

**Lowestoft Town Council**  
**Meeting of the Allotments Sub Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10:00 on Thursday 2 March 2023**

**MINUTES**

**Present:** Wendy Brooks, Keith Patience, Andy Pearce and Elise Youngman (Chair)

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

**Also in attendance:** Betty Jarrod (Chair - Lowestoft and District Allotments Ltd - LDAL)

**38. Welcome**

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

**39. Approval of apologies for absence**

Apologies were received from Cllr Pitts with reasons provided. Cllr Pearce sent his apologies that he may be late to the meeting.

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

Cllr Page was absent with no apologies provided.

***Cllr Pearce entered the chamber at 10:02***

**40. Declarations of Interests and dispensations**

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

Cllr Youngman declared she sits on the LDAL Committee.

40.2. To consider written requests for dispensations for interests and note dispensations granted

None were received.

**41. To consider the draft minutes and confidential note of the meeting on 12 January 2023**

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

**42. 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 members of the public were in attendance and no advance comments were received.

**43. Governance**

43.1. To note the Lowestoft and District Allotments Ltd's AGM took place on 21 February, including accounts for year ending September 2022 and Committee Appointments  
The accounts were received and the Deputy Chair seat was not filled.

43.2. To consider revised tenancy agreement; namely planting of trees and keeping of hens, rabbits and bees

There was no legislation prohibiting the planting of trees on allotment sites, whilst the keeping of hens, bees and rabbits was permitted by the National Allotment Society and would need to remain in the agreement, though LDAL could develop a separate policy for welfare. It was noted that LDAL have a policy for bees where the plot holder is required to have a bee keeping license and the consent of surrounding plot holders.  
Cllr Pearce proposed approval of the revisions; seconded by Cllr Brooks; all in favour.

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43.3. To receive any comments Lowestoft and District Allotments Ltd have on current lease  
It was noted there were two leases, one to expire June 2023 and the other April 2024, which would be renewed together and would complement the revised tenancy agreement. The lease would include the increased, inflation linked management fee and £1,000 for administration support. The National Allotment Society recently allowed for allotment produce to be sold, provided the money be reinvested in the allotment association. This had been added to the tenancy agreement and would be added to the lease.

43.4. To consider renewal of the lease/management services agreement with the Lowestoft and District Allotments Ltd (some aspects may be confidential)  
Cllr Pearce proposed to progress the draft lease per the discussions of this meeting; seconded by Cllr Youngman; all in favour.

**44. To consider matters arising from health and safety inspection of Sussex Road, Church Road, Longacre and Fen Park allotment sites; namely standardising access to sites, noticeboards, asbestos, number of sheds/greenhouses**

It was noted that the Church Road site was called Rotterdam Road in LDAL documents. LDAL were confirmed to be responsible for the maintenance of the shrubs on the allotment side of Sussex Road.

It was requested the Project and Committee Clerk check if quotes were obtained for repairing the fence at the Great Eastern Linear Park (GELP).

It was agreed to discuss the Church Road site in confidential session.

It was agreed to progress a universal lock system for all sites.

Cllr Pearce proposed the recommendations from the report and this meeting be delegated to officers, in conjunction with the Chair of LDAL, to create an action plan and budget to be considered by the Assets, Inclusion and Development Committee (AID); seconded by Cllr Patience; all in favour.

**45. To consider the Lowestoft and District Allotments Ltd priorities and aspirations, and any support that may be required from Lowestoft Town Council, including:**

45.1. Creation of a lockable entrance between St Margaret's Road Allotment and Poplars Primary School

It was noted that LDAL would pay for the gate. Cllr Brooks proposed the Chair of LDAL contact the school and confirm if they agree to the proposal and to be the key holder. If the school are in agreement, a delegation would be made to this Sub-Committee to schedule a stand-alone zoom meeting, with a representative of the school invited to attend, to approve progressing this. Seconded by Cllr Pearce; all in favour.

45.2. Tyres on allotment sites

All tyres had been removed but it was noted the £3 charge was for standard tyres whilst larger ones found on the sites had incurred a higher charge, and the number of tyres had increased since the last meeting. It was requested if the invoice was in excess of the allotted budget, to have an item on the AID agenda to approve the extra expenditure.

45.3. Boundary hedge at Sussex Road allotments

The boundary line had been established at a site meeting and the debris requiring clearance was on the Suffolk Highways side. Cllr Pearce proposed officers write to Suffolk Highways to remove the debris, with County Councillors copied into the

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correspondence, whilst excessive foliage growing from the allotment site would be managed by the LDAL; seconded by Cllr Brooks; all in favour.

It was noted that the budget to repair the GELP border fence would be considered by AID.

45.4. Improvement of the entrance surface at the Kirkley Park Road (Wilmington) allotments Cllr Youngman had received a call concerning the uneven surface on the entrance but there had been no further communication. Cllr Pearce proposed the facilities officers visit the site and provide feedback to AID, who would decide how to progress further; seconded by Cllr Patience; all in favour.

**46. To consider planning/budgeting for capital investment in and maintenance of allotments, including potential expansion of the provision of allotments, community gardens and community orchards**

Cllr Pearce proposed no action be taken on expanding allotment sites as LDAL were at capacity, and to review the situation in six months' time; seconded by Cllr Brooks; all in favour.

The Parks and Open Spaces Sub-Committee would address community gardens and orchards and establish the demand for them.

**47. Date of the next meeting**

To be confirmed

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

It was requested any items be emailed to the office.

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

***The Chair closed the meeting to the public and moved into confidential session at 11:08***

**44.To consider matters arising from health and safety inspection of Sussex Road, Church Road, Longacre and Fen Park allotment sites; namely standardising access to sites, noticeboards, asbestos, number of sheds/greenhouses**

It was noted that the names of the allotment sites would need to match on both the LDAL documents and the Town Council's lease. Any issues would be resolved internally by LDAL and Cllr Pearce proposed a delegation to officers to liaise the Chair of LDAL and provide support for the resolution of issues on the allotment sites when required; seconded by Cllr Youngman; all in favour.

***The Chair closed the meeting at 11:23***

Signed: .....

3 May 2023