



# Kings Hill Parish Council

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## Allotment Shed Policy

Adopted 07/09/2023

Review May 2024

The allotment shed is owned by the Parish Council but managed by the Allotment Interest Group and therefore is an asset and will be placed on the asset register, insured by the parish council and inspected in accordance with parish council protocol.

### **Usage**

The mower that is used for the allotment site cannot be stored in the communal shed for insurance reasons.

The shed is to be used by the Allotment Interest Group for storage of their items and the Allotment Interest Group will be responsible for the insurance of such items.

Items prohibited from storage are as follows:-

- Fuel or any combustible material
- Rubbish or debris
- Chemicals

### **Security**

The Allotment Interest Group have provided a combination padlock for the allotment shed and the combination will be given to the Parish Council.

### **Maintenance**

The shed will initially be treated with a good quality water resistant treatment. This process will then be repeated bi annually.

The council will carry out a quarterly inspection which will include looking for any damage sustained to the roofing felt, checking the base etc. Any recorded items from this inspection will be dealt with as soon as is practicable.

Any allotment holder that notices any damage to the allotment shed can report this to the Parish Council Administrator at [administration@kingshillparish.gov.uk](mailto:administration@kingshillparish.gov.uk) or phone 01732 870382.