

# **WHISSONSETT PARISH COUNCIL**

## **ALLOTMENT POLICY**

Approved: 10<sup>th</sup> March 2025  
(reviewed 3 yearly)

### **The aims of this Policy, Allotment Rules and Tenancy Contract are:**

- To have clear and transparent processes for the operation of the Allotments.
- To provide equitable access to the Allotments for residents of Whissonsett.
- To ensure fair and consistent treatment of all allotment tenants.

### **General**

- This document will be made available to members of the public, both individually when agreeing to take on an allotment tenancy and, collectively, on the parish council website <http://www.whissonsettpc.info>.
- The allotments are for the benefit of Whissonsett residents.
- The allotments belong to, and are under the direction of, Whissonsett Parish Council.
- The Council is not a member of the National Allotments Association and is not therefore bound by their rules.

### **Management Principles**

In managing the Allotments, Whissonsett Parish Council will:

- Communicate with individual allotment tenants on issues relating to their own tenancy agreement.
- Communicate with all allotment tenants on issues which affect all allotment tenants.
- Provide fair and consistent treatment of all allotment tenants.
- Undertake fair enforcement where rules are not followed.
- Maintain the allotments to a high standard, within the budget of Whissonsett Parish Council.

### **Location of the Allotments**

The allotments are situated on a corner plot, between Wash Lane and Rectory Road, Whissonsett.

### **Administration**

Anyone wishing to rent an allotment should apply in writing to the Parish Clerk, Whissonsett Parish Council, Bay Tree Cottage, School Road, Brisley, NR20 5LH or at [whissonsettparishcouncil@gmail.com](mailto:whissonsettparishcouncil@gmail.com).

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Plots are available to:

1. Whissonsett residents, and
2. Residents of neighbouring villages.

The rent for an allotment shall be charged annually and allotment holders will be invoiced by the Clerk each January, for the following year. The annual rent for a plot is £25.00, tenants will be given six months notice of any increases.

A deposit of £100 will be required from any new tenant, refundable on surrender of a cleared allotment – to be approved by Council.

### **Allotment Rules**

The allotment rules are contained within the tenancy contract (see attachment) and will be issued to each new tenant.

Any changes to the tenancy rules will be notified to existing tenants by email (or post if necessary).

### **Whissonsett Parish Council will:**

- Be entitled to inspect any allotment at any time.
- Undertake risk assessments of the allotments on a monthly basis and rectify any unsafe hazards as quickly as possible – an officer with responsibility for the allotments will be appointed.
- Review the allotment rental fee annually, and give tenants six months notice of any changes.
- This policy document, and the tenancy rules, will be reviewed regularly.

### **Tenants may, if they so wish:**

- Form an independent allotment committee to arrange competitions, bring matters to the attention of the Council etc.

### **Annual Fees:**

An annual fee of £25 is due on 1<sup>st</sup> January for each plot.

Whissonsett Parish Council  
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## **Allotment Field**

The remainder of the allotment field (that which is not required for allotment plots) is rented out to a local person for an annual fee of £180.00, this fee is reviewed annually. The tenant is required to vacate asap any part of that field which is required for an individual allotment plot.

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