

BRININGHAM PARISH COUNCIL

Allotment Policy

Policy and Purpose

The aims of this Policy relate to:

- The practical management of the allotment sites
- The process for the management of tenancies, disputes and waiting lists.
- All aspects of safety relating to the Allotment sites.

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 Briningham Parish and are managed by Briningham Parish Council.

Management Principles (insert as appropriate)

Briningham Parish Council has set out terms of reference, 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, where possible, all plots are utilised and the land maintained

Application Process

People wishing to rent an allotment should apply in writing to the Clerk of the Parish Council at brininghamclerk@gmail.com or by post to 89 The Street, Barney, NR21 0AD.

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.

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 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 reimbursement for the time remaining less a 20% admin fee.

A deposit of 100% of the Allotment fee will be deposited with Briningham Parish Council prior to the Tenancy starting. This will be recorded separately to all other funds and will be refunded to the allotment holder on termination of the Tenancy when the allotment is vacated in the same or better state than when it was first rented.

Allotments may be divided when applicants request a half size plot. Further division of an Allotment will be considered by the Parish Council on application.

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

Allotment Termination

Should an Allotment Holder leave the Parish, they will be permitted to continue using their Allotment for the duration of the allotment year (i.e. to end of October). 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 brininghamclerk@gmail.com or by post to 89 The Street, Barney, NR21 0AD. They will receive reimbursement for the time remaining less a 20% admin fee.

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 31st October each year.

Allotment Holders who wish to change or alter their plots can only do this at renewal time, i.e. 31st October.

Allotment Holders will be issued with an invoice at the beginning of October. Rent should not be paid in cash.

Payment may be made by cheque - payable to Briningham Parish Council.

Or by bank transfer – Account in the name of Briningham Parish Council
Sort Code: 20 30 81 Account Number: 60194786

Rents are reviewed annually 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 Briningham Parish Council to be set against the costs of running the sites, in the first instance, and associated activities.

Allotment Holders are invited to attend the Annual Parish Meeting to raise issues and concerns about the site. If Allotment holders would like an additional meeting to raise allotment concerns, a date will be agreed with the Chair of the Parish Council at this meeting.

The Rules and Regulations for the Allotment site are designed to promote safety for site users and minimise unnecessary expenses for Briningham 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 (for example fencing and sheds) and Ponds require permission, which should be requested in writing.

Briningham Parish Council reserve the right to undertake an Inspection of all plots at any time. A minimum of 7 days' notice will be given prior to an inspection and a minimum of two Parish Councillors will be present.
Health and Safety inspections may also be undertaken.

Data Protection

Briningham 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.

Date Approved: 15th Jul 2024

Date to be reviewed: 2026

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