

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 18 September 2024

MINUTES

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

In Attendance: Sarah Foote (Acting Town Clerk)

14. Welcome

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

15. To receive and consider acceptance of apologies for absence

Apologies were received from Cllr Coleby with reasons provided. Cllr Pearce proposed approval; seconded by Betty Jarrod; all in favour.

Cllr Brooks had withdrawn from the Sub-Committee.

16. Declarations of Interests and dispensations

16.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda – Betty Jarrod declared she was Chair of Lowestoft and District Allotments Ltd (LDAL). Cllr Pearce declared he was the Lowestoft Town Council representative to LDAL.

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

17. To consider the draft minutes and confidential note of the meeting on 31 July 2024

Cllr Pearce proposed approval; seconded by Betty Jarrod; all in favour.

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

19. To consider budget requirements for the 2025-2026 financial year and make a recommendation to Budget and Loan Working Group for consideration

Officers would check if the management fee had been paid. A small provision for capital expenditure may be required. Cllr Pearce proposed no recommendation on budget requirements be made at this stage and Betty Jarrod would advise officers on any capital or heavy maintenance requirements anticipated over the next twelve months; seconded by Cllr Youngman; all in favour.

20. 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:

20.1 A replacement gate for the Kirkley Gardens allotments – Cllr Pearce proposed the Grounds Maintenance Team would review and cost the work and if the work can be done internally then expenditure would be funded from the maintenance budget. A maximum budget of £1,500 was set, in the expectation it would not exceed that, and if the costs were within the maximum budget, then officers would arrange for the work to be undertaken; seconded by Cllr Youngman, all in favour.

20.2. A long-term plan for fencing for sites affected by Muntjac deer – Not all sites were

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affected, but on a select few the Muntjac deer were consuming the crops. The Parks and Ground Maintenance Manager and Chair of LDAL would arrange a meeting to review the issue and produce a joint report confirming the affected sites and what was required so the Sub-Committee could consider logistics and a maximum budget; seconded by Cllr Youngman; all in favour.

21. 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 Acting Town Clerk confirmed all paperwork was with LDAL's lawyer who needed to contact LTC's solicitor soon.

Cllr Pearce requested a query he had be raised in confidential session.

22. Date of the next meeting

Wednesday 20 November 2024 – 10:30

23. Items for the next Agenda and Close

24. 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 Betty Jarrod; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 10:51

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

Cllr Pearce raised a query concerning the renewal of the lease and management services agreement with LDAL.

Signed:
20 November 2024