

COLD ASTON ALLOTMENTS Policy and guidance document –

Approved by the CAPC on October 2021 and will be reviewed in 3 years' time or earlier if necessary

The aims of this policy relate to the practical management of the CA allotment site and the process for the management of tenancies, waiting lists and any disputes that may arise.

This policy has been created so that allotment holders are informed about the processes, and it aims to be fair, consistent and relevant.

The allotments belong to Cold Aston Parish Council and are under the management of Cold Aston Parish Council.

Cold Aston Parish Council aims to:

- Provide fair and consistent treatment of all allotment tenants Undertake fair enforcement where the policy is not being followed
- Ensure that the overall site is maintained to a high standard, taking into consideration biodiversity and within the budget

Allocation of Allotment plots –

- People wishing to rent an allotment should apply in writing to the clerk of the CAPC –
- Allotments are allocated on a “first come first served” basis
- Preference will be given to residents of Cold Aston Parish
- A waiting list will be open to non-allotment tenants and managed by the clerk and available allotments will be offered in waiting list order.
- If there is no waiting list, plots will be advertised and allocated on a “first come first served” basis
- In the interests of fairness, CAPC will aim for one allotment per person but this will not be enacted retrospectively.
- In the event of an allotment holder passing away, the allotment tenancy is deemed to have terminated –
- The clerk issues a tenancy agreement that must be signed by the tenant prior to the tenancy starting
- The appropriate rent payment must be received
- The decision of the CAPC is final in any allocation matter

Termination of Allotment plots –

Any tenant wishing to terminate their tenancy should put it in writing to the clerk of CAPC

- No refund will be given
- A minimum notice period of 1 month should be given
- Should an allotment holder leave the Parish, they must give up their allotment at the end of the season. –
- Tenants on giving back a plot, should return it free of any structures put up during the tenancy unless asked by next tenant and agreed by CAPC to leave in place.

- A tenant who does not comply with the tenancy agreement and policy may have their tenancy terminated with no refund.

Rent –

- The rent for an allotment is charged annually in advance
- Allotment holders will be advised by email/letter when rent is due
- Rents are reviewed from time to time by the CAPC and will comply with the Allotments act of 1950 and a minimum of 6 months notice will be given
- Rents are the same for all plots regardless of size/position
- The income derived from allotment rents goes to the CAPC to be set against the cost of maintaining the site
- Allotment holders that wish to change their plots should aim to do this at renewal time.
- Swapping of plots is acceptable with the mutual agreement of each tenant involved.
- A replacement tenancy agreement will need to be signed and arranged by the clerk.
- Sharing a plot between two parties is acceptable but the arrangement must be in place for a minimum of 2 year

Cold Aston Parish Council has the overall responsibility for maintaining and managing the allotment site.

The PC will do the following: -

- Maintain the common paths as indicated on the site plan
- Arrange an allotment holders consultation meeting at least once a year
- Reserve the right to inspect any allotment
- Ensure that the site is compliant with health and safety considerations

Cold Aston Parish Council reserves the right to amend this policy at any time. Tenants will be informed in writing. This policy is written in conjunction with the Cold Aston Allotments tenancy agreement document. If there are any queries or clarity required, please contact the Clerk of CAPC.

COLD ASTON ALLOTMENT TENANTS RESPONSIBILITIES

Allotments are a unique resource and allotment gardening provides opportunity for a year-round healthy lifestyle that is active, socially inclusive and reflects the ideals of sustainability, biodiversity and well-being.

Allotment gardening is fundamentally about primary food production and forms part of the open space resource of the Parish and can be a focus of educational interest, public engagement, neighbourliness and social solidarity.

In a nutshell, Cold Aston Allotment tenants are expected to:

- Keep their allotment clean and tidy and in a good state of cultivation –
- Keep the common paths as indicated on your plan maintained to allow clear access in case of emergencies, working in collaboration with the other tenants –

- Cultivate their plots with good neighbourliness
- A tenant should ...
- Cultivate fruit, vegetables and flowers of their choosing
- Cultivate no less than 60% of the total plot, any divergences at the discretion of the CAPC –
- Take all reasonable steps to eradicate weeds
- Deal with any moles that enter the plot
- Take proper precautions when using sprays or fertilisers to avoid any adverse effects on neighbouring allotments and comply with current legislation.
- Adhere to the allotment acts of 1908-1950
- Burn allotment rubbish subject to not causing a nuisance to neighbouring tenants and properties and nearby highways. Sunny days/weekends should be avoided.
- Keep dogs on a lead
- Attend any arranged consultation meeting to discuss potential improvements to the site

A tenant cannot... -

- Share/assign or part with any part of their allotment without prior approval and where given, the agreement must be in place for two years
- Obstruct any of the common paths
- Cause nuisance or annoyance to any other allotment tenant –
- Keep any livestock/bees –
- Erect any shed, greenhouse, fencing or other construction without prior permission in writing from the CAPC –
- Construct on the common paths, verges or borders
- Dispose of any refuse other than garden refuse
- As of JANUARY 2022, plant new trees on the site without prior permission of the CAPC
- Bring vehicles onto the site without prior agreement from the clerk