

Mundford 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.

This Policy has been adopted so that Allotment Holders (insert if applicable Councillors and Staff) are informed about the processes. The Policy aims to be fair and consistent.

Responsibility

The Allotments belong to Mundford Parish Council, and are under the management of Mundford Parish Council.

Management Principles

Mundford Parish Council has set out terms of reference which 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 Parish Clerk at Mundford Parish Council.

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

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

All Allotment Holder receives a copy of the Rules and Regulations in addition to their Tenancy Agreement. These must be followed.

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

Allotments may be divided when applicants request a half size plot.

The decision of Mundford 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 year. They would only be allowed to continue renting if there are no residents on the waiting list.

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

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

Rents

The rent for an allotment is charged annually in advance.

Allotment Holders who wish to change or alter their plots can only do this at renewal time.

Allotment Holders will be sent an email when the rent is due.

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 Mundford Parish Council to be set against the costs of running the site.

The Rules and Regulations for the Allotment site are designed to minimise unnecessary expenses for Mundford Parish Council. Therefore, it is important that Plot Holders follow the Rules and Regulations.

Tenancy Rules

A copy of the Rules and Regulations applicable for all tenants is attached to this Policy.

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 on the standard form.

Annual inspections of plots are undertaken. No notice is given of this inspection.

Policy

This Policy was approved by Mundford Parish Council on.....
and will be reviewed in 3 years' time or earlier if required.

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