

**Lowestoft Town Council**  
**Meeting of the Allotments Sub Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**11:15 a.m. on Thursday 1 September 2022**

**MINUTES**

**Present:** Cllrs Wendy Brooks, Paul Page, Keith Patience, Andy Pearce and John Pitts (Deputy Chair)

**In attendance:** Sarah Foote (Deputy Town Clerk)

**Also in attendance:** Betty Jarrod (Chair - Lowestoft and District Allotments Association - LDAA)

**Public:** There were no members of the public in attendance (either in person or remotely via Zoom webinar)

**15. Welcome**

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

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

Apologies were received from Cllr Youngman. Cllr Pearce proposed acceptance of the apologies; seconded by Cllr Page; all in favour.

**17. Declarations of Interests and dispensations**

17.1 To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests  
No declarations received

**18. 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. The Chair of LDAA had no comments at this stage.

**19. To consider the Lowestoft and District Allotments Association's priorities and aspirations, and any support which may be required from Lowestoft Town Council, including:**

19.1 Security concerns on the southern boundary of the Normanston site – Cllr Patience commented the new site layout had provided more car parking. The Sub-Committee noted that Cllr Patience had funded this when acting as a County Councillor.

It was confirmed there was a security concern regarding the southern boundary due to a lack of fencing. It was requested that the Facilities Maintenance Officer (FMO) obtain a quote for the fencing in order for the Sub-Committee to consider the request with full knowledge of costings. Cllr Pearce proposed the FMO obtain a quote before 12 September in order for it to be considered at the next Finance and Governance (F&G) meeting rather than the Assets, Inclusion and Development meeting (AID), if approved by the Chair of AID. Seconded by Cllr Brooks; all in favour.

The Sub-Committee agreed that clarification is required on the liability for the pathway and fencing, as the land was managed under the lease to the LDAA.

**Lowestoft Town Council**  
**Meeting of the Allotments Sub Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**11:15 a.m. on Thursday 1 September 2022**

19.2 Tyres on allotment sites- LDAA requested advice on removing tyres from their sites and reported that Water Lane had recorded over 40 tyres onsite. It was suggested to re-use the tyres, such as for planting, and for LDAA to contact Reutilise for a solution. If no solution was found then the AID Committee would consider a solution, with the possibility of recycling the tyres. Cllr Pitts proposed LDAA provide a list of where tyres were located across all the sites and contact Reutilise for a solution; seconded by Cllr Pearce; all in favour.

Cllr Pitts requested the Deputy Town Clerk contact the Fire Service for advice on the disposal of tyres.

**20. To consider the equality of opportunity and accessibility to the allotment sites and demand for plots**

Cllr Brooks previously requested for demographic details of the allotment holders including age, gender, ethnicity and disabilities. LDAA confirmed no such data is recorded and the sub-committee decided they can't commission the gathering of such data and should only receive information that is already recorded by LDAA.

LDAA confirmed a community project is set to take place on Water Lane for those with dementia and their carers, with Normanston and St Margaret's sites prepared for this with wheelchair access.

It was noted that there was a greater demand for allotments in the south of Lowestoft with 52 on the waiting list for sites in the north and even more on the waiting list in the south. Clarkes Lane and Uplands had been identified by the Town Council as potential sites for future use.

**21. 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**

Over and above the maintenance of allotments that was carried out by LDAA, the Council have committed to £10,000 capital provision for investment in the allotments. The Sub-Committee commented guidance will be required from LDDA as to what their needs are.

The following items were considered after a site visit to Sussex Road: putting in a tool shed on the turning in area, flattening the surface to cover access issues, compostable toilets and a section of the boundary where the fencing has come down. The Sub-Committee confirmed finalised quotes were needed for the fencing and that the current indicative figure was £700. It was agreed that until the quotes for the fencing at Normanston and tyre removal were received, and the Sub-Committee had knowledge of the liability for the Normanston site, no actions would be taken.

It was queried if the Sub-Committee could approach County Councillors to contribute financially. Cllrs Pearce and Brooks agreed to progress this.

Cllr Brooks requested LDAA make a list prioritising the sites in south Lowestoft for the funding, to which LDAA agreed.

**Lowestoft Town Council**  
**Meeting of the Allotments Sub Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**11:15 a.m. on Thursday 1 September 2022**

**22. To consider progressing an annual event with the Lowestoft and District Allotments Association**

The sub-committee decided an annual event can be held, but not this year, and it was noted a decision needs to be made if the event would be on one site or spread over several sites. It was suggested a harvest festival be considered and that Cllr Youngman discuss this at LDDA meetings.

It was requested this item be on the agenda for the first meeting after the AGM in 2023.

**23. To consider renewal of the lease/management services agreement with the Lowestoft and District Allotments Association in 2023 (some aspects may be confidential)**

It was confirmed the lease expired in June 2023

**24. Date of the next meeting**

Thursday 1 December 10:00am

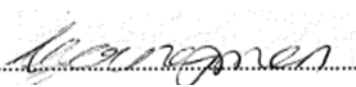
**25. Items for the next Agenda and Close**

**26. 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**

Proposed by Cllr Pearce; seconded by Cllr Brooks; all in favour.

A discussion to place regarding allotment charges and the cost to the Town Council for the allotments to be managed. The Finance and Information Officer would be asked to provide some figures for consideration at the next meeting or at the AID Committee.

The Deputy Chair closed the meeting at 12:24

Signed: 

1 December 2022