

## Appendix 3(i)



# **NEW ROMNEY TOWN COUNCIL** **ALLOTMENTS LETTING POLICY**

## **Background**

New Romney Town Council owns and manages the Church Lane Allotment Gardens site. The following rules are designed to be as fair and clear as possible.

## **Policy for Letting of Allotments**

**NB: Nothing in this Policy shall supercede any tenet of the Terms and Conditions of Tenancy, which is a condition of renting a plot and to which every plot holder signs up.**

### **1) Joining the Waiting List for an Allotment Garden Plot:**

- Only those that live within the Folkestone & Hythe District Council area may apply for a plot.
- Applicants will be asked to provide proof of residence (eg. a utility bill).
- Priority will be given to residents of New Romney Parish Town and Coast Wards.
- Plots will be allocated in strict date order according to the date on which the first application was made, subject to prioritisation as detailed above.
- Existing tenants may not apply for a second plot. However, if a larger or smaller plot is required, they may join a concurrent waiting list in order to have the opportunity to relocate as and when a suitable-sized plot becomes available. Exchange plots will be allocated in strict date order according to the date on which the first application was made.
- Only one plot will be let per household\*

\* 'Household' = Persons living as a family unit at one residence.'

### **2) Staying on the Waiting List:**

- Any person who no longer lives within the Folkestone & Hythe District Council area will be removed from the waiting list.
- Any person who refuses an allotment plot for any reason whatsoever, when offered, but wishes to remain on the waiting list, will be placed at its end.

### **3) Retaining Tenancy:**

- Tenants may not retain their plot if they move out of the Folkestone & Hythe District Council area (defined strictly by the District Council boundary). It is the tenant's responsibility to notify the Town Council of their move. Such tenants will be given one full year notice to quit, provided that all other Terms and Conditions of Tenancy are adhered to. However, if a tenant fails to notify the Council promptly of a move outside the area, the notice to quit will apply retrospectively (ie. at the end of the 'allotment year' of notification, instead of the end of the year following).
- In the eventuality of the death of the tenant, first refusal in regard to the tenancy of the allotment plot will be offered to the spouse or other direct family member living at the same address as the original tenant.

### **4) Tenancy Status:**

- New Romney Town Council has a duty to provide allotment plots for use by local residents, subject to the limitations of feasibility and availability. All Tenancies are issued in the personal name of the resident and remain for personal use only in accordance with the Terms and Conditions of the Tenancy Agreement.
- Whilst the Town Council fully supports the principle of 'wider community benefit', its duty is to provide allotment plots to individual local residents for the purpose of cultivating, in the main, fruit and vegetables for personal use. Furthermore, the Town Council is responsible for endeavouring to maintain the security of the site. In order that the Town Council's limited stock of allotment plots available for the use for which they are intended is not diminished and to restrict the numbers of unknown persons entering the site and potentially compromising security, it will not, therefore, grant permission for anything other than personal use, in respect of more than ONE allotment plot at any given time.

### **5) Returning Tenants:**

- Any tenant who has surrendered his/her allotment plot shall not be offered a new allotment tenancy within 2 years of the date of surrender.
- Any tenant whose tenancy has been terminated by the Town Council shall not be offered a new allotment tenancy within 6 years of the date of termination.