

APPENDIX 1

ALSAGER GARDENS ASSOCIATION AND ALSAGER TOWN COUNCIL - DEVOLVED MANAGEMENT AGREEMENT RESPONSIBILITIES

NOTE If the Council has agreed to pay for work from the Maintenance Budget, it will either arrange for the work to be carried out itself, or the parties shall agree for the AGA to manage and carry out the work.

REF NO	ACTIVITY	RESPONSIBILITY	
1.0	ACCESS ROADS, DRIVES AND PATHS The Council and the AGA will carry out an annual inspection of all access roads, and drives and paths within the allotment Sites. The Council is responsible for large scale replacement of surfaces with in the boundary of the allotment sites. The AGA is responsible for all minor repairs e.g. pot holes, trip hazards and patching work, within the allotment sites..	AGA	ATC
2.0	SIGNAGE AND NOTICE BOARDS There are no current signs that indicate the location or presence of the Allotment Sites . Signage is considered to be an effective asset to communicate to the public and make them aware of the existence of the allotment sites and to signpost the public to a contact point/web site to gain more information. Notice Boards are considered to be an important asset within the allotment site to ensure effective communication of rules, regulations and general information, to the Allotment Community.		ATC
2.a			
2.b	The AGA are responsible for Keeping notice boards up to date.	AGA	
3.0	INFRASTRUCTURE - STRUCTURAL REPAIRS <i>The Council is responsible for the Infrastructure of the sites as defined in the overarching AGREEMENT</i> Where there is a required, substantial structural repair or replacement to the infrastructure of an Allotment Site i.e. water main pipes, large sections of pathway requiring replacement, the AGA will highlight the repair to the Council at the earliest opportunity.		ATC
3.a		AGA	
3.b	The Council will consider and discuss with the AGA, if the cost of the work so notified should come from the maintenance budget or if funding under the Council's Capital Expenditure Budget is required.		ATC

REF NO	ACTIVITY	RESPONSIBILITY	
4.0	TENANT ISSUES, LETTINGS /PLOT VACATIONS/STANDARDS/COMPLAINTS		
	The AGA will carry out all reasonable duties of a managing agent, and shall manage all Allotment Sites and lettings of allotment plots to tenants ensuring that tenants comply with the terms and conditions of the Allotment Tenancy Agreement Terms and Conditions, including:		
4.a	Act as the first point of contact for allotment requests	AGA	
4.b	Meet new plot holders and provides plot viewing	AGA	
4.c	Obtains the completion and signing of the documentation which forms the Tenancy Agreement	AGA	
4.d	Issue Allotment Rules and Health & Safety Documentation	AGA	
4.e	Issue site key	AGA	
	Registers the Tenant with the National Allotment Society for Individual Insurance purposes and affiliation benefits.		
4.f	https://www.nsalg.org.uk/join-us/membership/	AGA	
4.g	Act as the first point of contact for the clarification of issues or complaints	AGA	
4.h	Monitors the cultivation of plots and discusses action with tenant	AGA	
4.i	Issues "Failure to Cultivate" Notice	AGA	
4.j	Deals with difficult tenants and possible removal	AGA	
4.k	Issue Termination Notice	AGA	
4.l	Deal with applications for shelters, polytunnels, greenhouses and any other request for structures on the sites	AGA	
4.m	Ensure plot holders maintain their paths surrounding their plots	AGA	
4.n	Tidy vacant plots and removal of rubbish , seek redress from tenant if appropriate	AGA	
4.o	Organise work parties for large tasks	AGA	
4.p	Keeps tenant updated	AGA	
4.q	Communicate important information to plot holders eg Any temporary site restrictions, Hose pipe bans	AGA	
4.r	Issue Invoices for the annual rent, banking of same and chases up bad debts	AGA	
4.s	Manage the waiting lists for all Allotment Sites.	AGA	
4.t	The AGA will regularly monitor and shall be responsible for ensuring that all allotment tenants abide by the Allotment Tenancy, Rules, Terms and Conditions and Policies as well as any additional rules reasonably imposed by The AGA from time to time and any updates.	AGA	
4.u	The AGA will, to assist with the notification of new rules etc, produce and post a notice detailing the change on all notice boards within the Sites and shall direct Tenants to the AGA website where the changes can be found.	AGA	
4.v	The AGA will issue Two Newsletter per year to keep tenants up to date with Allotment Events, policies, rules and procedures and items of general interest. Where necessary the documentation will be posted/hand delivered to an individuals address. It is intended to maximise the use of electronic communication but there is a need to ensure that members of the AGA who are not computer literate receive paper communication.	AGA	
4.w	Any formal complaint received by the AGA from a Tenant shall be dealt with via the AGA Committee	AGA	

REF NO	ACTIVITY	RESPONSIBILITY	
5.0 5.a 5.b 5.c 5.d 5.e 5.f 5.g 5.h 5.i	MAINTENANCE OF BOUNDARY FENCE, GATES AND ON SITE FACILITIES <i>The Council shall be responsible for:</i> The provision of water and stand pipes to each allotment site The payment of all water bills The repair and maintenance of all gates The repair and maintenance of Boundary fences within the Allotment Sites. Matters relating site infrastructure, drainage and hard surfaces. Boundaries and Wayleave agreements etc. <i>The AGA shall be responsible for .</i> The upkeep of all taps, pipework and troughs both above ground and shall attend to any reported leak The turning on and off the water supply to toilets and water troughs. Reading the water meters and providing the reading to the Council	 AGA AGA AGA AGA	ATC ATC ATC ATC ATC ATC ATC
6.0	TOILETS The AGA have raised funds to provide Accessible Toilets at each Allotment site which are considered to be an essential part of the Allotment Infrastructure. The Council will consider using the maintenance budget if these facilities require any significant improvement or maintenance. The AGA will provide all consumables for the toilets The AGA will arrange for all cleaning of toilets The AGA will arrange any maintenance or repairs as necessary eg Burst pipes etc.	AGA AGA AGA AGA	ATC
7.0 7.a 7.b 7.c 7.d	GROUNDS MAINTENANCE, BOUNDARY HEDGES AND TREES <i>The AGA is responsible for</i> The maintenance of all internal site communal grass pathways and drives including the dividing pathways between plot The internal tops and faces of hedges and other growth within the Allotment Sites. All such growth will be controlled by the AGA in such a manner as to not cause any impingement upon adjacent path ways or nuisance to neighbouring properties. <i>The Council is responsible for</i> Growth outside of, but adjacent to allotments sites and for the external faces of boundary hedges. All tree work to dead, dying or dangerous trees on the Allotment boundary or overhanging trees to the allotment site.	AGA AGA	ATC ATC

REF NO	ACTIVITY	RESPONSIBILITY	
7.e	The AGA will identify any necessary tree work as part of its annual risk assessment or on going inspections and report this to the Council who will access the Allotments Site or Sites and arrange to carry tree inspections and the required Arboricultural work.	AGA	ATC
7.f	The Council will advise the AGA of dates and times of work to be undertaken and the AGA will be responsible for advising allotment tenants of the need for and the timing of such works and for making any necessary arrangements to ensure the area is available without occupation prior to the work taking place	AGA	ATC
8.0	INJURIOUS AND INVASIVE SPECIES OF WEEDS		
8.a	The Council will be responsible for eradication of any Giant Hogweed and Japanese Knotweed and for actions regarding issues on the adjoining external boundary of the allotment sites including land owned by Cheshire East, The Canal and River Trust https://canalrivertrust.org.uk/ and Network Rail https://www.networkrail.co.uk/		ATC
8.b	The AGA is responsible for control of all other potentially dangerous and invasive species including Deadly Nightshade, Woody Nightshade, Spear Thistle, Himalayan Balsam and Ragwort within the boundary of the Allotments.	AGA	
9.0	REMOVAL OF ROUTINE RUBBISH		
9.a	The AGA is responsible for organising the removal of all rubbish, however the Council Maintenance budget may be used to facilitate this.	AGA	
10.0	PEST CONTROL		
10.a	All sites, buildings and containers within the Allotment Sites must be maintained in a vermin free condition and all infestations shall be reported by the AGA to the Council as soon as they become apparent.	AGA	
10.b	The Council will undertake any significant pest control treatments at Allotment Sites.		ATC
11.0	PROVISION OF MANURE /WOODCHIP/GRASS CLIPPINGS		
11.a	THE AGA will be responsible for giving permission to access the sites to suppliers of manure, woodchips, grass clippings and any similar waste products that the AGA may be interested in providing for their members.	AGA	
12.0	SECURITY AND REPLACEMENT OF LOCKS AND KEYS		
12.a	The AGA shall ensure all buildings and gates are locked and secure at all times when not in use. A Key for access to each site will be provided to the Council including when changes have been made Keys	AGA	
13.0	CHANGES TO RENT LEVELS		
13.a	The Treasurer of the AGA Committee will annually review rents and makes a recommendation at a Management Committee to vary the rent charged at all Allotments. The variation must be discussed and agreed at a Committee Meeting which will be held prior to the Annual General Meeting or an Extraordinary General Meeting of AGA	AGA	