



Mattishall Parish Council

Allotment Policy

Date of next review: March 2025

Mattishall Parish Council Allotment Policy Rules and Regulations (2023)

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.
- The Rules and Regulations pertaining to the allotments

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 Mattishall Parish Council and are under the management of Mattishall Parish Council.

Management Principles

- The Parish Council is committed to encouraging sustainability where at all possible, by, for example, urging the use of organic pest control and weed-killers and the use of recyclable materials.
- 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 kept tidy

Application Process

People wishing to rent an allotment should apply in writing to the clerk at Mattishall Parish Council.

A waiting list of people wishing to rent an allotment is maintained by the clerk of Mattishall 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.

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. 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.

One person in any one household may only rent a maximum of one full size allotment.

Thus, two people from one household may each take a half plot size.

The decision of Mattishall Parish Council shall be final in any matter.

Trees

No trees are to be planted in the allotments

Ponds

No ponds are permitted

Fruit bushes or vines

Must be pruned and controlled

Allotment Tenancy Termination

Should an Allotment Holder leave the village/town, they will be permitted to continue using their Allotment for the duration of the allotment 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 Clerk at Mattishall 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.

Rents

The rent for an allotment is charged annually in advance and becomes payable before the end of December each year.

The rent will include a retrospective payment (proportionally based on size of allotment) for the use of water, to be calculated from the meter-based charge levied by Anglian Water to the PC.

Allotment Holders will be issued with an invoice at the beginning of December. Rent should not be paid in cash, but by Bank Transfer or cheque to Mattishall Parish Council.

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 2 months before the increase will be implemented.

Maintenance of the site

The income derived from allotment rents goes to Mattishall Parish Council, to be set against the costs of running the site.

Allotment holders wishing to discuss any issues are urged to write to the clerk in the first instance or attend the monthly meetings of the Parish Council and speak at the time allotted for the public.

Tenants with allotments around the edge of the site to leave a clear gap around the boundary to allow for hedge-cutting and tree work.

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

Buildings –

NO permanent (ie concrete or the like) base to be used in structures.

Any structure must be sited well inside the allotment boundary – at least 1 foot from the edge of the allotment. The structure must be well-anchored.

Tenants shall be permitted to erect small sheds – up to 6'x 8', so long as they do not inconvenience other tenants. They must not be adorned or decorated in any way and shall only be painted green or brown in keeping with the environment. No dangerous or hazardous substances, or substances that could attract vermin shall be stored in the shed. The contents are entirely the responsibility of the tenant. The Parish Council cannot accept any responsibility for loss or damage to the contents or the shed, which must be kept in good repair.

No Poly-tunnels, or greenhouses are permitted.

Any water-saving devices erected must be covered and safe.

The allotment tenant must remove any structure when vacating the plot unless a specific agreement in writing has been reached with the clerk of the PC.

Bonfires/Incinerators

No bonfires or incinerators are permitted.

Rubbish

Rubbish shall not be allowed to accumulate but should be safely and promptly removed.

Tenancy Rules

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.

Structures require permission, which should be requested on the standard form.

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

Regular Health and Safety inspections are also undertaken.

Data Protection 2018

Mattishall 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 Tenancy Document