

ALLOTMENT WORKING GROUP

Head of Service: Ian Dyer, Head of Operational Services
Report Author Samantha Whitehead
Wards affected: (All Wards);
Urgent Decision?(yes/no)
If yes, reason urgent decision required:
Appendices (attached): Appendix 1 – Terms of Reference

Summary

This report seeks agreement to the continuation of the Allotment Working Group for 2025/26 and proposes agreement of the draft Terms of Reference.

Recommendation (s)

The Committee is asked to:

- (1) Approve the continuation of the Allotment Working Group**
- (2) Approve the Terms of Reference for the Allotment Working Group as set out in Appendix 1.**
- (3) Agree to appoint members to the working group as set out at section 3.1 below.**
- (4) To authorise the Vice Chair of the Environment Committee (Chair of AWG) and in their absence the Chair of the Environment Committee to invite, councillors, stakeholders and officers to the Allotment Working Group as required.**

1 Reason for Recommendation

- 1.1 The continuation of the Working Group comprising of members, officers and stakeholders as required, is necessary to ensure that the allotment provision in the borough is fit for purpose, efficient and sustainable.

2 Background

Environment Committee

24 June 2025

- 2.1 There are seven council managed allotments and three self-managed allotments in the borough.
- 2.2 This Working Group is a subgroup of the Environment Committee.
- 2.3 To set out responsibilities and provide focus for the Working Group a draft Terms of Reference has been prepared and is shown at appendix one.

3 Membership

- 3.1 The Environment Committee is asked to appoint the following members to the allotment working group:
 - The Vice-Chair of the Environment Committee (to preside as Chair of the working group), Councillor Alan Williamson
 - Environment Committee Member, Councillor Christine Cleveland
 - Environment Committee Member, Councillor Julie Morris
 - Councillor Steven McCormick

4 Risk Assessment

Legal or other duties

- 4.1 Equality Impact Assessment
 - 4.1.1 None for the purpose of this report
- 4.2 Crime & Disorder
 - 4.2.1 None for the purpose of this report
- 4.3 Safeguarding
 - 4.3.1 None for the purpose of this report
- 4.4 Dependencies
 - 4.4.1 None for the purpose of this report
- 4.5 Other
 - 4.5.1 None

5 Financial Implications

- 5.1 There are no specific financial implications arising from this report.
- 5.2 **Section 151 Officer's comments:** None arising from the contents of this report.

Environment Committee

24 June 2025

6 Legal Implications

6.1 There are no specific legal issues arising from this report

6.2 **Legal Officer's comments:** none arising from this report

7 Policies, Plans & Partnerships

7.1 **Council's Key Priorities:** The following Key Priorities are engaged:

7.1.1 Effective Council

7.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

7.3 **Climate & Environmental Impact of recommendations:** The Working Group will address issues such as water use and other issues which may have an environmental impact.

7.4 **Sustainability Policy & Community Safety Implications:** One of the key objectives of the Working Group is to ensure the future sustainability of the Allotment provision within the Borough.

7.5 **Partnerships:** It is suggested that the Allotment Working Group invites key stakeholders to participate in the assessment process as required.

7.1 **Local Government Reorganisation Implications:** None.

8 Background papers

8.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None

Other papers:

- None