

BERKHAMSTED TOWN COUNCIL

Minutes of the Meeting of the

ALLOTMENT MANAGEMENT TEAM

held in the Council Chamber, Civic Centre, Berkhamsted on

Monday 20 February 2017 at 10 am

PRESENT:

Councillors:

A Armytage Chair
B Newton
F Earl

Allotment Reps:

John Eaton, Sunnyside
John Fisher, Butts Meadow
Diana Reay, Dellfield
Jenny Sippings, Sunnyside
Keely Siddiqui Charlick, Sunnyside Rural Trust

Officers:

Christine Jerram, Finance and Allotments Officer
Janet Mason, Town Clerk

OPENING MATTERS

AMT 1/17 Apologies for Absence

These were received from Lin Phillips (Sunnyside rep) and John Bushby (Town Warden).

AMT 2/17 Minutes of the previous Meeting

The minutes of the previous meeting held on 17 October 2016 were approved as a correct record and were duly signed as such by the Chair.

AMT 3/17 Chairman's Communications

None

AMT 4/17 Public Participation

Not applicable as no members were present.

FINANCE MATTERS

AMT 5/17 Income and Expenditure Report - To consider the allotment income and expenditure and reserves to 31 January 2017

The report was discussed. At 31 January 2017 income of £8,633 had been received and expenditure had been £4,636. Repairs and maintenance on the sites due to start in the week commencing 20 March 2017 would add another £2,020 to current year expenditure.

Allotment representatives noted that the proposed budget for 2017/18 indicated an increase in allotment rent. The Town Clerk advised that allotment reserves stood at just over £12,000 and this amount could be wiped out by one single project. For example, projects identified in October by allotment representatives had included the possibility of extending the water supply system and provision of new tanks at Sunnyside. Although the Town Council had not agreed to this work in either the current or coming year, it was aware of the work as a future possibility. This and projects of a similar nature would significantly improve allotment facilities for tenants but would be a major drain on the reserves.

It was agreed that rent should be discussed at the next meeting (9 May 2017).

Action Town Clerk

ALLOTMENT MATTERS

AMT 6/17 The Finance and Allotment officer distributed the Colony system allotment reports and these were considered in conjunction with the individual representatives' reports as follows:

- (i) Dellfield – Diana Reay reported that she currently had three vacant plots with two people from the waiting list ready to take allotments on. A water tank containing asbestos had been discovered adjacent to the boundary and it was mainly buried. Following consultation with the Town Council's insurers a notice had been placed on the adjacent shed with an instruction not to disturb the tank. It was agreed not to move the shed to Sunnyside Rural Trust until the tank had been removed. The Town Clerk is currently seeking an appropriate asbestos removal contractor.

Action Town Clerk

- (ii) Sunnyside Old and Sunnyside New – John Eaton advised that plot inspections would not start until April. There were no vacancies at SSN and there was now only one vacancy on SSO although the computer generated report showed three; this was because of not being able to access the Allotment System following installation of a new computer. The Finance and Allotment Officer will write/e-mail

to two tenants who purport to be on the waiting list to check if they wish to remain on it.

Action: Finance and Allotment Officer

Repair work had been carried out on the leaf dumps and the hazel coppice had also received attention recently. Further ground cover material would be procured shortly as agreed at the July 2016 meeting. JE will speak to the Town Council about arrangements for payment and storage facilities in the garage.

Action John Eaton/Town Clerk

- (iii) Butts Meadow – John Fisher reported that it had been a quiet winter. He had just let a plot and had two vacancies with 11 people on the waiting list. In view of the work scheduled for 20 March he was hoping to arrange for the manure delivery to be fitted in as soon as possible beforehand.

The Town Clerk advised that the tenant at BM22 had called her to report that the boundary trees were increasingly overshadowing the plot. She and JF will inspect the trees once they start to come into full leaf. It was noted that the trees had their canopies lifted about four years ago.

Action Town Clerk/John Fisher (*JM to also contact JE about SS trees*)

It was also noted that the Town Warden had repaired the gap in the boundary reported at an earlier meeting.

- (iv) Sunnyside Rural Trust - Keely Siddiqui Charlick was pleased to report that another composting toilet has been delivered and tenants at both of the Sunnyside sites were welcome to use the facilities.

It was noted that Peter Finch was now the Trust's Horticultural Coordinator and Andrea Kinch the new Site Coordinator.

AMT 7/17 Allotment Maintenance Work Scheduled for w/c 20 March 2017

The Town Clerk thanked John Eaton and John Fisher for their help in alerting tenants to the start date of the work. She will be in touch nearer the time to discuss final arrangements.

Action Town Clerk.

AMT 8/17 Meeting day 2017/18

The Town Clerk requested that in future some meetings might be held on a Tuesday even if the preceding day was not a Bank Holiday. This was

agreed although not all meetings would be a Tuesday as Cllr Earl has other regular Tuesday commitments.

AMT 9/17 **Date of Next Meeting:** Tuesday 9 May 2017 at 10 am

AMT 10/17 **Close of meeting**

The meeting closed at 11 am.

Signed.....

Date.....