



KENNINGTON COMMUNITY COUNCIL

ALLOTMENTS SUBCOMMITTEE TERMS OF REFERENCE

The Allotments Subcommittee Terms of Reference were adopted by the Council at its Annual Meeting of the Council on 08 May 2024.

1 Subcommittee

The Allotments Subcommittee is an advisory subcommittee of the Community Council's Environment and Open Spaces Committee and is established in accordance with the Council's Standing Orders.

2 Purpose

- 2.1 To provide an advisory forum for engagement and discussion between the Community Council and its Allotment Tenants at Burton Farm and Bybrook Cemetery Allotments.
- 2.2 To make recommendations to the Environment and Open Spaces Committee on any matters relating to the management, maintenance, and tenancy of the Allotments in Kennington.
- 2.3 To consider proposals regarding the future upkeep and improvement of allotments and community gardens in Kennington.

3 Membership

- 3.1 The Subcommittee shall have the following voting members
 - i. Chair of the Environment and Open Spaces Committee (ex-officio)
 - ii. One Councillor or non-Councillor appointed by Council
 - iii. One representative of Ashford Allotment Society
 - iv. One representative of each Council Allotment Site in Kennington who must be a current Tenant of that site
- 3.2 The Chair of the Subcommittee is to be elected annually by the Subcommittee at its first Meeting. In the event of the Chair resigning from that position, from the Subcommittee or from the Council, a new Chair is to be elected at the next Subcommittee meeting, to serve until the next Annual Meeting of the Community Council.
- 3.3 The Chair of the Subcommittee, if present, shall preside at a meeting. If the Chair of the Subcommittee is absent from a meeting, a member of the Subcommittee as chosen by the members present at the meeting shall preside at the meeting.
- 3.4 The Subcommittee will be supported by the Allotment Manager, or another staff member in the absence of the Allotment Manager.

4 Reporting

- 4.1 The Subcommittee will consider all matters referred to it by the Council or by the Environment and Open Spaces Committee and will make recommendations to the Environment and Open Spaces Committee for consideration.
- 4.2 The Subcommittee will consider all matters raised at the request of its members and will make recommendations to the Environment and Open Spaces Committee for consideration.
- 4.3 The Allotment Subcommittee does not have delegated power to make decisions on behalf of the Council.



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5 Meetings

- 5.1 The Committee will meet as the workload requires, but in any case, at least once and not more than four times each year with a minimum of 5 clear days' notice given.
- 5.2 Every meeting shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons, and the Committee has resolved to exclude the public from that meeting or part of meeting.
- 5.3 The public may participate at meetings of this Committee.
- 5.4 At each meeting, the Committee will approve the Minutes of its previous meeting. All Minutes shall be open for inspection by any Councillor, except where this would breach the rights of individuals who may be identified in the minutes.
- 5.5 The quorum of the Subcommittee shall be three voting members, which must include at least one Councillor or non-Councillor appointed by Council.
- 5.6 Members may appoint substitute members to attend a meeting on their behalf provided three clear days' notice has been given to the Allotments Officer.

6 Terms Of Reference

- 6.1 The Subcommittee shall review these Terms of Reference at its first meeting following the Annual Meeting of the Community Council or when necessary and make recommendations to the Environment and Open Spaces Committee for consideration.

Policy Adopted: 08 May 2024

Review due: 31 May 2025

Revision History

Version	Date	Comments
Draft v0.1	27 Jan 2021	Draft for comment
Version 1.0	27 Jan 2021	Adopted E&OS Committee 27 Jan 2021
Version 2.00	08 May 2024	Adopted Council 08.05.24