



# Community Gardens Committee – Terms of Reference

## 1 Purpose of the Committee

The Non Statutory Allotments Committee, which is accountable and reports to the Full Council, has been established to manage the land the Parish Council leases from Clinton Devon Estates as allotments for the benefit of the local community. The Objectives of the Neighbourhood Plan have been identified through engagement with the community and are as follows:

Objective 5: Enhance and protect community facilities for the benefit and needs of the community. See Chapter 9

Objective 6 : Promote and support the pastoral needs and wellbeing of the community. See Chapter 9

Objective 7 : To enhance and protect green spaces and recreational facilities of value to the community and visitors. See Chapter 9

Fully in accordance with Policies CLW1, NE2, NE4 and NE8.

## 2 Membership

The committee shall consist of at least four members of Budleigh Salterton Town Council, as agreed and minuted in a Budleigh Salterton Town Council meeting. The Clerk need not attend meetings if the committee designates a specific member as minute-taker, but should be kept informed of meetings and decisions. The CG Committee is accountable to the full council.

**3 Appointment of Members** Budleigh Salterton Town Council shall at their annual meeting in May determine the members of the committee.

**4 Frequency of Meetings** The committee shall meet as often as required, meeting frequency to be decided by request of full Council, the Clerk or the committee. A quorum at each meeting shall be three members.

**5 Record of Meetings** The committee shall ensure that an agreed written record of each of their meetings is forwarded to Budleigh Salterton Town Council for the next normal meeting.

**6 Attendance** It is expected that all members of the committee attend all meetings.

## 7 Functions of the Committee

To ensure that the signed Tenancy Agreements are adhered to by all the Plot Holders.



To carry out at least 2 site inspections per calendar year to access each plot to see if they are complying with their signed Tenancy Agreement.

To agree for the Clerk to send Letters to plot holders regarding their plots. There is a 3-stage letter process; a) Initial letter asking the plot holder to either improve the maintenance of their plot or to work a higher percentage of the plot as per the Agreement providing 21 days or advise of reason for plot not being up to standard. b) 2nd letter request providing 14 days for improvement of plot prior to second inspection otherwise the plot will be relinquished. c) Letter to confirm relinquishing of plot.

To maintain and repair the site and assets which are not covered by the tenancy agreements.

To manage the waiting lists.

To ensure that plots are used correctly for their intended purposes.

To consider plot holders requests and deal with complaints in an orderly and professional manner.

## **8. Review**

May 2027