

## **BILBROOK PARISH COUNCIL**

### **Allotment Policy and Procedures**

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

1. Bilbrook Parish Council provides allotments for the use of Bilbrook residents or those residents in close neighbouring parishes on the understanding that residents of Bilbrook 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 full plot or half a plot to an allotment holder. New tenants will only be offered half a plot.
3. Rents will be reviewed and notified annually by the Parish Council in December each year. New rental rates are to be applied from the next renewal date. New tenants will be charged a rental of 2 x the usual rental fee for the first 12 months rental.
4. A waiting list will be maintained by the Parish Council and the priority order for letting shall be:
  - a. Tenants who wish to exchange their plot for another one. (Their current plot should have been well cultivated)
  - b. Bilbrook residents without an allotment who are on the waiting list.
  - c. Tenants of an allotment half plot who wish to take on another half plot. (If a waiting list is in operation, the tenant will need to join it). Tenants will only be offered another 1/2 plot if they have kept their current plot well cultivated.
  - d. Non-Bilbrook residents without an allotment plot.
5. The Parish Clerk and/or the assistant to the Parish Clerk will:
  1. Receive and process applications for allotment plots on a first come first served basis – taking regard to 4 above
  2. Maintain the allotments register and site plan
  3. Maintain a waiting list and periodically contact every person on the waiting list to confirm that they are still interested.
  4. Prepare annual rent demands payable on 1<sup>st</sup> January each year.
  5. Arrange regular inspections for the Parish Council Allotments Committee in line with the agreed schedule of March, June and September.
  6. Arrange inspections for new tenant plots from 1 month after agreement start date (process flow to follow)
  7. Ensure Allotment holders abide by the terms of their allotment tenancy agreement and allotment rules as determined by the Allotments Committee as considered necessary.
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<b>Date of Review</b>	<b>Description of Revision</b>
Sept 2023	3. Introduction of higher initial rental fee for new tenants. 5.5 Addition of formal inspection schedule for all plots 5.6 Addition of inspections of new tenant's plots from 1 month after start of agreement (process flow to follow).