

BERKHAMSTED TOWN COUNCIL

Minutes of the Meeting of the

ALLOTMENT MANAGEMENT TEAM

Held in the Council Chamber, Civic Centre, Berkhamsted on

Tuesday 8 January 2019 at 10 am

PRESENT:

Councillor	Barbara Newton (Chair) Freda Earl
Allotment Reps	John Eaton, Sunnyside John Fisher, Butts Meadow Jenny Sippings, Sunnyside Keely Siddiqui Charlick (Sunnyside Rural Trust)
Officers	Janet Mason, Town Clerk John Bushby, Town Warden Christine Jerram, Finance and Allotment Officer.

OPENING MATTERS

AMT 01/19 Apologies for Absence

Apologies for absence were received from Diana Reay, Dellfield and Geoff Halls, Sunnyside.

AMT 02/19 Minutes of the previous Meeting

- (i) The minutes of the previous meeting held on 5 November 2018 were approved as a correct record and signed by the Chair subject to the following minor amendments which were added by hand to the minutes and initialled by the Chair:

AMT 36/18 and AMT 45/18 – “Siddique” was added after “Keely”;

AMT 42/18 “non-biodegradable” was replaced” by “horticultural”

- (ii) To review action arising from the previous meeting not covered on the agenda:

AMT 40/18 (i) Christine had had a number of e-mail exchanges with Diana with a view to resolving the apparent issue of plot size discrepancies at Dellfield.

AMT 40/18 (ii) John Bushby had adjusted the Town Council website so that when people submit an on-line application they now receive an automatic acknowledgement that the application has been received.

AMT 03/19 Chairman's Communications

None.

AMT 04/19 Public Participation

To invite any public participation

Not applicable as no members of the public were present.

FINANCE MATTERS

AMT 05/19 Income and Expenditure Report at 30 November 2018

The reports were considered. Christine advised that a further water bill was due as were further invoices from Frank Coopers. The latter were sometimes late in submitting their invoices. Reserves stand at £21,074.

ALLOTMENT MATTERS

(Colony system papers to be circulated at the meeting)

AMT 06/19 To consider, as appropriate, allotment and plot inspection reports and other current matters at:

- (i) Dellfield

Deferred to next meeting.

- (ii) Sunnyside Old and Sunnyside New. (JE)

John Eaton reported that there were no plot inspection reports; inspections would start again in May. He thought that there were 4 vacancies although there could be a few more because of non payment. Geoff Hall would soon be undertaking work on lettings. At Sunnyside New the water tank near the top entrance had received a shunt from a vehicle. The water is currently turned off so it is not know if the damage has caused a leak. No one knows whose vehicle caused the damage although there are tyre skid marks. The possible need for remedial work will be raised with contractors who quote for the water system extension work. **Action JM**

Turning to installations on allotments, he mentioned one plot that had a number of play items in situ which was not only inappropriate

but also dangerous given the proximity to a green house. He would raise the matter in the first instance with the plot holder and, as necessary, ask Janet to take the matter up more formally.

Action JE

On a more positive note, a working party had recently undertaken coppicing work at Sunnyside New and the resultant hazel poles were stacked and available for use by allotment holders. Turning to the muddy section at the end of B Road, he wondered if an amount of the grass matting which had been installed at the temporary car park on The Moor might be available to the allotment site once the Moor is reinstated to grass. Janet said she would raise this with the project manager.

Action JM

One further action outstanding was the procurement of a grab lorry to remove the weed infested chippings etc at the storage area, to enable a weed suppressant membrane to be installed so preventing the problem in future.

Action JB

(iii) Butts Meadow (JF)

John Fisher advised that contractors cutting hedges at the neighbouring flats had allowed a stump to fall on a shed. JB had contacted the management company which had recently changed hands. He was awaiting a response and would report back.

Action JB

Turning to the waiting list, JF had one full and 4 x half plots vacant with 9 on the waiting list. He would not request any warning letters at present but would review the situation in April; there were two plots he was monitoring where work was very intermittent. Regarding a persistent non payer whom Christine had reminded to pay on numerous occasions and received in turn assurances that payment was imminent, it was agreed that she should write a final letter advising that if payment was not made by 31 January then the tenancy would be terminated.

Action CJ

(iv) Sunnyside Rural Trust (KSC).

Keely was pleased to report that Berkhamsted School had spent a community volunteering day at the site and had repainted gates and fitted new spring clips. She also reported that the access road into Sunnyside Church had a dip in it. Janet and John B will review and raise with the minister as appropriate.

Action JM/JB

AMT 07/19 Projects

- (i) Update on projects in current year – Deer fencing has been put to the back burner pending further data re deer access and egress and whether there are resident deer on site. Herts and Middlesex Wildlife Trust’s Emma Norrington is discussing with colleagues and will come back to Janet with ideas. **Action JM/HMWT**

JE, JM, and JE will be meeting contractors on site on Friday 11 January to discuss the extension to the water system at SSN. John Goffey will also attend.

Janet had received a quote for undertaking a tree survey which had been very costly compared with quotes she had received from the same company in the past. An alternative approach would be to walk round with individual contractors and ask them to quote on that basis. **Action JM**

- (ii) Suggestions for projects 2019-20

Sunnyside Old – improvements to B Road (see AMT 6/19 (ii) above);

Replacement notice board at Butts Meadow;

Crown raising to trees on Western side of Butts Meadow:

The perennial issue of low water pressure at Butts Meadow prevails. However, JF feels this has to be lived with as work to improve pressure would most likely have to be undertaken at Chesham Road and would no doubt be very costly.

AMT 08/19 Update on Town Council staffing

AMT members were very sorry to hear that Christine will be leaving on 28 February. She will be missed and every best wish was given for a very happy retirement together with heartfelt thanks for all her work over the years.

AMT 09/19 Date of next meeting

Monday 29 April 2019.

Signed.....

Date.....