



# **Bollington Town Council Allotment Policy**

## **Introduction**

The popularity of allotment gardening has increased in recent times creating a challenge for Councils to keep up with demand.

This policy aims to set out guidelines for the fair allocation of the allotment plots owned and or managed by the Town Council.

The Council currently manages two sites; one off Heath Road near Bollington Health and Leisure and one off Harrop Road.

## **Allocation**

- Allotments will be offered on a “first come, first served” basis.
- Whilst there is a waiting list for allotments the plots will only be let to residents of Bollington, to be confirmed by the electoral register.
- If at any time there is no waiting list and plots become vacant, they can be let to people residing outside Bollington but within a 3 mile radius.
- Where it is necessary, the waiting list will be held by the Council.
- No individual, or collective individuals residing at the same address shall be entitled to more than one plot while a waiting list exists.
- When a plot becomes vacant it will be offered to the person at the top of the list.
- Should the person at the top of the list reject two available plots, they will be removed from the list. Such a person may re-apply to be placed on the list, however it will be the new application date which determines their position on the list.
- The Council reserves the right not to grant an allotment garden tenancy where there is evidence of previous plot misuse or a history of enforcement action for such as matters as non-payment of rent or cultivation issues.

## **Maintaining the Waiting List**

- It is the responsibility of all applicants to keep the Council informed of any change in their personal details. The Council will periodically contact those on the list to ensure details are still correct and that the individual still wishes to remain on the list. Failure to respond to these requests will result in the applicant being removed from the list.

## **Tenancy Agreements**

Once a plot becomes available and the person at the top of the list has been offered and accepted the plot a tenancy agreement must be signed by the prospective tenant and the Town Clerk, or a representative of the Town Clerk.

The agreements vary slightly according to the site.

## **Inspections**

Allotment sites will be inspected on a regular basis to ensure they are in full cultivation, particularly between March and September.

Tenants should be given the opportunity to put things right if they have a change in circumstances and are unable to keep the plot fully cultivated. However, the onus is on them to contact the Council and explain the situation rather than waiting for an inspection to identify an issue.