

Easington Parish Council 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 are informed about the processes. The Policy aims to be fair and consistent.

Responsibility

The Allotments belong to Easington Parish Council and are under the management of Easington Parish Council.

Management Principles

Easington 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 all plots are utilised and / maintained

Application Process

People wishing to rent an allotment should apply in writing to the Parish Clerk at Easington Parish Council.

A waiting list of people wishing to rent an allotment is maintained by Parish Clerk.

Allotments are allocated on a first come basis.

Allotments will not be allocated to non-residents.

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 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.

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

Allotment Termination

Should an Allotment Holder leave the village, they may be permitted to continue using their Allotment for the duration of the year. However, 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 should write to the Parish Clerk at Easington 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. Should this take place during the year, no refund will be issued.

Rents

The rent for an allotment is charged annually in advance. Allotment Holders who wish to change or alter their plots can only do this at renewal time. Allotment Holders will be sent an email/letter when the rent is due. 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 6 months before the increase will be implemented.

Maintenance of the site

The income derived from allotment rents goes to Easington Parish Council to be set against the costs of running the site. The Rules and Regulations for the Allotment site are designed to minimise unnecessary expenses for Easington Parish Council. Therefore, it is important that Plot Holders follow the Rules and Regulations.

Policy

This Policy was approved by Easington Parish Council on 6th April 2021 / Minute Ref: 21/04/44 and will be reviewed in 3 years' time or earlier if required.

This policy is supported by the Allotment Tenancy Agreement.