

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 and Councillors 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 email 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 residents of Mundford

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 and the appropriate payment will be due at the beginning of the financial year.

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, they will be permitted to continue using their Allotment for the duration of the year.

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

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.

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Rents

The rent for an allotment is charged annually in advance.

Allotment Holders will be sent at 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.

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

The Tenant must keep all paths tidy and the grass cut 1 metre (where possible) around their allotment. This must be done on a regular basis in spring, summer and autumn. All tools/equipment must be stored within the allotment or the space provided by the Parish Council.

No dogs are allowed on the Allotments.

Policy

This policy is supported by the Tenancy Agreement Document and the Rules and Regulations Document.

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Rules and Regulations

1. You must tell us as soon as possible of any change in your address.
2. You must use your allotment for the purposes of an allotment garden only. It must be wholly or mainly used for the production of vegetables or fruit for consumption by yourself or your family. You must keep it free from weeds and maintain every part of it in a good condition.
3. You must not build or put up any building or other structure on your allotment without our written permission. If we give you permission, you must follow the rules relating to buildings, a copy of which will be given to you on request. All buildings or other structures on your allotment must be kept in what we consider is a good condition and must be removed by you if we ask you to.
4. You must not use your allotment for the storage of any vehicles or goods, or for the storage of any crops which are not grown on your allotment.
5. You must not cause any nuisance or annoyance to other allotment holders or anyone living in the area surrounding your allotment.
6. You must keep all paths clean and tidy and not obstruct access for other allotment users.
7. You may not fly tip or dump rubbish or waste on your allotment or any other part of the allotment site.
8. You must not underlet, assign or part with the possession of the allotment or any part of it. This means that you cannot hand over your allotment to anyone except us.
9. You must not plant trees on your allotment.
10. Annual inspections of plots are undertaken. No notice is given of this inspection.
11. You must keep all paths tidy and the grass cut 1 metre (where possible) around the allotment. This must be done on a regular basis in spring, summer and autumn. All tools/equipment must be stored within the allotment or the space provided by the Parish Council.
12. You must allow us at any time to enter and look at your allotment.
13. Dogs are not allowed on the allotments.