

## BERKHAMSTED TOWN COUNCIL

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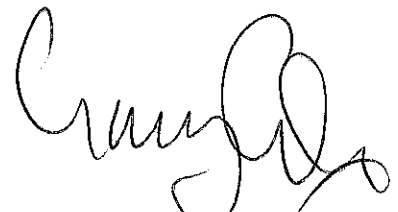
11 October 2013

There will be a meeting of the **Allotment Management Team** on Thursday  
**17 October at 10.30 am** in the Council Chamber, Civic Centre, Berkhamsted.

Councillors:                   A Armytage Chair  
                                      E Collins  
                                      J Laws

Allotment  
Representatives:           John Eaton, Sunnyside  
                                      John Fisher, Butts Meadow  
                                      Diana Reay, Dellfield  
                                      Lin Philips, Sunnyside  
                                      Geoffrey Wallington, Butts Meadow  
                                      Keely Charlick, Sunnyside Rural Trust

Town Council:               John Bushby, Town Warden



Gary Gox  
Town Clerk

## **AGENDA**

### **Opening Matters**

- AMT 67/13** To receive any apologies for absence.
- AMT 68/13** To approve the minutes of the last meeting held on 11 July 2013.  
(Minutes attached)
- AMT 69/13** To consider progress reports on actions arising from the minutes of the last meeting.
- AMT 70/13** To invite any public participation.

### **Finance Reports**

- AMT 71/13** To consider the variance analysis on allotment income and expenditure and reserves for 1 April to 31 July 2013. (Paper attached)

### **Allotment Reports**

- AMT 72/13** To consider allotment and plot inspection reports on:

- (i) Dellfield
- (ii) Sunnyside Old
- (iii) Sunnyside New
- (iv) Butts Meadow
- (v) Sunnyside Rural Trust

- AMT 74/13** To consider any allotment risks and agree and required mitigating actions. (Standing Item)

### **Allotment Management and Policy**

- AMT 75/13** To note that section 31(6) deposits and statements for all allotment sites have been lodged with Herts County Council.
- AMT 76/13** To note the date of the next AMT meeting at 1030am on Thursday 7 January 2014; and to propose any additional agenda items for that meeting.

**BERKHAMSTED TOWN COUNCIL**  
*ALLOTMENT MANAGEMENT TEAM MEETING*

**MINUTES**

*For a meeting held at 10.30am in Berkhamsted Council Chamber on*  
**THURSDAY 11<sup>th</sup> JULY 2013**

**Members in attendance:**

- Anthony Armytage (Chairman), Berkhamsted Town Council
- Mrs Elaine Collins, Berkhamsted Town Council
- John Bushby, Berkhamsted Town Warden
- John Eaton, Sunnyside Allotment Representative
- John Fisher, Butts Meadow Allotment Representative
- Diana Reay, Dellfield Allotment Representative
- Geoffrey Wallington, Deputy Butts Meadow Allotment Representative
- Gary Sinfield, Activity Centre Manager, Sunnyside Rural Trust, Substitute for Keely Charlick, Chief Executive, Sunnyside Rural Trust, non-voting Allotment Management Team member

**Officers:**

- Gary Cox, Town Clerk
- Bob Price, Assistant to the Town Clerk

**13/50 APOLOGIES FOR ABSENCE**

- David Collins, Berkhamsted Town Council
- Julie Laws, Berkhamsted Town Council
- Lin Phillips, Deputy Sunnyside Allotment Representative
- Keely Charlick, Chief Executive, Sunnyside Rural Trust, non-voting Allotment Management Team member

**13/51 MINUTES OF THE MEETING HELD 9<sup>TH</sup> MAY 2013**

13/51.1 The minutes of the meeting of 9<sup>th</sup> May were agreed as a true and accurate record of that meeting.

**13/52 MATTERS ARISING**

13/52.1 There were no matters arising raised at the meeting.

**13/53 PUBLIC PARTICIPATION**

13/53.1 Ted Dyer stated that the tenant of SSN-13 had now moved out of the area. **Action: Assistant to the Town Clerk.**

**13/54 ALLOTMENT INCOME & EXPENDITURE VARIANCE ANALYSIS:  
01/04/13 TO 31/05/13**

13/54.1 Details were noted.

### **13/55 SITE REPRESENTATIVES REPORTS**

- 13/55.1 Members agreed to amend the format of the site representative's reports to include a space to record site inspections. **Action: Assistant to the Town Clerk.**
- 13/55.2 Following discussion members agreed to retain the three stage warning/eviction letter procedure covering instances where a tenant is in breach of any of the clauses of the allotment tenancy agreement.
- 13/55.3 Dellfield Site Report
- 13/55.3.1 There is one vacant plot and one person on the waiting list.
- 13/55.3.2 An overgrown warning letter is to be sent to the tenant of DF-40a. **Action: Assistant to the Town Clerk.**
- 13/55.4 Sunnyside Old and New Site Report
- 13/55.4.1 There are ten vacant plots and six people on the waiting list.
- 13/55.4.2 There are rabbits in the corner of Grantham Mews.
- 13/55.4.3 The grass needs strimming within the Sunnyside Coppice. John Eaton agreed to contact the Town Clerk regarding this issue. **Action: John Eaton.**
- 13/55.5 Butts Meadow Site Report
- 13/55.5.1 There are three vacant plots and twelve people on the waiting list.
- 13/55.5.2 An overgrown warning letter is to be sent to the tenant of BM-18. **Action: Assistant to the Town Clerk.**
- 13/55.5.3 John Fisher agreed to contact the tenants of plots BM-19 & BM-20 regarding the condition of these plots. **Action: John Fisher.**

### **13/56 SUNNYSIDE RURAL TRUST REPORT**

- 13/56.1 Gary Sinfield stated that there were no significant issues to report and the work of the Trust was going well.
- 13/56.2 John Eaton requested Sunnyside Rural Trust to give due consideration to dealing with the overshadowing caused by the trees growing along the western boundary of SSO-C9. **Action: Gary Sinfield.**

### **13/57 OWNERSHIP & RESPONSIBILITY FOR NON-ORGANIC WASTE ON ALLOTMENT PLOTS**

- 13/57.1 Members noted details of the relevant clauses of the allotment tenancy agreement which clearly show that the disposal of non-organic waste is the responsibility of the tenant. Members were informed that failure to enforce these rules would mean that the Town Council would be left to deal with the issue.

- 13/57.2 Members agreed to amend the standard eviction letter to include a request that the outgoing tenant remove all non-organic waste from the plot. **Action: Assistant to the Town Clerk.**
- 13/57.3 To avoid ambiguity members agreed to remove the following wording from the allotment tenancy termination form: "after which point I accept that they become the property of the Town Council". **Action: Assistant to the Town Clerk.**

### **13/58 RESULTS OF ALLOTMENT PLOT INSPECTIONS**

- 13/58.1 Dellfield
- 13/58.1.1 Diana Reay had nothing to report.
- 13/58.2 Sunnyside Old and New
- 13/58.2.1 Members were informed that nine warning letters have been sent as a result of a recent site inspection.
- 13/58.3 Butts Meadow
- 13/58.3.1 John Fisher had nothing to report.

### **13/59 ALLOTMENT RISK ASSESSMENTS (STANDING ITEM)**

- 13/59.1 Allotment Representatives and Town Warden verbal update.
- 13/59.1.1 The Town Warden stated that there was a child's playhouse, trampoline, and two sheds located on SSN-7. John Eaton agreed to approach the tenant regarding this situation. **Action: John Eaton.**
- 13/59.1.2 The Town Warden informed members that a broken tree branch overhanging Butts Meadow plot BM-17 had been safety cut down and removed from site.

### **13/60 VIDE 13/8.5.1: PROGRESS ON REGISTERING AN S31 (6) DEPOSIT WITH HERTFORDSHIRE COUNTY COUNCIL FOR EACH ALLOTMENT SITE. ACTION TOWN CLERK.**

- 13/60.1 The Town Clerk informed members that the process of registration was nearing its final stages for all sites.

### **13/61 MANAGEMENT OF EXISTING TREES ON ALLOTMENTS SITES**

- 13/61.1 The Town Clerk informed members that he had obtained a quotation for the management of existing trees on allotment sites.
- 13/61.2 The Town Clerk stated that to survey and maintain all trees across all allotment sites would cost £3500 per year.
- 13/61.3 The Town Clerk stated that to survey all sites and deal with only trees requiring urgent attention would cost £1400. John Eaton and Diana Reay asked the Town Clerk to ensure that the trees that were overshadowing plots are included in this figure. With

this proviso members gave the Town clerk authorisation to spend up to £1500 from the allotment reserves in order to proceed with this work. **Action Town Clerk.**

- 13/61.4 Diana Reay queried whether allotment tenants should be made to pay for work to trees on allotment boundaries over and above those just on allotment plots. Members asked the Town Clerk to determine the legal position regarding the matter. **Action Town Clerk.**

### **13/62 SHOOTING RABBITS**

- 13/62.1 The Town Clerk informed members that, legally, it is the allotment tenant rather than Town Council who is responsible for dealing with nuisance rabbits emanating from their allotment plot.
- 13/62.2 Members agreed to give permission for Mr Woolfe, who holds a licence to control rabbits, to ferret and shoot rabbits on Sunnyside New and ferret rabbits on Sunnyside Old subject, in all cases, to the terms and conditions provided to him by the Town Clerk. Safety of tenants, Sunnyside Rural Trust clients and staff, and members of the public was paramount. Members asked that Mr Woolfe be requested to provide the Town Council with details of the results of his work. **Action Town Clerk.**

### **13/63 QUOTATIONS FOR RABBIT PROOF FENCING**

- 13/63.1 Members agreed to proceed with the quotation obtained by the Town Clerk covering the repair of the rabbit proof fencing. **Action Town Clerk.**
- 13/63.2 Members agreed to install rabbit proof steel mesh to the allotment access gate serving Grantham Mews. **Action Town Warden.**

### **13/64 INITIAL ALLOTMENT WORKS PROGRAMME FOR BUDGET FORECAST FOR THE 2014/15 AND MEDIUM TERM FINANCIAL PLAN**

- 13/64.1 The Town Clerk informed members that, as a result of discussions he had had with site representatives, he had a list of items of work across all allotment sites that potentially require attention. He agreed to present costings for each one at the next meeting. **Action Town Clerk.**

### **13/65 ALLOTMENT RENTS FOR THE COMING YEAR**

- 13/65.1 Allotment Income & Expenditure variance analysis: 01/04/12 to 31/03/13.
- 13/65.1.1 Details were noted.

13/65.2 Determination of rents applicable from 29<sup>th</sup> September 2013.

13/65.2.1 Following discussion members agreed not to increase the land and water rent, so they remain as follows:

- Land rent: £0.098845 per square metre (equivalent to £2.50 per pole)
- Water rent: £0.059307 per square metre (equivalent to £1.50 per pole)

13/65.3 Timetable and proposals for rent collection for 2013/14.

13/65.3.1 Details were noted.

## **13/66 DATE OF NEXT MEETING**

13/66.1 Thursday 17<sup>th</sup> October 2013 at 10.30am.

Original File  
CC Members as listed (10 Nr) – email  
Remaining Councillors (12 Nr) – email only  
8 Nr Hard copies for

- Anthony Armytage
- Elaine Collins
- Julie Laws
- John Bushby
- Town Clerk
- Bob Price
- Members of the public (2Nr)

AMT 71/13

## ALLOTMENT INCOME & EXPENDITURE VARIANCE ANALYSIS

1st April 2013 to 31st July 2013

Nominal Code		<b>ALLOTMENT INCOME</b>						
From	To		ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR TOTAL
0600	0600	Allotment Land Rent	£ 118.75	£ 5,276.25	£ 5,395.00	£ 5,395.00	£ -	£ 5,602.50
0605	0605	Sunnyside Rural Trust Allotment Lease	£ -	£ 1,305.00	£ 1,305.00	£ 1,305.00	£ -	£ 1,305.20
<b>Total Income</b>			<b>£ 118.75</b>	<b>£ 6,581.25</b>	<b>£ 6,700.00</b>	<b>£ 6,700.00</b>	<b>£ -</b>	<b>£ 6,907.70</b>

Nominal Code		<b>ALLOTMENT EXPENDITURE</b>						
From	To		ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR (FC )	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR'S TOTAL
7052	7052	Computer software	£ 142.50	£ 357.50	£ 500.00	£ 500.00	£ -	£ 142.50
7058	7058	Insurance - allotment element (20% of total)	£ 424.35	£ -	£ 424.35	£ 700.00	£ 275.65	£ 661.85
7065	7065	Postage Stamps	£ 10.00	£ 145.00	£ 155.00	£ 155.00	£ -	£ 155.00
7300	7300	Allotment Improvements	£ 36.30	£ 1,163.70	£ 1,200.00	£ 1,200.00	£ -	£ 341.43
7301	7301	Allotment Rent Refunds	£ -	£ -	£ -	£ -	£ -	£ -
7302	7302	Sunnyside Rural Trust Allotment Lease Rental Costs	£ -	£ -	£ -	£ -	£ -	£ -
7304	7304	Allotment General Expenses	£ 587.39	£ 612.61	£ 1,200.00	£ 1,200.00	£ -	£ 159.87
7305	7305	Allotment Plot Clearance Expenses	£ -	£ -	£ -	£ -	£ -	£ -
7306	7306	Allotment Contracted Annual Maintenance Costs	£ 852.00	£ 2,148.00	£ 3,000.00	£ 3,000.00	£ -	£ 2,076.00
7307	7307	Allotment land rented by BTC	£ -	£ -	£ -	£ -	£ -	£ -
7308	7308	Allotment Legal Fees	£ 8.33	£ 800.00	£ 808.33	£ 800.00	£ 8.33	£ -
7706	7706	Prior Year - Allotment Expenditure	£ -	£ -	£ -	£ -	£ -	£ -
7756	7756	Authorised Transactions - Allotment Expenditure	£ -	£ -	£ -	£ -	£ -	£ -
8000	8000	Fixed Asset Renewals - allotment items	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ -	£ 980.74
<b>Total Expenditure</b>			<b>£ 2,060.87</b>	<b>£ 6,226.81</b>	<b>£ 8,287.68</b>	<b>£ 8,555.00</b>	<b>£ 267.32</b>	<b>£ 4,517.39</b>

### VARIANCE

Net difference between Income & Expenditure	-£ 1,942.12	£ 354.44	-£ 1,587.68	-£ 1,855.00	£ 2,390.31
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Nominal Code		<b>WATER INCOME</b>						
From	To		ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR TOTAL
0610	610	Allotment Water Rent	£ 148.50	£ 1,351.50	£ 1,500.00	£ 1,500.00	£ -	£ 1,472.70
<b>Total Income</b>			<b>£ 148.50</b>	<b>£ 1,351.50</b>	<b>£ 1,500.00</b>	<b>£ 1,500.00</b>	<b>£ -</b>	<b>£ 1,472.70</b>

Nominal Code		<b>WATER EXPENDITURE</b>						
From	To		ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR (FC )	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR'S TOTAL
7303	7303	Allotment Water Supply Charges	£ 537.79	£ 600.00	£ 1,137.79	£ 1,400.00	£ 262.21	£ 591.70
<b>Total Expenditure</b>			<b>£ 537.79</b>	<b>£ 600.00</b>	<b>£ 1,137.79</b>	<b>£ 1,400.00</b>	<b>£ 262.21</b>	<b>£ 591.70</b>

### ALLOTMENT VARIANCE

Net difference between Income & Expenditure	-£ 389.29	£ 751.50	£ 362.21	£ 100.00	£ 881.00
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## ALLOTMENT INCOME & EXPENDITURE VARIANCE ANALYSIS

1st April 2013 to 31st July 2013

Current Land Rent per letable pole per year (up to and including 28/09/13) £2.50

	ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR TOTAL
<b>ALLOTMENT INCOME &amp; EXPENDITURE</b>						
<b>INCOME</b>						
Allotment land rent	£ 118.75	£ 6,581.25	£ 6,700.00	£ 6,700.00	£ -	£ 6,907.70
<b>Total Income</b>	<b>£ 118.75</b>	<b>£ 6,581.25</b>	<b>£ 6,700.00</b>	<b>£ 6,700.00</b>	<b>£ -</b>	<b>£ 6,907.70</b>
<b>EXPENDITURE</b>						
Office costs	£ 576.85	£ 502.50	£ 1,079.35	£ 1,355.00	£ 275.65	£ 959.35
Maintenance charges	£ 1,484.02	£ 4,724.31	£ 6,208.33	£ 6,200.00	£ 8.33	£ 2,577.30
Fixed Asset Renewals- allotment items	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ -	£ 980.74
<b>Total Expenditure</b>	<b>£ 2,060.87</b>	<b>£ 6,226.81</b>	<b>£ 8,287.68</b>	<b>£ 8,555.00</b>	<b>£ 267.32</b>	<b>£ 4,517.39</b>
<b>Net difference</b>			<b>-£ 1,587.68</b>			<b>£ 2,390.31</b>
<b>Net difference per letable pole per year</b>			<b>-£ 0.52</b>			<b>£ 0.78</b>

Area of allotment in poles [A]

	carpark	handstanding	wildlife area	hazel coppice	Birchmells copse & coppice	letable area
Allotment Site						
Dellfield		3.0	10.0	5.0		409.8
Sunnyside Old		10.0		30.0	15.0	1306.0
Sunnyside New		10.0			222.8	973.0
Butts Meadow				13.5		374.0
<b>Total letable area of all allotment plots held by Berkhamsted Town Council</b>						<b>3062.8</b>

**Notes**

[A] Allotment areas are based upon those recorded in the Scribe 2000 allotment register

[B] One pole = 25.292 square metres

Current Water Rent per letable pole per year (up to and including 28/09/13)  
(NB: only charged if Tenant has taken out a hose licence) £1.50

	ACTUAL TO DATE	ESTIMATED ADDITIONS TO YEAR END	ANTICIPATED YEAR'S TOTAL	BUDGET FOR ENTIRE YEAR	VARIANCE FOR ENTIRE YEAR	PRIOR YEAR TOTAL
<b>WATER INCOME &amp; EXPENDITURE</b>						
<b>INCOME</b>						
Water rent	£ 148.50	£ 1,351.50	£ 1,500.00	£ 1,500.00	£ -	£ 1,472.70
<b>Total Income</b>	<b>£ 148.50</b>	<b>£ 1,351.50</b>	<b>£ 1,500.00</b>	<b>£ 1,500.00</b>	<b>£ -</b>	<b>£ 1,472.70</b>
<b>EXPENDITURE</b>						
Water supply charges	£ 537.79	£ 600.00	£ 1,137.79	£ 1,400.00	£ 262.21	£ 591.70
<b>Total Expenditure</b>	<b>£ 537.79</b>	<b>£ 600.00</b>	<b>£ 1,137.79</b>	<b>£ 1,400.00</b>	<b>£ 262.21</b>	<b>£ 591.70</b>
<b>Net difference</b>			<b>£ 362.21</b>			<b>£ 881.00</b>
<b>Net difference per letable pole per year</b>			<b>£ 0.39</b>			<b>£ 0.94</b>

## ALLOTMENT INCOME & EXPENDITURE VARIANCE ANALYSIS

1st April 2013 to 31st July 2013

### ALLOTMENT RESERVES FUND

Brought forward Allotment Reserves Fund	£ 5,286.09
This years net anticipated surplus of Allotment Income less Allotment Expenditure	-£ 1,587.68
This year's net anticipated surplus of Water income less Water Expenditure	£ 362.21
This years net anticipated surplus of Income less Expenditure - all sources	-£ 1,225.47
Total anticipated Allotment Reserves Fund at Current Year End (31st March)	£ 4,060.62

### ALLOTMENT ELEMENT OF FIXED ASSET RENEWALS FUND

Value of Allotment element of Fixed Asset Renewals Reserve Fund as @ 31/03/13	£ 19,660.54
This year Allotment Fixed Asset Renewals setaside	£ 1,000.00
Allotment element of Fixed Asset Renewals Reserve at Current Year End (31st March)	£ 20,660.54

Area of allotment which have water hose licence in poles [A]

Allotment Site	
Dellfield	258.00
Sunnyside Old	346.50
Sunnyside New	164.00
Butts Meadow	167.00
Total letable area of all allotment plots held by Berkhamsted Town Council	935.50

### Notes

[A] Allotment areas are based upon those recorded in the Scribe 2000 allotment register

[B] One pole = 25.292 square metres

Month's in which water charges are raised by Veolia Water

DF	SSO	SSN	BM
			January
			February
			May
	June		July
		July	July
		August	
		October	
	December		December

### Assumptions

All invoices relating to allotments have been submitted

8000 8000 Credit on existing set aside(s) included in estimated Fixed Asset Renewal Charge