



## **West Dereham 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.
- All aspects of safety relating to the Allotment site.

This Policy has been adopted so that Councillors, Officers, Allotment Holders and members of the public are informed about the management of the Allotment Sites (s). The Policy aims to be fair and consistent.

### **Responsibility**

Management of the Allotments will be undertaken by West Dereham Parish Council with assistance on a day-to-day basis with the Allotment Co-Ordinator and the Parish Clerk

### **Management Principles**

West Dereham Parish Council has set out the principles:

- 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. You will be issued with an application form to allow your details to be stored on a waiting list. Personal details will not be shared with anyone under Data Protection and UK GDPR regulations.

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

Allotments are allocated on a first-come basis.

Allotments will only be allocated to non-residents if there are no residents on the waiting list.

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 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, where possible, and when applicants request a half-size plot. No further division will take place.

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



## **Allotment Termination**

A tenant who wishes to terminate their tenancy or relinquish part of an allotment, should write to the Clerk. No refund will be given.

A Tenant who does not comply with the Tenancy and the 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 at the beginning of September each year.

Allotment Holders who wish to change or alter their plots can only do this at renewal time, i.e. September.

Allotment Holders will be issued with an invoice in September. Rent should not be paid in cash but by cheque / bank transfer made out to West Dereham Parish Council. Bank Details will be available on your invoice.

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 West Dereham Parish Council to be set against the costs of running the site.

You can raise issues and concerns about the site with your Allotment Co-Ordinator or the Parish Clerk by way of email.

The Rules and Regulations for the Allotment site are designed to promote safety for site users and minimise unnecessary expenses for West Dereham Parish Council.

Therefore, it is important that Plot Holders follow the Rules and Regulations. Rules and Regulations are reviewed annually.



## Tenancy Rules

- A copy of the Rules and Regulations applicable to all tenants is attached to this Policy and is issued to the tenants 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, Structures and Ponds require permission, which should be requested on the standard form. Issued on request.
- Annual inspections of plots are undertaken. No notice is given of this inspection.
- Regular Health and Safety inspections are also undertaken.
- All Plot holders or visitors Children must be supervised
- All dogs **MUST** be kept on leads.

## Data Protection 2018

The 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 the Council for further information about how their personal details may be used.

## Policy

This Policy was approved by West Dereham Parish Council – March 2026

This Policy is supported by the Site Plan (s), Tenancy Document and a copy of the Rules and Regulations.