

Inkberrow Parish Council

Allotment Policy

1. Objectives of the Policy

- a. This Policy has been adopted so that allotment holders are informed about the process and the Policy aims to be fair and consistent
- b. The aims of the Policy relate to the practical management of the allotment site and the process for the management of tenancies disputes and waiting lists
- c. Inkberrow Parish Council seek to increase the ability and opportunity for people to cultivate allotment plots in Inkberrow Parish. Its Policy seeks to optimise the use of allotments for existing and potential plot holders
- d. Inkberrow Parish Council is seeking to ensure it is adopting a clear, measurable and sympathetic approach to the management of its allotment which will take account of the sometime contrasting needs of a variety of users
- e. The Parish Council through the Policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility
- f. Any complaints relating to the implementation of the Policy will be dealt with through the Parish Council's complaints procedure

2. The Site

- a. Is operated at Sands Road, Inkberrow and is currently divided into 26 plots

3. Allotment plot allocation and financial management

- a. The Parish Clerk will administer tenancies to include letting plots and new agreements
- b. The Parish Clerk will maintain a register of allotment holders which includes name, address, telephone numbers and e-mail addresses
- c. The Parish Clerk will maintain an in parish waiting list and receive enquiries from prospective tenants and coordinate this and visits with the Allotment Chair
- d. Allotments will be allocated on a first come first serve basis
- e. The collecting and administering of rents shall be undertaken by the Parish Clerk with the RFO. Rents shall be paid on or before 1st of September each year by the tenant to the council by cash, cheque or bank transfer via BACS
- f. Rent is paid annually in advance and rent demands will be prepared three months prior to the due date
- g. Prior to the start of a new tenancy agreement the new tenant will be expected to provide, in addition to other fees, an allotment deposit
- h. At the start of the tenancy a photo of the allotment plot will be taken by the Parish Clerk or the Allotment Representative and the conditions agreed with the incoming tenant

- i. The deposit will be withheld if the plot is overgrown, and the new incoming tenants will be required to dig over the ground and make good
- j. Repayment of the allotment deposit will not take place if the allotment plot does not meet the standard met by the tenancy agreement, and contains for example any rubbish, tyres, debris, unauthorised vehicles or parts thereof, unauthorised storage, unauthorised structures, derelict sheds, derelicts cabins, derelict green houses and the like which the Parish Council will have to pay to remove
- k. If the Parish Council intends to withhold repayment of the deposit, the allotment tenant will be informed in writing, together with an explanation of the reason for this. The tenants will be given notice that they have one month in which to remediate the plot, or their deposit will be forfeited in whole or part. The allotment tenant will have the right of appeal through the Parish Council's complaints procedure
- l. The balance of the deposit if any will be repaid to the tenant once the cost of remediation has been deducted from the deposit
- m. If the Parish Council serves a notice to quit on any tenants having paid the allotment deposits, paragraphs 2.6, 2.8, and 2.10 will apply
- n. The Parish Clerk will manage alterations and improvement works in the absence or with authority of the Parish Council
- o. The Parish Council will maintain access to the allotment allowing tenants access to their plots

4. Maintaining Adequate resources

- a. The income derived from allotment rent goes to Inkberrow Parish Council to be set against the costs of running the site. Currently the rental income from the site covers the running costs, with any capital costs having to be met from Parish Council
- b. Salary of the Parish Clerk's time spent on allotment administration is met from the Parish Council's staffing budget and not from the rental income
- c. The Parish Council needs to balance the benefits of the allotment provision against the cost to the residents of Inkberrow via the council tax precept
- d. The level of rents is considered annually, and any changes are introduced in time for renewals on 1st of September
- e. The Parish Council Policy is to make each vacated plot sufficiently attractive for letting, which could at one extreme include the use of contractors to clear a plot, at the other it could include offer of a rent free period to compensate the new tenants for having to clear a plot