



WANTAGE TOWN COUNCIL – ALLOTMENT POLICY

Wantage Town Council support the provision of Allotment Sites in Wantage and indeed provide five sites across the town with over 100 plots available. Tenancy is available on half plots as well as full plots or more than one plot can be held by a tenant, so all levels of skills and commitment can be accommodated. The contribution of allotment plots to sustainability, available green space across the town, the wider environment and social well-being are recognised. Although commercial use of the plots are not permitted, the economic advantage to a tenant from an allotment plot is recognised. The Council support the creation of Allotment Associations and although these are independently run, the Council will work with the Associations where appropriate i.e. allotments' inspections.

Aim

The aim of this policy document is to make clear the requirements of both the Council and Tenant in relation to the renting of an allotment plot.

Policy Objective

To ensure the appropriate use of the allotment sites by tenants and to set out the responsibilities of both the Council and Tenants in relation to provision of allotments.

To ensure it is clear what standards are expected for maintaining plots and what is prohibited to take place on the allotment sites.

To make clear the processes for commencing renting of a plot, inspection, the addition of structures and termination/ relinquishment.

Responsibilities and Procedures

The following list sets out the responsibilities and procedures for both the Council and Allotment Tenant. This is to be taken together with the Allotment Tenancy Agreement.

1. The payment for rent made in September is for a year's tenancy from 29th September to 28th September of the following year.
2. It will be at the Council's discretion if a rent free period is given depending on the condition of the plot when offered to new tenants and the time it would likely take to establish the plot.
3. The rent due for plots will be reviewed annually and tenants will be informed of changes where possible at the Allotment Holders Meeting and written notice will be subsequently given to all tenants.
4. The amount charged for a bond will be reviewed annually.
5. The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Garden.
6. Tenants must keep paths between plots clear from weeds and where grassed, regularly cut or mown. They must be kept clear of obstruction and available for access at all times by



neighbouring tenants. The Council will be responsible for the maintenance of communal areas and vacant plots.

7. In relation to the boundaries of the site, where adjacent to a plot, it is the tenant's responsibility to maintain these. Any repair work would be the responsibility of the Council. Boundaries not adjacent to plots would be maintained by the Council.
8. The Council will be responsible for maintaining a water supply to the existing sites.
9. The Council will communicate where possible by email and where this is not possible, by letter, subject to Clause 10 of the Tenancy Agreement.
10. The entering of the allotment sites by vehicles is at the driver's or owner's own risk. The Town Council does not take responsibility for any damage caused to vehicles and drivers may be liable for any damage they cause within the allotment site. Vehicle parking is permitted in designated areas only and is not allowed for long periods or overnight.
11. Any Member or Officer of the Council must be entitled at any time to enter an Allotment Plot for the purpose of managing or inspection. Inspections are carried out with a formal checklist and in combination with the site's Allotment Association where one is available.
12. If a plot is found not to be being actively cultivated at an Inspection, a warning letter will be sent to the tenant giving one month's grace to recommence cultivation. Should a subsequent visit after a month reveal that there is still no active cultivation (and no contact has been made with the council in regard to any extenuating circumstances), then the Council will terminate the tenancy forthwith. Any appeal to the termination of the tenancy would need to be made in writing within 7 days to the Town Clerk.
13. Bonfires are permitted, but shall only be used in a safe and considerate manner.
14. No commercial use of the allotments is allowed.
15. Individual water pumps are not to be used on site.
16. The use of air rifles, air pistols or any other form of weaponry is prohibited at all times on the allotment site.
17. Children and young people, whether individually or in family groups, whilst visiting any of the Council's allotment locations must be fully supervised in the interests of their own safety and the safety of others. Under no circumstances should children be allowed to wander around any site un-supervised.
18. Agricultural grade or chemicals requiring a licence should not be used on any of the allotment sites by Tenants. Only retail products intended for use in gardens should be used and a low chemical use approach is encouraged.
19. Tenancies to be available to residents outside Wantage parish if there is no waiting list for residents within parish.
20. An annual review of the Allotment Policy and associated Tenancy Agreement will be undertaken. The Council will consult on proposed changes at the Allotment Holders Meeting and any changes will be communicated to tenants.