

Berkhamsted Town Council
ALLOTMENT WORKING GROUP
TERMS OF REFERENCE

1. The Allotment Working Group (referred to in following paragraphs as the AWG) is appointed by and reports to the Town Council.
2. The AWG will consist of three councillors (or named substitutes in their absence) and three allotment representatives, one from each of the three sites. These members will each have a single vote. Named substitutes for each site may also vote if attending on behalf of the site representative. The Chairman will have a casting vote.
3. The Chairman of the AWG will be a councillor and will be appointed by the Council at its annual meeting.
4. Allotment representatives to the AWG, and one substitute representative for each site will be nominated annually by the AWG. In the event of a vacancy arising nominees will be sought from existing tenants.
5. The AWG may co-opt other non-voting representatives as it thinks fit, to provide advice and information.
6. The AWG will meet generally two weeks before a meeting of the Full Council. Meetings will be open to the public and the agendas published on Town Council notice boards in advance of the meeting. Other AWG meetings may be convened as necessary, for the proper conduct of its affairs.
7. The minutes of each meeting will be taken by an officer of the Town Council, presented at the next meeting of Full Council for adoption and should include time for public participation.
8. The AWG may make recommendations to the Council on matters of policy related to all Statutory Allotment Land in Berkhamsted, and may be consulted on other allotment-related matters at the discretion of the Council.
9. The AWG will be responsible for the management of those parts of the Statutory Allotments not excluded by the Council (i.e., all the land leased or let to Sunnyside Rural Trust plus the area of Wildspace Project not included in the leased or let land).
10. The AWG will be consulted upon any matter which may prejudice land being returned to normal allotment use.
11. The AWG may complete and maintain a detailed allotment strategy which provides a clear way forward for the allotment service and promotes best practice, subject to the strategy being approved by Full Council.
12. The AWG will be allocated the allotment maintenance budget and may determine expenditure within that budget, although final decision on spend rests with Full Council.
13. Allotment Representatives will show prospective tenants around the site. Application forms will be submitted to the office by the tenant with the rent payable, or a discount voucher signed by the Site Representative to the effect that the plot has been neglected and is not ready for immediate cultivation. Written applications for sheds and greenhouses should also be approved and signed by the Site Representative.

Berkhamsted Town Council
ALLOTMENT WORKING GROUP
TERMS OF REFERENCE

14. Tenancies will be granted by the Council and recorded by the Clerk. Tenancies will be restricted to residents of the Parish of Berkhamsted.
15. The level of rent and water charges to be applied on an annual basis, from the following 29th September of each year, is the remit of Full Council.

Rents will be paid to the Town Council. Invoices related to all allotment matters will be authorised in accordance with the Council's Financial Regulations.
16. The formation of Allotment Associations should be encouraged.
17. Allotment Representatives will notify the Office of non-compliance with the tenancy conditions and will recommend appropriate action, with the Office making the final decision
18. Decisions relating to the administration processes of the allotments is the remit of the Office. Staff, councillors and a named allotment representative may meet on an ad-hoc basis to decide upon urgent operational matters, which will then be discussed at the next AWG and approved by Full Council.
19. An appeals procedure against termination of an allotment tenancy will consist of the AWG Chairman, the Town Clerk and one non-AWG Councillor who will consider the details of the appeal by interview with the tenant or through written communication. The tenant may be accompanied at an interview.
20. The AWG should address the aims of Local Agenda 21 as it applies to allotment land.