

BERKHAMSTED TOWN COUNCIL

01442 800146
enquiries@berkhamstedtowncouncil.gov.uk

www.berkhamstedtowncouncil.gov.uk

2nd Floor
Civic Centre
161 High Street
Berkhamsted
Hertfordshire
HP4 3HD

29 September 2020

There will be a meeting of the **Allotment Management Team** to be held via 'Zoom' remote video conferencing on Monday 5 October 2020 beginning at 10 am.

Councillors:
G Stevens (Chair)
P de Hoest
N Woolner

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

Officers:
John Bushby, Town Warden
Tony Noakes, Town Clerk
Dori Beecroft, Finance & Allotments Officer



Tony Noakes
Town Clerk

Members of the public are invited to attend all meetings of the Town Council and it has put in place procedures to facilitate this for virtual meetings.

Anyone wishing to speak at this meeting should contact the Town Clerk for the meeting log in details. Email townclerk@berkhamstedtowncouncil.gov.uk and confirm your name, your address in Berkhamsted and details of any items on the agenda you may wish to speak about. The cut off point for requests to join the meeting is midday on the 5 October 2020.

AGENDA

OPENING MATTERS

AMT 21/20 Apologies for Absence

To receive any **apologies for absence**.

AMT 22/20 Minutes of the previous Meeting

- (i) To approve the minutes of the previous meeting held on 6 July 2020 (previously circulated).

Minutes Actions – 6 July 2020

Reference	Action	Complete	Outstanding - Responsibility
08/20	Road improvements at SSO.		Projects List
14/20	Inform police about thefts and damage from SSO & DF. Request police notices, to be displayed on the estate.	✓	Yes-JB
16/20	Bring forward allotment investment proposals to the next meeting (up to a total expenditure of £8000).	✓	For meeting 5 October 2020
17/20	Deer Incursion reduction ideas for next meeting.		Allotment representatives/JB/TN
17/20	Can waiting list personal data be transferred to SRT for volunteering.	✓	
17/20	Road entrance upgrade SSO/Grantham Mews.		Projects List
17/20	Rotting Gate Post at BM – investigate and renew.		Frank Cooper have been asked to quote
17/20	Reconcile the waiting lists between the Colony database and the Allotment representatives.		Ongoing
18/20	Rental charges for 2020/21 – recommend no change, approval at Full Council 20 July 2020.	✓	
19/20	Reinstate plot management process to deal with poor upkeep of plots or non-payment.	✓	For meeting 5 October 2020

AMT 23/20 Public Participation

To invite any public participation

FINANCE MATTERS

AMT 24/20 Income and Expenditure Report

Allotment financial forecasting and financial health check.

ALLOTMENT MATTERS

AMT 25/20 To consider, as appropriate, allotment and plot inspection reports and other current matters at:

- (i) Dellfield (DR)
- (ii) Sunnyside Old and Sunnyside New. (JE)
- (iii) Butts Meadow (JF)
- (iv) Sunnyside Rural Trust (KSC).

AMT 26/20 Warning letter policy for poor upkeep of plots, non-payment & management of tenancies

Discuss and agree a streamlined process for tenants.

AMT 27/20 Allotment Projects List

Review the project list and agree priorities for FC approval - Paper to follow.

AMT 28/20 Close of meeting

TN 29-09-20