

BERKHAMSTED TOWN COUNCIL

Minutes of the Meeting of the

ALLOTMENT MANAGEMENT COMMITTEE

held in the Council Chamber, Civic Centre, Berkhamsted on

Thursday 16 July 2015 at 10.30 am

PRESENT:

Councillors: A Armytage Chair
B Newton

Allotment
Representatives: John Eaton, Sunnyside
Diana Reay, Dellfield
Jenny Sippings, Sunnyside
Keeley Charlick, Sunnyside Rural Trust

Town Council: Christine Allan, Finance and Allotments Officer

OFFICER: Karen Jones - Town Clerk

ALSO PRESENT: 1 member of the public

OPENING MATTERS

AMT 26/15 Apologies for Absence

Apologies for absence had been received from Councillor Earl, John Fisher, Lin Phillips, Geoffrey Wallington and John Bushby. Jenny Sippings was substituting for Lin Phillips for this meeting.

AMT 27/15 Minutes of Last Meeting

The minutes of the last meeting held on 23 April 2015 were agreed.

Progress on actions from that meeting were noted:

1. Allotment Management System - It was noted that there had been several changes in the personnel providing the Allotment Management System and as a result this had resulted in delays in exploring training for the allotment representatives and in how access would best be achieved at a reasonable and negotiated cost. An update would be available at the next meeting. **Action:**
Town Clerk
2. Bee Keeping at Dellfield – the concerns raised at the previous meeting had been resolved and a contact number had been

placed on the noticeboard and on the hive as requested in the event that the bees cause any risks to allotment tenants.

3. Sunnyside- the gates at each end of A Road on Sunnyside allotments had been repaired although it was noted that they were still dragging which was attributed to the water level being raised.
4. It was agreed that the Town Clerk, Keeley Charlick and John Eaton meet to review the proposal to replace the existing two leases currently occupied by Sunnyside Rural Trust into one lease before 29 September. **Action: Town Clerk**

AMT 28/15

Public Participation

Mr Dyer a local resident and allotment holder requested an update on the current status of the Allotment Management records and on the status of Sunnyside Rural Trust leasing arrangements.

Mr Dyer was advised that more information would be provided on the Allotment Management records as soon as the issues with the programming had been resolved. **Action: Finance Officer.**

It was agreed that regular reports on waiting list applicants would be provided. **Action: Town Clerk**

FINANCE MATTERS

AMT 29/15

Income and Expenditure Report

The Committee noted the variance analysis on allotment income and expenditure and reserves for the period 1 April 2015 to 30 June 2015.

Allotment Rent and Water Rates

AMT 30/15

Following discussion members agreed not to increase allotment rents and water rates for 2015/16.

It was agreed that invoices could be issued either early to mid-September with the due date for collection of allotment rents due on 29 September 2015. **Action: Finance Officer**

AMT 31/15

Allotment Management System

The Committee noted that remote access to the Allotment Management System was still not available. It was agreed to discuss the issues with the new developers and to continue to withhold payment for the invoices until the issues regarding the reports had

been resolved satisfactorily. Keeley Charlick suggested that consideration be given to approaching Trading Standards for advice on whether the software was fit for purpose. **Action: Town Clerk**

ALLOTMENT MATTERS

AMT 32/15

Allotment Reports

(i) Dellfield

One tenant was to receive the first warning letter.

The Number 3 tank required re-spraying. **Action: Town Warden**

(ii) Sunnyside Old

An inspection took place on 20 May 2015 and letters had been issued and following a further inspection more letters will be prepared. There were very few vacant plots.

(iii) Sunnyside New

It was noted that there had been reports of deer problems on Sunnyside New allotments. Members were advised that trees had been removed from the Grantham News end of Sunnyside and that consideration may be given to use a stump grinder on the remaining stumps.

(iv) Butts Meadow

The rep's report was noted.

(v) Sunnyside Rural Trust

There was nothing to report.

AMT 33/15 Allotment Risk Management

There were no allotment risks and mitigating actions required to report.

AMT 34/15 Date of Next Meeting

Thursday 15 October 2015 at 10.30 am.

AMT 35/15 Close of Meeting

The meeting closed at 11.45am.