



Haddenham Parish Council Allotments Committee

Terms of Reference

May 2025

Next Review: May 2026

Purpose of the Committee

The Allotments Committee is a sub-committee of Haddenham Parish Council's Facilities Committee. It has been established to manage the land the Parish Council leases from the Reverend Willis Charity as allotments.

Members

The committee will consist of at least one member of the Parish Council and a minimum of two other co-opted members who are allotment plot holders and will be confirmed by the Parish Council at its annual meeting held in May each year. At its first meeting following that meeting the committee will appoint a Chair and a Vice-Chair. Any changes to the membership of the committee during the year will be ratified by a vote of the committee. The co-opted members will have voting rights.

Meetings

The committee will meet at least twice a year and more frequently as required. The agenda for meetings is determined by the Clerk following a discussion with the Chair of the Committee and will be circulated to the Members three clear working days in advance of the meeting. The minutes of the meeting will be recorded and once approved and signed by the Chair will form part of the Parish Council's statutory records. Requests from Members for items to be included on the agenda will be considered in line with the Council's Standing Orders.

Budget

The Council will include funding for its maintenance responsibilities for the site within its grounds maintenance budgets. The Allotments Committee will annually review the plot rental charge and make a recommendation to the Council for consideration. The Parish Council will transfer net income from the allotment site to a reserve for utilisation at the discretion of the Allotments Committee for improvements to the site. At its discretion the Parish Council may allocate funding from the general reserve for allotment improvements to be repaid from surplus income in subsequent years.

Annual Report

The committee will produce an annual report outlining the work that has been ongoing over the previous year and plans for the future to be presented at the Annual Parish Meeting.

Delegated responsibilities

- To ensure the Parish Council fulfils its duty to provide allotments and complies with current allotment legislation.
- To appoint a Member to work alongside Parish Council staff, to be responsible for managing the plot lettings and waiting lists and to keep an up-to-date record of plot holders and their contact details.
- To review the tenancy agreement for plot holders and amend in line with current allotments legislation requirements and good practice.
- To devise a management plan for maintenance of the allotments site.
- To make appropriate risk assessments of activities carried out at the site to form part of the Parish Council's records.
- To carry out routine inspections of the site to identify health and safety concerns and any unkempt plots and to liaise with Parish Council staff to enforce tenancy agreement conditions.
- To support and manage a team of plot holder volunteers to help with general maintenance of the site.
- Permission has been given for the installation of a solar powered bore hole on the site. This will be installed and maintained by volunteer plot holders.
- To make sure the Parish Council is aware of any issues arising relating to the land or its use.
- To work with Parish Council staff to address any concerns raised by neighbouring properties are addressed.
- To provide a report to the Facilities Committee at each meeting.