****

**GREAT CORNARD PARISH COUNCIL**

 **THE ALLOTMENTS POLICY**

This Policy applies to the allotment site at Blackhouse Lane managed by Great Cornard Parish Council and aims to improve the quality of the allotment environment for plot holders, neighbours and residents.

The Parish Council is responsible for the day to day management and letting of allotments and has an overview of allotment policies and procedures.

**MANAGEMENT OF WAITING LIST**

Applicants for allotment plots must be a minimum of 18 years old. An applicant must reside within the Parish Boundary to be eligible for an allotment.

Application can be made to the Parish Council office by telephone or email.

Applications should be made in the name of one person who shall be the main user of the allotment, joint tenancies are no longer permitted.

The waiting list is administered on a strictly first come, first served basis.

Evicted plot holders will no longer be permitted to reapply for an allotment plot.

**SUBDIVISION OF PLOTS**

When a plot becomes vacant, Great Cornard Parish Council will assess whether it is suitable for resizing and may split it into 2 smaller plots depending on waiting list numbers.

**SITE INSPECTIONS**

All allotments managed by Great Cornard Parish Council will be inspected on a regular basis.

Where an allotment is found to be in an unsatisfactory state written warning of termination of tenancy shall be sent, with the Tenant having four weeks to remedy the situation before termination procedures are enforced.

**PASSING ON ALLOTMENTS**

Following the death of an allotment holder, no plot can be passed on but it shall be returned to Great Cornard Parish Council once family members have collected crops and removed personal items.

Plots cannot be passed on to anyone else such as family members, helpers or co-workers.

No human or animal ashes are permitted to be scattered on the allotment site and no memorial features are permitted.

**SUB-LETTING OF PLOTS**

The plot holder shall not enter into an agreement, verbal or written, to sub-let or reassign an allotment plot or any part of it to any party under any circumstances.

**THE YEARLY CONTRACT**

All plot holders will be required to sign the latest Tenancy Agreement on a yearly basis.

**ALLOTMENT RENT**

Allotment rent is reviewed by Great Cornard Parish Council annually on an annual basis.

Allotment holders will be notified of any increase one year in advance.

Non payment of the annual invoice after 40 days will be taken as an indication of cessation of tenancy.

**CULTIVATION OF PLOT**

A minimum of 75% of the plot must be cultivated for growing produce – namely vegetables, herbs, fruit or other edible crops and flowers.

A maximum of 25% of the plot area may be put to other uses such as space for a shed or chicken coop with the written permission of Great Cornard Parish Council.

No new trees are allowed to be planted on an allotment plot or any other part of the site.

Weeds must be controlled to prevent seeds spreading to other plots.

Business or trade use of an allotment plot is forbidden.

**ANIMALS ON PLOTS**

Under the 1950 Allotment Act, the keeping of hens and rabbits is permitted on allotments, so long as they are for the Tenants own use and not for business or profit. The Parish Council’s permission must be applied for in writing prior to animals being installed. Hens and rabbits must not be kept on allotments unless their welfare needs can be provided for (as set out in the Animal Welfare Act 2006). https://www.legislation.gov.uk/ukpga/2006/45/contents

**SHEDS, FENCING AND STRUCTURES**

Any sheds, fencing or other structures that are considered to be unsafe in the opinion of Great Cornard Parish Council will need to be removed or made safe by the plot holder if requested.

Any new sheds or structures must be approved by Great Cornard Parish Council before being installed.

No shed or structure shall exceed the maximum dimension allowed in the Tenancy Agreement.

Existing sheds, fencing and other structures must be of an appropriate design, fit for purpose and in a good state of repair.

**WASTE MANAGEMENT**

Plot holders are responsible for the correct handling and proper disposal of waste from their plot.

It is forbidden to bring waste or other harmful material onto a plot.

Fly tipping, dumping of waste or adding to dumped waste on any part of an allotment plot is forbidden and will result in immediate termination of the Tenancy Agreement.

**PEST CONTROL**

Plot holders should inspect compost heaps/bins and sheds regularly for rats and avoid stockpiling any materials which may attract rats (see Allotment Pest Guidelines).

Plot holders should not use rat bait in public places, any remediation work can only be carried out by Great Cornard Parish Council.

Great Cornard Parish Council should be informed immediately of any issues.

**TERMINATION OF CONTRACT**

Enforcement proceedings will be initiated which may result in the termination of the contract if the terms of the Allotments Policy or Tenancy Agreement have been broken in the opinion of Great Cornard Parish Council.

Plot holders may voluntarily terminate their contract at any time by informing Great Cornard Parish Council in writing.

**LEAVING A PLOT**

When a plot holder leaves a plot, it should be in good condition.

It is the responsibility of the plot holder to inform Great Cornard Parish Council, in writing, of any change of address and update any other information relevant to their tenancy, such as illness or incapacity. Any communication will be sent to the latest address provided and will be deemed by Great Cornard Parish Council to have been delivered to the plot holder.

Great Cornard Parish Council reserves the right to update the Allotments Policy at a time of its choosing in line with their procedures.

Adopted: 12th April 2021

Reviewed: 23rd December 2021