



Chilton Town Council

Allotment Allocation Policy

1. Aims and Objectives:

The Council manages three allotment sites totalling over 220 individual plots in various locations around the town. There is always demand for these allotment plots when they come available with consistently have people on the waiting list at any one time.

The Council makes allotment plots available with the objective of providing space for the growing of fruit and vegetable crops by household within the town who might not otherwise have space to grow them. It recognises the benefits of providing space for cultivation in reducing household food cost and improved health and wellbeing.

The Council aims to provide a framework by which residents can apply for an allotment plot and an understanding of how their application will be managed. The principles behind allocations being that:-

- Allotments are provided for the growing of vegetable and fruit crops for personal consumption.
- Applicants receive offers only for the allotment areas they have chosen.
- Applications are considered in date order of receipt.
- Applicants who constantly refuse 3 reasonable offers will be taken off the waiting list.

This allocation policy sets out the basis on which the waiting list will be maintained and offers of plots made.

2. The Waiting List:

The Council operates one waiting list, incorporating the 3 sites it manages. Applicants may select one or as many of the allotment sites as they wish.

To qualify to be placed on the waiting list the applicant must;

- a) Be over the age of 18
- b) Submit a completed Allotment Application Form to the Finance and Administrative Officer of Chilton Town Council.

Applicant's resident outside of Chilton will not be considered for an allotment.

On receiving a completed application, the officer will:

- a) Record the date of application,
- b) Place the details of an approved application on the allotment waiting list on Rialtas,
- c) Send an appropriate confirmation of receipt to the applicant.

This Policy was agreed by Chilton Town Council in June 2022. The Policy will be reviewed on an annual basis and updated as required.

To maintain their application on the waiting list applicants must:

- a) Advise the officer of any changes of address or contact details,
- b) Provide documentation to support their application if asked to do so.
- c) Renew their application on request, every two years.

3. Allocation of Plots

Allotments are to be allocated by the Finance and Admin Officer on behalf of Chilton Town Council. Plot holders may not assign or sublet plots and on termination of their tenancy, they must return them to the Town Council with vacant possession.

When the Town Council is informed that a vacancy has or is likely to arise, the officer will arrange for the plot to be inspected and determine its optimal letting potential.

The allocation of plots will be considered on a monthly basis in the following order:

- a) General Allocations
- b) Special Allocations
- c) Management Transfers

Special Allocations

Where the vacancy arises due to the death or ill health of the previous allotment holder, the allocating officer may without prejudice, choose to consider a request for an assignment to a close family member of the allotment holder where:

- a) The request is received within fourteen days of the notice to terminate the existing plot holders interest.
- b) The applicant has until recently shared the management of the allotment plot with the previous plot holder.
- c) The applicant lives within the Chilton Town Council boundaries
- d) The allotment has in all respects been kept in good order and in accordance with the allotment conditions.

Management Transfers

The allocating officer may consider allocating a plot to an existing plot holder where such a transfer would enable either:

- a) Works to be carried out by the Town Council
- b) Release a larger plot in an area of high demand which can be split into a number of smaller individual plots, or
- c) To assist an existing allotment holder of good standing, who for reasons of age or ill health, has requested a move to a smaller plot.

In addition, a Management Transfer may be undertaken where the Council has previously agreed to the transfer as part of an interim plot allocation. In such cases, the transfer applicant must have previously indicated a specific preference for the currently vacant plot but had agreed to work an alternative plot until such time as their preferred plot became available.

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Entering such an agreement is at the discretion of the allocating officer and must be entered into prior to the allotment holder taking up their initial tenancy and evidenced by an agreement signed at the time of taking up their initial tenancy.

General Allocation

The allocation of plots designated for use as general allotment will be from the waiting list. The officer will make arrangements for each designated plot to be offered to the candidate in priority order and who has been registered on the waiting list for the longest period of time and where the:

- a) Applicant has indicated a preference for the location of allotment plot to be let.
- b) The applicant is not from a household which already holds an allotment (except in areas determined as areas of low demand for allotment plots).
- c) Applicant's application is not currently suspended at the time the offer is due to be made.

4. Offers of Allotment Plots

Where an applicant is selected to receive an offer, they will be contacted to attend a meeting with an officer of the Council and Chair/Vice Chair of the Allotments Committee either at the plot site or within the Town Council offices. At this meeting they will be given details of the allotment they are being offered and tenancy agreement documentation. From this meeting the applicant will be given five working days in which to reply giving their intention to either accept the offer or refuse it. In exceptional circumstances, such as holiday periods or where the applicant has extenuating circumstance, a longer period may be negotiated, but this will not extend beyond ten working days provided this is negotiated before the initial offer period expires.

Where the offer of an allotment is accepted, the applicant will be asked to sign an allotment tenancy agreement once an appropriate start date has been agreed.

The waiting list application will then be removed from the waiting list. Should the offer be rejected the next appropriate applicant will be selected from the waiting list.

5. Refusal of Offers

Applicants may reasonably refuse an offer if it does not comply with the plot location preferences or specific requirements indicated by the applicant at the time of making their application. Where applicants refuse more than three reasonable offers, their application will be removed from the waiting list. The applicant would need to resubmit an application which would be placed at the bottom of the waiting list.

6. Transfers

General transfer applications will be managed through the normal allocations procedure and considered in date order of application. Allotment holders wishing to transfer will be required to relinquish their interest in any current allotment they hold on the agreed date for the transfer to the new plot.

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Allotment holders are not permitted to exchange or assign their allotment plots. In exceptional circumstances the Allotments Committee may arrange a special transfer where the existing plot holder agrees and such a transfer would:

- a) Facilitate improvement works to the allotment site,
- b) Make better use of allotment plots.

Related Documents

- I. Allotment Waiting List Application Form
- II. Vacancy / Offer Record Sheet.