



Allotment Working Group

Terms of Reference

Adopted by Stokenchurch Parish Council on 3rd September 2025

1. Purpose

To support the Parish Council in the effective oversight and development of parish allotments by gathering information, engaging with plot holders, and making recommendations to Full Council.

2. Objectives

- Review and advise on allotment rules, tenancy agreements, and site management.
- Monitor usage, maintenance needs, and compliance with agreements.
- Engage with allotment holders to understand concerns and suggestions.
- Recommend improvements to infrastructure, access, and environmental sustainability.

3. Membership

- Comprised of Parish Councillors appointed by resolution.
- May include non-councillor members (e.g. allotment holders) in a non-voting advisory role.
- A lead member (Chair or Coordinator) to be appointed by the group.

4. Meetings

- Held as needed, typically quarterly or in response to specific issues.
- No quorum or formal voting procedures required.

5. Authority & Limitations

- The Working Group has no delegated authority to make decisions or commit resources.
- All recommendations must be referred to Full Council for approval.
- The group may liaise with the Clerk to carry out inspections or communicate with tenants.

6. Responsibilities

- Conduct informal site visits and report findings.
- Review tenancy breaches and suggest appropriate action.
- Recommend fee structures and capital improvements.
- Support community engagement and promote responsible cultivation.
- Ensure awareness of relevant legislation and good practice.

7. Reporting

- The lead member will report findings and recommendations to Full Council.
- Reports may be verbal or written, depending on the issue.

8. Review

- This ToR will be reviewed as required by the Parish Council.