

## **Hevingham Parish Council Allotment Policy**

### **Policy and Purpose**

The aims of this Policy relate to:

- The practical management of the allotment site.
- The process for the management of tenancies, disputes and waiting lists.
- All aspects of safety relating to the allotment site.

This Policy has been adopted so that Councillors, Officers, Allotment Holders and members of the public are informed about the management of the allotment site. The Policy aims to be fair and consistent.

### **Responsibility**

The Allotments belong to the Parish Council.

Management will be undertaken by an Allotment Committee in conjunction with the Parish Council.

### **Management Principles**

The Parish Council with the Allotment Committee, aim to:

- Provide fair and consistent treatment of all Allotment Tenants
- Undertake fair enforcement where rules are not followed
- Ensure that the Allotment site is maintained to a high standard and within the budget
- Strive to ensure that all plots are utilised and / maintained

### **Application Process**

People wishing to rent an allotment should apply in writing to the Clerk.

A waiting list of people wishing to rent an allotment is maintained by the Clerk.

Allotments are allocated on a first come basis.

Allotments will only be allocated to non-residents if there are no residents on the waiting list and the village in which the applicant resides borders Hevingham.

In the event of an Allotment Holder passing away, the allotment tenancy is deemed to have been terminated.

All Allotment Holders receive a copy of the Rules and Regulations in addition to their Tenancy Agreement and a plot plan. These must be followed.

A Tenancy Agreement must be signed prior to the tenancy starting. The appropriate payment must also be received.

Where a tenant starts during the allotment year, they will pay pro rata for the period to the end of the allotment year. Should a tenant leave during the allotment year they will receive no reimbursement.

One household may only rent a maximum of two plots. Thus, two people from one household may each take one plot.

The decision of Hevingham Parish Council shall be final in any matter.

### **Allotment Termination**

Should an Allotment Holder leave the village/town, they will be permitted to continue using their Allotment for the duration of the allotment year (i.e. to end of September). They would only be allowed to continue renting if there are no residents on the waiting list and

they have moved to a village which borders Hevingham. An exception will be made to this rule, for those tenants who originally had plots prior to September 2020.

A tenant who wishes to terminate their tenancy or relinquish part of an allotment holding should write to the Clerk. No refund will be given.

A Tenant who does not comply with the Tenancy and the Rules and Regulations can have their tenancy terminated with appropriate notice. Should this take place during the year, no refund will be issued.

### **Rents**

The rent for an allotment is charged annually in advance and becomes payable before the end of September each year.

Allotment Holders who wish to change or pass on their plots can only do this mid-term providing the waiting list is complied with and a new tenancy agreement etc is accepted and signed. As rent is paid one year in advance and refunds are not given, it will be down to the individuals to resolve any exchange of funds between themselves.

Allotment Holders will be issued with an invoice during September. Rent should not be paid in cash but by cheque made out to Hevingham Parish Council or via bank transfer. The Clerk will provide the necessary bank details.

Rents are reviewed from time to time by the Council. Any decision to increase the rents will comply with the requirements of the Allotments Act 1950 and will be notified to tenants 12 months before the increase will be implemented.

### **Maintenance of the site**

The income derived from allotment rents goes to Hevingham Parish Council to be set against the costs of running the site.

The Rules and Regulations for the Allotment site are designed to promote safety for site users and minimise unnecessary expenses for Hevingham Parish Council. Therefore, it is important that Plot Holders follow the Rules and Regulations. Rules and Regulations are reviewed annually.

### **Tenancy Rules**

A copy of the Rules and Regulations applicable for all tenants is attached to this Policy and is issued to the tenant with their tenancy agreement.

The Tenant of an Allotment shall comply with the Rules and Regulations.

Rules and Regulations will be reviewed annually.

The Tenant shall pay the rent in accordance with the terms of the Tenancy.

The Tenant shall not sub-let, assign or part with possession of the Allotment Plot or any part of it.

Trees and Structures require permission, which should be requested via the Clerk.

Monthly inspections of plots are undertaken and include health and safety checks. No notice is given of this inspection.

### **Data Protection 2018**

The Parish Council has a legal right to hold the personal details of allotment holders. This will be destroyed following termination of the tenancy. Tenants should read the Data Protection Policy of the Council for further information about how their personal details may be used.

## **Policy**

This Policy was approved by Hevingham Parish Council on the 5<sup>th</sup> September 2023 to take effect from the new allotment season (30<sup>th</sup> September 2023) and will be reviewed in a years' time or earlier if required.

Reviewed 27<sup>th</sup> August 2024 – no alterations required. KNM

Reviewed 12<sup>th</sup> August 2025 - no alterations required. KNM

This policy is supported by the Site Plan, Tenancy Document and a copy of the Rules and Regulations.