

# Lowestoft Town Council Allotments Sub-Committee

For the attention of all Sub-Committee Members

You are summoned to attend an Extraordinary Meeting of Allotments Sub-Committee of Lowestoft Town Council at 10:00 on Thursday 8 June 2023, at **First Floor, Hamilton House, Battery Green Road, Lowestoft NR32 1DE.**

**The meeting is open to the public and press to attend** and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitted regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/81067288584>. The meeting can also be observed via the following link: <https://youtu.be/a07Pi97q8f4>.

*In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.*

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with **relevant interests** in matters on the Agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

To help prevent the spread of infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

*S S Bendix*

.....  
Shona Bendix  
2 June 2023

**Lowestoft Town Council**  
**Extraordinary Meeting of the Allotments Sub Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10:00 on Thursday 8 June 2023**

**AGENDA**

- 1. To appoint the Chair of the Allotments Sub-Committee**
- 2. Welcome**  
To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.
- 3. To receive and consider acceptance of apologies for absence**
- 4. Declarations of Interests and dispensations**
  - 4.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda
  - 4.2 To consider written requests for dispensations for interests and note dispensations granted
- 5. To consider the draft minutes and confidential note of the meeting on 2 March 2023**
- 6. 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.
- 7. To consider Sub-Committee arrangements:**
  - 7.1 To note the membership of the Allotments Sub-Committee
  - 7.2 To appoint the Deputy Chair of the Allotments Sub-Committee
  - 7.3 To review and adopt the Terms of Reference of the Allotments Sub-Committee
  - 7.4 To note the delegated budget of the Allotments Sub-Committee
- 8. Health and safety:**
  - 8.1 To receive an update on matters arising from health and safety inspections of Sussex Road, Church Road, Longacre and Fen Park allotment sites; namely standardising access to sites, noticeboards, asbestos, number of sheds/greenhouses
  - 8.2 To consider matters arising from health and safety inspections of the Water Lane North and South and Normanston allotment sites
- 9. To consider the Lowestoft and District Allotments Ltd priorities and aspirations, and any support that may be required from Lowestoft Town Council, including the following:**
  - 9.1 Drainage at the Water Lane South site
  - 9.2 Levelling of the communal area on the Sussex Road site
  - 9.3 Fencing at the Sussex Road site
  - 9.4 Fencing at the Normanston site and how to progress the removal of embedded litter
  - 9.5 The removal of garden waste from the boundary fence at St Margaret's allotments
- 10. To receive an update on the renewal of the lease/management services agreement with Lowestoft and District Allotments Ltd (some aspects may be confidential)**
- 11. Date of the next meeting**  
7 September 2023
- 12. Items for the next Agenda and Close**
- 13. 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**