BRIEFING NOTE

The current allotment Tenancy Agreement, Protocol for the Allotment and Allotment Rules & Regulations on erection on sheds contains information that is no longer relevant and/or is out of date. The current policy also states that 'The Landlord will give twelve months written notice of any rod fee increases for the annual renewal in October'. Due to this, the Assistant Clerk has re-written these documents and they now contain the most relevant up to date information.

1. **Tenancy Agreement inc. terms & conditions for the allotment**
   - This document is given to all plot holders

2. **Allotment Rules & Regulations on erection of sheds, greenhouses and other structures**
   - This document is given to all plot holders

3. **Protocol for the Allotment**
   - This document is given to the Hurstpierpoint Allotment Association

The Hurstpierpoint Allotment Association have been shown the new agreements and they have commented on small changes that have been amended by the Parish Office. They asked to raise the point that when sheds are erected on plots and then that plot holder leaves, the HAA do not ask for the structure to be taken down. The structure is instead left for the new tenant of the plot. The new contract states that all structures shall be removed from the allotment by the tenant at the end of the tenancy, unless prior approval is obtained from the Landlord (Parish Council) and HAA. The Assistant Clerk informed the HAA that this point would be raised for discussion when the full Council reviewed the new contracts.

To ensure that all plot holders are on the new terms and conditions, it is proposed that when the mail merge is sent in July/August requesting payment for another years allotment fees and membership a new agreement will be enclosed that must be signed and returned to the Parish Office. This will ensure that all current and future plot holders have the most up to date agreement.

RECOMMENDATION (1) The committee AGREE to adopt the Tenancy Agreement, Allotment Rules & Regulations and Protocol for the Allotment with agreed amendments.

Lorna Cooksey
Assistant Clerk
4th February 2020