

# **SHOTLEY PARISH COUNCIL**

## **ALLOTMENT POLICY AND PROCEDURES**

This document sets out the policy and procedures operated by Shotley Parish Council for the provision of allotments within the parish.

1. Shotley Parish Council provides allotments for the use of Shotley residents or those residents in close neighbouring parishes on the understanding that residents of Shotley will be given priority, regardless of the length of time residents from neighbouring parishes have been on the waiting list.
2. The Parish Council will provide one plot or half a plot and no more than two plots to any one allotment holder.
3. If an allotment holder has been allocated two plots, the second plot can be reallocated to a resident on the waiting list at the discretion and reviewed by the Parish Council, and by giving the resident occupying the second plot 12 months' notice of the decision or in the event of the plot becoming uncultivated the usual terms of the Tenancy Agreement will apply, ie one month's notice.
4. Rents will be reviewed and notified annually by the Parish Council in September each year. New rental rates to be applied from October 1st the following year.
5. A waiting list will be maintained by the Parish Council and operated on a strict allocation by order of inclusion principle. E.g. the first person on the list will be the first person allocated a plot when one becomes available. However, in the event of an existing plot holder asking to be added to the allotment waiting list for allocation of a second plot, priority and allocation of a vacant plot will be given to the next eligible parishioner on the waiting list without an existing plot.
6. The Responsible Financial Officer will:
  - 6.1 Receive and process applications for allotment plots on a first come first served basis – taking regard to 1, 2, 3 and 5 above.
  - 6.2 Maintain the allotments register and any waiting list
  - 6.3 Prepare annual rent demands payable on 1<sup>st</sup> October each year
  - 6.4 Deliver/post the annual rent demands to allotment holders by September 25<sup>th</sup>
  - 6.5 Arrange monthly inspections, either personally or through Parish Council members or agents approved by the Parish Council. Report to be made available to full Council.
  - 6.6 Work with the Allotments Wardens to ensure effective management of the allotments
7. Allotment holders will abide by the terms of their allotment tenancy agreement and allotment rules as determined by the Council as considered necessary.