



St Stephen in Brannel Parish Council

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Allotment Policy¹

Introduction

St Stephen in Brannel Parish Council provide over 15 allotment plots at a site off Creakavose, St Stephen.

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 Council support the creation of Allotment Associations and although these are independently run, the Council will work with any Associations where appropriate i.e. allotments' inspections.

Aims

To make clear the responsibilities of both the Council and Tenant in relation to the renting of an allotment plot and to support the tenancy agreement.

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

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

1. A deposit of one year's rent will be collected from any new tenant and held by the Council until the end of the tenancy and the plot is returned in a good clear condition.
2. The payment for rent made in October is for a year's tenancy.
3. 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.

¹ Adopted by Full Council at the meeting held on Wednesday 14th August 2019 under minute reference FPC2011/19.

4. The rent due for plots will be reviewed annually in March and tenants will be informed of any changes in writing.
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 the path to the right of their plot clear from weeds and where grassed, regularly cut or mown. They must be kept clear of obstruction and available for access at all times neighbouring tenants.
7. The Council will be responsible for the maintenance of communal areas and vacant plots unless otherwise agreed.
8. 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.
9. 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 accordance with relevant health and safety legislation.
10. 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 Clerk.
11. Bonfires and/or fireworks are not permitted.
12. Tenants are responsible for removing or disposing of any rubbish.
13. Tenants are responsible for insuring their own plot.
14. No commercial use of the allotments is allowed.
15. The use of air rifles, air pistols or any other form of weaponry is prohibited at all times on the allotment site.
16. Tenants must not store any equipment on, nor obstruct the main grassed path in any way.
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 are only available to residents within the parish
20. An annual review of the Allotment Policy and associated Tenancy Agreement will be undertaken.