

Lowestoft Town Council
Meeting of the Allotments Sub Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on Wednesday 20 November 2024

MINUTES

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

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

25. Welcome

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

26. To receive and consider acceptance of apologies for absence

All members were in attendance.

27. 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 – Cllr Pearce declared he was the Lowestoft Town Council (LTC) representative to LDAL. Betty Jarrod declared she was the Chairperson of LDAL.

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

28. To consider the draft minutes and confidential note of the meeting on 18 September 2024

Cllr Pearce proposed approval of the draft minutes and noted there was no confidential note to consider; seconded by Betty Jarrod; all in favour.

29. 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.

30. 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 had agreed to defer the final recommendation to December as there were several elements to be discussed between the Facilities and Contracts Manager and Betty Jarrod, the indicative costs for which would be factored into the final budget recommendations. It was noted there was a good amount of funding left in the Allotments Maintenance budget and the Sub-Committee would need to consider how much underspend would be rolled over and how much to precept for next year.

31. 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:

31.1. The levelling of two uneven plots on the Normanston site – The two plots were unworkable in their current state and LDAL required assistance to level the plots. Betty Jarrod noted the site representative had confirmed the plots were accessible through the main entrance of the site. It was noted that the Grounds Maintenance Team were in the process of hiring an excavator which could assist in the work.

Cllr Pearce proposed the Facilities and Contracts Manager discuss this further with Betty Jarrod to assess the level of work required and bring back a recommendation to this Sub-Committee; seconded by Cllr Coleby; all in favour.

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31.2. A maximum budget of £720 + VAT for the removal of two sycamore trees at the Kirkley Gardens site – Officers had sourced the quote for the removal of two sycamore trees. Betty Jarrod notified the Sub-Committee that LDAL had also sourced a quote for £300 and queried if LTC could pay half the cost. Officers were asked to examine both quotes to ensure they quoted for the same works.

Cllr Coleby proposed a maximum budget be set for £720 to enable the work to proceed regardless of which quote is selected; seconded by Cllr Pearce who requested an amendment to enable officers to decide on the quote and appoint the contractor. Cllr Coleby accepted the amendment and a vote was held with all in favour.

31.3. A replacement gate for the Kirkley Gardens site – The Grounds Maintenance Team recommended a metal twin gate to replace the existing wooden gate within a maximum budget of £930 + VAT. It was noted that at the previous meeting a delegation had been made to the Grounds Maintenance Team to arrange for these works to commence within the set maximum budget. As the quote was within the maximum budget, officers could progress the works as permitted by the delegation.

32. 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 Senior Committee and Project Clerk confirmed there was an update to be provided which would need to be in confidential session.

33. Date of the next meeting

Wednesday 15 January 2025 – 10:30

34. Items for the next Agenda and Close

No items were requested for the next agenda.

35. 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 Cllr Coleby; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 10:43

An item was requested for the next agenda to consider defibrillators for the allotment sites.

Betty Jarrod left the meeting at 10:48 as the lease with LDAL was due to be discussed.

32. 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 agreement with LDAL.

The Chair closed the meeting at 11:08

Signed:
15 January 2025