

Lowestoft Town Council
Meeting of the Allotments Sub Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on Wednesday 15 January 2025

MINUTES

Present: Cllrs Neil Coleby, Andy Pearce (Deputy Chair) and Elise Youngman (Chair). Non-Councillor member Betty Jarrod (Lowestoft District Allotments Ltd - Chairperson)

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

36. Welcome

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

37. To receive and consider acceptance of apologies for absence

No apologies had been received and all members were in attendance.

38. Declarations of Interests and dispensations

38.1 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 the on Lowestoft and District Allotments Ltd (LDAL). Betty Jarrod declared she was the Chairperson of LDAL.

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

39. To consider the draft minutes and confidential note of the meeting on 20 November 2024

Cllr Pearce proposed approval of the draft minutes; seconded by Cllr Coleby; all in favour.

40. 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.

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

The Budget and Loan Working Group and the Finance and Governance Committee have finalised their budget recommendations for Full Council and provision had been made for a modest increase to the Allotments budget.

42. 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:

42.1. The levelling of two uneven plots on the Normanston site – The Chair of LDAL had discussed the levelling of the plots and required equipment with the Site Representative and a member of the Grounds Maintenance Team. The cost was estimated to be approximately £600 but a formal quote would be obtained.

Cllr Coleby proposed a maximum budget of £750 be set with a delegation to officers to progress the work if the quote received was within the budget; seconded by Cllr Pearce; all in favour.

An item was requested for the next agenda to review the presence of muntjac on allotment sites and the long-term project to resolve the issue. The Grounds Maintenance Team had noted the difficulty of using fencing to manage the issue on certain sites, including two sites that shared a

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boundary with Kirkley Cemetery. It was requested the Facilities and Contracts Manager attend the next meeting or provide a briefing paper to inform the discussion.

43. To consider the supply of defibrillators to allotment sites

It was suggested LDAL consider if the supply of defibrillators and bleed kits were required and if there were particular areas that would benefit from the equipment, such as sites where access may be more challenging for emergency vehicles.

The Chair of LDAL would request information from the Site Representatives on the nearest defibrillators in their area. An item was requested on the next agendas of this Sub-Committee and Community Safety Sub-Committee to discuss this further.

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

Officers would provide an update on the lease renewal in confidential session.

45. Date of the next meeting

Wednesday 19 March 2025 – 10:30

46. Items for the next Agenda and Close

47. 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 Coleby 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 10:45

Betty Jarrod left the chamber at 10:50

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

A confidential update was provided to the Sub-Committee concerning the lease renewal.

The Chair closed the meeting at 10:54

Signed:

19 March 2025