



CRANLEIGH PARISH COUNCIL

Allotment Sheds Policy **2019**

Introduction

- Waverley Borough Council has confirmed that planning permission is required for allotment sheds.
- Cranleigh Parish Council will use its permitted development rights in Part 12 of the General Permitted Development Order to install new allotment sheds and sell them to ploholders.

Operating Principles

- The Parish Council will use its permitted development rights to supply and install an allotment shed.
- Installation will be on to railway sleepers.
- Shed size 6' x 4'.
- Other sizes of shed will be at the discretion of the Parish Council.
- The allotment shed will remain in the ownership of the Parish Council and will remain with the plot.
- The precise location of the shed on the plot will be at the discretion of the Grounds Manager taking into account ground conditions, and locations of other sheds on plots to avoid overshadowing plots.
- The ploholder will be responsible for shed security.
- Maintenance responsibility lies with the shed purchaser.
- Sheds will remain on site as long as they are adequately maintained.
- Unsafe or poorly maintained sheds will be removed if the purchaser fails to make repairs after notice.
- The Council accepts no liability for loss, damage or theft from allotment sheds.
- Publicity on the Council website will provide information and an enquiry form for those interested in purchasing a shed. The enquiry form is shown in Annex 2.
- A standard written letter of agreement will be sent by the Council to the customer to ensure all terms and conditions are clearly understood prior to purchase. The form will be returned to the Council with payment in advance of the shed being placed and location agreed by the Council. Annex 3 shows the standard form of agreement.

April 2019

Policy Review Date: April 2022

Annex 1
Council standard for the installation and maintenance of allotment sheds.

Allotment Sheds

Pressure treated

Size 6 x 4

Installed on to railway sleepers

Shed cost £500 + VAT

Maintenance Standard

Sheds must be kept locked at all times.

Sheds must be kept structurally sound and free from a build-up of algae or grime. The Council will remove any shed that it considers to be unsafe.

Annex 2
Allotment Shed Purchase Enquiry Form

Please complete, print and return to: Cranleigh Parish Council, Council Office, Village Way, Cranleigh, Surrey GU6 8AF

Section A
Your Contact Details

Name

Address

Telephone

E-mail

Section B
Your Allotment Plot

Allotment Site Beryl Harvey/Elmbridge (Please circle)

Your plot number.....

Section C
Requested Location

Please specify your preferred location for the shed below:

I would like my shed to be installed on my plot in the following location:

.....
.....

Please include a map or photograph of the preferred location.

Annex 3
Form of Agreement for an Allotment Shed

Allotment Shed Agreement between Cranleigh Parish Council and (name & address)

Name.....

Address.....

.....

This letter sets out the agreement regarding the purchase of an allotment shed to be placed within the allotment site on plot number at the location shown by the attached map.

(name)will pay the sum of £500 + VAT being the full cost of the installation on site of the allotment shed.

The Council will place the allotment shed in the agreed location within two months of receiving the cheque.

(name).....will be responsible for maintaining the shed.

- Please note that sheds which are not maintained and fall into disrepair may be removed.
- The Council accepts no responsibility for loss, damage or theft from the allotment shed.

I understand and agree to all the conditions above and enclose my cheque for £500 + VAT

Signed..... Date.....

Contact telephone number.....