a public survey regarding the installation of an over-entrance archway at Kensington Gardens**

The committee acknowledged public concerns over costings of this project. It was agreed between the committee that they would need to further investigate possible alternatives that could be on the market. Councillors agreed to send in any ideas and information via email to Officers. Cllr Breakspear proposed for further options to be explored in conjunction with Officers; Cllr Brooks seconded; all in favour.

**16. To consider the offer of a 'Talking Chair' for Kensington Gardens**

Cllr Breakspear has liaised with the supplier about possible designs. Officers asked Cllr Breakspear who would be responsible for maintenance of the chair. Cllr Breakspear proposed to investigate the possibility of having the chair in Kensington Gardens and feedback to the committee; Cllr Barker seconded; all in favour.

**17. To consider the provision of equipment storage facilities in parks for Friends Groups**

Cllr Breakspear in his capacity as chair of Friends of Kensington Gardens to liaise with Shelley (Chair of Fen Park) to explore possible storage options and their own requirements.

**18. To consider how the Town Council may move to becoming more self-sufficient (some aspects may be confidential)**

Cllr Breakspear proposed to move agenda item number 18 to confidential session; Cllr Page seconded; all in favour.

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**19. Date of the next meeting**

19 July 2022 19:00

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

Cllr Barker has given her apologies for the next meeting. The committee have asked Officers to explore other alternative options of the Ammo bunker in Kensington Gardens.

**21. 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**

The chair closed the meeting at 20:34.