

**Lowestoft Town Council**  
**Meeting of the Parks and Open Spaces Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**19:00 on 20 June 2023**

**MINUTES**

**Present:** Cllrs Robert Breakspear (Chair), Wendy Brooks (Deputy Chair), Neil Coleby, Andy Pearce, Bernadette Rappensberger, Jack-Arthur Smith, Nick Webb and Elise Youngman

**In Attendance:** Lauren Elliott (Project and Committee Clerk) and Taylor Williams (Committee Clerk)

**19. Welcome**

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

**20. Approval of apologies for absence**

Apologies were received from Cllrs Newsome and Pitts with reasons provided. Cllr Pearce proposed approval of apologies received; seconded by Cllr Webb; all in favour.

**21. Declarations of Interests and dispensations**

21.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda – Cllr Brooks declared an interest in item 34 and declared she had provided the request for a sculpture to the office per item 35. Cllr Pearce declared he was Chair of the Gunton Residents Association. Cllr Breakspear declared he was a member of the Friends of Kensington Gardens.

21.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted – No requests for dispensations had been received.

**22. To consider the draft minutes of the meeting on 30 May 2023**

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

**23. 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 – No advance comments had been received and there were no members of the public in attendance.

**24. To receive an update regarding tree works at Upland's Road North and on unregistered land**

This item would be discussed at the next Full Council meeting.

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

The Project and Committee Clerk summarised the Sub-Committee's expenditure. The maintenance of Lowestoft Town Council noticeboards was raised, with discussions on what content should be displayed and how they should be maintained. Cllr Brooks proposed the usage and maintenance of noticeboards be discussed at the next Events and Communications Sub-Committee meeting; seconded by Cllr Breakspear; all in favour.

**26. To consider quotations for the refurbishment of Cotman Close play area and installation of new equipment at Normanston Park and make a recommendation to Full Council, per the delegation from the Assets, Inclusion and Development Committee**

Cllr Breakspear proposed this item be discussed in confidential session; seconded by Cllr Smith; all in favour.

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**27. To consider the following regarding Kensington Gardens:**

- 27.1. The storage of the Friends Group's equipment in Kensington Gardens – Currently their equipment is stored in the same location used by the current grounds maintenance team at Kensington Gardens. The Ammo Bunker is currently used for storage by the Lowestoft Town Council, though space could be cleared for the Friends Group to use. Cllr Breakspear proposed the Friends of Kensington Gardens use the workspace of the current grounds maintenance team as storage. As concerns were raised for a member of Friends of Kensington Gardens to make this proposal on this item, Cllr Pearce proposed that if Lowestoft Town Council equipment is stored in the Ammo Bunker, and there are no plans to use the workspace once the current grounds workers leave, then that storage space should be made available to the Friends of Kensington Garden to store their equipment; seconded by Cllr Youngman; all in favour. An item was requested for the next Assets, Inclusion and Development agenda to discuss the Town Council's relationship with the different Friends of Groups.
- 27.2 Signage – These signs would be funded by the Friends of Kensington Gardens and used to identify the areas they manage. Cllr Brooks proposed approval; seconded by Cllr Smith; all in favour.
- 27.3. Receive an update on the screens for bins – It was agreed to defer this item to the next Assets, Inclusion and Development Committee meeting as the budget had been approved and an update was required from the facilities officers.

**28. To consider watering collection, storage and access in parks**

It was suggested to source an expert opinion on how the water from the natural springs at Sparrows Nest and Arnolds Bequest can be utilised and stored. Any water storage would need to be discussed with the Clerk and Health and Safety Consultant to budget the annual checks. Cllr Pearce proposed officers progress this and consider commissioning a formal feasibility report for water storage, with Essex and Suffolk Water and Greener Suffolk to be contacted for further information, and provide an update at the next meeting; seconded by Cllr Youngman, who noted that this could also be used to assist allotment sites; all in favour. An item to consider water retention was requested for the next Allotments Sub-Committee agenda.

**29. To consider an annual planting plan for 2023-2024**

The Project and Committee Clerk was liaising with facilities staff, noting that ideas from Friends of Groups would also be welcomed, and would provide plans and costings to the next meeting of this Sub-Committee or the Assets, Inclusion and Development Committee. It was suggested to progress with the existing planting plan and develop those rather than formulate a new plan. It was agreed to consider what can be planted this year with input from the grounds officers and to have standing item on the agenda to discuss the 2023-2024 plan and begin considering the 2024-2025 plan.

**30. To consider review and implementation of the five year plans in line with budgeting, noting Councillors' comments regarding the following:**

- 30.1 Normanston Park
- 30.2 Rosedale Park
- 30.3 Kensington Gardens
- 30.4 Gunton Community Park
- 30.5 Great Eastern Linear Park
- 30.6 Sparrows Nest
- 30.7 Fen Park

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- 30.8 Belle Vue Park
- 30.9 Denes Oval
- 30.10 Cotman Close
- 30.11 Britten Road Play Area
- 30.12 Clarkes Lane
- 30.13 Pakefield Green Play Area (Wellington Road)
- 30.14 The Ness
- 30.15 Ness Point
- 30.16 St Margaret's Plain Play Area
- 30.17 Bentley Drive Play Area
- 30.18 Gainsborough Drive Pond
- 30.19 North Denes
- 30.20 Links Road Car Park
- 30.21 Triangle Market
- 30.22 Town Green
- 30.23 Land at Upland's Road North (including pond)

At the previous zoom meeting, Councillors held general discussions to familiarise the new members with the plans. The Project and Committee Clerk confirmed that with various projects now identified, decisions would need to be made on priorities and budgeted accordingly.

Cllr Brooks noted that some urgent works in parks require priority, such as Belle Vue Park where work is required to restore the elephant statue and an old flower bed that has presented as a trip hazard. When such issues are reported to the office, it was agreed that the Councillor who reported the issue should be notified of resolution, or it could be reported in the Councillor update, which could also provide updates of areas fenced off in the parks.

Cllr Youngman thanked the officers for their swift work in clearing up the bricks from the wall of the St Margaret's play area.

Officers would deal with the trip hazard at Belle Vue Park initially, and keep Councillors updated, with an item on the next Parks and Open Spaces agenda to decide, with input from officers and Councillors, what long-term plans can be implemented for the area.

**31. To receive an update on information panels for the following sites:**

- 31.1 St Margaret's Plain – The information for this panel had been received and the Communications Officer was progressing the sign for the children's play area. The disused phone box nearby the play area could be re-purposed as a book share for the children, or removed completely, and it was queried how to progress this as the phone box is owned by BT whilst the land is owned by East Suffolk Council. Officers would inquire about the removal of the phone box and provide an update to the next meeting.
- 31.2 Bentley Drive – The design and supplier had been sorted and it should be ready to order, if the order has not already been placed.

**32. To consider the progression of the condition survey of the Denes Oval perimeter wall**  
The survey has been instructed.

**33. To consider options for repair/replacement of a vandalised basket swing at The Ness**  
Due to other tasks requiring priority, officers were still considering options for its repair or replacement.

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19:00 on 20 June 2023

**34. To consider the progression of the Sea Wall mural**

External funding should be considered for this project, with organisations such as Coastal Heaths providing funding for environmental projects, and collaboration could be sought with East Coast College. It was noted that Hornsea Three had previously discussed funding options with the Town Council, and a follow-up zoom meeting was requested to continue the discussions on funding and receive advice on how to pitch the application. Cllr Brooks proposed to progress the Sea Wall mural, with the possibility of collaborating with East Coast College, and to arrange a zoom meeting between Hornsea Three and members of this Sub-Committee to discuss funding options and receive advice; seconded by Cllr Pearce; all in favour.

**35. To consider a request for a new sculpture in Lowestoft**

A proposal from a member of the public had been received to erect a sculpture depicting the fisher girls. A location had not been considered by the applicant and whilst Ness Park would be ideal as that would be where the nets were repaired, issues on the contamination of the land and statue foundations should be considered. This could evolve into a larger project on the heritage of the area rather than a single sculpture. Cllr Pearce proposed to consider this request in principle, with further discussions between officers and Sub-Committee members at the next meeting to assess the feasibility of the project. It was suggested to consider siting the sculptor in the new Coastal Garden at The Ness. Cllr Webb seconded the proposed and a vote was held with all were in favour. Arts funding sources could be queried with East Suffolk Council.

**36. Date of the next meeting**

18 July 2023 19:00

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

Any items should be sent to the office.

**38. 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**

Cllr Coleby proposed the meeting be moved into confidential session; seconded by Cllr Pearce; all in favour.

*The Chair closed the meeting to the public and moved to confidential session at 20:13*

**26. To consider quotations for the refurbishment of Cotman Close play area and installation of new equipment at Normanston Park and make a recommendation to Full Council, per the delegation from the Assets, Inclusion and Development Committee**

Cllr Pearce made a confidential proposal; seconded by Cllr Youngman seconded; seven voted in favour and one abstained.

Cllr Brooks made a confidential proposal; seconded by Cllr Pearce; all in favour.

*The Chair closed the meeting at 20:36*

Signed: .....

18 July 2023