

## **BERKHAMSTED TOWN COUNCIL**

### **Minutes of the Meeting of the**

### **ALLOTMENT MANAGEMENT TEAM**

Held by 'Zoom' video conferencing on

Monday 5 October 2020 at 10 am

#### **Councillors**

G Stevens (Chair)  
P de Hoest  
N Woolner

#### **Allotment Reps:**

John Eaton, 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 21/20 Apologies for Absence**

Apologies for absence were received from Geoffrey Halls, Sunnyside.

#### **AMT 22/20 Minutes of the previous Meeting**

##### **Minutes Actions – 6 July 2020**

<b>Reference</b>	<b>Action</b>	<b>Complete</b>	<b>Outstanding - Responsibility</b>
08/20	Road improvements at SSO.		Projects List
14/20	Inform police about thefts and damage from SSO & DF. Request police notices, to be displayed on the estate.	✓	Yes-JB
16/20	Bring forward allotment investment proposals to the next meeting (up to a total expenditure of £8000).	✓	For meeting 5 October 2020

17/20	Deer Incursion reduction ideas for next meeting.		Allotment representatives/JB/TN
17/20	Can waiting list personal data be transferred to SRT for volunteering.	✓	
17/20	Road entrance upgrade SSO/Grantham Mews.		Projects List
17/20	Rotting Gate Post at BM – investigate and renew.		Frank Cooper have been asked to quote
17/20	Reconcile the waiting lists between the Colony database and the Allotment representatives.		Ongoing
18/20	Rental charges for 2020/21 – recommend no change, approval at Full Council 20 July 2020.	✓	
19/20	Reinstate plot management process to deal with poor upkeep of plots or non-payment.	✓	For meeting 5 October 2020

- (i) Deer Incursion – AMT discussed ideas and the cost of installing a fence around the allotment site was prohibitive – no action taken.
- (ii) Waiting Lists – The Finance Officer informed the AMT that there would be more regular reconciliation of the Colony data base and the Reps waiting lists. This would be monthly/bi monthly depending on volume of changes. This process had already started. Tenants lists would be reviewed in January, after the renewal process is complete.

**Action – Finance Officer & Reps**

The minutes of the previous meeting held on 6 July 2020 **were approved as a correct record** and will be signed accordingly.

**AMT 23/20 Public Participation**

No members of the public were present.

**FINANCE MATTERS**

**AMT 24/20 Income and Expenditure Report**

The Allotment P&L was presented by the Finance Officer. Members mentioned that this was a very good presentation of the previous 4 years actual and next 4 years forecast of the Allotments financial performance. The current level of Allotment reserve is £19,269.

## ALLOTMENT MATTERS

**AMT 25/20** Allotment representatives raised the following matters:

Dellfield – Clare Huggett was introduced to the meeting. DR mentioned that there had been some damage to plots as result of manure delivery. Attempts would be made to reduce the chances of this happening in the future. The notice board needed replacing and an underground water leak fixed (post meeting, water leak fixed and quote for notice board agreed).

Sunnyside Old and Sunnyside New. – An update on the recent break-ins at SSO was given. Police informed and a covert camera had been installed on site. (post meeting – a further break-in of 8 sheds at SSO had taken place, again, police informed and camera content currently being reviewed). It was agreed that bonfires could be reintroduced from 19 October 2020. The rules at the site must be followed. Problem with dogs at both SSO and SSN. (post meeting - the new signage had been removed).

Butts Meadow – There are 45 on the waiting list of which about 30 probably still want an allotment. The difference being leavers and residents no longer requiring one. There continues to be a problem with rat infestation. A new contract with DBC pest control had been agreed and the most recent visit report is awaited (post meeting – report has arrived).

Sunnyside Rural Trust – a discussion took place about the recent award to SRT of a grant for a community growing project. Further discussions would take place about access to the allotment waiting list. Since the Covid-19 crisis had begun, SRT had delivered over 1200 food parcels to residents across DBC.

**AMT 26/20 Warning letter policy for poor upkeep of plots, non-payment & management of tenancies**

The meeting agreed to introduce the revised warning letter process, with some agreed amendments to the emails/letters. Reps would be sent final copy. Reps would always be consulted before the process began, to see if there were any tenant extenuating circumstances. **Action – Town Clerk**

**AMT 27/20 Allotment Projects List**

The meeting reviewed the allotment projects list and agreed amendments as follows. BM entrance upgrade too expensive, so should be withdrawn, SSO tea hut, should include seating area, Dog walkers - management, should include SSN as well as SSO.

A revised list and more reliable costings would then go to F&P committee for approval (either December or January, dependent on readiness)

**Action – Reps, Finance Officer and Town Clerk**

**AMT 28/20 Close of meeting**

The meeting closed at 11.58 am.

Meetings will remain at 10 am starts, next meeting **25 January 2021**.

Signed.....

Date.....

**Minutes Actions – 5 October 2020**

<b>Reference</b>	<b>Action</b>	<b>Complete</b>	<b>Outstanding - Responsibility</b>
22/20	Regular reconciliation of reps waiting lists with the colony central database.	✓	Finance Officer - Continuous
26/20	Warning letter process agreed, amendments made and sent to reps.		Town Clerk
27/20	Update allotment projects list, agree priorities with reps and take to F&P committee for approval.		Reps, Finance Officer and Town Clerk