

This Allotment Charter" was agreed in 2011 by Oxford City Council working in partnership with Oxford and District Federation of Allotment Associations (ODFAA). The Charter is not intended to replace the Rules and Constitutions of Associations, nor the Council's own rules. It is a support for OCC and ODFAA members who work together in the use and provision of allotments.

Oxford and District Federation of Allotment Associations

Founded 1919

Centenary Year 2019

working together for Oxford allotments

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
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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
- Respond to queries and complaints in a timely and reasonable manner

3. Oxford City Council Rules and Responsibilities

- The Council requires equal and fair treatment for all members
- Works in partnership with the Oxford and District 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.
- ODFAA members can benefit from Public Liability Insurance which includes Employer Liability. The policies are held in the association's name and they are responsible for ensuring renewal paperwork is submitted to the ODFAA Treasurer. This includes Employers Liability.
- 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.
- 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 ODFAA, 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.
- OCC will aim to provide associations with current leases and accurate and relevant information with regard to their site

- The Charter was reviewed in September 2016. Next review was due in September 2019. This was deferred whilst new tenancy agreements are negotiated for 2021

The Oxford and District Federation of Allotment Associations

- ODFAA is possibly the oldest federation in the country. In its centenary year all of the 35 working allotment sites in the city were members. The Federation's overall aim is strong and sustainable Oxford allotments. Its practical job is to represent, inform, support and encourage all its associations and, through them, plotholders