

BERKHAMSTED TOWN COUNCIL

Minutes of the Meeting of the

ALLOTMENT MANAGEMENT TEAM

Held in the Council Chamber, Civic Centre, Berkhamsted on

Monday 29 April 2019 at 10 am

PRESENT:

Councillor	Barbara Newton (Chair) Freda Earl
Allotment Reps	John Eaton, Sunnyside John Fisher, Butts Meadow Geoff Halls, Sunnyside
Officers	Janet Mason, Town Clerk John Bushby, Town Warden

OPENING MATTERS

AMT 10/19 Apologies for Absence

Apologies for absence were received from Keely Siddique Charlick, Sunnyside Rural Trust.

AMT 011/19 Minutes of the previous Meeting

- (i) To approve the minutes of the previous meeting held on 8 January 2019

The minutes of the previous meeting were approved as a correct record and were signed by the Chair.

- (ii) To review action arising from the previous meeting not covered on the agenda:

AMT 06/19 (ii) Sunnyside

Damaged water tank at SSN – This tank was replaced as part of the water supply extension project which was completed recently;

Play equipment SSN– JE reported that much of the play equipment had now been removed;

Matting to improve drainage end of B Road SSO – JM had not followed up the suggestion that some of the temporary surfacing originally installed at The Moor temporary car park be reused at SSN

on completion of the MSCP. This was because of DBC's difficulties in late winter /early spring with that surfacing and she felt such a request would be inopportune. It was **agreed** that advice and a quotation should be sought from Agripower. At the same time a quote would be sought to rectify the "dip" in the access drive to Sunnyside Church. Regarding the latter, it was noted that such costs should be split between the Town Council, SRT and Sunnyside Church. **Action JM/JB**

Grab lorry to remove chippings pile – JB had received a quote and arrangements would be made for the heap, which is infested with bind weed, to be removed. Weed suppressant matting will be installed afterwards by the Allotment Society. **Action JB/JE**

AMT 06/19 (iii) Butts Meadow

Tree stump from flats – Following interventions with the contractor by JB and JM the stump from the roof of the shed which had fallen onto the site during tree works at the flats, had now been removed by the agent's contractor. JM advised that originally the contractor stated that this was not his responsibility. He had been advised otherwise.

Tenancy termination – JF advised that the tenancy had been terminated.

AMT 06/19 (iv) Sunnyside Rural Trust

Dip in access road. See (ii) above.

AMT 07/19 (i) Projects

Deer Fencing – JM was awaiting feedback from HMWT about tracking groups of deer on the site at SSN. **Action JM**

Tree work – JM has still to contact an alternative contractor for an initial quote. **Action JM**

GH advised that at SSO the main trees requiring trimming were those adjacent to Grantham Mews.

AMT 12/19 Chairman's Communications

None.

AMT 13/19 Public Participation

No members of the public were present.

FINANCE MATTERS

AMT 14/19 Income and Expenditure Report

To **consider** the allotment income and expenditure at 31 March 2019 subject to audit and year-end adjustments.

The Income and Expenditure account drafted by JM on the basis of expenditure incurred to date, but pending year end inputting to Sage and audit, was received and discussed. The expenditure budget outturn was lower than budgeted (£5,022.35 against a budget of £13,890). (The surplus would drop into allotment reserves.) The reason being that the deer fencing project had not gone ahead (although will be reviewed in the coming year) and the water supply improvements had taken place in early 2019 -20.

ALLOTMENT MATTERS

(Colony system papers had been circulated prior to the meeting)

AMT 15/19 To consider, as appropriate, allotment and plot inspection reports and other current matters at:

- (i) Dellfield (DR)

DR advised that plot T had just been let, that one person should be taken off the waiting list and a first warning letter issued to another.

Action JM

JM advised that Network Rail would be erecting replacement fencing along the stretch of line abutting the playing field adjacent to the allotments. She gave DR a map showing the access. JM also confirmed that she had received an e-mail communication from a Dellfield allotment holder with proposals for water charges.

- (ii) Sunnyside Old and Sunnyside New. (JE)

A complaint received by JM from an Ellesmere Road resident about rubbish from the allotments, including bags, allegedly being thrown onto Network Rail land was discussed. JB had inspected the site and had not seen any bags. It was **agreed** that JM would write back to the member of the public with an update.

Action JM

It was **agreed** that new dog notices were required at the Grantham Mews entrance. JB would deal with this.

Action JB

Recent lettings were discussed and JE confirmed that there were 9 vacancies and 6 on the waiting list.

(iii) Butts Meadow (JF)

JF reported that the site was fully let and expressed his thanks for the new water tank recently installed. He also requested three warning letters be sent re uncultivated plots. **Action JM**

Finally, he requested that a sign be placed on the gate warning people not to dump green waste around the site. **Action JB**

(iv) Sunnyside Rural Trust (KSC).

JM reported that the new lease between the Town Council and Sunnyside Rural Trust had now been signed.

In response to a general allotment query it was confirmed that slug pellets/bait were banned at the allotments.

AMT 16/19 Projects

Update on recent works

The water supply extension and additional tanks at SSN had been installed and the project had concluded well.

AMT 17/19 Update on Town Council staffing

The vacancy for an Allotment and Finance Officer had now been advertised. Jenny Sippings had also kindly agreed to circulate the details to members of SAS.

AMT 18/19 Date of next meeting

Following a discussion it was agreed that it would be more sensible to change the meeting dates to a Monday as all reps would, in the main, be available. Therefore the next and forthcoming meetings will be on the following

Monday 8 July 2019

Other dates:

Monday 14 October 2019

Monday 27 January 2020

AMT 19/19 Close of Meeting

The meeting closed at 11.05 am.

Signed.....

Date.....