



CONSULTATION POLICY STATEMENT

1. Purpose

1.1 The purpose of consultation is to seek the opinions of interested parties on potential changes to the management and organisation of the allotment sites in Rye, which Rye Amenity CIC has responsibility for. Such changes might include, for example, revisions to the Allotment Rules which form part of the tenancy agreements for each individual allotment plot.

1.2 Consultation aims to ensure that Rye Amenity CIC has available to it the broadest possible range of information and opinion in making decisions. The level of consultation should be reasonable and proportionate.

2. Extent of Consultation

2.1 It is open to any allotment plot-holder or individual in our waiting list to comment on any proposed changes to the management of the allotments sites in Rye.

However, the numbers likely to wish to be directly invited to comment will vary with the significance of any proposed change. There will therefore be differences in the number and identities of those whom Rye Amenity CIC directly approaches for their views. This need not inhibit any interested party not so approached from expressing their views. The number of potential consultees individually notified will be driven by considerations of practicality and cost.

Broadly, the number of direct notifications will depend on whether the consultation is routine or of particular importance.

2.2 **Routine consultation** will apply to the great majority of matters and is therefore likely only to involve direct consultation with any local Allotment Association(s) of which plot-holders are members or specific plot-holders that may be close to a proposed change.

2.3 **More extensive consultation** will apply to such things as significant alterations to the Allotment Rules.

3. Notification

3.1 Notification for routine consultations

Rye Amenity CIC's standard practice is to consider, with reference to a site map, local knowledge and where needed a site visit, the plot-holders likely to be directly affected by any proposed changes of use of a plot that is subject to an application. Those plot-holders are then notified individually and asked for their comments, if any. In the case of routine matters that are likely to affect all plot-holders on an allotment site, local Allotments Association(s) will be notified and ask for their comments, if any.

Notifications will briefly describe the substance of any proposal, give a deadline for written comments and explain the target date for the directors of Rye Amenity CIC to make a decision on the matter.

3.2 Notification for more extensive consultations

Notification will describe the substance of any proposal, will explain how to obtain further detailed information if required and will give a deadline for written comments to be submitted. The numbers of those directly notified will depend on the significance of the issue on which opinions are sought but will always include the relevant local Allotments Association(s). Any plot-holder who has provided Rye Amenity CIC with an email address will receive notification, by email, about matters which require more extensive consultation.

3.3 Rye Amenity CIC itself may also, where it believed to be appropriate, actively seek the opinions of other interested parties who are not plot-holders or persons on the waiting list.

4. Timing

4.1 Sufficient time will be allowed for consultation so that the results can be taken into consideration before the any proposed decision is made. Consultation will extend over a period that Rye Amenity CIC believes is sufficient to enable any proposal to be fully considered and views expressed by those consulted. Rye Amenity CIC has to balance the period reasonably required for consultees to comment against its duty to make decisions within a reasonable period of time.

4.2 Routine consultation period

These are set so that for standard consultations there will be a minimum of seven days for consultees to respond. In some cases we may allow 14 days for responses to routine matters.

4.3 More extensive consultation period

For matter where Rye Amenity CIC requires more extensive consultation there will be minimum of 14 days for consultees to respond and the maximum period will be no longer than six weeks.

5. Response to Consultation

5.1 Response to routine consultation

Those who submit comments are informed of the decision once it has been made.

5.2 Response to more extensive consultations

The responses to these consultations will be carefully analysed and a summary published on Rye Amenity CIC's website (www.ryeallotments.co.uk) and will be freely available on request. The summary will amalgamate, and will not attribute comments in order to protect individual confidentiality.

6. Cost and resources

6.1 The resources available to Rye Amenity CIC are limited and we try to keep our costs to a minimum on the basis that every penny of rental income we receive should achieve the maximum benefit.

6.2 Consultation will not usually be deemed appropriate on any matters that concern the day-to-day running of Rye Amenity CIC. However, Rye Amenity CIC will constantly evaluate the decisions it is required to make against the need for consultation where appropriate.

Approved by Rye Amenity CIC on 27 April 2017.

Periodic review of this policy will be undertaken as required.

Review Date:

Changes Made: