

**Lowestoft Town Council**  
**Extraordinary Meeting of the Allotments Sub Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10:00 on Friday 4 August 2023**

**MINUTES**

**Present:** Cllrs Sonia Barker (ex officio), Neil Coleby (Chair) and Andy Pearce

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

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

**27. Welcome**

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

**28. To receive and consider acceptance of apologies for absence**

Apologies were received from Cllrs Brooks, Pitts and E Youngman with reasons provided. Cllr Barker proposed approval of apologies received; seconded by Cllr Pearce with the amendment to accept apologies from Cllr Patience who had notified Cllr Pearce but not the office directly; Cllr Barker approved the amendment and a vote was held with all in favour.

**29. Declarations of Interests and dispensations**

29.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda – There were no declarations.

29.2 To consider written requests for dispensations for interests and note dispensations granted – There were no requests for dispensations.

**30. To consider the confidential note of the meeting on 8 June 2023 and the draft minutes and confidential note of the meeting on 7 July**

Cllr Pearce proposed approval of the public minutes of the meeting on 7 July and to defer approval of both the 8 June and 7 July confidential notes to the next meeting pending clarification of where the documents are uploaded; seconded by Cllr Barker; all in favour.

**31. 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 no members of the public were in attendance.

**32. Health and safety:**

32.1 To consider matters arising from health and safety inspections of Stradbroke Road and Wilmington allotment sites – The reports had been sent to the Chair of LDAL, who clarified that the fire hazard of chippings raised at Stradbroke Road had been previously assessed by a fire station officer who had concluded there was no hazard. Cllr Pearce proposed officers contact the fire station officer on behalf of the Health and Safety Consultant to confirm that there is no fire hazard to the site; seconded by Cllr Barker; all in favour.

32.2 To receive feedback from the site visit concerning the removal of vegetation at the Sussex Road Allotments, and any further action required – The representative from Suffolk Highways had received further information from the Facilities Maintenance Officer and a response was pending. This would be progressed further via the existing delegation.

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32.3 To consider water collection, storage and access at allotment sites – The Chair of LDAL clarified that for Kirkley Gardens only the plots nearest to London Road South required a water supply.

As the Waveney District Council lease had included the provision of a water supply to Kirkley Gardens, the Town Council's new lease would need to consider how water consumption would be funded and how this would be progressed with regards to the climate emergency, with advice to be sought on legionella management. Cllr Pearce proposed officers continue to liaise with the water provider to ascertain costs for water supply at Kirkley Gardens, parallel to the ongoing work to arrange water supply to the Town Council's parks, with an item on the next agenda to review the funding and inclusion of the supply in the lease with the Chair of LDAL; seconded by Cllr Barker; all in favour. Cllr Coleby offered to provide contacts to the office to progress this.

**33. 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:**

No items were requested.

**34. To receive the notes of the stand-alone zoom meeting with Ormiston Denes Academy 2 August 2023, and consider any actions required regarding their boundary with the St Margaret's allotment site**

Officers were seeking a quote to dig out the accumulated waste along the boundary, which would be brought to Full Council in August, if a quote is received, and whether the tree on the boundary of the two sites is a safeguarding issue that enables access across the properties. The Chair of LDAL and the Site Manager & Academy Safety Officer of Ormiston Denes Academy would meet to review their respective sites.

**35. To consider maintenance of the boundary hedge at the Sussex Road allotments with Yarmouth Road**

It had previously been raised that the hedges of the Sussex Road allotments were overhanging onto the cycle path of Yarmouth Road. The Chair of LDAL would discuss this with the Site Representative to determine what actions they need to take. This item was deferred to the next meeting to receive an update.

**36. To receive an update on the renewal of the lease/management services agreement with Lowestoft and District Allotments Ltd (some aspects may be confidential)**

This would be discussed in confidential session.

**37. To consider the permanent meeting schedule of the Allotments Sub-Committee**

Officers reported that no consensus had been reached, though Fridays had been noted as an inconvenient time for some Sub-Committee members, and would email all members again to establish their availability and reach a consensus on the permanent meeting schedule.

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**38. Date of the next meeting**

To be decided via email as an extraordinary meeting, with a recommendation on the permanent schedule to be included on the next agenda.

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

Any items should be sent to the office a week before the meeting.

**40. 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 Barker; all in favour.

*At 10:26 the Chair closed the meeting to the public and moved into confidential session.*

**36.To receive an update on the renewal of the lease/management services agreement with Lowestoft and District Allotments Ltd (some aspects may be confidential)**

An update on the renewal of the lease was provided to the Sub-Committee.

It was agreed to schedule the extraordinary meeting for the week commencing 11 September 2023 with availability of the Sub-Committee members to be confirmed.

*The Chair closed the meeting at 10:53*

Signed: .....

September 2023