

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

MINUTES

Present: Cllrs Neil Coleby (Chair), Andy Pearce and Elise Youngman

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

94. Welcome

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

95. To receive and consider acceptance of apologies for absence

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

96. 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 – Cllr Pearce declared he was the Lowestoft Town Council (LTC) representative on Lowestoft and District Allotments Ltd (LDAL) and request advice from the office on whether a dispensation was required.

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

97. To consider the draft minutes of the meeting on 5 January 2024 and the confidential note of the meeting on 17 November 2023

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

98. 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.

99. Health and safety:

99.1 To consider overhanging trees on the St Margaret's site – The site representative had contacted the school who would arrange the works to be carried out on the overhanging trees.

100. To consider the Lowestoft and District Allotments Ltd priorities and aspirations, and any support that may be required from Lowestoft Town Council

The Chair of LDAL had reported that they may require support for issues at the Rotterdam Road site and would provide requests to the office after their internal meeting. It was requested that this item be on the next agenda to receive an update.

101. To consider the sites requiring pest control and the associated costs

This had been requested from the previous meeting when the Chair of LDAL notified the Sub-Committee of an approach from an individual offering pest control services for the Normanston site. LDAL had spoken with plot holders on the site and it had been decided to not accept the offer of services.

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Officers had not been made aware of issues of rats on any allotment sites.

102. 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 item would be discussed in confidential session.

103. To consider the approved changes in the Terms of Reference

Cllr Pearce proposed the changes in the Terms of Reference be accepted and requested officers consider if an addition is needed on the role of the LTC representative on LDAL; seconded by Cllr Youngman; all in favour.

104. Date of the next meeting

Friday 3 May 2024 10:00

105. Items for the next Agenda and Close

Any items should be submitted to the office.

106. 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 Youngman proposed the meeting be moved into confidential session; seconded by Cllr Pearce; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 10:13

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

The draft lease was discussed and the Sub-Committee were asked to make recommendations on outstanding queries received from the lawyer.

Cllr Pearce made a confidential proposal; seconded by Cllr Coleby; all in favour.

Cllr Pearce made a confidential proposal; seconded by Cllr Youngman; all in favour.

The lease would be amended accordingly and the draft provided to the legal representative of LDAL.

An item was requested for the next agenda to consider speaking with Lowestoft in Bloom on collaboration and sponsorship opportunities.

The Chair closed the meeting at 10:36

Signed:
3 May 2024