

BERKHAMSTED TOWN COUNCIL

Minutes of the Meeting of the

ALLOTMENT MANAGEMENT TEAM

Held in the Council Chamber, Civic Centre, Berkhamsted on

Monday 24 April 2018 at 10 am

PRESENT:

Councillors: B Newton (Chair)
F Earl

Allotment Reps: John Eaton, Sunnyside
John Fisher, Butts Meadow
Geoff Halls, Sunnyside
Diana Reay, Dellfield

Officers: John Bushby, Town Warden
Janet Mason, Town Clerk

OPENING MATTERS

AMT 12/18 Apologies for Absence

These had been received from Christine Jerram, Finance and Allotments Officer.

AMT 13/18 Minutes of the previous Meeting

- i. The minutes of the previous meeting held on 19 February 2018 were approved and signed by the Chair.
- ii. Update on actions from the last meeting where not covered elsewhere on the agenda:

AMT 05/18 Reserves: Bearing in mind that year end procedures had still to be completed Janet reported that at the year-end (31 March 2018) allotment reserves would stand at £15,012.

AMT 05/18 Rent Review: It was noted that this will be discussed at the meeting scheduled for 3 July 2018.

AMT 14/18 Chairman's Communications

Affinity Water's 12 April 2018 letter regarding public consultation and stakeholder forums to help develop the organisation's draft Business Plan and Water Resources Management Plan.

AMT 15/18 Public Participation

There were no members of the public present.

FINANCE MATTERS

AMT 16/18 Income and Expenditure Report

- (i) To consider the allotment income and expenditure at 28 February 2018.

The figures were circulated. Representatives asked that these be circulated in advance of the meeting in future.

Action Finance and Allotments Officer

The budget figures for 2018/19 were queried in particular projects expenditure. Representatives said the information was not good enough and that they needed a breakdown of the projects that were being proposed. They were reminded about the detailed discussions that had taken place on 22 August and 6 November 2017. Indeed pricing options for deer fencing had already been received from two contractors and discussed at these meetings (minutes AMT 41/17 (ii) lists the projects).

The proposed budget had been approved by the Town Council in January 2018. The intention had as always been to support the allotment holders by improving facilities as the Town Clerk hoped had been demonstrated over the course of the past two years. Following a discussion the comment was made that allotment representatives would have no objection to using some reserves. Discussions were left in that setting.

ALLOTMENT MATTERS

(Colony system papers were circulated and queries from the Finance and Allotment Officer (CJ) were discussed and actions arising from these for each site are included in the minutes below.)

AMT 17/18 To consider, as appropriate, allotment and plot inspection reports on:

- (i) Dellfield
 - a) Diana Reay reported that there was a water leak on tank no1. John Bushby, Town Warden, would look into this and refer it to the plumber if necessary. (NB arrangements for a repair subsequently made. The leak is above ground so the charges will be low.)

- b) With regard to CJ's query about asking plot holders for their contact details Diana reported that she would be chasing this matter up.

Action Diana Reay

- c) There were currently 3 on the waiting list although the person at the top would be taken off because they had failed to reply.

(ii) Sunnyside Old and Sunnyside New

- a) Signage proposals – to be followed up, particularly regarding dog control; **Action John Eaton/Town Clerk.**

- b) Further recent dog walker incidents – it was noted that the Town Council office had been advised of a further incident involving a dog owner allowing their animals to run through the sites.

- c) Cost of drainage to B Road junction – John Eaton was aware of the materials that would be required.

Action John Eaton and Town Clerk to discuss.

- d) Notices - The allotment society had undertaken an audit of allotment notice boards and notices. Several helpful comments had been made about missing signs and of other signs and notices which needed to be updated and rationalised

Action Town Clerk/Town Warden.

- e) Rubble on new road – John B will investigate this which may have been spread to facilitate vehicle movement.

Action Town Warden

- f) With regard to CJ's queries, the tenancy form and payment were still outstanding for SSO-A36B and the plot was therefore showing as vacant. If possible it would be helpful if JE could remind the tenant and advise CJ.

Action John Eaton.

(NB it was also mentioned that a promised on-line payment from one allotment holder had not been received – this was subsequently received.)

- g) There was currently one vacancy at SSO with 3 full plus 2x half plots at SSN. 5 plots had just been let.

(iii) Butts Meadow

a) Two contractors had failed to respond or turn up. However, a local contractor from the Thames Water approved list had given reasonable estimates and arrived on site as per arrangements made, which was refreshing. The water leak had now been located and was about to be repaired.

b) With regard to CJ's query about a plot holder still needing to complete a tenancy form despite reminders, John Fisher undertook to e-mail the plot holder with a further reminder as he needed also to remind the plot holder about a site related issue.

Action John Fisher.

c) Waiting list – There were currently three people on the waiting list and one vacant ½ size plot.

d) Warning letter – A first warning letter is required. Janet will pass the information to CJ.

Action Town Clerk.

e) Keeping chickens – An enquiry had been made about keeping chickens. An application should be made to the Town Council.

(iv) Frank Cooper's Grass Cutting Schedule

27 April; 18 May; 22 June; 20 July; August cut will be in the week before the Sunnyside open day which is on 12 August this year; 14 September; last cut 19 October.

AMT 18/18 Sunnyside Rural Trust

(i) Defibrillator – SRT's CEO had just submitted a grant application to the Town Council for the purchase of a defibrillator outdoor cabinet which would enable the device to be installed on the outside of the Trust's offices. This would be considered at the F & P Committee on 8 May 2018.

(ii) Possible improvements to the SRT gate and fencing discussed last time.

Deferred until the next meeting.

AMT 19/18 AMT Meeting Dates Council Year 2018/19 (all start at 10 am)

Tuesday 3 July 2018
Monday 5 November 2018
Tuesday 8 January 2019
Monday 29 April 2019

AMT 20/18 Date of next meeting

Tuesday 3 July 2018.

AMT 21/19 The meeting closed at 11 am.

Signed.....

Date.....