



Buckden Parish Council

Community Allotments Advisory Group

Type

Advisory Group

Membership

The members are representatives of the allotment holders and at least one Parish Councillor

The Chairman is selected/elected at the Annual Parish Council meeting or failing this at the first meeting of the Advisory Group after the Annual Parish meeting. The selection must be made by the September Parish Council meeting.

Co-opted members of the public may be selected/elected throughout the year. Co-opted members shall be subject to approval by the full Parish Council.

Co-opted members of the public who become AG chairmen will join the Compliance and Finance AG.

The Parish Council member will be the Climate Change Champion on the Group

Quorum and Attendance

The Advisory Group will have a minimum of 1 Parish Councillor

Other members of the Parish Council may attend by invitation of the advisory group and the group may allow other persons to attend and advise as required.

The quorum shall be 3 members of the AG.

Purpose

The Advisory group will on behalf of the Parish Council:

- Support and maintain the smooth and efficient running of Buckden Parish Community Allotments, promoting this Parish asset to be enjoyed by all our community for vegetable cultivation, education, wild life biodiversity, relaxation and well-being.
- Support the development of biodiversity and climate change mitigation measures
- Advise on rental rates and occupancy
- Delivery of the Operational Plan (See Appendix 1)
- Monitoring of all relevant aspects of Neighbourhood Plan Policies (See Appendix 2) These should be considered when any change, e.g. development or enhancement of infrastructure is proposed.

Authority



The Advisory group will make decisions in relation to plot-holding tenants, from the rule book “You and Your Allotment” and their tenancy agreement. which has been previously agreed by the full Parish Council. All other decisions will be brought to the full Parish Council for approval.

Meeting arrangements

There will be a minimum of 4 meetings a year. A minimum of one week’s notice of the date and agenda must be given. The Chairman/ Vice Chairman will be responsible for calling meetings and producing and circulating agenda and minutes by email.

Meetings may be called at the request of the full Council to discuss and advise on a particular subject.

Reporting

Reports on the work of the Advisory Group will be provided to Parish Clerk and the full Parish Council on a regular basis and recommendations for action made as required to full Council.

The Parish Clerk shall receive by email, meeting agendas and subsequent Minutes of meetings, and take actions as requested by the working group.

Resources and budget

The Chairman of the Advisory Group will be a member of the Finance Advisory Group and will advise that Advisory Group on the budgetary requirements for the forthcoming year. The Advisory Group will be responsible for administering the budget set and may through the Clerk spend up to a certain amount each financial year for individual items not requiring full Council approval, as per Financial Regulations.

Any proposals for expenditure that exceeds the budget set for the group must be taken to full Council.

For all major expenditure it is the normal practice for three quotes to be obtained and considered and a recommendation made to the whole Parish Council for their purchase. In certain circumstances where it is not practical or possible to obtain three quotes the Council may decide to go for one or two quotes only.

Review

The Terms of Reference will be reviewed annually.

Version Control

Date amended	Reason for version change	Amended by
May 18	Update with new Council group membership	Georgina West, Clerk
September 18	Change of titles in line with Council decision: Committee amended to Advisory Group Membership updated	Sue Ashwell, Councillor Peter Emeleus, Councillor and Group chairman
October 2018	Addition of new councillor	Sue Ashwell, Councillor

June 2019	Review and revision Addition of CAP & NP monitoring information	Allotments AG
June 2022	Review and Revision of membership and inclusion of Operational Plan actions to be monitored by the AG	Chair, Clerk and Allotment AG
June 2023	Annual review and revision Inclusion of updated Operational Plan actions to be monitored by the AG	Chair of CAG, Clerk H&STAG
July 2024	Annual review and revision including the updated Operational Plan actions to be monitored by the AG	Chair of CAG and AAG members.
April 2025	Annual review and revision including the updated Operational Plan actions to be monitored by the AG	Chair of CAG and AAG members.



Appendix 1 OPERATIONAL PLAN

Allotments Manage allotments to ensure plots are well maintained and full occupancy sought. Develop community aspect of the Allotments	
Achievements this year 24-25	Targets for 25-26
Poly tunnel was installed The wildlife area has been started Plots well tended	Target 1 Revise awards for allotment holders to make it more inclusive Target 2 Plant hedge along half of boundary fence Target 3 Develop a small orchard Target 4 Put together plan for raised bed to allow for more accessible areas.

Appendix 2

Neighbourhood Plan

Green Space 1 – Local Green Space	Proposals for development on Designated Local Green Spaces will not be supported save where such development is in accordance with Green Belt policy and will support and enhance the existing use of the land. The Designated Local Green Spaces are: (A) The allotments. Special because they are the only area of public allotments in the village. They are fully utilized and a valuable source of food and healthy recreation for the residents of the village. They are close to existing dwellings and local in character.
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