

**BERKHAMSTED TOWN COUNCIL**

Minutes of the Meeting of the

**ALLOTMENT MANAGEMENT COMMITTEE**

held in the Council Chamber, Civic Centre, Berkhamsted on

**Thursday 17 October 2013 at 10.30 am**

**PRESENT:**

Councillors: A Armytage Chair  
E Collins  
J Laws

Allotment  
Representatives: John Eaton, Sunnyside  
John Fisher, Butts Meadow  
Diana Reay, Dellfield  
Geoffrey Wallington, Butts Meadow  
Keely Charlick, Sunnyside Rural Trust

Town Council: John Bushby, Town Warden

**ALSO PRESENT:** 1 member of the public.

**OFFICER:** Gary Cox - Town Clerk

**AMT 67/13 Apologies for Absence**

Apologies for absence had been received from Lin Philips

**AMT 68/13 Minutes of the Last Meeting**

The minutes of the last meeting held on 11 July 2013 were agreed, subject to:

13.59.1.2 '... a broken tree branch overhanging Butts Meadow plot BM-17 had been safely cut down and removed from site.'

**AMT 69/13 Progress reports on actions**

13/53.1 Tenancy on SNN – 13 has been terminated as the tenant has moved out of the area

13/55.1 Site representative reports amended to include a space to record site inspections.

13/55.3.2 Warning letter sent to tenant of DF-40a

- 13/55/5.2 Warning letter sent to tenant of BM-18
- 13/55/5.3 John Fisher reported that boundary issues between plots BM-19 and 20 had been resolved and plots were being tended.
- 13/56.1 Keely Charlick reported that Sunnyside Rural Trust was reluctant to trim overshadowing trees along the western boundary of SSO-C9. The site was a nature corridor. Advice from the Wildlife Trust was only to coppice or remove trees if they were diseased or were causing safety problems.
- Following discussion, it was agreed that the site representative would arrange a meeting with Sunnyside Rural Trust, Town Clerk and Chair of AMT to review the problem tree. The plot tenant would also be invited to attend. **Action: John Eaton**
- It was suggested that if the overshadowing prevented effective cultivation, then the tenant might be offered a new plot. In those circumstances, Sunnyside Rural Trust would offer to work on any such plot to get it into cultivatable condition, should that be needed.
- 13/57.2 Eviction letter amended and to be amended again to 'the outgoing tenant to remove all non-organic waste from the site.'
- 13/57.3 Tenancy termination form amended to reflect '...after which point I accept they (left items on plots) become the property of the Town Council.'
- 13/59.1.1 The Town Clerk has written a warning letter to the tenant at SSN-7 – the plot with the child's playhouse and trampoline.
- 13/61.3 The Town Clerk was obtaining quotes for work to trees, consistent with Financial Regulations.
- 13/61.4 The Town Council is responsible for paying for work to established trees on the allotment sites including those within the allotment boundary. Payment would be brought to account against the Town Council's allotment budget and reserve as required.
- 13/63.1 Work to repair the rabbit proof fencing was in hand
- 13/63.2 The rabbit proof steel mesh had been installed to the SSO allotment access gate at Grantham Mews.
- 13/64.1 Cost of works identified as needed to allotment sites would be discussed at the next AMT as part of the allotment element of the Town Council's draft budget for 2014/15.

### **AMT 70/13 Public Participation**

Mr Dyer, a local resident and allotment holder suggested that Sunnyside Rural Trust the Town Council may wish to consider relinquishing plots in the wildlife corridor if they were not going to be tended.

Sunnyside Rural Trust advised that some plots were used to provide clients with experience of land management, not just experience of cultivation and would want to retain some plots for that purpose.

Mr Dyer also advised that the playhouse on SSN-7 had been removed, but the trampoline remained on the plot.

### **AMT 71/13 Finance Reports**

The Committee noted the variance analysis on allotment income and expenditure and reserves for 1 April to 31 July 2013.

Following discussion, the Town Clerk would confirm that the expenditure in May of £32.74 would properly be brought to account against asset renewal funds. **Action: Town Clerk**

### **AMT 72/13 Allotment Reports**

The Committee received allotment reports (attached to these minutes).

Issues raised were:

#### ***Dellfield***

There had been damage to a standpipe on Dellfield. The Town Warden advised the stop cock had been turned off to prevent water seepage and a plumber was to look at the repair needed next week. **Action: Town Warden**

#### ***Sunnyside Old and New***

An Allotment Working Party had replaced and repaired signposts, improved the path to the toilets, trimmed overgrown trees and cleared undergrowth in one of the coppices.

#### ***Butts Meadow***

There was a long waiting list and 5 vacant half plots are now being let.

#### ***Sunnyside Rural Trust***

Keely Charlick advised that Sunnyside Rural Trust had two leases for a number of allotment plots. One was a long-term lease to 2019 and the other was an annual renewable lease.

Keely would like the Allotment Management Team to consider extending the annual lease to run to concurrently with the longer-term 2019 lease.

It was agreed this would be an item for the next AMT meeting on 9 January 2014.

It was also agreed that future site representative reports would be sent to the Town Clerk one week before the date of the next meeting and that reports would be circulated with the agenda. **Action: Allotment Representatives**

**AMT 74/13 Allotment Risks**

The only identified risk was the child's trampoline on SSN-7. A second warning letter should be sent if the trampoline was not moved in the next few days,

**AMT 75/13 Section 31(6) deposits and statements**

The Management Team noted that Section 31(6) deposits and statements for all allotment sites have been sent to Herts County Council; that legal fees for this work amounted to £480; and approved the payment of £310 to Herts County Council as the charge for lodging the deposits. **Action:Town Clerk**

**AMT 76/13 Date of Next Meeting**

The Management Team noted the date of the next AMT meeting at 10 30am on Thursday 9 January 2014, which would include an agenda item on Sunnyside Rural Trust Lease arrangements. **Action:Town Clerk**

**ALLOTMENT REPRESENTATIVES REPORT TO AMT**

Name of Site Representative	Diana Reay
Site(s) covered by this report	Delfield
Date of AMT meeting	17/10/13

**ALLOTMENT VACANCIES & WAITING LIST APPLICATIONS**

NB: entries are for changes since date of last meeting

	Total Nr allotment plots	Vacant Plots	Nr of waiting list applicants
B/F total from last meeting date		2	2
Add plots created by subdivision	0		
Add Nr plots vacated/evicted		0	
Add Nr new waiting list applicants			0
Deduct plots 'lost' by amalgamation	0		
Deduct Nr plots let to new tenants		2	
Deduct Nr of withdrawn applications			0
Total C/F to next meeting	0	0	2

**SITE INSPECTIONS UNDERTAKEN (PLEASE STATE PLOT REFERENCES)**

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**LETTERS TO BE WRITTEN TO TENANTS**

	Plot reference(s)
Overgrown warning letters	Plot no 13, plot no.40b
Letters of eviction due to non-cultivation (based upon the spread sheet showing list of tenants sent allotment warning letters)	None

**OTHER ISSUES:**

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The standpipe on tank no.3 is damaged and needs to be repaired. The stop-tap to the stand pipe needs to have rubble surrounding it cleared. The mains stop-cock at the Billet Lane entrance needs to be checked as it appears not to shut the water off efficiently. No other problems apparent on-site.

## ALLOTMENT REPRESENTATIVES REPORT TO AMT

Name of Site Representative	<i>John Fisher</i>
Site(s) covered by this report	<i>Butts Meadow</i>
Date of AMT meeting	<i>17th October 2013</i>

### ALLOTMENT VACANCIES & WAITING LIST APPLICATIONS

NB: entries are for changes since date of last meeting	Total Nr allotment plots	Vacant Plots	Nr of waiting list applicants
B/F total from last meeting date	66	3	12
Add plots created by subdivision			
Add Nr plots vacated/evicted		2	
Add Nr new waiting list applicants			3
Deduct plots 'lost' by amalgamation			
Deduct Nr plots let to new tenants		0	0
Deduct Nr of withdrawn applications			0
Total C/F to next meeting	66	5	15

### LETTERS TO BE WRITTEN TO TENANTS

	Plot reference(s)
Overgrown warning letters	<i>None</i>
Letters of eviction due to non-cultivation (based upon the spread sheet showing list of tenants sent allotment warning letters)	<i>None</i>

### OTHER ISSUES:

*Plots 26a and 29b now relinquished. Plot 3a is now gardening again. Have dealt with boundary dispute between plots 18 and 19 and encouraged tenants of both plots to cultivate their plots fully.*

NB: Once completed, a copy of the above will form part of the minutes of the meeting to which it relates and will subsequently be uploaded to the Town Council's Website

## ALLOTMENT REPRESENTATIVES REPORT TO AMT

Name of Site Representative	<i>John Eaton</i>
Site(s) covered by this report	<i>SSO SSN</i>
Date of AMT meeting	<i>17/10/2013</i>

### ALLOTMENT VACANCIES & WAITING LIST APPLICATIONS

NB: entries are for changes since date of last meeting	Total Nr allotment plots	Vacant Plots	Nr of waiting list applicants
B/F total from last meeting date			
Add plots created by subdivision			
Add Nr plots vacated/evicted			
Add Nr new waiting list applicants			
Deduct plots 'lost' by amalgamation			
Deduct Nr plots let to new tenants			
Deduct Nr of withdrawn applications			
Total C/F to next meeting	<i>193-ish</i>	<i>13.75</i>	<i>0</i>

### SITE INSPECTIONS UNDERTAKEN (PLEASE STATE PLOT REFERENCES)

All -9/9/13
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### LETTERS TO BE WRITTEN TO TENANTS

Already done

	Plot reference(s)
Overgrown warning letters	<i>B39B B30B C3 C25 N7B N41 N57B</i>
	<i>B41 C7A N31B</i>
Letters of eviction due to non-cultivation (based upon the spread sheet showing list of tenants sent allotment warning letters)	<i>N33A N34 N27A</i>

### OTHER ISSUES:



*Non-Fruit Trees*