

BERKHAMSTED TOWN COUNCIL

Minutes of the Meeting of the

ALLOTMENT MANAGEMENT TEAM

Held by 'Zoom' video conferencing on

Monday 25 January 2021 at 10 am

Councillors

G Stevens (Chair)
P de Hoest
N Woolner

Allotment Reps:

John Eaton, Sunnyside
Jeffrey Halls, Sunnyside
John Fisher, Butts Meadow
Diana Reay, Dellfield
Clare Huggett, Dellfield
Keely Siddiqui Charlick, Sunnyside Rural Trust

Officers:

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

OPENING MATTERS

AMT 1/21 Apologies for Absence

No apologies for absence were received.

AMT 2/21 Minutes of the previous Meeting

The minutes of the previous meeting held on 5 October 2020 **were approved as a correct record** and will be signed accordingly.

AMT 3/21 Public Participation

- (i) PCSO Katie Braham, from Berkhamsted Police, attended the meeting and gave an update on the security measures taken at the Allotments, as a result of recent criminal damage. Remote security cameras have been installed and recordings can be reviewed after any incident.

AMT members were reminded that all criminal damage and thefts should be reported via 101 or online at <https://www.herts.police.uk/Information-and-services/About-us/Contact>

PCSO Braham left the meeting at 10.19 hrs.

FINANCE MATTERS

AMT 4/21 Income and Expenditure Report

- (i) The allotment financial income & expenditure actual to date, the 2020/21 forecast and the 2021/22 approved budget was presented and discussed. The allotment reserve at the end of 2020/21 is forecast to be £18,391. This value assumes some essential site maintenance work being delivered, this being dependent on contractor availability.
- (ii) AMT were informed about a change to allotment accounting practices for 2021/22. Historically, BTC has not allocated any administrative support costs to the allotment P&L, even though there are actual direct support costs incurred in managing the allotment estate. In 2021/22 the allotment P&L will include an allocated administrative cost.
- (iii) It was agreed that the inclusion of the actual administrative costs for the allotments P&L would result in an increase in plot rental charges for 2021/22. These being applicable from October 2021. A range of scenarios would be modelled and proposals brought forward to the next AMT on 26 April 2021. **Action – Town Clerk & Finance Officer**

ALLOTMENT MATTERS

AMT 5/21 Updates were given as follows:

- Dellfield (DR) – The cost for the removal of the shed and rubbish at Dellfield was considered to be too expensive. A self-help project to remove the items was suggested and agreed (post meeting – The Town Clerk has met with SRT on site. SRT will now quote for the work). The tree work at Dellfield is planned to start on 22 February 2021.
- Sunnyside Old and Sunnyside New – there has been a recent example of a tree surgeon dumping woodchip in the car park at SSN. Although this appeared to be at the request of a tenant, it has

resulted in too much being left in situ. Any future woodchip deliveries must be managed more closely.

Action – Town Clerk & Sunnyside representatives

An extra half plot will be available for renting at SSN as a result of a plot recovery exercise by tenants.

- Butts Meadow – The new gate post at the entrance has been replaced.
- Sunnyside Rural Trust – SRT services have continued to stay open during the Covid -19 crisis. The community food partnership project startup has commenced and SRT would like to improve Road C surface at SSO to ensure safe access to the project for attendees. This could possibly be done at the same time as repairs to Road A on the allotment.

AMT 6/21 Warning letters for non-upkeep of plots and nonpaying tenants

- (i) The revised process is now in place and as of the date of the meeting, there were 4 outstanding nonpaying tenants, (post meeting – as of the 3 February 2021, there are now no outstanding nonpaying tenants).

AMT 7/21 Allotment Projects List

Amendments to the published Project List:

- (i) A road repairs are being completed on a self-help basis. All expenses will be covered by the Town Council.
- (ii) Gate posts at BM and SSN have both been replaced.
- (iii) Town Clerk to liaise with SRT to see if SRT can quote for future project requirements.

Action – Town Clerk

AMT 8/21 Close of meeting

The meeting closed at 11.53 am.

The next meeting is **26 April 2021**.

Signed.....

Date.....

Minutes Actions – 25 January 2021

Reference	Action	Complete	Outstanding - Responsibility
4/21	Plot rental pricing scenarios to be modelled and proposals brought forward to the next AMT on 26 April 2021		Town Clerk & Finance Officer
5/21	Agree protocol for wood chip deliveries and communication channel to tenants		Town Clerk & Sunnyside representatives
7/21	Liaise with SRT to see if SRT can quote for future project requirements		Town Clerk