

**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 19 March 2024**

**MINUTES**

**Present:** Robert Breakspear (Chair), Wendy Brooks (Deputy Chair), John Pitts, Bernadette Rappensberger and Elise Youngman

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

**176. Welcome**

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

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

Apologies were received from Cllrs Coleby, Newsome and Pearce with reasons provided. Cllr Youngman proposed approval; seconded by Cllr Brooks; all in favour.

Cllr Webb was absent with no apologies received.

**178. Declarations of Interests and Dispensations**

178.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda – Cllr Brooks declared she was a member of Suffolk Wildlife Trust. Cllr Breakspear declared he was Chair of Friends of Kensington Gardens.

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

**179. To consider the draft minutes of the meeting on 20 February 2024**

Cllr Brooks proposed approval; seconded by Cllr Youngman; all in favour.

**180. 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 advanced comments had been received and no members of the public were in attendance.

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

No individual items of expenditure had been approved at the previous meeting.

**182. To consider the first-year priorities of the five-year plans and their implementation**

As discussed at the previous meeting, the installation of games tables and bicycle racks, the refurbishment of Lowestoft Cemetery and Normanston Park toilets and changing rooms and the refurbishment of Thirlmere Walk and Clarkes Lane play areas had been identified as priorities. The sport survey had also gone live and would help inform the priorities for sports and leisure provision in the parks and open spaces.

It was noted that the Ness coastal garden and drying racks should be included in the first-year priorities and would be progressed further by the Ness Working Group.

**183. To consider areas of land for planting fruit trees**

The Parks and Community Officer had suggested the area owned by Lowestoft Town Council (LTC) on Daffodil Walk be considered for planting fruit trees.

Cllr Brooks proposed approval of the officer suggestion.

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A maximum budget of £500 would allow officers to acquire decent sized trees and water bags. Cllr Brooks amended the proposal to include a delegated maximum budget of £500 to officers; seconded by Cllr Youngman; all in favour.

It was noted that daffodils had already been planted in this area and a wildflower meadow had been considered but the nearby residents were not in favour of it.

### **184. To consider measures to reduce litter on the Town Green**

The facilities officers had considered options such as a low wall or picket fence but were concerned that this may trap litter in the area and detract from the openness of the space. Officers suggested to approach the neighbouring businesses to request their support in tackling the issue. Community Payback were also available to undertake litter-picking on the site. Cllr Brooks proposed to support the officer suggestion to approach the neighbouring businesses; seconded by Cllr Breakspear; all in favour.

### **185. To consider conservation improvement measures for The North Denes**

The North Denes had a noted lack of places for birds to land or shelter and the Parks and Community Officer suggested to install more posts for the birds to perch on and planting more hawthorn hedging for shelter. The posts would be salvaged from other sites and a maximum budget of £500 would enable the purchase of hawthorn hedges.

Cllr Brooks proposed approval; seconded by Cllr Rappensberger; all in favour. The Sub-Committee requested they be notified of the locations and when the posts have been installed and the hedges planted.

### **186. To consider initial proposals to work with the Gunton Estate Community Hall Management Committee and the Conservation Volunteers to create a memorial garden and food growing area in Gunton Community Park**

Officers had received this approach from the Conservation Volunteers. Officers were asked to arrange a meeting with the Conservation Volunteers, The Gunton Estate Community Hall Management Committee and Councillors, with a site visit to also be considered. Cllr Breakspear proposed the parties be invited to present the initiative to the Assets, Inclusion and Development Committee or the Parks and Open Spaces Sub-Committee, depending on availability; seconded by Cllr Rappensberger; all in favour.

### **187. To consider quotations for the refurbishment of the Britten Road and Pakefield Green play areas (some aspects may be confidential)**

This item would be discussed in confidential session.

### **188. Date of the next meeting**

16 April 2024 19:00

### **189. Items for the next Agenda and Close**

Any items should be sent to the office.

### **190. 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 Rappensberger proposed the meeting be moved into confidential session; seconded by Cllr Youngman; all in favour.

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*The Chair closed the meeting to the public and moved into confidential session at 19:28*

**187. To consider quotations for the refurbishment of the Britten Road and Pakefield Green play areas (some aspects may be confidential)**

The quotations received were reviewed and the decision by this Sub-Committee would be recommended first to the Assets, Inclusion and Development Committee and then to Full Council.

Cllr Brooks made a confidential proposal; seconded by Cllr Youngman; four in favour and one abstention.

*The Chair closed the meeting at 19:50*

Signed: .....

16 April 2024