

Parish Council Allotment Policy

1. Purpose of the Policy

This policy sets out the principles, rules, and procedures governing the management and use of allotments owned or managed by the Parish Council. Its purpose is to ensure that allotments are managed fairly, safely, and sustainably for the benefit of the community.

2. Scope

This policy applies to all allotment tenants, applicants, visitors, contractors, and members of the public using or accessing Parish Council allotment sites.

3. Legal Framework

The Parish Council manages allotments in accordance with relevant legislation, including but not limited to:

- Allotments Acts 1908–1950
- Local Government Act 1972
- Health and Safety at Work etc. Act 1974
- Equality Act 2010
- Environmental Protection Act 1990

4. Allocation of Plots

4.1 Applications for allotments shall be made in writing using the Council's official application form.

4.2 Applicants will be placed on a waiting list maintained by the Parish Council. Plots will be allocated on a first-come, first-served basis unless otherwise determined by the Council.

4.3 Priority may be given to residents of the parish.

4.4 The Parish Council reserves the right to refuse an application where there is a valid reason, including previous breaches of tenancy conditions.

5. Tenancy Agreements

5.1 All tenants must sign a tenancy agreement before taking possession of a plot.

5.2 Tenancies are typically annual and run from 1 October to 30 September unless otherwise stated.

5.3 The tenancy agreement is personal to the tenant and may not be assigned or transferred without written permission from the Parish Council.

6. Rent and Charges

6.1 Rent will be set annually by the Parish Council and reviewed periodically.

6.2 Rent shall be payable in advance on the date specified in the tenancy agreement.

6.3 Failure to pay rent within the specified period may result in termination of the tenancy.

6.4 Concessions may be offered at the discretion of the Parish Council.

7. Use of Allotment Plots

7.1 Allotments must be cultivated for the production of fruit, vegetables, flowers, or other horticultural produce for personal consumption.

7.2 Tenants must keep their plots clean, tidy, and in a good state of cultivation and fertility.

7.3 Plots must not be used for commercial purposes.

7.4 Tenants must not cause nuisance, annoyance, or disturbance to other tenants or neighbouring properties.

8. Water Use

8.1 Water must be used responsibly and only for horticultural purposes.

8.2 Tenants must not misuse water supplies or leave taps running unnecessarily.

8.3 The Parish Council reserves the right to impose restrictions on water use during periods of shortage.

9. Bonfires

9.1 Bonfires are discouraged and may only be permitted where allowed by local regulations and site rules.

9.2 Bonfires must not cause nuisance to neighbours or create safety hazards.

9.3 The burning of plastics, rubber, treated wood, or other hazardous materials is strictly prohibited.

10. Chemicals and Pesticides

10.1 Tenants must use chemicals, fertilisers, and pesticides responsibly and in accordance with manufacturer instructions.

10.2 The use of banned or hazardous substances is prohibited.

10.3 Tenants are encouraged to adopt environmentally friendly gardening practices.

11. Livestock and Animals

11.1 The keeping of livestock is not permitted without prior written consent from the Parish Council.

11.2 Dogs must be kept on a lead at all times and under control.

11.3 Tenants are responsible for cleaning up after their animals.

12. Health and Safety

12.1 Tenants are responsible for their own health and safety while using allotments.

12.2 All tools and equipment must be used safely

12.3 Hazardous materials must be handled and disposed of properly.

12.4 Accidents, damage, or hazards must be reported to the Parish Council as soon as possible.

13. Inspections

13.1 The Parish Council or its authorised representatives may inspect plots at reasonable times.

13.2 Tenants will normally be given notice of inspections, except in emergencies.

13.3 Where standards are not met, tenants will be given written notice and a reasonable period to remedy the issue.

14. Termination of Tenancy

14.1 The Parish Council may terminate a tenancy for reasons including:

- Non-payment of rent
- Failure to maintain the plot
- Breach of tenancy conditions
- Nuisance or misconduct

14.2 Notice of termination will be given in accordance with the tenancy agreement and relevant legislation.

14.3 Upon termination, the tenant must vacate the plot and remove all personal property within the specified period.

15. Equality and Inclusion

The Parish Council is committed to providing equal access to allotments and will not discriminate on the basis of age, disability, gender, race, religion, or any other protected characteristic.

16. Complaints and Disputes

16.1 Complaints should be submitted in writing to the Parish Council Clerk.

16.2 The Parish Council will investigate complaints in a fair and timely manner.

16.3 Disputes between tenants should be resolved amicably wherever possible.

17. Policy Review

This policy will be reviewed periodically by the Parish Council, typically every three years, or sooner if required by changes in legislation or operational needs.

Adopted by: Aythorpe Roding Parish Council

Date of Adoption: 23rd April 2026

Review Date September 2026