

To clarify, I am recommending the following 4 motions for the following reasons:

- Promote good relations with WFAA
- Diffuse recent tensions that exist between WFAA and HPC
- Promote well-being and improve the standards of the allotments for the whole community
- Reduce HPC's administrative duties surrounding the allotments whilst still holding WFAA responsible for the efficient and fair running of the allotments.

Motion 1 – Declarations of Interest in relation to Hixon, Egg Lane Allotments

Motion 1 tackles the problem of conflicts of interest. It aims to allow a fair and open discussion on issues relating to the allotments but also helps protect HPC from accusations of self-interest.

1. That any Parish Councillor holding an allotment plot should declare this as an interest.
2. Any Parish Councillor with close family holding an allotment plot should declare this as an interest.
3. Any interested parties may discuss, put forward amendments, recommendations and motion items that affect the physicality of plots, items, buildings and land within the allotment boundaries.
4. Any interested party may vote on matters arising from Motion 1 point 3.
5. Any interested parties may discuss, put forward amendments, recommendations or motion items that affect WFAA decisions, WFAA conduct and/or business or any other matters concerning WFAA directly.
6. Any interested parties may **not** vote on any amendments, recommendations or motion items that affect WFAA decisions, WFAA conduct and/or business or any other matters concerning WFAA directly. *NOTE: This does not include matters that concern health and safety or matters of serious misconduct committed by members of WFAA.*
7. If due to Declarations of Interest (where all or most Parish Councillors have plots or family members of those councillors have plots), the quorate is less than 3 then those interested parties that fall under Motion 1 point 2 will be allowed to form part of the quorum.
8. If there is no quorate due to absent non interested parties, normal HPC guidelines apply

Motion 2 – Sub-committee for WFAA Liaison

Motion 2 allows the setup of a sub-committee to liaise directly with WFAA, building trust and mediating where necessary.

1. A sub-committee should be formed to liaise directly with WFAA
2. No interested parties may be a member of this committee
3. The committee will meet with and or attend regular WFAA meetings to help improve the running of the allotments and to protect the interests of Hixon parishioners in relation to the allotments on Egg Lane.
4. The committee will to seek to support WFAA if required and mediate between HPC and WFAA

Motion 3 – Review (and if necessary implement new) WFAA powers going forward

Motion 3 will hand over a set of powers to WFAA giving those more responsibilities and holding them accountable to a number of areas.

1. WFAA will take over issuing invoices from 2018
2. Annual accounts will be provided to HPC by WFAA. These accounts will give a full and detailed breakdown of subscriptions, member fees, other costs and grants. WFAA will also provide evidence of annual reviews regarding health and safety.
3. In addition, WFAA will provide accounts twice yearly and information based on running the Egg Lane allotments to the HPC sub-committee. This information will include:
 - a. WFAA financial status
 - b. Report on vacant plots
 - c. Short, Mid and Long term spending plans
 - d. Supplying evidence of on-going communication with plot holders
 - e. Relaying concerns of plot holders
 - f. Provide information about health and safety concerns/incidents/near misses (more serious issues or incidents must be reported immediately and directly to HPC)
4. WFAA will be solely responsible for filling vacant plots
5. HPC will relax its responsibilities on weed management, instead WFAA will seek quotes for weed management and request a grant to cover the costs from HPC
6. WFAA will ensure that plot holders keep a tidy and safe plot
7. WFAA (along with HPC) will ensure plot holders follow health and safety guidelines.
8. (if guidelines don't already exist) WFAA will produce health and safety guidelines for the protection of property, plot holders, WFAA members and members of the public within the allotment boundary. HPC will review these guidelines if necessary.
9. WFAA will review health and safety guidelines annually
10. WFAA will risk assess the site (HPC will independently risk assess for insurance purposes and their own responsibilities)
11. WFAA will immediately review health and safety issues and or concerns reported under Motion 3, point 3f
12. WFAA will report immediately any damage to the plot or areas for repair within the boundary to HPC sub-committee
13. HPC will only intervene if:
 - a. No annual accounts are provided in a timely fashion
 - b. Motion 3, point 3 is not provided and/or incomplete in a timely fashion
 - c. Vacant plots fall to a certain level (to be agreed)
 - d. It feels parishioners are not being given the level of service deemed appropriate by HPC
 - e. Mismanagement of funds
 - f. Gross misconduct or negligence by any WFAA members
 - g. Health and safety issues relating to the allotment site or parishioners are deemed to have a significant risk to its property or parishioners, WFAA members and members of the public.
14. HPC retains the right to make any amendments to, or withdraw motion 3, giving reasonable time and explanation to WFAA

Motion 4 – Amendments to qualifying catchment area, charges for vacant plots and HPC grants.

Motion 4 seeks to make some changes to the qualifying catchment as well as making allotment costs more affordable for plot holders.

1. The plot qualifying catchment area shall be increased to (number of miles) to include the villages of Weston, Ingestre, Stowe by Chartly and the Haywoods.
2. At least 3 vacant plots must be reserved for Hixon parishioners only
3. WFAA will only seek to fill vacant plots from the wider catchment after significant attempts have been exhausted within the Hixon parish.
4. HPC will pay for up to 3 vacant plots reserved for Hixon parishioners.
5. WFAA may request additional funds from HPC for improvements. Subsequent upkeep of these improvements will be the responsibility of WFAA.
6. HPC will retain responsibility and pay for damage and/or upkeep to the plot.