

### **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 Sites. The Policy aims to be fair and consistent.

### **Responsibility**

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

### **Management Principles**

Mulbarton Parish Council has set out terms of reference for its Allotment Committee, 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 Clerk at Mulbarton Parish Council. A waiting list of people wishing to rent an allotment is maintained by Mulbarton Parish Council. 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. All Allotment Holder receives 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.

Allotments may be divided when applicants request a half size plot. No further division will take place.

The decision of Mulbarton 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 allotment year (i.e. to end of December). 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 clerk at Mulbarton 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 with appropriate notice. Should this take place during the year, no refund will be issued.

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

# Mulbarton Parish Council

## Allotment Policy



### Rents

The rent for an allotment is charged annually in advance and becomes payable in January each year.

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

Allotment Holders will be issued with an invoice during December, to be paid by 31 January the following year. Rent should be paid by bank transfer to Mulbarton Parish Council using the details provided on the invoice.

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 Mulbarton Parish Council and is to be set against the costs of running the site. For more information on site running costs, contact the clerk.

The Rules and Regulations for the Allotment site are designed to promote safety for site users and minimise unnecessary expenses for Mulbarton 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, Structures and Ponds require permission, which should be requested on the standard form.

The tenants may hold an annual social event at the Allotment but are requested to advise Mulbarton Parish Council of the date of any such event in advance so that appropriate insurance can be put in place.

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

Regular Health and Safety inspections are also undertaken.

### Data Protection 2018

The 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 Mulbarton Parish Council on 4 December 2023

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