

BERKHAMSTED TOWN COUNCIL

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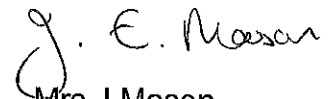
11 October 2016

There will be a meeting of the **Allotment Management Team** on **Monday 17 October 2016 at 10 am** in the Council Chamber, Civic Centre, Berkhamsted

Councillors:
A Armytage Chair
B Newton
F Earl

Allotment Reps:
John Eaton, Sunnyside
John Fisher, Butts Meadow
Diana Reay, Dellfield
Lin Philips, 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**

AGENDA

OPENING MATTERS

AMT 24/16 Apologies for Absence

To receive any **apologies for absence**.

AMT 25/16 Minutes of the previous Meeting

To approve the minutes of the previous meeting held on 11 July 2016 (previously circulated)

AMT 26/16 Chairman's Communications

None

AMT 27/16 Public Participation

To invite any public participation

FINANCE MATTERS

AMT 28/16 Income and Expenditure Report

To consider the allotment income and expenditure and reserves to 31 August 2016 (or 30 September 2016 if available) - (Paper to follow)

AMT 29/16 Budget Preparation 2017/18

To review possible projects to be costed following visits to allotment representatives during week commencing 3 October 2016 (summary attached)

ALLOTMENT MATTERS

AMT 30/16 To consider, as appropriate, **allotment and plot inspection reports** on:

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

AMT 31/16 Water charges

To discuss the current method of charging and consider other options

AMT 32/16 Allotment Constitution and Berkhamsted Town Council Allotment Strategy

Copies of these documents are attached for ease of reference.

AMT 33/16 Allotment Risk Management

1. To receive a verbal update by the Town Clerk following initial discussions with the Town Council's insurers;
2. Allotment holder public liability cover.

AMT 34/16 Date of Next Meeting

Monday 20 February 2017

**Allotment Management Team
17 October 2016
Item AMT 29/16 – Budget Preparation – Possible Projects**

Dellfield (5 October 2016 meeting with Diana Reay)

- 1 There are some trees that need to be kept under review. One oak in particular causes extensive overshadowing but the current allotment holder is not concerned.
- 2 Open tanks – Some have lids others don't. JM to risk assess in liaison with DR.
- 3 Shed on community orchard originally donated by HCC – This has become dilapidated and should be removed. JM will seek costings (unless there are any other takers?).

Butts Meadow (5 October 2016 meeting John Fisher)

- 1 Main path adjacent to plot 26 (B) is sinking making deliveries difficult because of the gradient here and further along. JM will obtain quotes for shoring up, reinstatement and levelling etc.
- 2 Water tanks are not covered – JM to risk assess in liaison with JF.
- 3 Water pressure is low – JM will make enquiries to see what can be done if anything. Cost may be prohibitive.
- 4 Because of the gradient there are some areas where the junction between the main path and allotment holders' paths are difficult to negotiate and a number of home remedies have been installed by allotment holders eg wooden ramps, improvised steps etc. These are potentially slip hazards. JM will investigate other solutions eg matting or webbing.
- 5 Tree maintenance will be absorbed into a Council wide scheme.

Sunnyside Old and Sunnyside New (7 October 2016 meeting John Eaton and Lin Philips)

- 1 Rotten sign on gate could do with reinforcing and painting with preservative.
- 2 SSN water supply network could be extended. (JM needs a copy of JE's/ LP's site plan).
- 3 SSN compost heap supports need some tender care and replacement.
- 4 Various gate posts, particularly at Ivy House Lane, need securing and gates need to be adjusted where they have dropped.
- 5 Grantham Mews entrance is prone to flooding and becomes very muddy and slippery in wet weather. Could benefit from improved drainage perhaps by digging out, filling with stones and covering with matting or webbing.
- 6 Tree management (see comments above).
- 7 Weed suppressant under newer hazel coppice.
- 8 Road adjacent to A19 drops steeply and could benefit from work similar to that described in item 1 above (Butts Meadow).
- 9 Water tanks generally not covered but mainly higher sided tanks. JM to risk assess in liaison with LP and JE.
- 10 Deer fencing. Most likely an expense too far. However, will obtain a "ball park" estimate

**BERKHAMSTED TOWN COUNCIL
ALLOTMENT MANAGEMENT TEAM CONSTITUTION**

Approved and adopted by the Town Council on 30th January 2006 minute 08/06,
section 2 & 4 amended by the Allotment Management Team on 21st October 2009:
minute 09/54.1

1. The Allotment Management Team (referred to in following paragraphs as the AMT) is appointed by and reports to the Town Council.
2. The AMT will consist of three councillors (or named substitutes in their absence) and three allotment representatives, one from each of the three sites. These members will each have a single vote. Named substitutes for each site may also vote if attending on behalf of the site representative. The Chairman will have a casting vote.
3. The Chairman of the AMT will be appointed by the Council at its annual meeting.
4. Allotment representatives to the AMT, and one substitute representative for each site will be nominated annually by the AMT. In the event of a vacancy arising nominees will be sought from existing tenants.
5. The AMT may co-opt other non-voting representatives as it thinks fit, to provide advice and information.
6. The AMT will meet in the Council Chamber two weeks before each meeting of the full Town Council. Meetings will be open to the public and the agendas published on Town Council notice boards in advance of the meeting. Other AMT meetings may be convened as necessary, for the proper conduct of its affairs.
7. The minutes of each meeting will be taken by an officer of the Town Council, presented at the next meeting of full Council for adoption and should include time for public participation.
8. The AMT will make recommendations to the Council on matters of policy related to all Statutory Allotment Land in Berkhamsted, and may be consulted on other allotment-related matters at the discretion of the Council.
9. The AMT will be responsible for the management of those parts of the Statutory Allotments not excluded by the Council (i.e. all the land leased or let to Sunnyside Rural Trust plus the area of Wildspace Project not included in the leased or let land).
10. The AMT will be consulted upon any matter which may prejudice land being returned to normal allotment use.
11. The AMT will complete and maintain a detailed allotment strategy which provides a clear way forward for the allotment service and promotes best practice, subject to the strategy being approved by full Council.

12. The AMT will be allocated the allotment maintenance budget and will determine expenditure within that budget.
13. Allotment Representatives will show prospective tenants around the site. Application forms will be submitted to the office by the tenant with the rent payable, or a discount voucher signed by the Site Representative to the effect that the plot has been neglected and is not ready for immediate cultivation. Written applications for sheds and greenhouses should also be approved and signed by the Site Representative.
14. Tenancies will be granted by the Council and recorded by the Clerk. Tenancies will be restricted to residents of the Parish of Berkhamsted.
15. The AMT will recommend to full Council by the 1st July each year the level of rent and water charges to be applied from the following 29th September. In doing so the AMT will take into account the agreed strategy for the resourcing and management of the allotment sites. The Council will take into account the recommendations of the AMT but will not be bound by them.
16. Rents will be paid to the Town Clerk. Invoices related to all allotment matters will be authorised in accordance with the Council's Financial Regulations and paid by the Town Clerk.
17. The formation of Allotment Associations should be encouraged.
18. Allotment Representatives will notify the Office of non-compliance with the tenancy conditions and will recommend appropriate action.
19. An appeals procedure against termination of an allotment tenancy will consist of the AMT Chairman, the Town Clerk and one non AMT Councillor who will consider the details of the appeal by interview with the tenant or through written communication. The tenant may be accompanied at an interview.
20. The AMT should address the aims of Local Agenda 21 as it applies to allotment land.

Colin Westwood
Clerk to the Town Council
19th January 2006.

Berkhamsted Town Council Allotment Strategy

Opening Statement

Berkhamsted Town Council recognises the benefits to health, education and community togetherness from allotment gardening and is committed to fulfilling its duty as an Allotment Authority by helping the town's residents enjoy these benefits. The Council is committed to ensuring that land acquired or appropriated, for allotment use, is used to meet the identified demand for allotments in Berkhamsted. The Council acknowledges that there are no formal standards for the level of provision of allotment gardens other than that it should reflect local demand. The level of demand for allotments in Berkhamsted will be identified by a programme of active promotional activity.

The Vision Of The Future

1. Berkhamsted Town Council as a Quality Parish performs its duty as an Allotment Authority by adopting the recommendations for best practice set out in "Growing in the Community – a good practice guide for the management of allotments" written by Professor David Crouch, Dr Joe Sempik and Dr Richard Wiltshire, and published by LGA Publications 2001: ISBN 184049 204 X.

Provision Of Allotments

2. The provision of allotment gardens reflects the level of demand in Berkhamsted as identified by a programme of active promotion designed to identify the latent demand for allotments and to meet this demand.
3. If there is demand in excess of the number of allotment plots presently available for letting as allotment gardens, the council may take steps to return to allotment use allotment land which is temporarily out of allotment use.

4. If the level of demand is significantly less than the present stock of allotment gardens, and those plots are unlikely to be taken up within a two year period, the plots should continue to be put to suitable alternative use on terms that allow a ready return to allotments. The allotment land in temporary alternative use will be safeguarded against any acts which might prejudice its return to allotment use.

The Quality Of The Allotment Sites

5. The allotment sites should be within secure boundaries, have well maintained internal roadways and an adequate water supply readily accessible by all gardeners. Other facilities on the allotment sites will be provided to reflect the needs of allotment gardeners, within the resources available to the Council. The facilities provided to include the needs of gardeners with disabilities.

Plans For Implementation Of The Strategy

Promotion Of Allotment Gardening

1. When necessary allotment gardening is to be actively promoted jointly by the Council and the allotment holders, to include -
 - An advertising campaign, with posters displayed on notice boards, in shops, library, doctor's surgeries, etc.
 - A house to house leafleting campaign to cover the whole town with particular emphasis on properties with little or no gardens, the newly built flats and town houses.
 - Consultation with the various local interest groups.
 - Consultation with commercial organisations as potential partners/sponsors
 - Open meetings.

- And also any other means of spreading the word that allotment gardening is available and that taking a plot is a simple process.

The promotional activity should explain the benefits of allotment gardening, and describe the process of securing a tenancy.

Allotment Boundaries, Roadways And Water Supply

The Council shall undertake a survey and maintain a record of all of the allotment sites –

1. To identify and record the nature, physical condition and ownership of the boundary fences/hedges and prepare a schedule of works necessary to bring the boundaries to a satisfactory standard. The fences/hedges should aim to prevent access by rabbits and other foraging animals
2. To prepare a survey of the arrangements for the supply of water, with particular reference to -
 - the adequacy of tanks and the convenience of gardeners, and
 - the quality of tanks, supply pipes, valves etc and then assess the need for outlay on renewal before failure causes loss of supply and water wastage.

Prepare a schedule of the works that should be carried out.

Resourcing The Allotments

1. As far as is possible the allotments should be self financing. Current expenditure on day to day administration, the cost of the water supply and maintenance should be covered by the rents and charges (pressure water) paid by allotment

gardeners. The rents should include an element to fund promotion of allotment gardening.

2. There should be a clearly defined process for calculating the fair cost of the additional water consumed by pressure water users in order to calculate plot rents and the separate pressure water charge.
3. Occasional exceptional costs arising from the need for capital expenditure on the renewal of water supply pipes, fencing etc. will be funded by the Council.
4. These arrangements and processes for determining the rents and charges and forecasting future expenditure to be contained in an Allotment Resourcing Strategy.

Devolved Management

1. The Council will encourage allotment gardeners to form active site associations and may devolve day to day management of the sites, to the extent that this is practicable and capable of being implemented by the allotment gardeners / associations.
2. The allotments will be managed by the Allotment Management Team, comprising Councillors and allotment Representatives in accordance with the Allotment Management Team Constitution.

Day To Day Administration

The Council's officers to work closely with representatives of each site on the day to day administration of the allotments.

Environmentally Friendly Gardening

The Council will encourage environmentally friendly gardening, and organic gardening.

Timetable

- The promotional work to identify the demand for allotments to be commenced []
- The surveys of boundaries and water provision to be carried out between []
- The Allotment Resourcing Strategy and processes for setting rents and charges to be completed by [July 2007].

Monitoring & Reviewing

There should be a standing item on the agenda of the AMT meetings to review the implementation of the Strategy.