

Lowestoft Town Council
Meeting of the Allotments Sub-Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:00 on 3rd March 2022

Minutes

Present: Cllrs Wendy Brooks, Keith Patience, Andy Pearce and Elise Youngman

In attendance: Betty Jarrod Chair of the Allotment Association (LDAA). Deputy Clerk Sarah Foote and Committee Clerk Ann Clampett.

Public: There were no members of the public in attendance

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

Cllr Pearce proposed Cllr Youngman, Cllr Brooks seconded, all in favour.

2. Welcome

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

3. Apologies for absence

No apologies had been submitted. Cllr Green was absent from the meeting.

4. Declarations of Interests and dispensations

- 4.1 Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests - Cllr Keith Patience declared he had provided financial support to the Allotment Association in his role as District and County Councillor.

5. Public forum

- 5.1 An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public. - The LDAA to comment as and when items occur.

6. To review and adopt Sub-Committee arrangements:

- 6.1 Membership of the Allotments Sub-Committee – confirmed as Cllr Brooks, Cllr Patience, Cllr Pearce, Cllr Youngman and Cllr Green.
- 6.2 Deputy Chair of the Allotments Sub-Committee - Cllr Pearce proposed Cllr Patience, Cllr Brooks seconded, all in favour.
- 6.3 Review and adopt the Terms of Reference of the Allotments Sub-Committee.
Cllr Pearce proposed the Town Council and the Allotment Association Committee to work closer together. Cllr Keith Patience seconded, all in favour.
Cllr Pearce proposed a member attends Allotment Association Committee meetings at invitation of the association. Cllr Patience seconded, all in favour.
Cllr Pearce proposed Health Emergency to be added to the Terms of Reference, Cllr Brooks seconded, all in favour.

7. To note the allotment sites which are under the ownership of Lowestoft Town Council

Deputy Clerk displayed copies of the allotment plans to members.

The LDAA confirmed they would let the committee know the allotment names they used internally allotment as they varied to the references the Town Council uses. Betty Jarrod would send these details to the Deputy Town Clerk.

8. To consider planning/budgeting for capital investment in and maintenance of allotments,

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including potential expansion of the provision of allotments, community gardens and community orchards

Deputy Clerk confirmed the current Budget to be the value of £10,000.

Cllr Patience requested if the committee members could visit the allotment sites annually.

Cllr Pearce proposed the committee members annual inspection, Cllr Youngman seconded, all in favour.

9. To consider the Lowestoft and District Allotments Association's priorities and aspirations, and any support which may be required from Lowestoft Town Council

This was covered in item 8.

10. To consider the equality of opportunity and accessibility to the allotment sites and demand for plots

The LDAA Chair reported that there was work on a raised bed project in St Margaret's for less abled people.

The LDAA tabled a long waiting list for plots and commented an expansion of sites were needed in South Lowestoft.

Cllr Pearce proposed this item to be rolled over to the next meeting.

11. To receive an update on works to improve the accessibility of the Normanston Allotments

Cllr Brooks confirmed the new gate had been installed to allow access to vehicles and emergency vehicles from Field View Drive.

The LDAA confirmed that hard-core is being put down and a car park is being added with no loss of plots.

12. To note works at the Longacre Allotment site

The LDAA commented that new plots had been increased made by cutting down old hedge.

They were getting quotes for putting in a fence as a new boundary.

13. To consider a request from the Lowestoft and District Allotments Association to create a small pond in the wildlife area at one of the allotment sites

The LDAA confirmed that Stradbroke Road has spare area which was not big enough for a plot. It was suggested that a pond could be a health and safety issue. Deputy Clerk confirmed that The Allotment Act of 1922 states allotments are for use of cultivation for fruit and veg.

Cllr Youngman asked who would be in charge of upkeep of pond.

Cllr Pearce proposed an application for change of use, Cllr Brooks seconded, all in favour.

14. To consider progressing an annual event with the Lowestoft and District Allotments Association

Cllr Pearce proposed an event on an allotment site to promote allotments although acknowledging that the allotments were currently oversubscribed. Cllr Brooks suggested an allotment market at harvest time possibly in The Triangle. The LDAA stated that allotment owners are not allowed to sell produce grown on allotments.

Cllr Pearce proposed an allotment day, Cllr Brooks seconded, all in favour (subject to allotment association committee commitments).

15. To consider the Lowestoft and District Allotments Association's involvement with projects on Town Council land

Cllr Pearce suggested that the LDAA members may be interested in working with the Town

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Council on Town Council owned open spaces to improve areas. This would be further considered at the next meeting.

16. To receive an update from the Lowestoft and District Allotments Association on the development of its website

The LDAA confirmed the website should be up and running in six months.
Deputy Clerk suggested that the LDAA approached Community Action Suffolk.

As a matter of report the Chairperson of the Allotment Association Betty Jarrod raised two points.

In respect of the Normanston Allotment site – Dutch Elms trees had been cut down due to disease, this has now resulted in the increased the amount of intruders entering the site. It was discussed if the bottom of the site was owned by Lowestoft Town Council. Deputy Clerk confirmed she would check.

Betty Jarrod had also talked to Denes High School regarding St Margaret's site. The LDAA have reported intruders and soil had been fly tipped in the area.

17. To consider renewal of the lease/management services agreement with the Lowestoft and District Allotments Association in 2023 (some aspects may be confidential)

18. Date of the next meeting and scheduling of meetings

Cllr Pearce suggested the meetings should be quarterly and as required, Cllr Brooks seconded, all in favour.

19. Items for the next Agenda and Close

Cllr Patience left the meeting at 11.42.

Cllr Pearce suggested the 2023 and 2024 budget and capital funding should be an item on the next agenda with a review to making a recommendation to the Finance and Governance Committee.

The meeting closed at 11.49.

20. 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, Cllr Brooks seconded, all in favour.

Cllr Patience returned to the meeting at 11.44.

11.45am – confidential item.

Cllr Pearce suggested the Allotment Association Committee should look at the lease and the item should be brought up on the next Allotment Association Committee agenda.

Signed: 

16 June 2022