**FINAL DRAFT PAPER 1**

**Ide Parish Council**

**Pynes Community Orchard Working Group**

**Terms of Reference**

**For consideration by Ide Parish Council on 15 November 2017**

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**1**. **Background**

1. The Church Commissioners (CCs) own Pynes Orchard. They are willing to sell it to Ide Parish Council (PC) for use as a Community Orchard. The sale is linked to the Parish Council working with the CCs over the residential development of Pynes Farm and the potential purchaseofWeirMeadow.
2. We know from a public meeting held on 18 January 2017 that the community is keen to pursue the possibility of acquiring Pynes Orchard as a community asset. This meeting was addressed by Charles Staniland, chairman of Orchard Link [www.orchardlink.org.uk](http://www.orchardlink.org.uk)
3. No price has yet been offered or suggested by either party. The CCs have however set a community use restriction on the sale which would suggest the negotiation by the PC of a lower price for the land than if it were to be sold for residential development.
4. The CCs have helpfully agreed to negotiate the sale of the Orchard directly with the Parish Council.

**2**. **The** **Purpose of a Pynes Community Orchard Working Group (PCOWG).**

There are over fifty Community Orchards in Devon. They have become popular as places for the community to come together for seasonal events such as apple pressing and wassailing, and they provide unique spaces for recreation, productive activity and relaxation - something we lack in Ide.

The working group will

* gather ideas for the community use of The Orchard which meet the recreational needs and environmental aspirations of the village
* carry out an assessment of the types and quality of the apple trees in the Orchard and the work that need to be done immediately, and in the medium term, to bring them back into production, or, where necessary, to identify any dead trees needing removal - to prevent them being a hazard to the public
* review and report on good practice in the development of Community Orchards elsewhere
* identify potential sources of local and national funding for the development t of the project and potential ways, including commercial opportunities, to generate income to sustain the project in the longer term
* produce for the PC a draft action plan to include elements of the above plus a communications strategy, and management, executive, and financial systems that will be put in place to run the facility in the longer term
* provide a simple plan and statement for the PC to use in its Neighbourhood Plan

**3. Reporting**

The group will report to every Parish Council meeting. These are held six times a year on the third Wednesday of each uneven month, in Ide Village Hall.

4. **Status and responsibilities**

(i) PCOWG is a working group of Ide Parish Council. It will act in an advisory capacity to the Parish Council. It has no powers to commit the PC to spending and does not hold decision making powers. The PCOWG may liaise with other Parish Councils and consult with other organisations.

(ii) The final version of the Terms of Reference shall be subject to approval by the Parish Council at a full PC meeting

**5. Time**

The PCOWG will be constituted for an initial period of 18 months. This period may be extended by the Parish Council at a full PC meeting.

**6**. **Membership**

1. The Parish Council wishes to set up an initial Working Group to manage the purchase, take over and set up of the Community Orchard. Once the Community Orchard is set up, a separate Friends Group will form to look after and run it.
2. The Working Group would need around 10 members to function well, two of whom will be members of the PC.
3. Criteria for serving on the group will include:

* Horticultural and fruit tree knowledge and experience
* Fund raising expertise and experience
* Experience in running community projects
* A willingness to commit significant time to the project
* Local agricultural knowledge and networking

1. Chairmanship and membership of the group will be discussed at the Parish Council meeting on November 15, 2017. The PC Chair will put a notice in the December Ide Times to invite applications and expressions of interest from those in the Community willing to help as members of the Working Group or the Friends Group. The PC will also approach village residents with known relevant expertise. It will approve the final composition of the groups.
2. An initial meeting of the Working Group is proposed for 1830 on Tuesday 12 December 2017 in the Hub.

7. **Meetings**

1. Meetings need not be open to the public, publish agendas or keep minutes, as this is not a formal committee; but it is good practice to do each of these.
2. Meetings will be advertised at least three clear days ahead. They will be open to the public, and draft minutes will be published on the village website.
3. Meetings will be held every two months, after 6pm, at a location to be agreed.

8. **Conflicts of interest**

Members of the group who have a prejudicial interest in a matter on the agenda must declare that interest at the start of the meeting. If the interest is of significant pecuniary value to themselves or the organisation they represent, they must absent themselves from the room for discussion of that item and not vote on that matter.

9. **Expenses**

The group has no budget, and reimbursement of members’ time will not be made. Food and drink expenses will not be reimbursed. The group may however apply to the PC for reasonable out of pocket expenses incurred in the course of the working group’s work.

Nick Bradley

Pete Bishop

Peter Cloke

24 October 2017