



SHERFIELD ON LODDON PARISH COUNCIL

Name of Group: Sherfield Allotment Association

Address of Allotments: Bow Gardens, Sherfield on Loddon

This document sets out the responsibilities of Sherfield on Loddon Parish Council and Sherfield Allotment Association (SAA) in respect of the allotments identified above. The appointed Allotment Manager is the elected Chairman of the Sherfield Allotment Association and will be responsible for the oversight of the 'Sherfield Allotment Association' responsibilities. The Allotment Manager will provide a report to each meeting of the Village Green and Leisure Facilities Committee. Requests regarding expenditure are to be made to the Parish Council before any costs are incurred.

Sherfield on Loddon Parish Council	Shared Responsibility	Sherfield Allotment Association/Manager
Termination of leases	Setting site rules	Policing of allotment rules
Setting level of rents	Consulting on the level of the annual rent	Manager to notify the Parish Council of any damage
Collection of rents		Check that paths and trackways are properly maintained
All decisions on the expenditure of rental income		Check that grass paths are well kept by plot holders
Providing an annual summary account		Check that weeds are kept under control on individual plots
Maintaining water supplies		Prune plants around the inside of the perimeter fence as appropriate
Landlord's insurance		Check vehicle use and parking are appropriate
Arbitrate in tenant disputes as a last resort after tenants have sought to settle any disputes informally		Maintain the trackway and turning areas
Arbitrate in disputes between tenants and local residents		Maintain entrance gates and fencing
		Maintain relevant notices on noticeboards
		Check control of pests



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		Ensure that any livestock (chickens, bees) is kept in accordance with the allotment regulations and permissions.
		Check that composting arrangements do not encroach on other plots or paths
		Check that plot sheds, etc are kept clean and tidy
		Check the water troughs
		Check that all plots markers are visible
		Report any plots which are not being worked
		Report concerns to the Parish Council
		Maintain waiting list for plots
		Allocate plots

Signed by Chairman of Sherfield on Loddon Parish Council

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Date:

Signed by Chairman of the Village Green and Leisure Facilities Committee

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Date:

Signed by appointed Allotment Manager

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Date: