



## **WENDOVER PARISH COUNCIL**

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# **Allotment Policy**

## **1. OBJECTIVES OF THE POLICY**

- 1.1 Wendover Parish Council is seeking to ensure it is adopting a clear, measurable and sympathetic approach to the management of its facilities, including allotments, which will take account of the sometimes-contrasting needs of a variety of facility users.
- 1.2 The Council through the policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.
- 1.3 Any complaints relating to the implementation of the policy will be dealt with through the Council's Complaints Procedure.

## **2. ALLOTMENT PLOT ALLOCATION AND FINANCIAL MANAGEMENT**

- 2.1 All allotment holders will be issued with a legally binding tenancy agreement, which is subject to the terms of the Allotment Act 1950, within 7 days of taking on the allotment.
- 2.2 The Parish Clerk will maintain a register of allotment holders which includes name, address, telephone numbers and email addresses.
- 2.3 The Parish Clerk will maintain an in-parish and out-of-parish waiting list with preference given to those on the in-parish waiting list.
- 2.4 The rent shall be paid on 1 April each year by the Tenant to the Council by cash, cheque or bank transfer via BACS.
- 2.6 The Council may terminate the Tenancy after one month's notice in Writing due to the following-:
  - Rent is in arrears and has not been paid within 40 days of issue of the invoice; or
  - If the tenant is not duly observing the rules within the Tenancy Agreement, the Council may terminate the tenancy by giving three (3) months' notice in writing in any tenancy year.
  - The Tenant may terminate the Tenancy by the giving of three (3) months' notice in any tenancy year.

## **3. ALLOTMENT RULES AND REGULATIONS**

- 3.1 The Tenant shall keep the Allotment Garden clean and in a good state of cultivation, fertility and condition, including the immediately surrounding grassland and paths.
- 3.2 If a Tenant leaves an Allotment Garden requiring a huge amount of clearing, before anybody else can move on to the plot the Council has the right to withhold the tenancy deposit.
- 3.3 The Tenant shall not install any pond or water feature on the Allotment Garden

3.4 The Tenant shall not, without the written consent of the Council, plant trees of any sort.

3.5 Tenants with an Allotment Garden containing an existing tree must keep them pruned to a maximum height of 2 metres.

3.6 The tenant shall not, without the written consent of the Council, install any water storage device including water butts, and any such device shall be kept safe and secure at all times.

3.7 The Tenant shall not cause any nuisance or annoyance to a fellow tenant, or occupiers of neighbouring properties, or obstruct any path set out for the use of the allotment gardens.

3.8 The tenant shall not underlet, assign or part with possession of the Allotment Garden or any part thereof, without the written consent of the Council.

3.9 The tenant shall not, without the written consent of the Council, cut or prune any timber or other trees, or take, sell or carry away any mineral, gravel, sand or clay.

3.10 The Tenant shall keep every hedge and the plot that forms part of the Allotment Garden properly cut and trimmed, keep all ditches properly cleansed and maintained and keep in repair any fence and any gates on the Allotment Garden.

3.11 The Council will carry out regular allotment inspections and will notify the Tenant in writing if the Allotment Garden is not properly maintained and the Tenant must rectify this within one (1) month of the date of the letter, unless there are extenuating circumstances about which the Tenant informs the Parish Clerk.

3.12 If an Allotment Garden is not rectified in accordance with 3.11 above the Council will terminate the Tenant's contract and the plot will be re-let. The Council will withhold the Allotment Holders tenancy deposit.

3.13 The Tenant shall not, without the written consent of the Council, erect any building on the Allotment Garden.

3.14 The tenant shall not use barbed wire for a fence adjoining any path set out by the Council for the use by fellow tenants.

3.15 Any member or officer of the Council shall be entitled at any time when directed by the Council to enter and inspect the Allotment Garden.

#### **4. LIVESTOCK AND POULTRY**

4.1 Under the 1950 Allotment Act, the keeping of chickens, quails and/or rabbits is permitted on allotments and viewed as an allotment holder's right, so long as they are for the tenant's own use and not for business or profit.

4.2 No person who is not a valid plot holder is permitted to keep chickens, quails and/or rabbits on the allotment site.

4.3 If a plot holder ceases to be a tenant, arrangements must be in place to remove the chickens, quails and/or rabbits and any associated structures.

4.4 No more than 6 chickens, quails and/or rabbits will be allowed on each plot, this will be continually reviewed and may be revised down, (at the Council's discretion.) This is primarily due to concerns regarding vermin on the allotment sites.

4.5 Cockerels/roosters will be excluded from allotments because of the noise they make and the complaints that can arise.

- 4.6 If any instances of any chickens, quails and/or rabbits diseases arise the Clerk reserves the right to ask for them to be removed from the allotment site immediately.
- 4.7 Any tenants wishing to erect a structure must get written permission from the Council.
- 4.8 The footprint of the structure must not exceed more than one third of the size of the allotment – this includes the size of the chickens, quails and/or rabbit run.
- 4.9 The chicken coop and/or run must be well built, secure and weatherproof.
- 4.10 The structure must not be on the border of a path or overhang the pathway.
- 4.11 Any structure must not disadvantage neighbouring plots.
- 4.12 All doors must open on to the plot and not on to shared pathways.
- 4.13 No chickens, quails and/or rabbits are allowed to roam free anywhere on the allotment site at any time.
- 4.14 Use of small mesh for all enclosures will prevent contact with other birds/animals.
- 4.16 The plot holder should use a food dispenser as loose food attracts vermin.
- 4.17 All dispensers should be cleaned regularly, and any spillages cleared up as soon as possible.
- 4.18 The chickens, quails and/or rabbits should be able to find adequate protection from the sun in the coop/run.
- 4.19 The plot holder must keep the chickens, quails and/or rabbits' food and water free from contamination by wild birds and other animals.
- 4.20 Communal water tanks must not be used to wash allotment tools or any equipment involved in keeping chickens, quails and/or rabbits.
- 4.21 Soiled water from the chickens, quails and/or rabbits should be kept on your own plot.
- 4.22 The plot holder should ensure their own hands, clothes and footwear are clean before and after
- 4.23 A close eye should be kept on the chickens, quails and/or rabbits for early signs of distress or disease.
- 4.24 A daily inspection needs to be carried out of the chickens, quails and/or rabbits.
- 4.25 In the event of death the carcass should be removed from other chickens, quails and/or rabbits as soon as is practicable and disposed of off-site.
- 4.26 The Council will regularly check the health and welfare of the chickens, quails and/or rabbits with the tenant.
- 4.27 The plot holder may be asked to provide a Risk Assessment for the chickens, quails and/or rabbits.
- 4.28 If the plot holder is on holiday appropriate arrangements must be made for somebody else to care for the chickens, quails and/or rabbits on a daily basis.

Useful link for the welfare of keeping animals on allotments RSPCA Public Affairs Team  
<https://www.nsalg.org.uk/wp-content/uploads/2012/05/Welfare-of-animals-on-allotments.pdf>

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#### **Document History**

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