



# Langton Matravers Parish Council

## Allotment Gardens Policy

The purpose of the policy is to provide the rules that have been agreed by the Parish Council for the allocation of allotment plots, the continuance of tenancy for these plots, the obligation of tenants and the actions that will be taken in the event of any non-compliance of the tenancy agreement conditions.

### Allocation of Plots.

Allotment plots are allocated, from the waiting list, on a first come first served basis for the residents of the Parishes of Langton Matravers, Worth Matravers (which includes Harmans Cross), Corfe Castle and Swanage unless otherwise approved by the Council. Priority will always go to residents of Langton Matravers, Worth Matravers and Harman's Cross. In addition to the above residents-only policy, the Parish Council may exceptionally accept applications from voluntary community groups or institutions for the tenancy of an allotment, e.g. the local Primary or Pre-school.

### Continuation of Tenancy.

The Tenant, unless approved by the Council, shall reside within the Parishes of Langton Matravers, Worth Matravers, Corfe Castle or Swanage during the continuance of the tenancy. This approval is also required as a confirmation when a tenant believes they have only moved within one mile outside these parishes.

### Obligations of Tenant.

The basic obligations of the tenant are to pay the yearly rent, to cultivate the land, to keep the land tidy and to observe the tenancy agreement rules. The tenant is subject to the terms of Allotment Acts 1922 and 1950. At the Allotment Liaison Officers' (ALO) and Allotment Administration Officer's (AAO) discretion the plot fee may be adjusted or waived for new tenants who take over plots during the growing season.

### Non-Payment of Rent

The yearly rent is payable, in advance on the 1<sup>st</sup> January each year. If the rent has not been paid by the 1<sup>st</sup> March of the same year, a reminder letter will be sent to the tenant requesting immediate payment. If by the April Parish Council meeting no payment has been received, the Council can vote to send a letter of 'Termination of Tenancy' giving one month's notice to the tenant. No money can be accepted once this letter has been sent. The Tenant will be instructed in the termination letter to remove any personal items and rubbish from the plot being re-possessioned within the one month's notice period.

### Non-Compliance with Tenancy Agreement Conditions.

If it appears to the Council that the tenant of an allotment plot, not less than three months after the commencement of the tenancy thereof, has not duly observed the conditions of the tenancy agreement, a warning letter will be sent to the tenant giving them one month from the date of the letter to comply with the conditions of the agreement. If by the end of that month no action has been taken by the tenant, then the AAO, after consultation with the ALOs will send a letter of 'Termination of Tenancy' giving one month's notice to the tenant. The Tenant will be instructed in the termination letter to remove any personal items and rubbish from the plot being re-possessioned within the one month notice period.

Reviewed and approved without change by resolution of the Council, 11<sup>th</sup> May 2017

Revised and approved by resolution of the Council, 9<sup>th</sup> November 2017

Reviewed and approved without change by resolution of the Council, 10<sup>th</sup> May 2018

Reviewed and approved without change by resolution of the Council, 9<sup>th</sup> May 2019

Revised and approved by resolution of the Council, 10<sup>th</sup> October 2019

Revised and approved by resolution of the Council, 11<sup>th</sup> May 2023