

# BERKHAMSTED TOWN COUNCIL

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1 August 2018

There will be a meeting of the **Allotment Management Team** on Tuesday 7 August 2018 at 10 am in the Council Chamber, Civic Centre, Berkhamsted

**Councillors:**  
B Newton, Chair  
E Collins  
F Earl

**Allotment Reps:**  
John Eaton, Sunnyside  
John Fisher, Butts Meadow  
Diana Reay, Dellfield  
Geoff Halls, Sunnyside  
Keely Siddiqui Charlick, Sunnyside Rural Trust

**Officers:**  
John Bushby, Town Warden  
Christine Jerram, Finance and Allotments Officer  
Janet Mason, Town Clerk

Mrs J Mason  
Town Clerk

**THE PUBLIC ARE INVITED TO ATTEND ALL MEETINGS OF THE TOWN COUNCIL**

## **AGENDA**

### **OPENING MATTERS**

**AMT 22/18 Apologies for Absence**

To receive any **apologies for absence**.

**AMT 23/18 Minutes of the previous Meeting**

- (i) To approve the minutes of the previous meeting held on 24 April 2018 (previously circulated)
- (ii) To review action arising from the previous meeting not covered on the agenda.

**AMT 24/18 Chairman's Communications**

None.

**AMT 25/18 Public Participation**

To invite any public participation

### **FINANCE MATTERS**

**AMT 26/18 Income and Expenditure Report**

- (i) To consider the allotment income and expenditure at 30 June 2018 (attached).

### **ALLOTMENT MATTERS**

(Colony system papers to be circulated at the meeting)

**AMT 27/18** To consider, as appropriate, allotment and plot inspection reports and other current matters at:

- (i) Dellfield (DR)
- (ii) Sunnyside Old and Sunnyside New. Sunnyside open day is Sunday 12 August 2018. (JE)
- (iii) Butts Meadow, including hedgehog project (JF)
- (iv) To discuss recent allotment applications from Northchurch residents.

**AMT 28/18 Sunnyside Rural Trust**

- (i) Verbal update on activities as appropriate
- (ii) Possible improvements to the SRT gate and fencing at Sunnyside New as discussed to restrict access as discussed on 19 February and deferred from the 24 April meeting.

**AMT 29/18 Allotment Rental and Other Charges**

To consider current charges and to make a recommendation for discussion and decision at the Full Council as to whether there should be any increase this autumn.

**AMT 30/18 Water conservation/possible drought**

To discuss as necessary.

**AMT 31/18 Review of projects budgeted for in the current year** and in particular to consider whether the deer fencing should be installed round the whole site at SSN in view of recent deer activity.

**AMT 32/18 Plastic Free Berko Campaign**

To discuss the campaigns objectives in the context of action that could be taken at the Allotment Sites (see attached extract from T & E minutes 4 June 2018);

This item has been requested by JE and information is also being sought from DBC in advance of the meeting about the destination of plastic collected from premises in Berkhamsted.

**AMT 33/18 Date of next meeting**

Tuesday 6 November 2018.

JEM 010818

**Allotment Income and Expenditure FY 18/19  
30-Jun-18**

		Budget 2018/19	Actual Income & Exp at 30-Jun-18	Predicted Income & Exp at 30-Jun-18	Budget Less YTD	2019/20 Approved Budget
<b>Budgeted Income</b>	<b>Reference</b>					
0600/05	Allotment Land Rent	£ 7,300	£ 304	£ 7,300		£ -
0603	Allotment - Other Income	£ -	£ -	£ -		£ -
0610	Allotment Water Rates Income	£ 1,800	£ 78	£ 1,800		£ -
		<b>£ 9,100</b>	<b>£ 382</b>	<b>£ 9,100</b>		<b>£ -</b>
<b>Key Sales</b>						
0612-18	Water & Gate Key Sales (Prev incl Deposits)	£ 120	£ 80	£ 120		£ -
		<b>£ 120</b>	<b>£ 80</b>	<b>£ 120</b>		<b>£ -</b>
<b>Grand Total Income</b>		<b>£ 9,220</b>	<b>£ 462</b>	<b>£ 9,220</b>	<b>£8,758</b>	<b>£ -</b>
<b>Budgeted Expenditure</b>						
7300	Improvements	2,000	250	£ 2,000		
7303	Water Supply Charges	1,500	-	£ 1,500		
7304	General Expenses	-	-	£ -		
7306	Annual Maintenance Costs	2,250	585	£ 2,250		
7308	Legal Fees	-	-	£ -		
7309	Allotment Software Support	500	235	£ 500		
New	Projects	7,630	-	£ 7,630		
		<b>£ 13,880</b>	<b>£ 1,070</b>	<b>£ 13,880</b>		<b>£ -</b>
<b>Key Refunds</b>						
7794/5	Auth Trans - Allotment Tank key refunds	£ 10	£ -	£ 10		
		<b>£ 10</b>	<b>£ -</b>	<b>£ 10</b>		<b>£ -</b>
<b>Grand Total Expenditure</b>		<b>£ 13,890</b>	<b>£ 1,070</b>	<b>£ 13,890</b>	<b>£ 12,820</b>	<b>£ -</b>
<b>Total Income less expenditure</b>			<b>(£ 608)</b>			
Estimate Reserves incl B/Fwd 17/18 as at above date			£ 14,404			

**TE 58/18 Plastic-Free Berko**

- (i) Presentation of a petition by the Plastic-Free Berko group.

The four members of the public present were from the organisation called Plastic-Free Berko. Philippa Jones explained that similar groups were setting up all over the UK with the aim of being plastic free by 2020. She hoped that the Town Council would support the following objectives:

- eliminating all single-use plastic from premises, meetings and events (in this respect the group was pleased to note that the Town Council no longer used plastic cups at meetings);
- using only re-usable coffee cups when possible and compostable cups otherwise;

- supporting Plastic-free initiatives from our group and other local sources, promoting this campaign and our events;
- nominating a committee councillor to join our steering committee;
- recommending that DBC provide dual bins on the High Street for recyclables and compostables as well as waste for landfill;
- ensuring that households are alerted to the need to place the compostable cups that the group is encouraging cafes to use in their green waste bins.

380 signatures were on the petition, having been collected at the group's stall on recent market days. People in the Town had been very enthusiastic in their support. Following further discussion about how best to influence DBC and communication issues, the Chair thanked the group for their presentation and reinstated standing orders.

(ii) To **consider** the Town Council's response.

The Town Council supported the initiatives outlined and it was **RESOLVED** that the following actions should be taken to demonstrate such support:

- (a) The Town Clerk would contact the portfolio holder responsible for litter bins and street cleaning at DBC to advise that the group would be contacting her to present the petition to DBC and to discuss DBC's role in achieving the above objectives;
- (b) Invitations to attend events organised by the group could be sent to the Town Mayor;
- (c) Information and updates from the group could be sent to the Town Clerk for posting on the Town Council website;
- (d) Progress with this important issue would be reported regularly at Transport and Environment Committee meetings;
- (e) The Town Clerk will circulate an e-mail to all councillors asking for a volunteer to joining the steering committee.

In **conclusion it was agreed** that the problem of single use plastic would not be satisfactorily addressed until large companies and other businesses were persuaded not to use plastic, especially for food and drink packaging and containers.

**Action Town Clerk/Plastic-Free Berko**