

## Coddington Parish Council

### Allotment Management Policy

1. The allotments will be managed for Coddington Parish Council by an Allotment Group, comprising the Parish Council Chairman (ex-officio) and three Council Members to be elected annually.
2. The group will carry out allotment inspections including paths, 4 times a year at the beginning of March, June, September and December using a standard pro-forma, and will provide dated photographic evidence where necessary.
3. Following an inspection, the group will meet to agree recommendations to be presented at the next Parish Council meeting. Any course of action to be taken will be by agreement of the full Parish Council.
4. If any allotment is deemed to be in breach of the agreement due to lack of maintenance or other contravention, a letter will be sent by the Clerk reminding the allotment holder of the terms of the agreement. Where appropriate, the option of a smaller plot may be offered.
5. If the plot continues to be neglected with no mitigating circumstances, the allotment holder will receive a second letter after 4 weeks, warning that the agreement will be terminated by the Parish Council if the allotment is not fully cultivated in the next 4 weeks.
6. If no work has been done after a further 4 weeks, the allotment holder will be informed by letter that the agreement has been terminated, and all possessions should be removed from site. Rent already paid for the year and any deposit paid will be non-refundable, and will be used for the cost of clearing the site for the next occupant.
7. Complaints or grievances by allotment holders should be reported in writing to the Parish Council who will follow the Council's Complaints Policy to resolve the problem.
8. All allotments will be measured and clearly marked, and a record kept of the dimensions of each plot.
9. New allotment holders will be required to pay a deposit equivalent to one year's rent if the site is in good order at the time of taking on the plot. Photographic evidence of the condition of the plot will be held on record and deductions made if the site is not returned in similar condition.

Inspection date		Carried out by			
Allotment Number	Excellent	Good	Poor	Comments (including grass paths)	Photos taken
1					
2					
3-4					
5A					
5B					
5C					
6 - 6A					
6B					
7					
7A					
8					
8A					
9					
9A - 9B					
10					
10A					
11					
11A					
12					
12A - 12B					
13, 13A, 13B					
13C					

Additional information.....(cont. over)