

BERKHAMSTED TOWN COUNCIL

Minutes of the Meeting of the ALLOTMENT MANAGEMENT TEAM

Held by 'Zoom' video conferencing on
Monday 26 April 2021 at 10 am

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| Councillors | G Stevens (Chair) P de Hoest |
| Allotment Reps: | John Eaton, Sunnyside John Fisher, Butts Meadow Diana Reay, Dellfield Clare Huggett, Dellfield |
| Officers: | Tony Noakes, Town Clerk Dori Beecroft, Finance & Allotments Officer |

OPENING MATTERS

AMT 9/21 Apologies for Absence

Apologies for absence were received from Councillor N Woolner, Keely Siddiqui Charlick, Sunnyside Rural Trust and Geoffrey Halls, Sunnyside.

AMT 10/21 Minutes of the previous Meeting

- (i) The minutes of the previous meeting held on 25 January 2021 (previously circulated), were **approved**.
- (ii) **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 | Wood Chip deliveries to allotments – protocol. | | Town Clerk & Sunnyside Representatives |

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|------|---|---|------------|
| 7/21 | Liase with SRT to see if SRT can quote for future project requirements. | ✓ | Town Clerk |
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AMT 11/21 Public Participation

- (i) No members of the public were present.

FINANCE MATTERS

AMT 12/21 Income and Expenditure Report

- (i) The allotment financial income & expenditure for 2020/21 and the approved 2021/22 budget were presented and discussed. Main Points raised by AMT members were:

The inclusion of a % of the salary costs of the Finance & Allotment against the Allotment P&L was questioned. This had not been the case in previous years – It is usual practice to allocate allotment administration direct costs against the Allotment P&L. This allocation is in the approved budget for 2021/22.

The increase in maintenance costs and allotment upgrades in the budget for 2021/22 was considered to be high and not necessary.

- (ii) Allotment members discussed a number of different scenarios for allotment rent demands for 2021/22. The scenarios included comparison with the allotment prices at Northchurch and Hemel Hempstead. **Action – Rent demand scenarios to AMT, 5 July 2021 for decision.**

ALLOTMENT MATTERS

AMT 13/21 Updates given as follows:

- Dellfield (DR):
 - (i) Water Tank at Billet lane end requires repair.
Action – Town Clerk
 - (ii) Tree work remains outstanding – Network Rail must be in attendance and they have cancelled several appointments.
Action – Town Clerk
- Sunnyside Old and Sunnyside New. (JE)

- (i) Tea Hut replacement is still planned for this year.
 - (ii) There had been a recent theft of seating from a plot on SSO – Police informed.
 - (iii) Two SSO plot holders had volunteered to repair some of the roadways at SSO. This ‘self-help’ activity had improved the road surface for all plot holders at SSO and a financial saving for the Allotment funds.
 - (iv) Dogs at SSN continue to be an issue at SSN.
- Butts Meadow (JF)
 - (i) Two plot holders were to be given notice for little or no upkeep of plots – Actioned.
 - (ii) The water tank leak had been rectified.

AMT 14/21 Waiting Lists & Joint/Co Tenant Protocol

- (i) Current waiting lists (details sent separately to representatives)
 - Butts Meadow – 44
 - Dellfield – 55
 - Sunnyside Old – 38
 - Sunnyside New – 24
- (ii) Members discussed, at length, the different options for the administration and management of Joint/Co tenancies. BTC doesn’t currently have an agreed process.
Action – Options to be brought forward to next AMT for decision, Town Clerk.

AMT 15/21 Allotment Projects List

- (i) A revised projects list was attached to the Agenda for this meeting.

AMT 16/21 Close of meeting

The meeting closed at 11.47 am.

Meetings will remain at 10 am starts, next meeting **5 July 2021**.

Signed.....

Date.....