

Old Catton 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 the Council, Members, 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 are under the management of Old Catton Parish Council.

Management Principles

By the Council:

- The Council has sole responsibility for plot tenancies;
- The Council has responsibility for the management of the site - health and safety; rules and regulations; fair and consistent treatment of all Allotment Tenants;
- Allotment site is maintained to a high standard and within the budget;
- All plots are utilized and / maintained.

Application and Allocation Process

- People wishing to rent an allotment garden should apply in writing to Old Catton Parish Council.
- A waiting list of people wishing to rent an allotment is maintained by the 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.
- Current Allotment Holders will not be given priority for additional plots.
- 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 Allotment Rules & Regulations in addition to their Tenancy Agreement. These must be followed.
- A Tenancy Agreement must be signed prior to the tenancy start. The appropriate payment must also be received.
- Allotments may be divided when applicants request a half size plot however this is not guaranteed. No further division will take place.
- Produce must be for the use of the householder only.
- The decision of Old Catton Parish Council shall be final in all matters.

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 Old Catton Parish Council. No refund will be given.

A tenant who does not comply with the Tenancy and Allotment Rules & 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.
- Allotment Holders who wish to change or alter their plots can only do this at renewal time.
- Allotment Holders will be issued with an invoice when rent is due.
- Rents are reviewed annually by the Parish Council. Any decision to increase the rents will comply with the requirements of the Allotments Act 1950 and will be notified to tenants x12 months before the increase will be implemented.

Maintenance of the Site

The income derived from allotment rents goes to Old Catton Parish Council to be set against the costs of running the site. Allotment Holders are invited to attend an Annual Allotment Holders Meeting which is organised by the Allotments Working Group of the Parish Council. This is an opportunity to raise issues and concerns about the site.

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

Tenancy Rules

- A copy of the Rules & 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 & Regulations.
- Rules & 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 temporary structures require permission and should be requested in writing to the Parish Clerk. Ponds, Sheds and structures are not permitted.
- Annual inspections of all plots are undertaken. No notice of inspection will be given.
- Regular Health and Safety inspections are undertaken. No notice of inspection will be given.
- No social event may be held at the allotment without the prior consent of the Parish Council.

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.

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

This Policy was approved by Old Catton Parish Council on: 9th September 2024.

Adopted: 9th September 2024

Reviewed: 8th September 2025