



**SARRATT PARISH COUNCIL
POLICIES AND PROCEDURES: ALLOTMENTS**

1. Each tenant will be required to sign a tenancy agreement, (see Sarratt Parish Council Tenancy Agreement). The tenancy agreement details the conditions under which the agreement can be terminated and the notice period.
2. In allocating a plot, priority will be given in order of:
 - a. Residents of Sarratt Parish
 - b. Residents of Three Rivers district
 - c. Residents of other neighbouring areas at the discretion of Sarratt Parish Council.
3. Only Sarratt Parish residents will be considered for a second plot.
4. Temporary residents will not be eligible for a plot.
5. Requests from plot holders who are moving out of the parish but wish to retain their plot will be subject to the approval of Sarratt Parish Council, otherwise they will be required to vacate their plot.
6. Only 10% of plots are to be offered to non-residents of Sarratt Parish. This currently equates to 3 of the 36 available plots.
7. All other matters concerning eligibility will be at the discretion of Sarratt Parish Council.
8. Where all plots are occupied any new enquiries will be added to a waiting list and a plot allocated when one becomes free subject to the eligibility criteria above.
9. Tenants will be required to pay an annual rent for their plot. This will be set at a level to ensure the costs incurred by Sarratt Parish Council in maintaining the common area of the allotment site (footpaths, access routes and hedgerows) and the provision of water is covered.
10. Sarratt Parish Council reserves the right to serve notice in the event a tenant fails to pay the annual rent without reasonable mitigating circumstances as set out in the tenancy agreement.
11. At the discretion of Sarratt Parish Council, the annual rent may be reduced for any tenant suffering financial hardship.

12. A deposit of £100 will be requested from all new plot owners from April 2022 which will be held by SPC as trustees and forfeited towards covering clearance and remedial costs if the plot is left to fall into disrepair.
13. Tenants will be required to use their plots only for the purposes stated in the tenancy agreement and are required to keep them in good order. The Parish Warden will undertake a quarterly inspection of the allotment site, and concerns regarding the state of any plot will be raised with the tenant by the Parish Clerk with a request to bring the plot back into good order. In the event the plot is not brought back into good order, Sarratt Parish Council reserves the right to serve notice on the tenant as set out in the tenancy agreement.
14. On vacating their plots tenants are required to leave their plot in good order. Should they fail to do so Sarratt Parish Council reserves the right to charge them for any remedial work as set out in the tenancy agreement.
15. The effective date of this policy is 1st April 2022.

Reviewed and adopted: 8th March 2022