

Universal Heads of Terms (Subject to Contract)

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| Date | November 2018 |
| Property Address | Particular Allotment site |
| Demise | As outlined in red on lease plan |
| Tenant | ? Horticultural Society |
| Agreement Term | 25 years outside the Landlord and Tenant Act 1954 with a landlord's break clause in the 15 th year. |
| Rent | £150 per annum (ex VAT) per allotment site. In the case of Birkbeck Road this will be £150 per annum (ex VAT) for the Allotment site and £150 per annum (ex VAT) for the Trading Shed |
| Rent Review | Rent to increase by the Consumer Price index or similar index at 5 yearly intervals on the anniversary of the term start date. |
| Alienation | Horticultural Society not to sublet or assign any part of the site |
| Maintenance and Repair | Horticultural Society to be responsible for maintaining and repairing the site. Where the boundary to a site falls within the responsibility of the land owned by Brentwood Council then the Council will be responsible for maintaining and repairing these boundaries. The Council are to be responsible for maintaining the Trees on the allotment sites where these are on Brentwood Council land and not planted by plot holders. |
| Utilities | Horticultural Society to pay for utilities supplied to the site(s) including water. The Horticultural Society to provide details of water meter number serving site where applicable. |
| Insurance | Horticultural Society to pay a due proportion of buildings insurance for space occupied (where applicable) and take out their own Public Liability Insurance to cover claims up to £10,000,000. Details of insurance cover to be provided to Brentwood Council on an annual basis when the insurance is due for renewal. |

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| Refuse | Horticultural Society to be responsible for disposing of their own rubbish and waste. |
| Business Rates | To be paid by Horticultural Society as separate Business Rates Assessment (where applicable) |
| Legal Costs | Each party to bear their own legal costs |
| Brentwood Borough Council Contact Details | Brentwood Borough Council Town Hall Ingrave Road CM15 8AY FAO Russell Clinker |
| Horticultural Society Contact Details | Further details to be advised |
| Landlord's Solicitors | Legal Department Brentwood Borough Council Town Hall Brentwood Essex CM15 8AY |
| Tenant's Solicitors | To be confirmed |
| Conditions | Subject to Contract |