

Lowestoft Town Council
Extraordinary Meeting of the Allotments Sub Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on Wednesday 31 July 2024

MINUTES

Present: Cllrs Wendy Brooks, Andy Pearce and Elise Youngman. Non-Councillor member Betty Jarrod (Chair of Lowestoft and District Allotments Ltd – LDAL)

In Attendance: Taylor Williams (Committee Clerk)

1. To appoint the Chair of the Allotments Sub-Committee

Cllr Pearce nominated Cllr Youngman to be appointed Chair of the Allotments Sub-Committee; seconded by Ms Jarrod.

There were no further nominations.

A vote was held for Cllr Youngman to be Chair with three votes in favour and one vote against.

2. Welcome

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

3. To receive and consider acceptance of apologies for absence

Apologies had been received from Cllr Coleby with reasons provided. Cllr Pearce proposed apologies be accepted; seconded by Ms Jarrod; three votes in favour and one abstention.

4. Declarations of Interests and dispensations

4.1 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 to LDAL. Ms Jarrod declared she was Chair of LDAL.

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

5. To consider the draft minutes and confidential note of the meeting on 3 May 2024

Cllr Pearce proposed to approve; seconded by Ms Jarrod; all in favour.

6. 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 advance comments had been received and no members of the public were in attendance.

7. To review and make recommendations on Sub-Committee arrangements

7.1. To note membership of the Allotments Sub-Committee – Members of this Sub-Committee were Cllrs Brooks, Coleby, Pearce and Youngman and non-Councillor member Betty Jarrod.

7.2. To appoint the Deputy Chair for the Allotments Sub-Committee – Cllr Youngman nominated Cllr Pearce to be Deputy Chair; seconded by Ms Jarrod; three votes in favour; one vote against.

7.3. To review and consider adoption of the Terms of Reference – Cllr Pearce proposed to accept the Terms of Reference, with the insertion of text concerning the role of the Chair of LDAL as a non-Councillor member; seconded by Ms Jarrod; all in favour.

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7.4. To review the meeting schedule – Cllr Pearce proposed the third Wednesday of the month (on a bi-monthly basis) at 10:30 be recommended as the meeting schedule; seconded by Cllr Youngman; all in favour.

7.5. To review the delegations of the Allotments Sub-Committee – Cllr Pearce proposed to approve the delegations per the Terms of Reference; seconded by Cllr Youngman; all in favour.

8. 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:

8.1. To receive confirmation on their management of legionella compliance in relation to the use of the use of water butts and hose pipes – Ms Jarrod noted the item should say water taps rather than water butts and confirmed LDAL would do their best to comply.

Cllr Pearce proposed if there were any logistical issues for LDAL to manage the legionella process then this item would be brought back to discuss the obstacles and how it should be managed; seconded by Ms Jarrod; all in favour.

9. To consider an approach to Lowestoft in Bloom on sponsorship and collaboration opportunities

It was agreed to seek clarification from Cllr Coleby on what was intended with the item. In the meantime, Cllr Brooks could speak with Lowestoft in Bloom on any opportunities as she was the LTC representative on the group.

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

An update would be provided in confidential session.

Ms Jarrod requested to raise an issue with the Sub-Committee in confidential session which was not on the agenda. Officers advised this be discussed informally with the members after the meeting has been fully closed. The Sub-Committee requested Ms Jarrod provide information to the Sub-Committee on the topic in confidential session and then the Sub-Committee could decide whether to apply the query to item 8 or for the matter to be discussed externally.

11.Date of the next meeting

18 September 2024 10:30

12.Items for the next Agenda and Close

No items were requested for the next agenda.

13.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 Pearce proposed the meeting be moved into confidential session; seconded by Ms Jarrod; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 10:52

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Ms Jarrod provided information to the Committee concerning a situation on one of the allotment sites.

Cllr Pearce made a confidential proposal and requested Ms Jarrod speak with the officers regarding her concerns as the issue could not be resolved by this Sub-Committee; seconded by Cllr Youngman; all in favour.

Betty Jarrod left the chamber at 11:00

10.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 update was provided to the Sub-Committee.

The Chair closed the meeting at 11:06

Signed:

18 September 2024