



Cayton Parish Council

Allotment Policy

Adopted: 06/08/2026

Review Due: 06/08/2029

1. Purpose

This Policy sets out how the Council manages its allotment sites, allocates plots, administers tenancies, monitors compliance, and deals with breaches of tenancy conditions. It should be read alongside the Council's Allotment Tenancy Agreement and any site-specific rules. The Policy aims to:

- Ensure fair and transparent administration of allotments.
- Promote effective cultivation and good husbandry.
- Protect the Council's assets and reputation.
- Ensure consistent decision-making.
- Support the Clerk and Council in carrying out their statutory and contractual responsibilities.
- Minimise disputes by setting out clear procedures.

2. Legal Framework

This Policy is made having regard to:

- The Allotments Acts 1908–1950.
- The Small Holdings and Allotments Act 1908.
- The Allotments Act 1922.
- The Council's adopted procedures and tenancy agreements.
- Relevant data protection legislation.

3. Management Responsibilities

The allotment site remains under the ownership and control of the Council. The Clerk has delegated authority to undertake the day-to-day administration of allotments, including:

- Maintaining waiting lists.
- Issuing tenancy agreements, invoices, reminders and related correspondence.
- Receiving and responding to routine correspondence, enquiries and complaints.
- Dealing with incidents, accidents and health and safety matters.
- Conducting routine and ad hoc inspections.
- Arranging routine maintenance, repairs and minor works within approved budgets.
- Managing vacant plots and arranging plot clearance where required.
- Issuing advisory letters, warning letters and compliance notices.
- Calling Allotment User Group meetings
- Reporting significant matters to Council.

The Council retains authority for:

- Setting rents.
- Determining disputes which cannot be resolved administratively.
- Approving tenancy terminations where required.

Decisions made in accordance with this Policy, Standing Orders, Financial Regulations, Council resolutions and the tenancy agreement shall be treated as decisions of the Council and not personal decisions of the Clerk.

4 . Encouraging Sustainability

England is one of the most nature-depleted countries in the world, following historic and ongoing declines in species and habitats. While the Tenancy Agreement does not prohibit the use of pesticides, the Council strongly encourages organic, low-impact gardening practices that protect soil health and support biodiversity. The Parish Council also seeks to:

- **Promote organic practice** — Encourage, and where possible support, environmentally responsible methods, including organic alternatives to synthetic fertilisers and pesticides, peat-free composts, mulches, and natural soil-building techniques such as green manures and composting.
- **Enhance wildlife habitats** — Increase opportunities for improved biodiversity through hedge and native shrub planting, creation of overwintering shelters for beneficial insects (such as lacewings, ladybirds and solitary bees), and protection of existing habitat features.
- **Support soil-care initiatives** — Encourage use of communal soil, bark, compost, leaf-mould or reuse facilities where available, and promote practices that build healthy, living soils, including reduced tillage and avoidance of chemical soil conditioners.
- **Improve biodiversity on unused plots** — Reduce maintenance requirements and enhance ecological value by using unlettable plots for wildlife-friendly planting, pollinator strips, native wildflower areas, or other nature-positive land management approaches.

5. Applications and Waiting List

- Allotment tenancies are available only to individuals whose principal residence is within the Parish of Cayton.
- Applications must be submitted to the Clerk using the appropriate form.
- The Clerk shall maintain a waiting list in chronological order based on the date a complete application is received.
- Plots will normally be allocated in waiting-list order.
- Applicants must notify the Council of any change in address or contact details. Failure to do so may result in removal from the waiting list.
- The Council reserves the right to require evidence of residency before allocating a plot.
- The Council may make reasonable exceptions to this policy where it considers this necessary for the effective management of the allotment site, provided that the reasons for any such decision are properly recorded.
- The Council reserves the right to refuse an application where:
 - False or misleading information has been provided.
 - The applicant has previously breached an allotment tenancy with the Council.
 - Allocation would be contrary to legislation, Council policy or the proper management of the allotment site.
 - The applicant is not resident within the Parish of Cayton.

6. Tenancy Agreements

No person or organisation may occupy an allotment plot without:

- A signed tenancy agreement; and
- Payment of the applicable rent.

Tenancies are personal to the tenant and may not be transferred, assigned or otherwise passed to another person unless required by law. The death of a tenant normally brings the tenancy to an end unless statutory or contractual rights provide otherwise.

7. Rent and Charges

The annual rent for allotment plots shall be set by the Council. Unless otherwise resolved by the Council, the rent shall increase automatically by 5% on 1 April each year. The Council reserves the right to vary, suspend or amend the fees payable by formal resolution.

A tenant may surrender their tenancy at any time by written notice to the Council. No refund will be given following the voluntary surrender of a plot.

A tenant who fails to comply with the Tenancy Agreement, this Policy, or the allotment rules may have their tenancy terminated upon the giving of the appropriate notice. No refund will be payable where a tenancy is terminated for breach or voluntarily surrendered during the tenancy year. Not water or waste disposal is provided on the allotment sites.

8. Plot Management Standards & Code of Conduct

All tenants must:

- Treat other plot holders, visitors and nearby residents with courtesy and respect.
- Keep their plot substantially cultivated throughout the growing season.
- Control weeds and prevent the spread of pests and disease.
- Maintain adjoining paths and boundaries.
- Keep their plot tidy, safe and free from unnecessary hazards.
- Dispose of waste responsibly and remove rubbish from the site.
- Respect neighbouring plots and not interfere with another tenant's crops, equipment or property.
- Comply with the Council's Allotment Policy, Tenancy Agreement and any reasonable instructions issued by the Council or Clerk.
- Not light bonfires on the allotment site.

Failure to comply with this may be treated as a breach of the Tenancy Agreement and may result in action being taken under the Council's Allotment Policy.

The Rules and Regulations for the Allotment site are designed to minimise unnecessary expenses for Cayton Parish Council. Therefore, it is important that Plot Holders follow the Rules and Regulations.

9. Inspections

- The Clerk or authorised representatives may inspect allotment plots at reasonable times.
- Routine inspections may be undertaken periodically throughout the year.
- Where concerns are identified, an inspection record should be completed and retained.
- Photographic evidence may be taken where appropriate.
- The purpose of inspections is to:
 - Ensure compliance with tenancy conditions.
 - Identify health and safety concerns.
 - Support consistent and evidence-based decision-making.

10. Breach Procedure

Where a breach of tenancy or site rules is identified, the following staged process will normally apply. The stages below provide a framework for enforcement; however, the Council reserves the right to accelerate, omit, or repeat stages where the circumstances justify doing so.

Stage 1 – Informal Advice

The Clerk or authorised representative may contact the tenant to explain the concern or breach, provide advice and seek voluntary compliance.

Stage 2 – First Written Warning

Where the issue remains unresolved, a written warning may be issued specifying:

- The breach identified.
- Action required.
- A reasonable timescale for compliance.

Stage 3 – Final Written Warning

If the breach continues, a final warning may be issued.

The warning will explain that failure to remedy the matter may result in tenancy termination.

Stage 4 – Termination

Where breaches remain unresolved or are sufficiently serious, the Council may terminate the tenancy in accordance with statutory requirements and the tenancy agreement.

The Council may depart from the above stages and take immediate formal action, at its discretion, including seeking termination of the tenancy, where it considers this necessary due to:

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| • The breach is serious; | • violence or threats of violence; |
| • risks to health or safety; | • significant damage to Council property; or |
| • criminal or unlawful activity; | • any other serious breach or when |
| • serious nuisance, harassment, or anti-social behaviour; | urgent intervention is required. |

The stages set out in this procedure do not create a contractual right or legitimate expectation that any particular stage will be followed before the Council exercises its rights under the tenancy agreement.

11. Complaints and Appeals

A tenant dissatisfied with an administrative decision should follow the council's complaints policy.

12. Structures and Improvements

Any building, shed, water harvesting equipment, fencing or other structure may only be installed where permitted by the tenancy agreement and with any required written consent from the Council.

The allotment tenant must remove any structure when vacating the plot unless a specific agreement in writing has been reached with the clerk of the Parish Council.

The tenant remains responsible for: Safety, Maintenance, Condition and Insurance of their own property. The Council accepts no liability for loss of, or damage to, a tenant's possessions except where required by law.

13. Health and Safety

All tenants are responsible for ensuring that their plot is maintained safely.

The Council reserves the right to require immediate remediation of hazards including, but not limited to:

- Dangerous structures.
- Unsecured materials.
- Fire risks.
- Obstructions affecting access.

Failure to address a serious safety issue may result in immediate enforcement action.

14. Data Protection

The Council will process personal information in accordance with applicable data protection legislation and its Privacy Notice.

Information will only be retained for as long as is necessary for allotment administration, legal compliance, insurance purposes and dispute resolution.

15. Reservation of Rights

The Council reserves the right to amend this Policy where necessary to comply with legislation, guidance, operational requirements or Council decisions.

Nothing in this Policy creates contractual rights beyond those contained in the tenancy agreement and applicable legislation.

Version Control		
	Date	Comments
Adopted	06/08/2026	Approved
Reviewed		