

Allotment Policy

1. OBJECTIVES OF THE POLICY

- 1.1 This policy refers the Council owned and managed allotment site situated at Blacksmith Lane, Sutton Cheney, CV13 0AP. The site contains 6 full allotment gardens, some of which are offered as half gardens to tenants. There is a communal path with access gate and buildings at one end of the site.
- 1.2 This policy aims to ensure that the Council is adopting a clear, measurable and objective approach to the management of its allotment facility and that the Council delivers the highest standard of service whilst undertaking its regulatory responsibilities.
- 1.3 Any complaints relating to the implementation of the policy will be dealt with through the Council's Complaints Procedure.

2. ALLOTMENT GARDEN ALLOCATION AND FINANCIAL MANAGEMENT

- 2.1 All allotment holders will be issued with a tenancy agreement (see appendix A) subject to the Allotment Acts of 1908 and 1950, within 14 days of agreeing to take on the tenancy.
- 2.2 The Parish Clerk will maintain a register of allotment holders which includes name, address, telephone number and email address.
- 2.3 The Parish Clerk will maintain an in-parish and out-of-parish waiting list with preference given to those on the in-parish waiting list.
- 2.4 Invoices will be generated on 1st April each year with fees made payable by 21 days. Payments by BACS transfer only.
- 2.5 The Council may terminate the tenancy by giving three months' notice in writing expiring on 31 December in any year.
- 2.6 The Tenant may terminate the Tenancy by the giving of three months' notice in writing expiring on 31 December in any year.
- 2.7 The Council is responsible for maintaining any trees or hedges that are located on, or are overgrowing onto the site.
- 2.8 The Council may terminate the Tenancy by re-entry after one month's notice in writing if the following apply:
 - The rent is in arrears for 40 days
 - Three months after the commencement of the tenancy the tenant has not observed the rules referred to in Clause 5 of the tenancy agreement

2.9 The Council will notify the Tenant in writing if the Allotment Garden is not being properly maintained and the Tenant must rectify this within one month of the date of the letter unless there are extenuating circumstances about which the Tenant informs the Parish Clerk.

2.10 If an Allotment Garden isn't rectified in accordance with 2.8 above the Council will terminate the Tenant's contract and the garden will be re-let. The Council reserves the right to charge the Tenant the full costs of the works required to bring the garden into a re-lettable condition.

3. ALLOTMENT RULES AND REGULATIONS

3.1 The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by themselves and their family.

3.2 The Tenant shall keep the Allotment Garden clean and in a good state of cultivation, fertility and condition, including the immediately surrounding grassland and paths.

3.3 Not obstruct or permit the obstruction of any of the paths which provides a means of access to and from the Allotment Garden or the Allotment Garden of another tenant.

3.4 The Tenant shall not underlet, assign or part with possession of the Allotment Garden or any part thereof, without the written consent of the Council.

3.5 The Tenant is required to Maintain and keep in good repair all fences associated with the allotment plot and not replace or move the fencing without first obtaining the Council's written consent.

3.6 The Tenant shall not erect any building on the Allotment Garden without the written consent of the Council.

3.7 The Tenant shall not enter any outbuilding on the allotment garden unless they have signed a formal agreement with the Parish Council

3.8 Any member or officer of the Council shall be entitled at any time when directed by the Council to enter and inspect the Allotment Garden.

3.9 The Council is not liable for loss by accident, fire, theft or damage of any structures, tools, plants or contents on the Allotment. Tenants are advised not to store any items of value on the Allotment, and to insure and mark any items kept at the Allotment. Tenants should report incidents of theft and vandalism to their site representative and the police.

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