

BERKHAMSTED TOWN COUNCIL

ALLOTMENT MANAGEMENT TEAM MEETING MINUTES

For a meeting held at 10.30 a.m. in Berkhamsted Council Chamber on
THURSDAY 22th APRIL 2010

Members in attendance:

- Julie Laws (Chairman), Berkhamsted Town Council
- Garrick Stevens, Berkhamsted Town Council
- Jim Watts, Berkhamsted Town Warden
- Freda Earl, Sunnyside Allotment Representative
- Diana Reay, Dellfield Allotment Representative
- Sarah Speak, Butts Meadow Allotment Representative
- John Eaton, Substitute Sunnyside Allotment Representative
- John Fisher, Substitute Butts Meadow Allotment Representative

Officers:

- Bob Price, Assistant to the Town Clerk

10/16 APOLOGIES FOR ABSENCE

10/16.1 David Collins, Berkhamsted Town Council

10/17 MINUTES OF THE MEETING HELD ON 11th FEBRUARY 2010

10/17.1 The minutes of the previous meeting were approved and agreed as being an accurate record.

10/18 PUBLIC PARTICIPATION

10/18.1 Ted Dyer asked for confirmation that the year end surplus on allotment income and expenditure will be transferred to an allotment reserve. The Assistant to the Town Clerk confirmed that this would be the case. **Action: Assistant to the Town Clerk.**

10/19 MATTERS ARISING (where not covered by a specific agenda item)

10/19.1 There were no such matters.

10/20 ALLOTMENT INCOME & EXPENDITURE VARIANCE ANALYSIS: 01/04/09 TO 31/03/10

10/20.1 Details were noted by members.

10/20.2 Members agreed to remove the wording “excluding officer time” from page two of future issues of the variance analysis. **Action: Assistant to the Town Clerk.**

10/21 VACANT ALLOTMENT PLOTS (ALL SITES)

10/21.1 There are waiting lists for all Sites. Details have been circulated by e-mail to all allotment representatives. Numbers of people on the waiting list as of 15/04/10 are as follows:

10/21.1.1 Dellfield 14

10/21.1.2 Sunnyside 34

10/21.1.3 Butts Meadow 14

10/21.2 Members asked the Assistant to the Town Clerk to prepare an agenda paper for the next meeting which identifies options for dealing with the situation where someone on the waiting list turns down the offer of a vacant plot. **Assistant to the Town Clerk.**

10/22 DELLFIELD ALLOTMENT

10/22.1 Overgrown allotment warning letters

10/22.1.1 No such letters were required.

10/22.2 Eviction letters

10/22.2.1 No such letters were required.

10/22.3 Replacement of damaged Holly hedge saplings. Vide 09/51.5.1. **Action: Town Clerk.**

10/22.3.1 Diana Reay informed members that the Town Council had received a letter from Dacorum Borough Council which denied that it had caused damage to the hedge as a result of the application of weed killer. Diana Reay was asked to liaise with the Town Clerk for the purposes of drafting a reply to Dacorum Borough Council's letter. It was agreed, as part of the contents of the letter, to query what make of weed killer had been used. **Action: Diana Reay and the Town Clerk.**

10/22.4 Site Representative's Report

10/22.4.1 A leak has been repaired on tank number one.

10/23 SUNNYSIDE OLD AND SUNNYSIDE NEW ALLOTMENTS

10/23.1 Overgrown allotment warning letters

10/23.1.1 No such letters were required.

10/23.2 Eviction letters

10/23.2.1 No such letters were required.

10/23.3 Revised grass cutting date – for information only: Vide 10/14.2.

10/23.3.1 The cutting date of 2nd August has been postponed by one week.

10/23.4 Deliveries to rear of property in Millfield: Vide 09/41.3. **Action: Town Clerk.**

10/23.4.1 Freda Earl stated that the gate has been in use again. Timber had been stored for about two weeks on land owned by the Town Council. The Town Clerk was asked to contact the resident in question to clarify what is and is not allowed regarding issues of access and storage. **Action: Town Clerk.**

10/23.5 Wildlife report. **Action: Freda Earl.**

10/23.5.1 Details were issued at the meeting and members were asked to read the report after the meeting. **Action: All members.**

10/23.6 Site Representative's Report

10/23.6.1 Members were informed that tenants had successfully disposed of a large quantity of rubbish which had accumulated on site. Some items had been removed for recycling by the tenants themselves. The balance of rubbish had had to be removed by the use of a commercial skip service. Two large and one small skip had been required for this purpose.

10/23.6.2 Freda Earl stated that there was now one totally derelict untenable plot on the site.

10/23.6.3 The damage to the gate post of the vehicular access gate at the top of Sunnyside New had now been successfully repaired.

10/24 BUTTS MEADOW ALLOTMENT

10/24.1 Overgrown allotment warning letters

10/24.1.1 No such letters were required.

10/24.2 Eviction letters

10/24.2.1 No such letters were required.

10/24.3 Site Representative's Report

10/24.3.1 Sarah Speak announced her resignation as site representative and nominated John Fisher to be her successor. Members agreed the John Fisher would be the new site representative for Butts Meadow allotments. Members thanked Sarah for her work.

10/24.3.2 In accordance with the AMT constitution John Fisher was asked to try to recruit a deputy site representative from amongst the tenants of Butts Meadow allotments. **Action: John Fisher.**

10/24.3.3 Sarah Speak reported that site was looking good with the exception of one plot.

- 10/24.3.4 Members were informed that the existing tenant of plot 30, who was in the process of vacating the site, was due to remove his shed by 7th May at which point the plot would be available for reletting.

10/25 ALLOTMENT RISK ASSESSMENTS

- 10/25.1 Dellfield
- Deferred until the next meeting. **Action: Town Clerk, Town Warden & Site Representative.**
- 10/25.2 Sunnyside
- Deferred until the next meeting. **Action: Town Clerk, Town Warden & Site Representative.**
- 10/25.3 Butts Meadow
- Deferred until the next meeting. **Action: Town Clerk, Town Warden & Site Representative.**

10/26 JOINT TENANCIES

- 10/26.1 Legality of allowing allotment tenancies to be held in joint names: Vide 10/12.2.
- 10/26.1.1 Members agreed to recommend the policy be adopted as written and asked that the spelling of principle be corrected to read principal as and where appropriate. **Action: Full Council.**

10/27 'A PLACE TO GROW: A SUPPLEMENTARY DOCUMENT TO *GROWING IN THE COMMUNITY*'

- 10/27.1 Members were asked to read and note the contents of the report after the meeting.

10/28 DATE OF NEXT MEETING

- 10/28.1 Thursday 15nd July 2010 at 11.30pm.

Original File
CC Members as listed (9 Nr)
 Remaining Councillors (12 Nr)
 Town Clerk
 Assistant to the Town Clerk