

## **BATH & NORTH EAST SOMERSET COUNCIL – ALLOTMENTS FORUM**

### **TERMS OF REFERENCE**

(approved 01.11.11)

Allotments Forum to meet twice a year.

It will be chaired by the Cabinet member with responsibility for the Environment.

Its members will include councillors (numbers in proportion to elected Council), officers, allotment tenant representatives and a representative from the allotment waiting list. Additional expertise may be co-opted onto the Forum.

The Forum will

- monitor and advise on allotment provision
- monitor and advise on the allotment budget and expenditure, and on future requirements for capital investment
- receive and consider management reports (analysis of plot occupancy rates, annual site reports and the complaints log, and any other reports identified as useful by the Forum)
- monitor the delivery of the Allotments Management Plan and fulfilment of the Council's vision for allotments
- consider methods of monitoring customer satisfaction [other authorities conduct regular customer satisfaction surveys]
- bring to the attention of the full Council issues of concern relating to allotment provision and management
- assist in the development of policies for Green Infrastructure, Waste Management, and Climate Change mitigation, in respect of allotments.