

Allotment Policy

Author of Policy	Allotment Committee
Date Effective From	11/12/2025
Review Date	8/10/2026
Version	3
Signed By	

Policy Objectives

Kimblesworth and Plawsworth Parish Council is committed to having allotment sites that:

- Provide opportunities for residents to access fresh food.
- Provide spaces for residents to enhance their physical and mental wellbeing.
- Contribute to the sustainability of the local environment.
- Balance the needs of tenants, non-tenants, and the Council.

Background

Public interest in allotments has increased over the last few decades as people's lifestyles and interests have changed to focus more on healthy eating, seasonal produce, organic food, and exercise. In addition, the recent economic downturn has led more people to consider an allotment as a cheap source of fresh food, it also offers opportunity for social interaction and reduce social isolation. Collectively, this had resulted in greater interest in allotments and therefore, the Parish Council needs to take steps to ensure that our allotment sites are well managed and achieve the Council's policy objectives.

Allotment Provision

Kimblesworth and Plawsworth Parish Council currently leases (long-term) one allotment site that provides 34 plots, consisting of 29 full plots, 1 three-quarter size plots, and four half plots).

Allotment Management

To deliver the objectives, set out above, Kimblesworth and Plawsworth Parish Council is committed to the effective management of its allotment site in line with this policy, and in compliance with the Smallholdings and Allotments Act 1908, and the Allotments Acts 1925 and 1950. This commitment will be delivered through the effective implementation and enforcement of the Allotment Tenancy Agreement by the Parish Council and the Allotment Committee.

Enforcement

Enforcement of the Allotment Tenancy Agreement will be achieved through periodic site inspections (up to three times each year) by the Parish Council and through the investigation of complaints made to the Council. Where inspections or investigations identify that a tenant is in breach of their agreement, the following enforcement procedure will apply:

- a) Informal Warning – Tenants who fail to comply with their tenancy agreement will be contacted to request that they address issues of non-compliance.
- b) Formal Warning – Tenants who fail to respond to an informal warning within a minimum of 28 days, will be issued with a formal written warning.
- c) Notice to Quit – Tenants who fail to respond to a formal warning within a minimum of 28 days will be given notice to quit their plot.
- d) Eviction – Tenants who fail to respond to a notice to quit or vacate their plot within a minimum of 28 days, will be evicted.

Amendment of the Allotment Tenancy

Kimblesworth and Plawsworth Parish Council reserves the right to amend the Allotment Tenancy Agreement at any time. Where such amendments are made, appropriate consultation will be undertaken, and existing tenants will be informed of the final changes and of any transitional arrangements.

Eligibility to Rent an Allotment

Applicants must be a minimum of 18 years of age and must not previously have had an allotment tenancy terminated by notice to quit within the previous five years.

Charity or Voluntary Groups based, or evidenced as working, in the parish area may join the waiting list but need to have public liability insurance, be fully constituted and be able to provide risk assessments.

Waiting Lists and Allocation of Plots

When a plot becomes available, the person/ charity/ voluntary group who has been on the waiting list for the longest period and are living within the parish boundary of Kimblesworth and Plawsworth Parish Council, will be offered the plot.

If there is no-one from within the parish boundary who wants to accept the plot, those on the waiting list living outside the parish boundary may be offered the plot based on who has been on the waiting list for the longest period.

Waiting list applicants can decline a plot they are offered, but if they decline a second plot, they will return to the bottom of the waiting list.

Where an applicant declines the offer of a plot, the Council will offer the plot to the next individual/ charity/ voluntary group on the waiting list.

In the event of no-one being on the waiting list the plot will be advertised by the Parish Council.

Tenancy Limits

Kimblesworth and Plawsworth Parish Council permits sole or joint allotment tenancies, or a tenancy with an organisation. A joint tenancy can only be held by co-habiting partners living at the same address. Existing tenancies (at the point this policy is approved) will not be affected by this rule.

Only two tenancies will be allowed per household (defined as living at the same address). Existing tenancies (at the point this policy is approved) will not be affected by this rule.

Change in Circumstances

Kimblesworth and Plawsworth Parish Council requires tenants, and waiting list applicants, to keep it informed of any changes in their contact details. If the Council is not kept informed, any communication sent to the last provided email address/ postal address/ mobile number will be deemed to have been delivered to the individual it was intended for.

Rent and Bond

Kimblesworth and Plawsworth Parish Council's allotment rents fall within three categories:

Band 1 – Full Plot at £20 + £4 per annum (pest control)

Band 2 – ¾ Plot at £15 + £4 per annum (pest control)

Band 3 – ½ Plot at £10 + £4 per annum (pest control)

An initial (refundable) bond to the value of the band above is also due when signing the tenancy (subject to Committee discretion). The bond will only be returned if the plot is returned in a better or same condition as when it was allocated.

Annual rents cover the period 1st September to 31st August. Details of current rent levels will be published on the Council's website and can be provided in paper form on request.

Plot Boundaries and Fencing

Kimblesworth and Plawsworth Parish Council will normally only maintain external fencing or similar on sites. However, the ability to undertake such work will be dependent on external funds being available.

Tenants are not required to fence the boundary of their plot but must maintain internal fencing. Any fence or similar that they do have around their plot must be constructed and maintained in accordance with the Allotment Tenancy Agreement.

Maintenance

Kimblesworth and Plawsworth Parish Council will maintain the access road and path to the allotment site. This will include repairs. However, the ability to undertake such work will be dependent on funds being available.

Security

Tenants are responsible for providing their own locks and keys.

Animals and Livestock

No poultry, livestock or living thing will be allowed unless permitted by Kimblesworth and Plawsworth Parish Council. Examples of living things includes horses, pigs, sheep, goats, ducks, geese, cockerels, and caged rabbits. Tenants must always seek written permission from the Landlord.

Permissions previously granted to keep animals may subsequently be withdrawn if it is determined that the animals, or the way they are being kept, is either prejudicial to health or causing a nuisance.

In such circumstances the tenants will be expected to remove the animals from the site within a maximum of three months.

Animal Welfare

All tenants keeping animals on their allotment must adhere to the Animal Welfare Act 2006

The Tenant must take all reasonable steps to make sure that their animals have:

- A suitable environment (place to live).
- A suitable diet.
- The chance to show normal patterns of behaviour.
- A place to live with, or apart from, animals of their own kind (as needed).
- Protection from pain, injury, suffering and disease.

Anyone who is cruel to an animal, neglects it, or does not look after its welfare needs, may be banned from owning animals, fined up to £20,000 and / or sent to prison. If the Council has good reason to believe that a Tenant has failed to meet the needs of animals kept on their allotment the Council will take steps to end the tenancy and may report the Tenant to the RSPCA.

Trees

New tenancy agreements must include a map of the location of any existing trees on the plot. With the exception of fruit trees, no additional trees must be planted or allowed to grow. Fruit trees must not exceed 3.5m in height.

Water

Kimblesworth and Plawsworth Parish Council encourages its tenants to use rainwater capture to meet their needs and as a way of reducing metered water usage. On site where water is supplied, the consumption costs of the water provided by the Council will be met by Council subsidy. All tenants must always use the water sensibly to eliminate excessive consumption costs and wastage.

Reusable Materials

Kimblesworth and Plawsworth Parish Council recognises that the re-use of relevant materials is an important and beneficial aspect of how allotment holders operate. However, this cannot be an excuse for tenants to store waste on their plots. Given this, the Council does permit tenants to store reuseable material on their plots provided if:

- They do not prevent compliance with the cultivation requirements.
- They are stored in a neat and tidy manner.
- They do not stay there for an indefinite period.
- They do not cause a nuisance to other plot holders or neighbouring residents.

END