



Allotment Working Group Terms of Reference (from April 2019)

Introduction

The Parish Council would like to see an Allotment Working Group formed to oversee the management of the allotments and council owned garages on behalf of the allotment and garage holders in conjunction with the Parish Council.

Membership

The Allotment Working Group shall comprise no more than six voting members which will be made up of a minimum of 3 allotment holders, 1 garden plot tenant, 1 pen tenant and 1 garage tenant. The group must elect a representative annually who will be the link between the group and the Parish Council and who will present recommendations back to the Parish Council and attend the Parish Council meetings. The Parish Council may also, as it feels fit, send a representative to attend the meetings the Allotment Working Group holds.

Responsibilities and Areas of Operation

- Discuss all issues, complaints and improvements for the allotment and garage sites in order to facilitate an outcome.
- Recommend any investment that can be made to the allotment and garage sites for the purchase of equipment for and or improvements that can be made to the sites.
- Support the Parish Council in applications for funding through grants or other means to contribute to improving the allotment and garage sites and work with the Parish Council to implement any projects if the funding bids are successful.
- Support the Parish Council to resolve any disputes that may arise with any tenant and report back to the Allotment Working Group the progress on these issues.
- Encourage new tenants onto the sites. Promote facilities on offer to parishioners and arrange any agreed social events.
- Show prospective tenants around the allotment and garage sites to take on vacant plots subject to agreement with Parish Council and in line with published process.
- Work in partnership and co-operation with other groups to promote allotments and associated benefits, seeking to involve a wide cross section of the community as possible, including young people where appropriate.
- Represent the view of the allotment and garage sites holders in respect of any proposed rent changes by the Parish Council. Work with the Parish Council to implement any changes.
- Keep records of all meetings and present them to the Parish Council with seven days of the meeting.
- Present any requests, comments and recommendations to the Parish Council, no fewer than 3 working days in advance of the monthly Parish Council meetings. Failure to present in time will see the proposals held over until the following month.