

**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 6 October 2023**

**MINUTES**

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

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

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

**54. Welcome**

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

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

Apologies were received from Cllrs Brooks, Patience, Pitts and E Youngman with reasons provided. Cllr Pearce proposed approval of apologies; seconded by Cllr Barker; all in favour.

**56. Declarations of Interests and dispensations**

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

56.2 To consider written requests for dispensations for interests and note dispensations granted – No written requested for dispensations had been received.

**57. To consider the draft minutes and confidential note of the meeting on 15 September 2023**

Cllr Pearce proposed approval; seconded by Cllr Barker; all in favour.

**58. 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 – There were no members of the public in attendance and no advanced comments received.

**59. Health and safety:**

59.1 To consider matters arising from the health and safety inspections of allotment sites – All sites had been assessed by the consultant, the findings of which would be made available to the Chair of LDAL.

**60. 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:**

60.1 To consider the removal of historical waste on plot 23 of the St Margaret's allotment site – Plot 23 had been reviewed by officers and the Chair of LDAL confirmed the current tenants would deal with the accumulated waste, therefore LDAL considered the issue settled. The plot holder would also raise the issue of the overhanging fir tree on their plot with the school that the tree is sited on.

60.2 To consider the funding for water supply at Kirkley Gardens – Officers had not progressed this item further at the time of the meetings. The Chair of LDAL confirmed only the London Road South side needed access to water.

The Chair of LDAL raised an issue at the Normanston site of large leylandii trees that had been planted by residents on the Parkside Drive. The Chair of LDAL would review

**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 6 October 2023**

the relevant paperwork and officers would clarify whose land the trees were on and liaise with the Normanston site representative.

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

Officers confirmed work on the lease was ongoing. It had been previously agreed to pay LDAL under the new financial terms on the new lease once the Finance and Information Officer had updated the figures to July 2023 RPI.

**62. To consider recommending an amendment to this Sub-Committee's Terms of Reference to include the Chair of Lowestoft District Allotments Ltd as a non-Councillor member**

Cllr Pearce proposed to recommend amendment to the Term of Reference to include the Chair of LDAL as a non-Councillor member; seconded by Cllr Barker; all in favour.

**63. Date of the next meeting**

Cllr Coleby proposed to schedule an extraordinary meeting for Friday 3 November, after which meetings would revert to the bi-monthly schedule; seconded by Cllr Pearce; all in favour.

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

A general update was requested for completed and in progress works.

**65. 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**

*The Chair closed the meeting at 10:24*

Signed: .....

3 November 2023