Mundford 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.
- The Rules and Regulations pertaining to the allotments

This Policy has been adopted so that Allotment Holders and Councillors are informed about the processes. The Policy aims to be fair and consistent.

Responsibility

The Allotments belong to and are managed by Mundford Parish Council, which retains the right to ensure that the Allotments are being managed in a fair, economic and sustainable way and to intervene if this is not the case.

Management Principles

- The Parish Council is committed to encouraging sustainability where at all possible, by, for example, urging the use of organic pest control and weed- killers and the use of recyclable materials.
- 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 kept tidy

Application Process.

People wishing to rent an allotment should apply to the Parish Clerk, who will maintain a waiting list of people wishing to rent an allotment.

Allotments are allocated on a first come basis.

A Tenancy Agreement must be signed prior to the tenancy starting and the appropriate payment must also be received. Where a tenant starts during the allotment year, it will be at the discretion of the Parish Council as to whether 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.

Tenants may request that a plot be divided and this would be considered by the Parish Council.

Tenants can only take on one plot.

Adopted on: 2nd July 2026

To be reviewed in: June 2028

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Allotment Plots

Permitted at the site:
Fruit bushes and vines (pruned and controlled), compost bins and water butts (any water-saving devices erected must be covered and safe). Tools can be left in the tool store area at the rear of the Allotment Hut.

Not permitted at the Allotment Site:
Dogs, trees, ponds, livestock, bonfires, poly tunnels or greenhouses.

Rents

The rent for an allotment is charged annually in advance and becomes payable at the beginning of April each year when Allotment Holders will be issued with an invoice. Rent should be paid by Bank Transfer within the timeframe requested.
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 Mundford Parish Council, to be set against the costs of running the site.
The Parish Council will ensure that the gates, fencing and boundary trees /bushes are well maintained and the central grass areas cut.
Tenants with allotments around the edge of the site are asked to leave a clear gap around the boundary to allow for hedge-cutting and tree work.

Inspections

The plots and allotment site will be inspected twice a year with no notice given, any issues with plots arising from the inspections will be brought to the attention of Tenants for them to address. Any issues with the boundaries or communal areas will be addressed by the Parish Council.

Tenancy Rules

The Tenant of an Allotment shall comply with the Tenancy Agreement, which is reviewed annually.

Allotment Tenancy Termination

In the event of an Allotment Tenant passing away, the allotment tenancy is deemed to have been terminated.
Should an Allotment Holder leave the village, they will be permitted to continue using their Allotment for the duration of the allotment year. They would only be allowed to continue renting if there are no residents on the waiting list.
A Tenant who does not comply with the Tenancy can have their tenancy terminated with appropriate notice. Should this take place during the year, no refund will be issued.

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This Policy is supported by the Tenancy Agreement and the Inspection, Termination and Appeals Procedure for Allotments.
Allotment holders wishing to discuss any issues are urged to take this up initially with the Parish Clerk, then the Chair or Vice- Chair.
If this proves unsatisfactory, they may attend the monthly meetings of the Parish Council and speak at the time allotted for the public**.**

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

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