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# Allotment Policy

## Purpose

The aims of this policy relate to:

- The practical management of the allotment site
- The process for the management of Allotment Agreements, disputes and waiting lists.
- Aspects of safety relating to the allotment site.

This Policy has been adopted so that councillors, officers, allotment holders and members of the public are informed about the management of the allotment site.

The policy aims to be fair and consistent.

## Management principles

The allotments are managed by Caister-On-Sea Parish Council and the decision of the Parish Council shall be final in any matter.

## Application process

Anyone wishing to rent an allotment must be a resident in Caister-On-Sea and should apply in writing to the Parish Clerk at [theclerk@caisterparishcouncil.gov.uk](mailto:theclerk@caisterparishcouncil.gov.uk)

A waiting list is maintained by the Clerk.

An Allotment Agreement must be signed prior to the start date. The appropriate payment and deposit must also be received. Where an allotment holder starts during the allotment year, they will pay pro-rata for the period to the end of the allotment year. Should an allotment holder leave during the allotment year they will receive no reimbursement.

## Allotment termination

An allotment holder who wishes to terminate their Agreement or relinquish part of an allotment should write to the Parish Clerk at [theclerk@caisterparishcouncil.gov.uk](mailto:theclerk@caisterparishcouncil.gov.uk). No refunds will be issued.

An Allotment Holder who does not comply with the Allotment Agreement can have their Agreement terminated with appropriate notice. Should this take place during the year, no refund will be issued.

In the event of an Allotment Holder passing away, the Allotment Agreement is deemed to have been terminated.

## **Rents**

The rent for an allotment is charged annually.

Allotment Holders will be issued with an invoice in October, which covers the previous April up until the following March.

Rent should preferably be paid by bank transfer.

Rents are reviewed annually by the Parish Council. Any decision to increase the rents will comply with the requirements of the Allotments Act 1950.

## **Deposits**

A deposit of £25 per plot must be paid prior to the commencement of the agreement.

This will be returned on termination of the agreement providing that the plot is left in a clear and tidy condition.

## **Data protection**

The Parish Council has a legal right to hold the personal details of allotment holders. Email addresses will be shared only with the Councillor with responsibility for allotments so that they are able to coordinate meetings and share information.

All data is destroyed following termination of the Agreement.

Further information can be found in the Parish Council's Data Protection Policy and Privacy Statement.

## **Allotment Rules**

Please refer to Allotment rules and regulations document.

## **Review**

Within 3 years, or as appropriate, the Council will review and update this policy.

Date of Policy	March 2025
Approving Committee	Full Council
Date of Committee Meeting	31 March 2025
Date of Adoption by Full Council	31 March 2025
Policy Version Number	1
Date of Next Review	March 2028

