



Lenthall Road

Allotments

Charter

This is a draft Charter currently being negotiated with Oxford City Council by the Federation of Oxford Allotments.

1. Plot Holders Rights and Responsibilities

Plot Holders may expect:

- Joining instructions and membership pack
- Rule book or information
- To be informed about Queries or Complaints procedure
- To have access to minutes of Association meetings
- Opportunity to be involved through an AGM
- Pay membership or rent in good time

In return Plot Holders Should:

- Commit the required time and effort required to care for their plot
- Inform their association of changes of contact details
- Keep their plot cultivated and tidy
- Keep the Association and Council Rules
- Be considerate and polite to neighbours, allotment association members and council officers
- Do their share of communal tasks such as help with work parties
- Report problems and address queries to their Allotment Association in the first instance

Plot Holders are responsible:

- For the security of their own tools and equipment
- The cultivation and care of their own plot
- Their own personal insurances
- Taking due care for the Health and Safety of those on their plot or affected by their work

2. Allotment Associations Rules and Responsibilities

- Day to day management of the sites
- Managing health and safety of the sites
- Arranging repairs for infrastructure
- Informing the Council of changes to contact details for the Association Committee
- Collection and accounting of fees and other fund raising
- Fair and equitable management of waiting lists and applications for plots
- To hold an AGM for the election of an Executive and Trustees
- Work to uphold the Association and Council Rules
- Prevent loss of plots through neglect
- Ensure that Public Liability insurance is arranged for the site
- Ensure that Employers Liability Insurance is in place for those working on behalf of the Association
- Respond to queries and complaints in a timely and reasonable manner



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3. Oxford City Council Rules and Responsibilities

- The Council requires equal and fair treatment for all members
- Works in partnership with the Federation of Allotment Associations to make sufficient allotment provision for the needs of the city (currently 0.4 plots per 100 population), at an affordable price, whilst providing good value to the City of Oxford.
- Make Public Liability Insurance Available for the sites that Oxford City Council owns or leases.
- Expects allotments sites to be maintained in good condition as laid out in the lease and rules
- OCC will uphold the independence of individual Allotment Associations provided that they operate within the law, the terms of their lease and Council policies.
- The council will provide Allotment Associations with access to our supply chain to purchase the services specialist contractors and supplies such health and safety equipment at beneficial rates.
- Parks and Open spaces provide a response maintenance service, tree service and the advice of the Parks and Open Spaces Manager to the association committee. The Council is not able to provide the services of a full time allotment officer.
- Working in partnership with the Federation of Allotment Associations, OCC will act as the final resort for appeal relating to complaints or disputes to ensure that matters are dealt in accordance an individual Associations rules and the Council's requirements.

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