

## Appendix B

### Scrutiny Committee – Review Topic Submission Form

<b>Councillor Name and other Councillors supporting submission</b>	Tony Durcan, Simon Carter, Tony Edwards, Maggie Hulcoop and Shannon Jezzard
<b>Review Topic</b>	Review of Allotments
<b>Links to the Council's priorities</b>	Wellbeing and Social Inclusion A Clean and Green Environment
<b>What priority level is this item?</b>	Medium
<b>Terms of reference (to include the scope of the review)</b>	To establish what land has, and is going to be, set aside for allotments To review current allotments access and availability To understand the benefits and challenges faced by current allotment users To determine whether sites should continue as single use sites, or be used as a co-operative type of community usage, or a mix of both To make recommendations on how the sites can be best utilised for all sectors of the community
<b>Purpose and objective of the review</b>	To improve the provision of allotments in Harlow in line with best practice and the needs of the community
<b>Methodology/approach (methods to be used for gathering evidence)</b>	Background information requested from Officers Questionnaires for current allotment tenants
<b>Written evidence required</b>	General background information Relevant legislation Questionnaire responses
<b>Potential witnesses</b>	Relevant Portfolio Holder/s Relevant Officers Allotment tenants
<b>Potential Stakeholder involvement (who are the stakeholders and how will</b>	Allotment tenants HTS (Property and Environment) Ltd Allotment Association

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<b>their views be sought)</b>	
<b>Site visits (where and when)</b>	Allotment sites – Following receipt of background information and questionnaire responses
<b>Publicity (methods to be used)</b>	Social Media Direct contact with allotment users
<b>Resources (people, expenditure)</b>	Officer time to provide clerical support and analyse questionnaire results Suitable staff and funding to make necessary alterations to allotments
<b>Barriers/dangers/risks (any weaknesses or potential pitfalls in the review)</b>	Lack of Officer resources Limited response to questionnaire Lack of financial resources
<b>Measures of success</b>	Increased use of allotments More accessible allotment sites