

Marcham Parish Council

Process for renting an allotment for the first time

- 1) If you wish to rent an allotment, please contact Linda Martin, the Clerk to the Council, in writing, preferably by email to clerk@marchamparishcouncil.gov.uk. Please note that the current policy of the Council is only to offer new plots to people who live within the civil Parish of Marcham.
- 2) You should specify if you wish to rent an allotment on Cow Lane or Parkside. Please note that there is no running water provided to the plots on Parkside.
- 3) You will receive a reply confirming your application and, if there is a waiting list, your position in the list for your chosen site (ie either Cow Lane or Parkside).
- 4) Once one or more plots becomes available at your chosen site, you will be sent an email (or letter if you have no email address) offering a plot (or sometimes a choice of plots). You will need to decide if you wish to take up the offer, and reply to the Clerk within 14 days from the date of the offer. Otherwise, your application will be closed, and you would need to re-apply if you wish to receive a further offer.
- 5) Once you have accepted the offer, you will be given a tenancy agreement which you will be asked to sign and return promptly. Once the agreement is completed, if renting at the Cow Lane site, you will be provided with a key to the main gate. The key remains the property of the Parish Council, and will be surrendered when the tenancy terminates. If a key is mislaid, then a replacement can be provided for a small charge. Any problems with the functioning of any key or gate padlock should be reported to the Clerk.
- 6) If the allotment you take on has not been worked for some time, you may feel that you need help to get the ground under control. If you let the Clerk know, she may be able to assist with any arrangements such as rotavating.

Email: clerk@marchamparishcouncil.gov.uk.

By post (if unable to use email): The Clerk, Marcham Parish Council
90 Howard Cornish Road, Marcham, ABINGDON. OX13 6PU

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