



ASTON CLINTON PARISH COUNCIL

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Aston Clinton Parish Council Allotment Waiting List Policy

1. Introduction

This policy outlines the statutory duty to provide sufficient number of allotments and to provide a fair and efficient management system with transparent procedures to support the right to cultivate an allotment garden that is not open to abuse.

2. Statutory Duty

- 2.1** Local Authorities have a statutory duty to provide allotments under the provisions of the Small Holdings and Allotment Act 1908. Section 23 provides that if the Parish Council are in the opinion that there is a demand for allotments then the Council shall provide enough plots to meet demand. Moreover, on a representation in writing to the Parish Council by six registered parliamentary electors or persons who are liable to pay an amount in respect of Council tax as rate payers in the parish, that the Parish Council will take such representation into consideration.

3. How the Waiting List works

- 3.1** There will only be one list.
- 3.2** An applicant is only added to the Waiting List upon successful completion of The Council's 'Application for an allotment form' and proof of ID being received by the Council.
- 3.3** All applicants must be 18+ of age and reside in the Parish of Aston Clinton or Buckland.
- 3.4** The named applicant must be the person responsible for tenancy.
- 3.5** Applicants will be added to the Waiting List on a first come first served basis.
- 3.6** Previously evicted Tenants cannot re-apply for a 5-year period.
- 3.7** Once on the list, applicants should keep their record up to date and are required to inform the Council of any change of address.
- 3.8** The Council will periodically contact applicants on the Waiting List and remove those who are no longer interested or eligible, or who do not reply.
- 3.9** If a prospective tenant has reached the top of the list at a time when personal circumstances meant that they are not in a position to work the plot, they may request to keep their position on the Waiting List and will need to contact the allotment administrator when they will be able to take a plot. They will then be offered the next available plot.

4. Number of plots permitted

- 4.1** When there is a large waiting list, only one Tenancy per household is permitted.
- 4.2** However, the Council will permit a maximum of two plots per Tenant, when the waiting list has reduced dramatically. Existing Tenants requesting a secondary plot will be added to the Waiting List.

- 4.3** If an existing Tenant requests to swap their plot, the Council will make note of these requests and they will be considered on an individual basis.
- 4.4** If, however, an existing tenant is asking to swap plot's due to accessibility, the Council will try to accommodate the request as soon as an appropriate plot becomes available. The request will take priority over the Waiting List.

5. Accessible Allotments and Priority of the Waiting List

- 5.1** Accessible plots are plots designed accessibly and include raised beds or a plot located close to key facilities such as the water tank and shed.
- 5.2** The Council reserves the right to prioritise the Waiting List in exceptional circumstances including applicants or existing tenants requesting an accessible plot. Proof will be required.
- 5.3** Accessible plots are designed for applications that have a disability including the following:
- wheelchair users
 - elderly gardeners
 - those with serious mobility issues
 - visual impairment
 - physical disability or when physical rehabilitation is needed
 - learning or mental health disability
- 5.4** Aston Clinton Parish Council reserves the right to allocate one plot to a charity or similar organisation.

6. Notifying a Prospective Tenant

- 6.1** The Clerk will notify the next person on the Waiting List as soon as a plot is available.
- 6.2** The offer of an allotment plot will be made in writing and will request the applicant to visit and read over the agreement within 14 days to accept the plot.
- 6.3** If there is no response following the 14 days, the applicant will receive a further 1-week reminder. The Council will then offer out to the next person on the Waiting List if no reply.
- 6.4** The applicant will remain at the top of the list for a maximum period of a further 4 weeks before being removed. If a response is provided giving mitigating circumstances the applicant will be offered the next available plot.
- 6.5** If no reply, the Council will write to the applicant after the 4 weeks to confirm that their details will be removed from the Waiting List as the offer of a plot has not been responded to, until such a time as they re-apply.
- 6.6** Applicants will be allowed 2 opportunities to turn down vacant plots, on the third occasion they will be asked to take the plot or will be moved to the bottom of the Waiting List. Exceptions to this rule will be if a person requires an accessible plot.