

Allotment Management Group Terms of Reference



Name of Group:

Allotment Management Group

Address of Allotments:

Bushnells Allotment Gardens, Longcroft Road, Kingsclere, Hampshire. RG20 5TP.

Purpose of the Group:

The Group is formed from tenants of the Allotment to oversee the general good husbandry of individual plots and the overall condition of the allotments grounds.

In addition the Group is to discuss and consider projects for the improvement and betterment of the Allotment Gardens and bring all such recommendations to Kingsclere Parish Council through the designated contacts as named in "Membership and Appointments" below.

Meeting Arrangements:

Minutes or meeting notes will be made at each meeting and will be available to allotment tenants if requested. A copy of Minutes/Meeting Notes will be sent to The Parish Council for holding in the office files and posted on the website.

They will meet every second month and will conduct a monthly walk around of allotments.

Scope/Jurisdiction:

The Group will have the authority to:-

- Act as liaison for any of the Allotment tenants in bringing matters of concern to the Parish Council for assistance.
- Report to the Parish Council where allotment plots are not being properly managed or maintained in accordance with the Rules and Regulations and request appropriate action.
- Review the Rules and Regulations regularly and offer recommendations for changes .
- Suggest improvements for the ongoing maintenance of the grounds.

The Group will not have the authority to:-

- Collect fees or rents
- Evict tenants from allotment plots
- Allow change of tenancies or allocate vacated plots
- Write to individual tenants with complaints regarding their plots (*all such correspondence will be made through the Parish Office*)

Membership and Appointments:

1. The Group will consist of a minimum of 3 members.
2. All members are required to be paying tenants of Bushnells Allotment Gardens save that the existing group co-opt one member who is not a paying tenant for a term of four years.
3. The Group will appoint a Chairperson from their Members who will act as the main liaison for the Group to The Parish Clerk as designated Manager and/or the Councillor with Responsibility for the Allotments.