

**Alderbury Parish Council (APC) and The Southampton Road Allotments Association (the Association)  
Local Management Agreement 1.4.24**

1. The allotment plot land, the car park and access tracks are owned by Formula Land (Alderbury) and licenced to Alderbury Parish Council.
  2. This management agreement will last until 31.3.26 or until the licence is revoked by the landowner. One year's notice is required. In the event that shorter notice is given to APC, then APC will pass it on to SRAA at the earliest opportunity for an equal length of notice.
  3. This agreement covers the areas 1, 2, and 3 on the attached map.
  4. Changes to this agreement can only be made with the agreement of both parties.
  5. Tenancy agreements and the tenancy agreement charter are between APC and the plot holder but are entirely administered by the Association.
  6. The Association is responsible for the day to day running of the site and letting plots from the waiting list.
  7. No trade or business is allowed.
  8. The site will be properly maintained as allotments.
  9. Paths will be kept clear
  10. Pernicious weeds are the responsibility of all parties to clear when noticed.
  11. Apart from fruit trees, trees must not be cut down and soil must not be removed from the site.
  12. No communal buildings or structures designed to be permanent to be erected
  13. The Association's constitution will be approved by APC.
  14. APC is entitled to a member on the management committee of the Association. This is a voluntary position and it does not invalidate the Association's committee if there is no one available.
  15. Any application for external funding by the Association must be seen first by APC
  16. The Association must ensure it has adequate finances.
  17. If the Association is wound up, any funds will revert to APC ringfenced for allotment expenditure
- In exceptional circumstances the following 3 clauses may apply*
18. APC may request to investigate any breach of the Association's responsibilities.
  19. APC may take back full control of the site.
  20. APC may carry out works in area 1

**Within Area 2 (bounded red) The Southampton Road Allotment Association is responsible for**

21. Providing public liability insurance worth a minimum £5 million.
22. Abiding by the tenancy agreement charter
23. Paying an annual rent to APC
24. Paying water charges
25. Drawing up the tenancy agreement and its charter for approval by APC. All subsequent amendments must also be approved.
26. Requesting APC's permission before undertaking any work on utilities
27. Undertaking risk assessments before any work is undertaken.
28. Holding an AGM and informing APC of the date.

29. Preparing annual accounts for the AGM and presenting them to APC
30. Proposing the annual plot rent for approval by APC
31. Collection of tenant fees.
32. Completing tenancy agreement forms with new tenants and forwarding them to APC.
33. Issuing keys/codes
34. Removing rubbish other than fly tipped or hazardous waste.
35. Hedge cutting, strimming and grass cutting.
36. Maintenance of unsurfaced paths, including paths between plots
37. Lubricating and maintaining the entrance gate locks and hinges.
38. Approving tenant structures subject to the agreed tenancy agreement and its charter
39. Inspecting plots and issuing non cultivation notices subject to the agreed tenancy agreement & charter

**APC is responsible for**

40. The upkeep of areas 2 (brown) and 3 (green) will be in line with APC's grounds management contract
41. Risk assessments as required by our insurers
42. Arbitration of disputes between tenants and the Association
43. Making good damage resulting from 3<sup>rd</sup> party vandalism anywhere on the site as soon as viable
44. Removing 3<sup>rd</sup> party fly tipped waste and hazardous waste from anywhere on the site as soon as viable

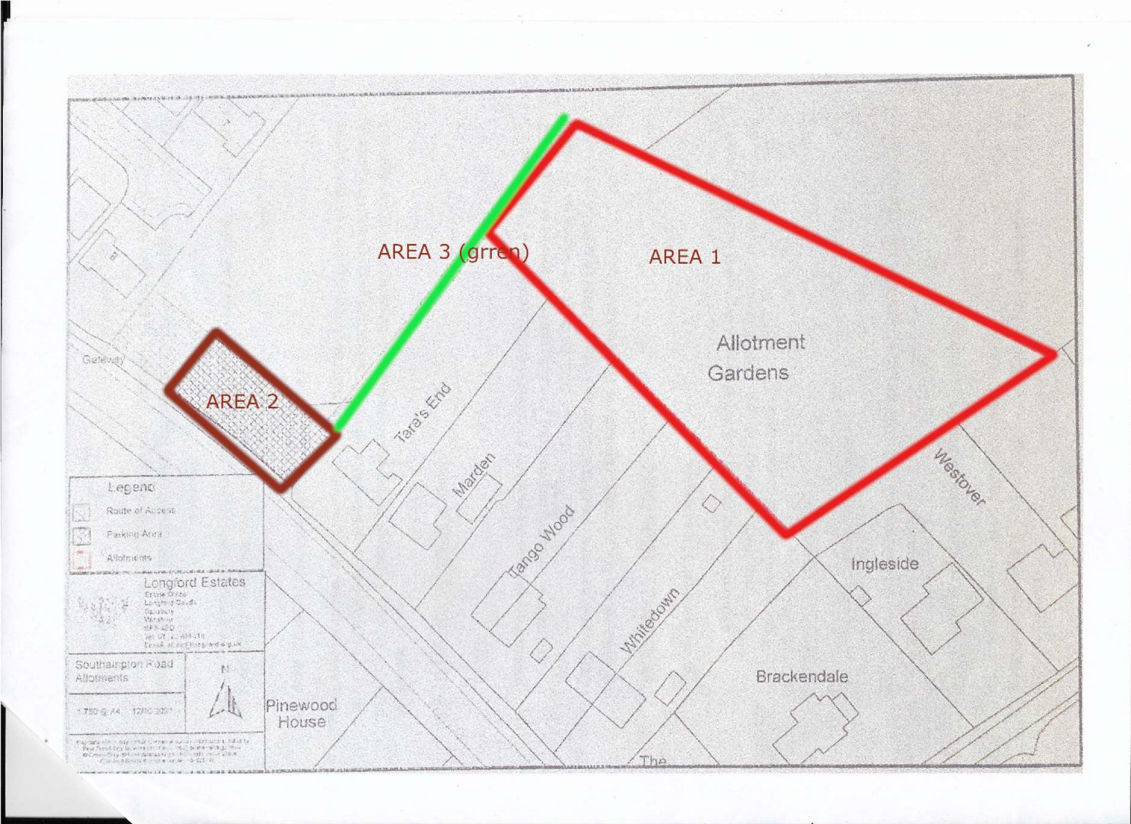
Prepared by Liz Holland, Clerk to Alderbury Parish Council and signed by:

For APC

Chair

For The Southampton Road Allotment Association

Chair



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