

BOROUGH OF RICHMOND ALLOTMENT GROUP - CONSTITUTION

(London Borough of Richmond upon Thames)

23rd September 2014

NAMES & DEFINITIONS

- 1 The name of the organisation shall be the **Borough of Richmond Allotment Group** [hereinafter called **BRAG**]
- 2 The **London Borough of Richmond upon Thames** [hereinafter called the **Borough**] administers twenty four allotment Sites [hereinafter called the **Site(s)**] within the borough that are listed on the attached Schedule.
- 3 The borough allotment tenants [hereinafter called the **Tenants**] are all those people who hold an allotment tenancy with the Borough and who have paid their current year's rent to the Borough.
- 4 **Representatives** shall be duly appointed by their Site Tenants to represent and act on behalf of groups of Tenants. Representatives shall be Tenants.

OBJECTIVES

- 5 BRAG shall seek to collectively represent the majority views and interests of all the represented Tenants. BRAG shall, as they deem necessary, engage with third parties under the framework of the various Allotment Acts and the Allotment Terms & Conditions issued by the Borough.
- 6 BRAG shall liaise with the Borough's appointed representatives(s) on behalf of the Tenants that it represents. BRAG shall provide inputs on the development and implementation of allotment strategy and management by the Borough.
- 7 BRAG shall promote Tenants' involvement in the management and development of the allotments by canvassing opinion, publicity, mutual support and other initiatives benefiting the Tenants and the allotments.
- 8 BRAG shall collect and agree the priorities of Tenants to meet their collective needs.

COMMITTEE MEMBERSHIP

- 9 BRAG shall form a Committee, comprising a Representative from each Site wishing to be represented by BRAG. Those Sites or groups of Sites that have more than one hundred plots may have two Representatives on the Committee.
- 10 Sites may opt out of inclusion in BRAG and shall inform the Borough and BRAG accordingly in writing.
- 11 Sites shall appoint their Representatives(s) to BRAG to represent their Tenants.
- 12 A Representative may represent a group of the smaller Sites.

ORGANISATION & COMMUNICATION

- 13 The BRAG Committee shall hold at least three Ordinary Meetings each year. A quorum shall be 7 Representatives. An Agenda shall be circulated in advance of each meeting.
- 14 An Extraordinary General Meeting (EGM) can be called by 5 or more Representatives on giving at least four weeks' notice. A quorum for an EGM shall be 10 Representatives.
- 15 Communications shall be circulated by email to all the Representatives. Representatives shall be responsible for disseminating information to Site Committees and Tenants by all appropriate means, for example through notice boards, newsletters and e-media e.g. email / Facebook and other convenient modes that may evolve.
- 16 The Representatives shall elect officers at an Annual General Meeting (AGM) each year. A minimum of four weeks' notice shall be given of the date of the AGM to the Representatives, the Borough and Tenants that can be contacted by the means noted above. The Borough will be requested to provide a venue.
- 17 The officers shall be Chair, Vice-Chair and Secretary. Additional officers may be appointed by the Committee during its year in office.
- 18 The affairs of BRAG shall be managed by the Committee and its officers.
- 19 Minutes of all meetings shall be recorded by the Secretary and shall be circulated to Representatives for dissemination by the means noted above. The Secretary shall maintain a list of Representatives with their e-mail addresses for the circulation list.
- 20 A Borough representative may be invited to meetings as a guest. All meetings shall be considered to be public meetings that Tenants can attend.
- 21 Voting at all meetings shall be by a simple show of hands of the Representatives present. Only Representatives shall vote. In the event of a tie the Chairman shall have the casting vote.
- 22 The Chair shall chair Ordinary Committee Meetings, EGMs and the AGM. The Chair shall prepare an Annual Report to be circulated with the notice for the AGM. The Committee shall approve the Annual Report before it is issued. The Chair (or Secretary) shall call all Ordinary Meetings and circulate an agenda at least one week in advance.

COMMITTEE & REPRESENTATIVES DUTIES

- 23 The Committee and Representatives shall act impartially and shall respect the will of Tenant majorities. They shall seek to canvass support, opinions and comments as widely as possible to fairly represent the Tenants.

PUBLICITY

- 24 Public statements on behalf of BRAG shall be drafted by the Committee and shall be approved by a quorum before being issued. Approval can be either by meeting or by email.

FINANCE

- 25 BRAG shall have no internal financial responsibilities or activities.

- 26 BRAG shall represent the Tenants' interests with regard to rents or other charges made by the Borough.

ASSETS

- 27 BRAG shall not hold any assets.

ALTERATIONS TO THE CONSTITUTION

- 28 This Constitution may be altered by a Resolution passed by not less than two thirds of the Representatives present and voting at an AGM or an EGM. The Notice of the AGM or EGM shall include notice of the Resolution setting out the terms of the alteration proposed and the names of the Proposer and a Seconder who shall be Tenants.

CONDUCT OF BUSINESS

- 29 The Representatives shall conduct the business of BRAG without any prejudice on the basis of gender, race, sexuality, disability or religious belief and shall respect the dignity of those with whom it deals at all times.

END OF CONSTITUTION

SCHEDULE OF ALLOTMENT SITES ADMINISTERED BY THE LONDON BOROUGH OF RICHMOND UPON THAMES - June 2014

SITE NAME	LOCATION (WARD)	NUMBER OF PLOTS	BRAG REPRESENTATIVE(S)
Briar Road	(West Twickenham)	134	Gill Ware
Brook Road	(St Margarets & North Twickenham)	8	
Bushy Park	Hampton High Street (Hampton)	390	Phil Iddison Robin Hewitt
Cavendish House	(St Margarets & North Twickenham)	78	Rosemary Fulljames / Paul Leonard
Hatherop	(Hampton)	339	Michael Wren
Heath Gardens	(South Twickenham)	69	
Hertford Avenue	(East Sheen)	46	Alex Clarke
Manor Road	(North Richmond)	266	Tim McGough Howard Fletcher
Marsh Farm	(St Margarets & North Twickenham)	27	
Mill Road	(West Twickenham)	18	Ian Micklewright
Old Palace Lane	(South Richmond)	34	Hilary Denness
Palewell Fields	(East Sheen)	21	Alex Clarke
Palewell Pavilion	(East Sheen)	21	Alex Clarke
Queens Road	(South Richmond)	96	
Shacklegate Lane	(Fulwell & Hampton Hill)	36	James Simcox
Short Lots	(Kew)	55	Chris Morley-Smith
Sixth Cross Road	Sixth Cross Road (West Twickenham)	125	
South Close	(West Twickenham)	11	
St Annes Passage	(Mortlake & Barnes Common)	12	
The Priory	(East Sheen)	82	Alex Clarke
The Triangle	(East Sheen)	23	Alex Clarke
Townmead	(Kew)	12	Richard Ward
Walnut Tree	(Ham, Petersham & Richmond Riverside)	104	
Westfields	(Mortlake & Barnes Common)	52	

NOTE – Number of plots is status in June 2014 and will vary.