**Wilburton Parish Council Allotments Policy**

This policy applies to the Allotments on the Twentypence Road in Wilburton.

**Objectives of the Policy**

The Council is seeking to ensure it is following a clear, measurable and sympathetic approach to the management of its building and land assets, including the allotments, for the benefit of the parish.

**Allotment Plot Allocation and Financial Management:**

1. Application for an allotment plot will only be accepted from residents of Wilburton.
2. Where a waiting list is in force new applicants will take preference over applications from existing tenants asking for an additional plot.
3. Where a waiting list is in force consideration will be given to creating half plots if a full plot becomes vacant.
4. With effect of 1st April 2020 all tenants are required to pay a deposit of £20 in addition to the allotment rent. The deposit will be refunded upon termination of the tenancy subject to the plot being left in a clean and tidy state and the vehicular gate key being returned.
5. All allotment holders will be issued with a legally binding tenancy agreement, which is subject to the Allotment Acts of 1908 and 1950, within 7 days of taking on the plot.
6. The Parish Clerk will maintain a register of the allotment holders which includes name, address, telephone number and email address.
7. An invoice for the rent will be sent to you by 1st April every year, the rent shall be paid by the 15th April each year by the Tenant to the Council by cheque or bank transfer.
8. The Council will review the allotment rent on a five yearly cycle. Year one of the cycle 2020.
9. The Council may terminate the tenancy by re-entry after one month’s notice in writing, if:
   1. The rent is in arrears of forty days
   2. The tenant is not duly responsible for observing the Rules and Regulations affecting the Allotment plot
10. The Council may terminate the tenancy by giving three month’s notice, in writing, to the tenant.
11. The tenant may terminate the tenancy by the giving of three month’s notice, in writing, to the Council.
12. The tenancy of the allotment holder will terminate on the next yearly rent day (1st January) after the death of the tenant.

**Allotment Rules and Regulations**

1. The tenant shall keep their allotment clean and in a good state of cultivation and free of hazards, i.e. broken glass or scrap metal.
2. The tenant shall not install any pond or water feature on the plot, without seeking permission from the Council.
3. The tenant shall not plant any trees on the plot, without seeking permission from the Council.
4. Water butts are allowed but must be covered.
5. Composters are allowed.
6. No sheds, buildings or constructions of any description shall be erected on the plot without seeking permission from the Council.
7. Small garden waste fires are permitted on the tenants own plot and must be attended to at all times.

**This policy was adopted on 6th January 2020 and will be reviewed annually.**

**Agreement between Wilburton Parish Council and *insert name*, in relation to tenancy of an allotment garden plot at the Twentypence Road site.**

**The agreement was signed on 01/04/2020 by Wilburton Parish Council and *insert name* (the tenant).**

**WHEREBY**

The Council agree to let and the tenant agrees to rent plot number *insert number* Of the Twentypence Road site. At the yearly rent of £20 to be paid annually before the 15th April.

Wilburton Parish Council shall:

1. Ensure that each plot is free of safety hazards and ready for cultivation at the time of hand over
2. Be entitled to enter and inspect each plot at any time
3. Undertake risk assessments of the Allotments annually and rectify any unsafe hazards as quickly as possible
4. Review the rent in line with the policy (five year cycle)
5. Terminate the tenancy of a plot if the rent has not been paid no less than 40 days after it is due.

The tenant shall abide by the Allotment Policy, as attached. If the tenant is deemed to be failing to abide by the Allotment Rules and Regulations, as outlined in the Policy, Wilburton Parish Council shall notify the tenant that they have one month to comply with the required conditions. If after one month, the tenant has failed to comply then they will be deemed to be in breach of this agreement and Wilburton Parish Council may terminate the tenancy of the Allotment plot.

**Signed by ………………………………………………. (Tenant) on …………………………………..…………….….**

**Signed by ……………………………………….. (Assistant Clerk to the Parish Council) on 01/04/2020**