

Memorandum of Understanding

**Between Dormansland Parish Council
and Lingfield Parish Council**

**Contributions towards the maintenance
of Pollards Field, Lingfield Allotments**

Memorandum of Understanding

1. Purpose

This Memorandum of Understanding (MoU) sets out the terms and principles for contributions towards the regular maintenance of the allotments located at Pollards Field, Lingfield, between Dormansland Parish Council and Lingfield Parish Council. The parties to this agreement recognise the importance of shared responsibility and collaboration in maintaining the allotment grounds and associated facilities.

2. Parties Involved

This MoU is entered into by and between:

- Dormansland Parish Council
- Lingfield Parish Council

3. Scope of Regular Maintenance

Maintenance activities covered by this MoU include, but are not limited to:

- Upkeep of communal pathways and boundaries
- Regular grass cutting and hedge trimming
- Supply of water to the allotment site

Any additional or exceptional works not listed above shall not be considered as regular maintenance and will require prior approval from Dormansland Parish Council before any financial contribution will be considered – see Section 4 below.

4. Contributions

Dormansland Parish Council agree to contribute to the maintenance of the allotments in the following ways:

- Dormansland Parish Council agree to contribute to the regular maintenance by payment of an annual maintenance fee of £500, payable in April each year. (This sum to increase annually after 2026 inline with the Retail Price Index (RPI)).
- Dormansland Parish Council will contribute to the further periodic maintenance providing:
 - The scope and cost of the work is communicated in advance;
 - If total expenditure exceeds £1,000, 3 quotations are obtained for the work;

- The contribution is approved by Dormansland Parish Council in Full Council Meeting and agreement notified to Lingfield Parish Council, by the Dormansland Parish Clerk, in advance of work commencing, and capped to the amount approved.
- Dormansland Parish Council will not be liable for any costs incurred by Lingfield Parish Council for works commenced or completed before approval has been given. No retrospective claims will be considered.

5. Management and Coordination

Lingfield Parish Council will:

- Provide annually in April a financial breakdown of allotment maintenance costs incurred in the previous financial year, including provision of invoices if requested.
- Invoice annually in April each year for the regular maintenance work;
- Confirm annually (in April), how many Dormansland residents maintain an allotment at Pollards Field, including plot numbers
- Where possible notify Dormansland Parish Council of any major maintenance needs to enable inclusion in their annual budget.
- Ensure all contractors engaged are appropriately insured and comply with all relevant Health and Safety Regulations.

6. Duration and Review

This MoU will automatically renew annually from the date of signing. Amendments may be made with the agreement of both parties. Either party may terminate the MoU by giving 12 months written notice to the other party.

At the end of the notice period, following termination of the MoU, Dormansland Parish Council's financial obligations will cease and no further contributions will be made after that date.

7. Signatories

By signing below, the parties confirm their understanding of and agreement to the terms outlined in this MoU.

Name	Signature	Position	Date
Dormansland Parish Council:	_____	_____	_____
Lingfield Parish Council:	_____	_____	_____

This Memorandum of Understanding is intended to foster cooperation and ensure the effective maintenance of the allotment grounds for the benefit of all involved.