

SHARNBROOK 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. The Policy aims to be fair and consistent.

Responsibility

The Allotments belong to Bedford Borough Council, and are under the management of Sharnbrook Parish Council.

Management Principles

A. By the Sharnbrook Parish Council

- The Council has sole responsibility for plot tenancies.
- The Council has responsibility for the management of the site – health and safety; rules and regulations; fair and consistent treatment of all Allotment Tenants
- Allotment site is maintained to a high standard and within the budget
- All plots are utilised and / maintained
- The Allotment Association Constitution details the aims, objectives, responsibilities relating to the site.
- The Allotment Association reports into the Parish Council Amenities Committee.

Application and Allocation Process

People wishing to rent an allotment should apply in writing to the Parish Clerk at clerk@sharnbrook-pc.gov.uk or by letter to The Parish Office at the Scout Hut, 30 Church Lane. Sharnbrook, MK441HR. A waiting list of people wishing to rent an allotment is maintained by the Clerk at Sharnbrook Parish Council.

- 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 terminate at the end of the rent year.
- All Allotment Holder receives a copy of the Rules and Regulations in addition to their Tenancy Agreement and a Plot Plan. These must be followed.
- A Tenancy Agreement must be signed prior to the tenancy starting. The appropriate payment must also be received. Should a tenant leave during the allotment year they will receive no reimbursement even if the plot is re-let.
- Allotments are available as full, half and quarter plots.
- Produce must be for consumption only, not sale.

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

Allotment Termination

Should an Allotment Holder leave the village/town, they will be permitted to continue using their Allotment for the duration of the allotment year (i.e. to end of August). They would only be allowed to continue renting if there are no residents on the waiting list or at the discretion of the Parish Council.

A tenant who wishes to terminate their tenancy or relinquish part of an allotment should write to the Clerk at Sharnbrook Parish Council. 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 before the end of August of each year.
- Allotment Holders will be issued with an invoice at the beginning of August. Rent should not be paid in cash but by cheque / bank transfer made out to Sharnbrook Parish Council. Rent must be paid by the end of August.
- Rents are reviewed from time to time by the Parish 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 Sharnbrook Parish Council to be set against the costs of running the site. Allotment Holders are invited to attend an Annual

Allotment Holders Meeting which is organised by Allotment Association. This is an opportunity to raise any issues and concerns about the site. The Rules and Regulations for the Allotment site are designed to promote safety for site users and minimise unnecessary expenses for Sharnbrook 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 for all tenants is included in the Handbook issued to the tenant 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 in writing to the Clerk of the Parish Council.

The tenants may hold social event(s) at the Allotment but are requested to advise the Clerk of the date of any such events in advance to ensure that appropriate insurance is in place.

Inspections of plots are undertaken by the Allotment Association. No notice is given of this inspection.

No sale of any produce grown on the allotment can take place.

Data Protection Act 2018

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

Policy

This Policy was approved by Sharnbrook Parish Council on 8th of September 2026 and will be reviewed in three years' time or earlier if required.

This Policy is supported by the Site Plan(s), Tenancy Agreement and the Allotment Rules and Regulations(Handbook).