

Marcham Parish Council

Clerk: Mrs. L. Martin
90 Howard Cornish Road
Marcham
Abingdon
Oxon
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Notes for renting an allotment

These notes should be read in conjunction with the tenancy agreement as set out by Marcham Parish Council.

- 1) If you wish to rent an allotment, please contact Linda Martin, the Clerk to the Council, in writing, preferably by email to clerk@marchamparishcouncil.gov.uk. Please note that the current policy of the Council is only to offer new plots to people who live within the civil Parish of Marcham. You will receive an acknowledgement pending your application.
- 2) You should specify if you wish to rent an allotment on Cow Lane or Parkside. Please note that there is no running water provided to the plots on Parkside. Water will be provided at Cow Lane, and the cost will be included in the yearly rental – tenants will have access to the mains standpipe and water containers located around the site. Note that this water is NOT POTABLE i.e. not drinking water.
- 3) Once one or more plots becomes available at your chosen site, you will be sent an email (or letter if you have no email address) offering a plot (or sometimes a choice of plots). You will need to decide if you wish to take up the offer, and reply to the Clerk within 14 days from the date of the offer. Otherwise, your application will be closed and you would need to re-apply if you wish to receive a further offer.
- 4) Once you have accepted the offer, you will be given a tenancy agreement which you will be asked to sign and return promptly. Once the agreement is completed, if renting at the Cow Lane site, you will be provided with a key to the main gate and the combination code to the other 2 gates. The combination padlock will be installed on both the Sheepstead Road gate (walking entry only) and also the gate on the eastern side entrance (off the footpath between Cow Lane and Howard Cornish Road). The lock combination will be the same for both gates. The Cow Lane Padlock key remains the property of the Parish Council, and will be surrendered when the tenancy terminates. If a key is mislaid, then a replacement can be provided for a small charge. Any problems with the functioning of any key or gate padlock should be reported to the Clerk. A deposit of £50 will be collected from new tenants. This deposit will be refunded at the end of the tenancy provided the allotment is handed back in a good, clean state and the gate key (Cow Lane only) is returned.
- 5) The main entrance gate off Cow Lane must be kept locked at **ALL** times, i.e. upon both entering and leaving the site - please lock the gate behind you each time. Unwelcome visitors cannot be deterred if the gates are left open.

6) If the allotment you take on has not been worked for some time, you may feel that you need help to get the ground under control. Please speak to neighbouring allotment holders, or the Clerk know, in case she is aware of anyone who may be able to assist. Tenants who do not keep their plots in a tidy and reasonable manner will have their tenancy revoked. Notice will be served by the Council and tenants will be given a 3 month period to either comply or relinquish their plot regardless of what payment has been made. Allotment plots should be kept reasonably weed free and in a good condition.

7) Greenhouses and sheds will be permitted, providing they are **not** positioned on a permanent, non-removable base, do not contain glass and do not exceed 6' x 4' in size.

8) Fly tipping is illegal and will not be permitted at either the Cow Lane or Parkside Allotments. This includes using the tenants own plot for dumping such items as car tyres, asbestos, old cupboards, household goods etc. Necessary action will be taken if anyone is caught fly tipping.

9) The allotment site should not be used for the purpose of trade or business.

10) The tenant should not cause any nuisance or annoyance to the tenants of other allotment plots or obstruct any path or road used by other tenants of surrounding allotment plots.

11) Tenancies will be in sole names, however, relatives, house sharers, close friends will be permitted to help with the plot.

12) In the event of a required name change, on the Agreement, the tenant (or relative of) should contact the Clerk. Name changes will be given at the discretion of the Council and in extenuating circumstances only. Note that the tenant cannot sublet their plot.

13) Tenants will be permitted to take their own dogs onto the site. Dogs must be kept on a lead at all times, and within the confines of the tenant's own plot.

14) The Parish Council would be happy for up to 4 allotment holders to join the Parish Council's allotment working party to manage the sites, or for the Tenants to consider forming an Allotment Association. If you are interested, please contact the Clerk.

15) Allotment holders should report any concerns or issues regarding the site/tenants to the Clerk - details above.

Breaches of the tenancy agreement will result in action being taken and possible termination of the tenancy.