

Sutton Parish Council

Allotment Policy

1. Policy and Purpose

1.1 The aims of this Policy relate to:

- The practical management of the allotment site
- The process for the management of tenancies, disputes and waiting lists.

1.2 This Policy has been adopted so that Allotment Holders, Councillors and Staff are informed about the processes. The Policy aims to be fair and consistent.

2. Responsibility

2.1 The Allotments belong to and are managed by Sutton Parish Council

3. Management Principles

3.1 Sutton Parish Council aims to:

- Provide fair and consistent treatment of all Allotment Tenants
- Undertake fair enforcement where rules are not followed
- Ensure that the Allotment site is maintained to a high standard and within the budget
- Strive to ensure that all plots are utilised and maintained

4. Application Process

4.1 People wishing to rent an allotment should apply in writing to the Parish Clerk
Email: Clerk@sutton-norfolkparish.gov.uk

4.2 A waiting list of people wishing to rent an allotment is maintained by the Parish Clerk

4.3 Allotments are allocated on a first come basis.

4.4 Allotments will only be allocated to residents or neighbouring parishes.

4.5 In the event of an Allotment Holder passing away, the allotment tenancy is deemed to have been terminated.

4.6 All Allotment Holder receives a copy of the Rules and Regulations in addition to their Tenancy Agreement. These must be followed.

4.7 A Tenancy Agreement must be signed prior to the tenancy starting. The appropriate payment must also be received.

4.8 The decision of Sutton Parish Council shall be final in any matter.

5. Allotment Termination

5.1 Should an Allotment Holder leave the village/town, they will be permitted to continue using their Allotment for the duration of the year (i.e. to end of September. Continuation of an allotment may be considered at the Council's discretion.

5.2 A tenant who wishes to terminate their tenancy or relinquish part of an allotment should write to the Parish Clerk at:
Clerk@sutton-norfolkparish.gov.uk. No refund will be given.

5.3 A Tenant who does not comply with the Tenancy and the Rules and Regulations can have their tenancy terminated. Should this take place during the year, no refund will be issued.

6. Rents

6.1 The rent for an allotment is charged annually in advance and becomes payable by 1st October each year.

6.2 Allotment Holders who wish to change or alter their plots can only do this at renewal time in September.

6.3 Allotment Holders will be issued with an invoice at the beginning of September. Rent should not be paid in cash but by cheque made out to Sutton Parish Council or BACS (invoice to include account information)

6.4 Rents are reviewed from time to time by the Council. Any decision to increase the rents will comply with the requirements of the Allotments Act 1950 and will be notified to tenants 12 months before the increase will be implemented.

7. Maintenance of the site

7.1 The income derived from allotment rents goes to Sutton Parish Council to be set against the costs of running the site

7.2 The Rules and Regulations for the Allotment site are designed to minimise unnecessary expenses for Sutton Parish Council, therefore, it is important that Plot Holders follow the Rules and Regulations.

8. Tenancy Rules

8.1 A copy of the Rules and Regulations applicable for all tenants is attached to this Policy.

8.2 The Tenant of an Allotment shall comply with the Rules and Regulations.

8.3 Rules and Regulations will be reviewed annually.

8.4 The Tenant shall pay the rent in accordance with the terms of the Tenancy.

8.5 The Tenant shall not sub-let, assign or part with possession of the Allotment Plot or any part of it.

8.6 Structures require permission, which should be requested in writing.

8.7 Inspections of plots are undertaken. No notice is given of these inspections.

9. Policy

9.1 This Policy was approved by Sutton Parish Council on 11th August 2026 and will be reviewed in May 2029 or earlier if required.

9.2 This policy is supported by the Tenancy Document and a copy of the Rules and Regulations.