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.

This Policy has been adopted so that Allotment Holders, Councillors and Staff are informed about the processes. The Policy aims to be fair and consistent.

Responsibility

The Allotments belong to Mrs Anne Denny, and are under the management of Redenhall with Harleston Town Council.

Management Principles

Redenhall with Harleston Town 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 Redenhall with Harleston Town Council at The Town Council Office, Memorial Leisure Centre, Wilderness Lane, Harleston, IP20 9DD.
A waiting list of people wishing to rent an allotment is maintained by Redenhall with Harleston Town Council.
Allotments are allocated on a first come basis.
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 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 or quarter size plot. No further division will take place.

Allotment Termination

Should an Allotment Holder leave the Parish boundary, they will be permitted to continue using their Allotment for a period of 2 months.

A tenant who wishes to terminate their tenancy or relinquish part of an allotment should write to the Clerk at Redenhall with Harleston Town Council, at The Town Council Office, Memorial Leisure Centre, Wilderness Lane, Harleston, IP20 9DD. No refund will be given.

A Tenant who does not comply with the Tenancy 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 by the first of October each year.
Allotment Holders who wish to change or alter their plots can only do this at renewal time, i.e. before end of September.
Allotment Holders will be issued with an invoice at the beginning of September. Rent should be paid by means of bank transfer.
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 Redenhall with Harleston Town 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 Allotment Committee and the Council. This is an opportunity to raise issues and concerns about the site.

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

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 and Structures require permission, which should be requested in writing.
Regular inspections of plots are undertaken. No notice is given of these inspections.
Regular Health and Safety inspections are also undertaken.

Data Protection 2018

Redenhall with Harleston Town 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 Redenhall with Harleston Town Council for further information about how their personal details may be used.

Policy

This Policy was approved by Redenhall with Harleston Town Council on ……

and will be reviewed in ……. years' time or earlier if required.

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