

**Lowestoft Town Council**  
**Meeting of the Parks and Open Spaces Sub-Committee**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB**  
**19:00 on 16 August 2022**

**Minutes**

**Present:** Cllrs Robert Breakspear, Wendy Brooks, Christian Newsome, Andy Pearce, Janet Craig and Elise Youngman

**In attendance:** Sarah Foote (Deputy Town Clerk).

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

**44. Welcome**

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

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

Apologies were received from Cllrs Sonia Barker, Paul Page and John Pitts. Cllr Breakspear asked if all had provided reasons, the Deputy Clerk confirmed she was aware of all the reasons apart from that of Cllr Parker. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Breakspear; all in favour.

**46. Declarations of Interests and dispensations**

Cllr Newsome declared local non-pecuniary interest as the Town Council's representative on the Friends of Fen Park

Cllr Pearce declared local non-pecuniary interest as chair of Gunton Residents Association in relation to agenda items 50, 53, 65.

Cllr Breakspear declared local non-pecuniary interest as chair of Kensington Friends Group.

**47. To consider the draft minutes of the meeting on 19 July 2022**

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

**48. 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.

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

The budget position was displayed for members' information. Cllr Brooks asked if the recently planted trees were benefitting from the watering and it was confirmed that the community wardens were monitoring this. Cllr Pearce queried the horticulture budget amount and the Finance Officer would be asked to confirm the amount.

**50. To consider whether to install murals or other art installations on the sea wall and Ness Point and to consider any to consider any suggestions for designs**

The Deputy Clerk advised that ESC Coastal Management had been consulted on the possibility of a mural on the sea wall directly west of Ness Point and had no objections in principle but would require sight of design and size to give formal support for the project. It was agreed to consult with the College as Cllr Breakspear confirmed they were keen to work with the Town Council on such projects. Proposed by Cllr Breakspear, seconded by Cllr Brooks; all in favour.

**51. To consider whether to progress an application for Green Flag status for any of the Town**

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### Council's parks

Members had been circulated the relevant information and there was agreement that the Town Council was striving for all its marks to reach a quality mark. Noting that it was too late to make an entry for 2022, it was agreed that a summary of the criteria for entry would be produced and circulated for further discussion at the next meeting. Proposed by Cllr Pearce, seconded by Cllr Breakspear; all in favour.

### **52. To consider working with the Town Council's tenants provide children's books in public places**

Cllr Brooks expressed an interest in using Town Councils parks for children's art and literacy. Cllr Breakspear suggested this was something Friends Groups within the parks could manage. Cllr Pearce proposed an in principle commitment to explore further and trial within two areas. Seconded by Cllr Breakspear; all in favour. Cllr Breakspear reported that there was funding via Get Suffolk Reading for a 'reading chair' but he was not sure the design he had seen was appropriate for Kensington Gardens and would contact Get Suffolk Reading to see if alternative designs were available. It was proposed by Cllr Pearce that permission should be given for a 'reading chair' in Kensington Gardens with a delegation to staff in consultation with the Friends Group to agree the design and location. Health and Safety, risk assessment and how the chair would be defined as a 'reading chair' all needed further consideration. Seconded by Cllr Breakspear; all in favour.

### **53. To consider designs for educational signage regarding feeding wildlife in parks**

Members noted that signs were being progressed by the Community Wardens and Officers and this item would be removed from future agendas.

### **54. To consider alternative designs for planting plans**

Members were shown suggestions for themed planting (such as emblems or symbols). It was agreed that these work better in smaller and/or elevated locations and Cllr Brooks suggested Town Green as a possibility. It was agreed that this item would be further considered when the five year plans for parks were next reviewed along with the budget implications for additional planting. It was noted that The Ness still needed 'colour' via a coastal garden concept. Proposed by Cllr Pearce, seconded by Cllr Youngman; all in favour.

### **55. To consider installation of an additional bin next to the bend in the Fen Park play area**

Cllr Newsome reported that on his recent walk around the park with the Friends Group an additional bin had been requested. It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour to make a recommendation to the AID Committee for the purchase of the bin and delegate the decision on type and colour to Officers in conjunction to the Friends Group.

### **56. To consider a maximum budget for delivery and installation of the history board for the St Margaret's Plain play area**

A maximum budget of £150 for delivery was agreed for recommendation for approval by the AID Committee. Proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour. It was noted that any artwork design cost would be considered by AID committee as appropriate.

### **57. To consider how to progress a community garden at the Parklands**

The area which gated had become more visually attractive as shrubbery had grown. It was agreed to ask the AID Committee to consider signage with words to convey the message that the area was being 'rewilded'. The second area of land was just grassland at the moment which appeared to be tended. It was agreed to progress with planting fruit trees in the area to the value of £500 with an additional £500 to cover the cost of water bags and tree guards with a delegation to officers to select the variety of trees. Proposed by Cllr

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Brooks, seconded by Cllr Youngman; all in favour.

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

It was noted the members still wished to progress some form of digital mapping to record what tree stock the council has, what is lost and what is planted. Officers had explored two types of digital mapping but they did not offer a solution for all the council wanted to achieve. It was agreed to explore the following options further; assistance from environmental science students, asking Norse if any other council clients operated similar mapping, consult with London Parks, to commission of bespoke software. When all this information had been gathered the item would be further considered along with budget provision. Proposed by Cllr Pearce, seconded by Cllr Youngman; all in favour.

**59. To consider whether to progress an application to the Woodland Trust for free trees, and possible locations**

It was noted that this was a recommendation from the Climate Emergency and Ecological Committee. It was noted that whilst schemes may be available for free trees the resultant expenditure for watering and ancillary items were quite costly. It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour, that this item would be considered again in October to allow for proper recommendation for budget to be made.

**60. To explore options for over-entrance archway, or alternative, at Kensington Gardens**

It was proposed by Cllr Pearce that this item should be explored again in 2023 when a new council had been elected as it was the wrong time to be making such new commitments, however, alternative ways to sign post parks in a more cost effective way including asking the public for their suggestions could be progressed in the interim period. Seconded by Cllr Brooks; all in favour.

**61. To consider the purchase of mulch from external suppliers**

Noting, that the Town Council was producing some of its own mulch there was still a need for more. It was agreed to officers, with Cllr Breakspear to advise, on the choice of the supplier and mulch requirements for Kensington Gardens, Sparrows Nest, and the Denes Oval. Proposed by Cllr Breakspear, seconded by Cllr Brooks; all in favour. It was also agreed to put implementation of the Town Council's Mulch Policy on an agenda for a future meeting to consider how practical it is to implement the policy. Proposed by Cllr Pearce, seconded by Cllr Breakspear; all in favour.

**62. To consider working with a local farmer regarding grounds maintenance services and products**

Cllr Brooks was keen to open a dialogue between a local farmer and Town Council on how they may be able to work with the Town Council. It was agreed that three Councillors, an Officer would make a visit with a delegation agreed for staff to arrange. Proposed by Cllr Brooks, seconded by Cllr Youngman; all in favour.

**63. To consider the arrangements for watering the Kensington Gardens bowling greens and gardens**

Cllr Breakspear did not believe there was currently a pattern for watering and more effective watering may be achievable. It was proposed by Cllr Pearce that the Grounds Maintenance Contract Working Group consider what is currently being done against what is being charged for and that the grounds maintenance contractor is contacted to explain the current regime for watering bowling greens. It was requested that the Contract Working Group meet in September if possible.

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**64. To receive feedback from Friends Groups and a tenant regarding the installation of planters in Kensington Gardens, Fen Park and Normanston Park**

It was agreed that one metre x one metre planters with compost would be provided to Normanston Park tenant (2 of) and Friends of Fen Park (2 of).

**65. To consider engagement between grounds maintenance contractor and Friends Groups**

It was noted that this matter had already been concluded.

**66. Date of the next meeting**

20 September 2022 19:00

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

1. Update on visit from James Paget Hospital on planting in Belle Vue Park
2. St Margaret's Plain information board.

**68. 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**

There was no confidential business relating to items on the agenda.

The chair closed the meeting at 20.57.