

Lowestoft Town Council Allotments Sub-Committee

For the attention of all Sub-Committee Members

You are summoned to attend a meeting of the Allotments Sub-Committee of Lowestoft Town Council at 10:00 on 3 March 2022, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, 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/81450180617>. The meeting can also be observed via the following link: <https://youtu.be/w6sMB9hpigg>. *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 also 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 a **disclosable pecuniary interest** in a matter on the Agenda cannot take part or vote on that matter, 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 cases they will need to consider whether they should be present.

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 Covid-19, all attendees should bring their own refreshments, their own pen for signing in, and should dress appropriately given the need for increased ventilation on the site. Every person attending should make their own risk assessment of the advisability of attending and/or any measures they should take individually to ensure their safety.

S S Bendix

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Shona Bendix, Clerk

24 February 2022

Lowestoft Town Council
Meeting of the Allotments Sub-Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:00 on 3 March 2022

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. Also, to welcome invited guests from the Lowestoft and District Allotments Association.
3. **To receive and consider acceptance of apologies for absence**
4. **Declarations of Interests and dispensations**
 - 4.1 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
5. **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.
6. **To review and adopt Sub-Committee arrangements:**
 - 6.1 To note the membership of the Allotments Sub-Committee
 - 6.2 To appoint the Deputy Chair of the Allotments Sub-Committee
 - 6.3 To review and adopt the Terms of Reference of the Allotments Sub-Committee
7. **To note the allotment sites which are under the ownership of Lowestoft Town Council**
8. **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**
9. **To consider the Lowestoft and District Allotments Association's priorities and aspirations, and any support which may be required from Lowestoft Town Council**
10. **To consider the equality of opportunity and accessibility to the allotment sites and demand for plots**
11. **To receive an update on works to improve the accessibility of the Normanston Allotments**
12. **To note works at the Longacre Allotment site**
13. **To consider a request from the Lowestoft and District Allotments Association to create a small pond in the wildlife area at one of the allotment sites**
14. **To consider progressing an annual event with the Lowestoft and District Allotments Association**
15. **To consider the Lowestoft and District Allotments Association's involvement with projects on Town Council land**
16. **To receive an update from the Lowestoft and District Allotments Association on the development of its website**

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- 17. To consider renewal of the lease/management services agreement with the Lowestoft and District Allotments Association in 2023 (some aspects may be confidential)**
- 18. Date of the next meeting and scheduling of meetings**
- 19. Items for the next Agenda and Close**
- 20. 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**