

DRINKSTONE PARISH COUNCIL

Management policy for the allotments and other parish lands

April 2011

Allotments

1. The Council is obliged to provide allotments to satisfy legal requirements and community demand.
2. The Council considers the allotments to be a community amenity and aims to ensure that they are run in such a way that they are accessible to any resident of Drinkstone parish, regardless of age, class, employment status, physical or mental disability or mental health, political belief, race, religion, sex, marital status or caring responsibilities, sexuality, unrelated criminal convictions.
3. The Council may offer vacant plots to non residents if there is no demand from Drinkstone residents. This should be done on the condition that should a Drinkstone resident request a plot, a non resident would be served notice. There would be a separate fixed term tenancy agreement and the notice period would be 12 months from notification.
4. The Council aims to ensure maximum occupancy, actively promotes the allotments as a community amenity and encourages take up of plots.
5. The Parish Council, as landlord, is responsible for the following:
 - a. Issuing tenancy agreements, setting, reviewing and collecting rents annually
 - b. Managing the waiting list, signing up new tenants
 - c. Policing sites e.g. non-cultivation, vandalism, tenant disputes
 - d. Maintaining vacant plots
 - e. Paying for all outgoings e.g water bill, insurance premiums
 - f. Carrying out/commissioning and paying for all repairs to hedges, fences, gates, sheds, water supply
 - g. Commissioning and paying for one off items of capital expenditure e.g. tree maintenance, new fences/gates etc, drainage.
6. The Council will consult the Trustees if it is considering any substantial changes to the allotment management policy or the tenancy agreement.
7. The Trustees will be responsible for the following:
 - a. Resolving tenant disputes
 - b. Notifying the Council of non-cultivation of plots
 - c. Consulting tenants on the Council's behalf on any substantial changes to the management policy or tenancy agreement, and advising the council.
8. Tenant responsibilities are set out in the allotment rules for tenants.
9. The maximum area of land an individual tenant can cultivate should be the equivalent of a National Standard Plot – 250 square metres/300 square yards/10 rods.

Financial management

10. Rents for each allotment site (Gedding Road and Rattlesden Road) should be the same.
11. Rents should be set at a level which makes the allotments self financing, and which does not create a barrier to accessibility on financial grounds.
12. Any surplus generated by rents for the allotment and the other Parish lands should be held in the general parish reserve account, subject to an upper limit of £500. This surplus should

be earmarked for costs resulting from the council's responsibility for maintaining and improving infrastructure on the allotment sites.

13. Any income above this limit should be made available to fund other Parish Council activities.
14. Annual water costs will be payable by all allotment holders, and calculated per 125m² - equivalent to one half a National Standard allotment plot or smaller.

Rent setting process

15. Allotment rents are due on 1st April
16. Tenants are invoiced for a single rental amount, which includes water.
17. Rents are reviewed annually and set at the same time as the precept.

Other parish lands

The remaining 0.8 acres on Rattlesden Road are currently let under a separate lease.