



NEW WALTHAM
PARISH COUNCIL

Terms of Reference

New Waltham Parish Council Allotments Committee

Management and Oversight of Anningson Lane Allotment Plots

Purpose

The Allotments Committee of New Waltham Parish Council is established to oversee, administer, and promote the effective management of the allotment plots situated on Anningson Lane in New Waltham. The Committee shall act in the best interests of plot holders, the Parish Council, and the wider community, ensuring that the allotment site is maintained to a high standard and is accessible, safe, and environmentally responsible.

Committee

- The Committee will consist of at least **three** Parish Council members, one of whom will act as Chair.
- The quorum for meetings is **three** Parish Councillors/Committee Members.
- Up to two co-opted members may be drawn from current allotment plot holders or residents of New Waltham, subject to Parish Council approval.
- Committee members will be reviewed annually at the Parish Council's annual meeting.

Responsibilities

- To **allocate and reallocate** the allotment plots fairly and in accordance with Council policy.
- To **maintain an up-to-date register** of plot holders and **waiting lists**, including full contact details (i.e. email address/contact numbers – but keeping in line with GDPR) – **Provide copy to Clerk for annual issuing of Tenancy Agreements.**
- To oversee the upkeep, maintenance, and improvements of the Anningson Lane allotment site, including common areas and boundaries.
- To **ensure that plot holders comply with tenancy agreements**, site rules, and health and safety requirements.

- To **recommend policy changes**, fee structures, and improvement projects to the Parish Council.
- **To liaise with plot holders** to encourage constructive communication and support community initiatives.
- To monitor and address issues such as vacant plots, disputes, and breaches of regulations.

Meetings

- The Committee will meet (and inspect site) at least **four** times per year, with additional meetings scheduled as necessary.
- A quorum will be three members, including at least one Parish Councillor.
- Minutes of each meeting will be taken and reported to the Clerk/full Parish Council at its next meeting.

Reporting and Accountability

- The Committee will report regularly to the Parish Council, providing updates on plot allocation, maintenance, finances, and any issues arising.
- Recommendations and proposals for expenditure or policy change must be ratified by the full Parish Council.

Finance

- The Committee may recommend expenditure for site maintenance and improvement, subject to Parish Council approval. Any agenda items must be submitted to the Clerk **7 days** prior to scheduled meeting. This includes any recommendations for the annual budget review.
- All financial transactions will be administered by the Parish Council's Responsible Financial Officer.

Review of Terms of Reference

These Terms of Reference are subject to review annually by the Parish Council, or sooner if circumstances require.

Adopted by New Waltham Parish Council on: _____

To be reviewed: August 2026