

## **BRISLEY PARISH COUNCIL**

### **ALLOTMENT POLICY**

Approved: 5<sup>th</sup> February 2025  
(reviewed 3 yearly)

#### **The aims of this Policy, Allotment Rules and Tenancy Contract are:**

- To have clear and transparent processes for the operation of the Allotments.
- To provide equitable access to the Allotments for residents of Brisley.
- To ensure fair and consistent treatment of all allotment tenants.

#### **General**

- This document will be made available to members of the public, both individually when agreeing to take on an allotment tenancy and, collectively, on the parish council website <http://www.brisleypc.info>.
- The allotments are for the benefit of Brisley residents.
- The allotments belong to, and are under the direction of, Brisley Parish Council.
- The Council is not a member of the National Allotments Association and is not therefore bound by their rules.

#### **Management Principles**

In managing the Allotments, Brisley Parish Council will:

- Communicate with individual allotment tenants on issues relating to their own tenancy agreement.
- Communicate with all allotment tenants on issues which affect all allotment tenants.
- Provide fair and consistent treatment of all allotment tenants.
- Undertake fair enforcement where rules are not followed.
- Maintain the allotments to a high standard, within the budget of Brisley Parish Council.

#### **Location of the Allotments**

The allotments are situated on the southern edge of the Amenity Area, between School Road and Gateley Road, Brisley.

#### **Administration**

Anyone wishing to rent an allotment should apply in writing to the Parish Clerk, Brisley Parish Council, Bay Tree Cottage, School Road, Brisley, NR20 5LH or at [brisleyparishcouncil@gmail.com](mailto:brisleyparishcouncil@gmail.com).

A waiting list of people wishing to rent an allotment or change their existing plot will be maintained by the Parish Clerk.

[www.brisleypc.info](http://www.brisleypc.info)

When an allotment becomes available, it will be offered to existing tenants and applicants on the waiting list in the following order of priority:

1. The existing tenant of the other part of a plot if the available plot is a half-plot.
2. The first name on the waiting list of any existing tenants who wish to change plots and have applied in writing for the change.
3. The first name on the waiting list of prospective new tenants.

In all cases above, allocation will be subject to the following conditions:

1. Priority will be given to Brisley residents, and
2. The decision of Brisley Parish Council will be final.

The rent for an allotment shall be charged annually and allotment holders will be invoiced by the Clerk each December, for the following year.

A deposit will be required upon initial tenancy of a plot and returned once a plot is vacated and in a good condition. The Council will judge if the plot is in a good condition but advice can be given beforehand as to what is required.

If requested by a new plot holder and upon payment of the allotment deposit, Council will arrange for a new plot to be prepared prior to first occupancy (ploughing/rotovating by contractor). Charged to Council.

### **Allotment Rules**

The allotment rules are contained within the tenancy contract (see attachment) and will be issued to each new tenant.

Any changes to the tenancy rules will be notified to existing tenants by email (or post if necessary).

### **Brisley Parish Council will:**

- Be entitled to inspect any allotment at any time.
- Undertake risk assessments of the allotments on a monthly basis and rectify any unsafe hazards as quickly as possible.
- Pay the water rate charges relating to the whole allotment, subject to the fair usage policy as set out in the tenancy agreement.
- Review the allotment rental fee annually, taking account of the cost to the parish council of providing the allotments, and give tenants six months notice of any changes.
- This policy document, and the tenancy rules, will be reviewed regularly.

**Tenants may, if they so wish:**

- Form an independent allotment committee to arrange competitions, bring matters to the attention of the Council etc.

**Annual Fees:**

An annual fee of £50 is due on 1<sup>st</sup> January for each full plot, £30 for a half plot. Council will consider reductions for new tenants based on time of year tenancy commenced and state of plot.

A refundable deposit of £50 is required from new plot holders at start of tenancy (£30 for a half plot).

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