

23rd August 2023

Kerry Harris

Locum Clerk, Brinningham Parish Council

Dear Kerry

Brinningham Allotments.

It was good to meet your Chairman and Councillors on Thursday evening. We noted that the allotments are statutory by virtue of their longevity. Statutory allotments are protected in Allotment law. The allotment charges were recently reviewed and the review was based on local research undertaken by a previous clerk. Council should be aware that services offered on allotments may vary so this could determine the charge. It was noted that the allotment rents had not been reviewed for some considerable time, when they were increased in 2021.

Allotments are a service provided to the community and they would not necessarily be expected to cover their running costs. Their purpose is to provide food for local people at a reasonable price. They have other social and health benefits.

Here is a summary of our discussion and the outcomes.

Plot sizes

There was concern. Council to employ a surveyor to measure out and mark the various sites. The council will receive site plans from the Surveyor. The aim is to do this prior to the issue of invoices in late October.

Tenancy Documents

Council to advise tenants in October 2023 that these will be re-written and issued in late October 2024, along with the relevant site plan. A tenancy model document is available.

Tenancies will generally include the obligations of the tenant and the council. One of the obligations of the tenant - to pay their rent by end of October and adhere to the Rules and Regulations. The Council's obligations might be the cutting of hedges.

Rules and Regulations (to be attached to the tenancy document)

The Council would survey allotment holders in order to find out what rules and regulations might need to be included. A model document is available.

New tenants

Council to consider charging a refundable deposit to new tenants. The deposit would be used should the plot be left in a poor condition. Deposits to be retained in a detailed earmarked fund.

Signage

Council to consider erecting signs / noticeboards on the plot sites – for both historical and practical information. A grant might be obtainable for this type of project.

I hope this helps, and please come back to me should you require any further information. I attach a brief summary of the legal background to allotments.

Kind regards

Di Dann

For Norfolk Parish Training & Support