

HUGHENDEN PARISH ALLOTMENT LIAISON COMMITTEE

TERMS of REFERENCE

With effected from the 9th September 2014 as RESOLVED at a Council Meeting of that date.

The purpose of the Allotment Liaison Committee is to enhance communication between the Hughenden Parish Council and the allotment holders to assist with the provision and management of allotments to the residents of Hughenden Parish.

1. Membership: Two members to represent the Parish Council neither of whom should be allotment holders to ensure no conflict of interest.

Eight allotment holders in total, one member to represent each of the eight allotment sites:

Red Lion Allotment, Gt. Kingshill ward

Cryers Hill Allotment, Gt. Kingshill ward

North Dean Allotment, Hughenden Valley ward

Whitfield Road Allotment, Hughenden Valley ward

Louches Lane Allotment, Naphill ward

Walters Ash Allotment, Naphill ward

Windmill Lane Allotment, Widmer End ward

Primrose Hill Allotment, Widmer End ward

2. Substitutes for any member are permitted but only the nominated representative or their substitute will attend meetings, not both.

3. A review of representatives will take place each year to see if others would like to stand as the main and substitute for each allotment site. In the event that more than two wish to stand for an allotment site then a formal election will take place to be organised by the allotment holders and approved by the Parish Council.

4. The Allotment Liaison Committee has no power to make decisions itself. Results of discussions held at the Liaison Committee will be passed to the Environment and Services Sub-committee for consideration before being referred to Full Council for resolution.

5. Meetings will be held three times per year to coincide with alternate Environment and Services Sub-committee meetings.

6. Quorum: At least one Parish Councillor and three allotment representatives must be present for the meeting to proceed.

7. Chairman: The Chairman to be a Parish Council representative.

8. Minutes should be taken at each meeting by a representative of the Parish Council and distributed to all members by email, posted on all allotment notice boards and posted on Hughenden Parish Council website.