

**Lowestoft Town Council**  
**Meeting of the Allotments Sub Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10:00 on Friday 5 January 2024**

**MINUTES**

**Present:** Cllrs Neil Coleby (Chair), Andy Pearce, Elise Youngman and non-Councillor member Betty Jarrod (Chair of Lowestoft and District Allotments Ltd – LDAL)

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

**80. Welcome**

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

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

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

**82. Declarations of Interests and dispensations**

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

82.2 To consider written requests for dispensations for interests and note dispensations granted – The written request for dispensation by non-Councillor member Ms Betty Jarrod was considered and Cllr Coleby proposed the dispensation be granted; seconded by Cllr Pearce; all in favour.

**83. To consider the draft minutes of the meeting on 17 November 2023**

Cllr Pearce proposed approval of the draft minutes and to defer approval of the confidential note to the next meeting; seconded by Cllr E Youngman; all in favour.

**84. 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 advanced comments had been received and no members of the public were in attendance.

**85. Health and safety:**

85.1 To consider matters arising from the health and safety inspections of allotment sites – All reports had been provided to Ms Jarrod and actions were being progressed. The tree survey had not identified any tree works for any allotment sites.

85.2 To consider overhanging trees on the St Margaret's site – Ms Jarrod confirmed the overhanging trees from the adjacent school had been cut back some years ago and the site representative of St Margaret's, who was a parent governor on the School Committee, would raise this with the school. This item would remain on the agenda to receive updates.

85.3 To consider coded locks for all sites – As there were plot holders of limited sight who would not be able to access the locks, officers would review alternative, accessible options and provide costs.

**86. 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:**

86.1 To receive officer feedback on the leylandii trees at the Normanston allotment site – Whilst officers had concluded the trees do not pose a health and safety risk, the plot holders had expressed concerns that the large trees were absorbing most nutrients

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from the soil and blocking sunlight on the site. Cllr Pearce proposed professional advice be sought on what works could be done, providing it be made clear that the concern is loss of amenity regarding the allotment plots and impact on adjacent housing; seconded by Cllr E Youngman; all in favour.

86.2 To consider an approach to tenants of the Fen Park allotments on the possible collaboration with the Friends of Fen Park Group – It was agreed to defer this item as the Friends of Fen Park Group were due to elect new Committee members.

**87. To consider legacy planning for the ongoing relationship between Lowestoft Town Council and Lowestoft and District Allotments Ltd, including the following:**

Ms Jarrod may continue with some roles in LDAL and the Treasurer may be able to attend these meetings after the AGM. The Sub-Committee confirmed officers would be able to assist LDAL with logistics such as distribution lists for emails. Officers would review the job specification for an administrator for LDAL and would assist with advertisement for the role. It was suggested that East Coast College be engaged to assist with smaller jobs for LDAL.

**88. To consider capital priorities for Lowestoft and District Allotments Ltd and where Lowestoft Town Council can offer support**

Officers would liaise with Ms Jarrod and provide an invoice for the £1,700 contribution to removal waste from the St Margaret's site, the rent demand and the Management Services fee.

**89. 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 was ongoing and the officer were reviewing queries received from the lawyer, such as historic land transfers. It had been agreed that whilst the signing of the new lease was pending the Town Council would implement the increased Management Services fee.

**90. To consider the approved changes in the Terms of Reference**

The Sub-Committee needed to approve the wording in the Terms of Reference. It was agreed to defer the item to the next meeting.

**91. Date of the next meeting**

Friday 1 March 2024 10:00

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

Ms Jarrod had been approached by a semi-professional ratcatcher to engage his services for the Normanston allotments sites. An item was requested for the next agenda to understand which sites required these services and the costs.

**93. 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 10:39*

Signed: .....

1 March 2024