

**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 21 February 2023**

**MINUTES**

**Present:** Cllrs Robert Breakspear, Wendy Brooks (Chair), John Pitts and Graham Parker

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

**Public:** One member of the public was in attendance (in person)

**161. Welcome**

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

**162. Approval of apologies for absence**

Apologies were received from Cllrs Barker, Newsome, Pearce and Youngman with reasons provided.

Cllr Breakspear proposed approval of apologies; seconded by Cllr Pitts; all in favour.

Cllrs Craig and Page were absent with no apologies.

**163. Declarations of Interests and dispensations**

163.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda.

Cllr Breakspear declared a non-registerable interest on matters related to

Kensington Gardens as a member of the Friends of Kensington Gardens Group. Cllr

Brooks declared a non-registerable interest on items related to St Margaret's Plain.

Cllr Parker declared he is the Deputy Chair of the Gunton Residents Association. Cllr

Pitts declared an interest in item 167.23.

163.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted

None were received.

**164. To consider the draft minutes of the meeting on 17 January 2023**

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

**165. 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.

It was agreed to allow contributions from the member of the public on item 167.23.

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

It was agreed to have an updated position provided at the next Assets, Inclusion and Development Committee (AID) meeting.

**167. To consider review and implementation of the five year plans, including planting plans, in line with budgeting, noting Councillors' comments and feedback from a recent zoom meeting, regarding the following:**

167.1 Normanston Park

167.2 Rosedale Park

167.3 Kensington Gardens

167.4 Gunton Community Park

167.5 Great Eastern Linear Park

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- 167.6 Sparrows Nest  
167.7 Fen Park  
167.8 Belle Vue Park  
167.9 Denes Oval  
167.10 Cotman Close  
167.11 Britten Road Play Area  
167.12 Clarkes Lane  
167.13 Pakefield Green Play Area (Wellington Road)  
167.14 The Ness  
167.15 Ness Point  
167.16 St Margaret's Plain Play Area  
167.17 Bentley Drive Play Area  
167.18 Gainsborough Drive Pond  
167.19 North Denes (and to consider the management of the open space)  
167.20 Links Road Car Park  
167.21 Triangle Market  
167.22 Town Green – It was noted that the proposal for a community garden from the Most Easterly Community Gardening Group had been declined. Lowestoft in Bloom had been approached to collaborate on planting plans for the Town Green but they did not have the resources to assist with the project at this time. It was requested any historic photos of the Town Green be sent to the Project and Committee Clerk. Cllr Pitts proposed to engage with the Most Easterly Community Gardening Group on a project in Belle Vue Park; seconded by Cllr Brooks; all in favour.  
The subject of ivy overgrowth near Arnold's Bequest was raised and the Town Council would need to check the boundary of Arnold's Bequest before considering removal of ivy. Cllr Brooks proposed the Facilities Maintenance Officer and the Parks and Community Officer investigate if the ivy is damaging the trees and provide an update at the next meeting of this Sub-Committee; seconded by Cllr Pitts; all in favour.
- 167.23 Land at Upland's Road North (including pond) – The member of the public was invited to comment on this item. It was confirmed an arborist would conduct a site visit to assess the urgency of the tree works on 28<sup>th</sup> February, which Cllrs Brooks and Pitts would attend. It was requested the Project and Committee Clerk seek a second opinion from another arborist.  
Cllr Brooks proposed to commence with the site visit and request an urgent report from the arborist, and requested that prior to the site visit the officers conduct a health and safety assessment of the trees; seconded by Cllr Breakspear; all in favour.  
It was suggested to place a bench near the pond as part of the five year plans.  
It was agreed to schedule another stand-alone zoom meeting to discuss the five year plans.

***The member of public left the chamber at 19:39***

***Cllr Pitts temporarily left the chamber at 19:39***

***Cllrs Pitts returned to the chamber at 19:41***

### **168. To consider the provision of bicycle racks in the Town Council's parks, in line with the five year plans**

An inventory had been taken of all sites which listed the current locations of bicycle racks and recommended locations for new bicycle racks. It was suggested to prioritise the main

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parcs such as Kensington Gardens, Sparrows Nest and Fen Park. It was requested the Project and Committee Clerk bring designs and cost estimates to the next meeting for consideration.

**169. To consider development of a pump track in Normanston Park**

It was noted the Suffolk County FA survey for football pitches in Normanston Park was required to determine available space for a pump track. Gunton Community was also suggested as a possible site. It was noted that community engagement would be required to establish if there is a demand for the track and the suitable location.

Cllr Brooks proposed the Sub-Committee progress the development of a pump track and requested the Project and Committee Clerk seek advice from provider companies and other Councils who installed pump tracks, and obtain initial costs; seconded by Cllr Parker; all in favour.

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

170.1 St Margaret's Plain – It was requested the Project and Committee Clerk contact East Suffolk Council to query placing a bench on their land. Cllr Pitts proposed a delegation be made to officers, in conjunction with this Sub-Committee, to agree on the content of the panel and provide the design to Kompan; seconded Cllr Breakspear; all in favour.

170.2 Bentley Drive – Cllr Brooks proposed a delegation be made to officers, in conjunction with this Sub-Committee, to progress the panel designs; seconded by Cllr Parker; all in favour.

**171. To consider making a recommendation to the Assets, Inclusion and Development Committee on the purchase of free standing posts for the play panels removed from the Bentley Drive play area fencing**

The Sub-Committee agreed for a delegation to be made to officers, in conjunction with this Sub-Committee, to progress the purchase of free standing posts for the play panels, with costs to be approved by AID.

**172. To receive an update on the Sparrows Nest sensory garden, including the following:**

172.1 To consider locations for the replacement trees for the three to be removed as agreed by the Assets, Inclusion and Development Committee – It was noted the replacement trees may not establish well in the same location due to the surrounding trees therefore the Parks and Community Officer could advise on alternative locations. The current trees were intended to be re-used as timber for archways in the sensory garden, however the Town Council would first need make storage arrangements for the timber. As the current trees were not hazardous or diseased it was agreed to leave the trees in situ and return to this item when a decision is required with a recommendation from officers.

**173. To consider advice from Suffolk Wildlife Trust on the viability of trees at The Ness**

A site visit had been arranged with Suffolk Wildlife Trust in April 2023 to receive advice on whether the trees were recoverable and planting for a coastal garden.

The drying racks located at The Ness were raised and Cllr Pitts proposed a delegation to officers to request a condition survey of the drying racks and engage local groups, such as the Lowestoft Fishing and Oil Industry, for their views on what should be done with the racks; seconded by Cllr Parker; all in favour.

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**174. To note the progress of a noticeboard sited at Kensington Gardens**

Cllr Breakspear confirmed the Friends of Kensington Gardens would discuss the possibility of a shared noticeboard with the Bowls Club.

**175. To consider a request for parking permits in Sparrows Nest for disabled RNPS museum volunteers**

It was noted that there could be health and safety concerns with allowing parking in Sparrows Nest and issues on how the parking permits would be enforced. Cllr Brooks proposed to recommend refusal of the parking permits to AID and for the item to be referred to the Community Safety Committee for further discussion; seconded by Cllr Breakspear; all in favour.

**176. To consider concerns from a resident regarding feeding of birds and associated issues with rats**

It was agreed for this issue to be referred to Environmental Health.

**177. To consider providing comments to the Standing Orders and Policies Sub-Committee on the following:**

177.1 The Tree Policy

177.2 The Wild Flower Meadows Policy

Cllr Brooks proposed approval and the policies be recommended to the Standing Orders and Policies Sub-Committee; seconded by Cllr Breakspear; all in favour.

**178. Allotments:**

178.1 To consider progressing a public survey to engage interest in the development and volunteer work for community gardens - It was noted that advice would be required from officers to identify potential areas for community gardens before proceeding with a survey.

178.2 To consider a recommendation on areas of land which could be used to provide community gardens or additional allotment plots – It was noted this would be part of ongoing discussions with officers.

**179. Date of the next meeting**

21 March 2023 19:00

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

It was requested items for the next agenda be emailed into the office.

**181. 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 were no resolutions.

*The Chair closed the meeting at 20:56*

Signed:  .....

21 March 2023