

## An Allotment Charter:

### **1. Plot Holders Rights and Responsibilities**

Plot Holders may expect:

- Relevant information on membership and rules
- To be informed about Queries or Complaints procedure
- To have access to the minutes of Association meetings
- The Opportunity to be involved through an AGM
- To 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 in accordance with their association rules
- 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 Rights and Responsibilities:-**

- Day to day management of the sites
- Managing health and safety of the sites
- Arranging repairs of infrastructure
- Informing the Council of changes to contact details for the Association Committee/Trustees.
- 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 Committee 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

### **3. Oxford City Council Rights 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 OCC sites and ODFAA members, in whose name it is held.
- 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 their 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.
- OCC and ODFAA can act as the final resort for appeal/mediation relating to complaints or disputes to ensure that matters are dealt in accordance an individual Associations rules and the Council's requirements.
- OCC will aim to provide associations with current leases and accurate and relevant information with regard to their site
- The Charter will be reviewed in September 2013

*This Allotment Charter was produced in 2011 by Oxford City Council's Horticultural Officer Working in partnership with Oxford and District Federation of Allotment Associations (ODFAA). The Allotment Association Liaison meeting, which is open to all Oxford City Allotment Associations, endorsed this Charter at its meeting of September 13th 2011. The Charter is not intended to replace the Rules and Constitutions of Associations, nor the Council's own rules. It is meant to be a support for members, committees and OCC Parks and seeks to clarify the relationship of the three parties involved in the use and provision of allotments.*