



Midsomer Norton Town Council

Working Group - Allotment Association Lease Negotiations - Terms of Reference

Objective: The primary objective of the Town Council Working Group is to negotiate the terms of the annual rent and lease agreement with the Allotment Association, ensuring fair and mutually beneficial arrangements for both parties.

Scope of Work

1. Review existing lease agreements and rent agreement.
2. Identify key areas for negotiation, including but not limited to rental rates, lease duration, maintenance responsibilities and any other additional services provided by the Council.
3. Consult with relevant stakeholders, including members of the Allotment Association, Council Members and legal advisors, to gather input and ensure transparency throughout the negotiation process.
4. Develop negotiation strategies and proposals based on the interests and priorities of both the Town Council and the Allotment Association.
5. Conduct negotiation sessions with representatives from the Allotment Association, aiming to reach consensus on terms that meet the needs of both parties.
6. Document all agreements reached during negotiations and prepare a finalised lease agreement for approval by the Town Council.

Composition: The Working Group shall consist of three to five representatives from the Town Council, additionally, representatives from the Allotment Association may be invited to participate in specific discussions as deemed necessary.

Timeline: The Working Group shall aim to complete negotiations and finalise the lease agreement within two months, taking into account the need for thorough deliberation and consultation with stakeholders.

Reporting: Regular process updates shall be provided to the Town Council on the status of negotiations, including any challenges encountered and proposed solutions. Upon reaching a finalised agreement, the Working Group shall submit a report outlining the terms of the lease agreement for approval by the Town Council.

Approved: 13th May 2024