

Allotment Working Group

Draft Terms of Reference

Role of the Group

To assess the status of allotments in Epsom and Ewell and to make recommendations to the Environment Committee based on findings. Assessment should include but is not limited to:

- Carry out a bench marking exercise of allotment fees and charges
- Assess water charges, water conservation and usage
- To understand expenditure budgets and resources allocated to allotments
- Ensure current rules and regulations are fit for purpose
- Understand the process of migrating the current Allotment database to the My Council Services system to improve the integrity of the data, ease of administration and the customer experience
- Explore ways to reduce waiting lists and ensure 100% tenancy of all Council managed sites
- Understand and define the role of site representatives and the allotment forum
- Look at reoccurring issues on allotment sites such as waste management

Decision Making/Reporting

Reports and recommendations from the Group will be presented through the Committee process to Environment Committee.

Membership

The Chair of the group will be the Vice Chair of Environment Committee. The Vice Chair will be joined by least two members of the Environment Committee, with additional invitations sent to all Councilors who have an interest in allotments within their wards.

For efficiency, the working group should comprise of no more than ten core members.

Officers will provide support as listed and other officers will be invited to meetings as required. Stakeholders will be consulted and then invited to attend meetings, if appropriate.

Officers: Head of Operational Services
 Streetcare Manager/Assistant Streetcare Manager
 Administrators/Finance/IT - when required

Meetings and Project Length

The frequency of meetings will be determined by the Chair or Vice Chair of Environment Committee in consultation with the Head of Operational Services, an initial suggestion is bi-monthly meetings with the overall project concluding by end of April 2025.