# North Mymms Parish Council

# Allotments Policy

**Adopted by North Mymms Parish Council 22 October 2025**

**Date of next Review: October 2026**

## Scope of Policy

This policy applies to Station Road, Welham Green allotment site owned and managed by North Mymms Parish Council.

## Aims of Policy

- To improve the quality of the allotment environment for plot holders, neighbours and residents.

- To address waiting lists and demand for allotments plots.

- To ensure that the allotments service is totally funded by those who use the service.

## Background

North Mymms Parish Council manages 61 allotments plots that vary in size from 5 poles (125 square metres) to one plot that measures 24 poles (600 square metres). We operate a waiting list which enables us to re-let it within a short time frame.

Allotments have become very popular for the healthy lifestyle and community benefits they provide. The demand for allotment plots in recent years has been steady, but turnover has also been quite steady due to plot holders giving up due to poor health, moving away and other commitments taking priority.

Local Authorities have a legal obligation to provide sufficient allotments to meet demand under the Small Holdings and Allotments Act 1908.

It is however the responsibility of a Town or Parish Council to provide allotments within their boundaries in line with the Local Government Act 1972. Statutory allotments are those where the land was originally acquired specifically for this purpose. The Allotment Act 1925 stipulates that the sale or disposal of statutory allotments requires the consent of the Secretary of State.

# North Mymms Parish Council Allotments Policy

North Mymms Parish Council reserves the right to update the Allotments Policy at a time of its choosing in line with North Mymms Parish Council procedures.

## 1. Management of Allotments

The Parish Clerk, with assistance from the Assistant Clerk and Grounds Team is responsible for the management of allotments.

**Policy Statement 1 – Allotment Management**

The Parish Clerk, with assistance from the Assistant Clerk is responsible for the following:

- Policies and procedures (approval required by NMPC)
- Tenancy Agreement changes (approval required by NMPC)
- Setting of rents and charges (approval required by NMPC)
- Setting a budget for maintenance of allotments (approval required by NMPC)
- Approval for expenditure, maintenance work, improvements to property and equipment within set budget
- Dealing with complaints

**Policy Statement 2 – Site Inspections**

Station Road, Welham Green allotment site will be inspected at least once a quarter. More frequent inspections will be made where it is deemed appropriate.

Inspections will usually be carried out in the growing season.

## 2. Management of Waiting Lists

Applicants for allotment plots must be a minimum of 18 years old. An application can only be made in the name of one-person, joint tenancies are not permitted.

**Policy Statement 3 – Waiting List Management**

It is not permitted for an applicant to apply for a plot if he or she is not intending to be the main user.

Waiting lists are sorted on a strictly “first come, first served” basis. New applicants will be added to the bottom of a waiting list.

When a plot becomes vacant, an offer will be made in writing to the applicant who is at the top of the waiting list for that site – having first given precedence to Policy Statements 4, 5, 6 and 7 - applied in this order of priority.

Evicted plot holders may not reapply for an allotment plot.

If an offer of tenancy is rejected, the applicant can choose to remain at the top of the waiting list. If no response to the offer is received within one month, the applicant will be removed from the waiting list.

North Mymms Parish Council may periodically contact applicants on a waiting list and remove those who are no longer interested or eligible, or who do not reply.

**Policy Statement 4 – Sub-dividing Plots**

When a plot becomes vacant it may be assessed for re-sizing by North Mymms Parish Council and may be split into two or more smaller plots to accommodate more applicants.

Smaller plots are particularly suitable for novices, or those with less time or less mobile.

**Policy Statement 5 – Priority**

The applicant at the top of the waiting list may be passed over by other applicants if they are not a permanent resident in the Parish.

**Policy Statement 6 – Handover**

A plot may be passed on from one family member to another. Only one plot can be passed on.

If North Mymms Parish Council has decided to sub-divide the plot in line with Policy Statement 4, the applicant will have first choice of sub-divided plots.

**Policy Statement 7 – Changing Plots**

An existing plot holder can apply to take over a vacant plot on the same site. The plot holder would need to give up their current plot, which would need to be left in good condition.

If a deposit is not currently being held by North Mymms Parish Council a deposit will be required for the new plot.

Policy Statement 7 is useful to plot holders who may wish to move to a larger plot to grow more produce, or conversely, to a smaller plot which would be more manageable and affordable. Plot holders interested in changing plots should inform the Parish Clerk, who will add the name to the waiting list.

## 3. Site Facilities

There should be a notice board on site in order that the Parish Clerk can display communications from North Mymms Parish Council. This will include contact details for emergencies.

Mains water is supplied at the site. This is switched off during the winter months. Toilets are not provided at the allotment site. The use of Sprinklers is not allowed, hand-held hoses can be used, these must not be left running at any time.

## 4. Allotment Tenancy

**Policy Statement 8 – The Tenancy Agreement**

The applicant will be the main user of the allotment plot.
All plot holders will be required to sign up to the latest Tenancy Agreement, which will include the terms of this policy. This is a condition of tenancy.

By payment of yearly rent plot holders are signing up to the latest Tenancy Agreement and the terms of this policy. Any changes since previous payment date will be notified to plot holders in their annual rent request letter. North Mymms Parish Council website has the latest version of the Tenancy Agreement and Allotments Policy. If you require a printed copy, please contact the Parish Council office.

North Mymms Parish Council will initiate enforcement proceedings if a plot holder, or person for whom the plot holder is responsible, fails to comply with the terms of the Tenancy Agreement or if a plot holder does not pay their due rent.

Enforcement procedures are in place to deal with any infringement of the terms of the Tenancy Agreement.

**Policy Statement 9 – Sub-letting of Plots**

The plot holder shall not enter into an agreement, verbal or written, to sublet or reassign an allotment plot or any part of it to any party under any circumstances.

**Policy Statement 10 – Cultivation of Plot**

A minimum of 75% of the plot area must be cultivated for growing produce - namely vegetables, herbs, fruit, other edible crops and flowers.

It is not permitted to keep an allotment plot or a portion of it, which in the opinion of North Mymms Parish Council is in an untidy, overgrown, unkempt or seemingly abandoned state.

Weeds must be controlled to prevent seeds spreading to other plots. Pernicious plants must be eradicated.

If you are unable to tend to your plot, please inform The Clerk as soon as possible.

No new trees, shrubs, hedges or bushes are allowed to be planted on an allotment plot or any other part of the site without written permission. Application forms can be found on the website.

Children’s play equipment such as swings and paddling pools are not permitted. If you have any questions, please contact the Parish Council office.

Business or trade use of an allotments plot is forbidden.

Organic gardening, composting, recycling and promoting biodiversity are positively encouraged by North Mymms Parish Council on their allotments site.

**Policy Statement 11 – Termination of Tenancy**

Enforcement proceedings will be initiated, which may result in the termination of tenancy if the terms of the Tenancy Agreement are not adhered to in the opinion of North Mymms Parish Council.

North Mymms Parish Council will not refund any rent and will pursue any unpaid debt.

The tenancy may be terminated by the Council on serving one month's written notice if:

a. The rent is in arrears for 40 days or;
b. The tenant does not maintain the allotment garden in accordance with clause 6a in the tenancy agreement.
c. threatening, violent or intimidating behaviour in accordance with 6b.
d. the tenant causes any nuisance or annoyance to other plot holders, the owners or occupiers of land adjoining the Allotment Garden in accordance with clause 6c.
e. the tenant has not responded to the Council or remedied their breach of tenancy during the 28 days' notice to quite enforcement process.
f. In the event that the tenant has not carried out the required work the council may keep the deposit to cover the cost of restoring the plot to a workable condition

**Policy Statement 12 – Leaving a Plot**

One month's written notice must be provided if the tenant wishes to end their tenancy. When a plot holder leaves a plot, it must be in good condition and free of any buildings, fencing, structures or other encumbrances.

North Mymms Parish Council will clear plots that are not in acceptable condition and will charge the departing plot holder for any work that needs to be carried out and may withhold plot holder's deposit to cover the cost. North Mymms Parish Council will not be held responsible for any losses in produce or materials arising from this action.

It is the responsibility of the plot holder to inform North Mymms Parish Council of any change of address and update any other information relevant to their tenancy, such as illness or incapacity. Any communication will be sent to the latest address provided, and will be deemed by North Mymms Parish Council to have been delivered to the plot holder.

## 5. Regulations

**Policy Statement 13 – Nuisance**

A plot holder must not cause or permit any nuisance to any other plot holder or to the owners or occupiers of any adjoining or neighbouring property.

Grass strimmers create a noise nuisance and should not be used at weekends out of consideration for neighbours and other plot holders.

A plot holder must not obstruct or encroach onto any path or roadway used or set out by North Mymms Parish Council or used by the owners or occupiers of any adjoining or neighbouring property.

North Mymms Parish Council will not tolerate any threatening, violent or intimidating behaviour by plot holders under any circumstances. Any such behaviour should be reported to The Clerk as soon as possible.

Any plot holder found guilty in a court of law of offences involving an allotment plot or other plot holders will be given immediate notice to terminate.

**Policy Statement 14 – Fires**

The use of fires to dispose of waste is strongly discouraged as smoke creates a nuisance to other plot holders and neighbours. Under no circumstances should non-organic material be introduced onto the site for burning.

No fires of any sort to be permitted before 7 pm on Mondays to Fridays inclusive during the months of June, July, August and September.

No bonfires of any sort at all on Saturdays and Sundays during the months of June, July, August and September.

No restriction, other than as below, during the months of October to May inclusive.

Bonfires should be built on the same day they are lit to prevent harm to small animals which may use unlit bonfires as a habitat.

The bonfire to be strictly limited to the burning of allotment produced material only – such as potato tops, cabbage and brussel stalks, runner bean vines, etc plus items such as may normally be used on allotments, e.g., pea sticks, etc. Where possible use alternative methods of disposal.

The fire to be lit only when there is a reasonable chance of it actually burning quickly. Attempts should not be made to burn green or damp material which would be likely to smoulder for long periods.

Whenever possible, the fire to be lit when the prevailing winds would take the smoke away to the corner furthest from the nearby houses so that it goes over the fields.

All bonfires to be made safe before being left unattended.

**Policy Statement 15 – Animals and Livestock**

Animals, livestock, poultry are not permitted on the Welham Green allotment site.

Beehives may be permitted with written permission from the Parish Council.

**Policy Statement 16 – Dogs**

Dogs must be kept on a lead at all times and must never be left unattended.

Dogs must not cause a nuisance, by barking for example.

Dog fouling must be cleared up by the dog owner and disposed of responsibly off site.

Dogs must not be kept on an allotment site.

**Policy Statement 17 – Inflammable Substances**

Inflammable substances include inflammable oil-based liquids such as petrol and creosote, and all varieties of bottled gas.

Inflammable substances can only be brought onto allotments sites if they are required for a legitimate purpose related to tending an allotment plot.

Inflammable substances are not allowed to be stored on an allotment plot.

Where such substances are temporarily brought onto site, they must be handled and used strictly in line with manufacturers' guidelines and transported in containers specifically designed for this purpose – and then removed from site immediately after use.

**Policy Statement 18 – Asbestos**

It is strictly forbidden to bring any asbestos, or products containing asbestos, onto an allotments site.

Any material that is believed to contain asbestos should be reported to North Mymms Parish Council who will arrange for it to be safely removed by qualified contractors if it is deemed hazardous in its existing condition and location.

North Mymms Parish Council will pass removal and disposal charges onto a plot holder who is known to have brought any harmful materials onto site.

**Policy Statement 19 – Pest Control**

Pest control on allotment sites is the responsibility of plot holders not North Mymms Parish Council. Any pest issues should be reported to The Clerk so the relevant safety signs can be displayed.

North Mymms Parish Council will take action against plot holders who fail to adopt good husbandry practices in order to deter rodent infestation. North Mymms Parish Council will pass on remediation costs to plot holders at fault.

**Policy Statement 20 – Buildings and structures**

Any buildings or other structures that are considered to be unsafe in the opinion of North Mymms Parish Council must be removed by the plot holder or by North Mymms Parish Council and charged to the plot holder.

Any new buildings, fencing or other structures should be commercially-produced and must not make use of cement or other bonding materials in their construction, including bases. Asbestos materials are strictly forbidden. Fruit Cages must be of lightweight construction, open framed proprietary systems and only covered with open mesh/netting at all times. Size to be no taller than 2 metres high above ground level and less than the width (the narrowest measurement) of a holder's plot and no longer than 2.5 metres or 25% of the plot whichever is the lesser. Removal will be required at the termination of the Tenancy Agreement or if requested because of non-compliance with the terms.

No buildings shall exceed the maximum dimensions of 0.9metres(3ft) x 1.2metres(4ft) by 1.8metres high.

Barbed wire is not permitted at any time.

It is forbidden to stay overnight or live on an allotment plot.

Plot holders must not erect a shed, polytunnel or other structure on the Allotment Garden without first obtaining the Council's written consent.. North Mymms Parish Council can order the removal of any structure that has not been approved or is not well maintained.

New plot holders can request that buildings and other structures should be left behind. In these cases, the plot holder takes on full liability for their condition, safety and eventual removal.

**Policy Statement 21 – Vehicles**

Motor vehicles are not allowed onto an allotments site, without prior approval.

Tyres must not be brought onto an allotments site for any purposes.

**Policy Statement 22 – Waste Management**

Plot holders are wholly responsible for correct handling and proper disposal of waste from their allotment plot.

It is strictly forbidden to bring waste or other harmful material onto an allotments site.

Fly tipping, dumping of waste or adding to dumped waste on any part of an allotment site is strictly forbidden and will result in immediate termination.

The use of old carpet or non-permeable rubber matting as a weed suppressant is not permitted.

## 6. Charges and Concessions

The annual allotment rent charge includes the cost of a mains water supply.

Allotment rent is calculated from the area of a plot multiplied by the tariff. The tariff will be reviewed annually to account for price inflation.

**Policy Statement 2 – Allotment Charges**

The cost of providing allotments will be covered by the charges levied to plot holders. Rent collected should cover management and maintenance costs, and water charges.

All new allotment tenants must pay a deposit refundable on termination of the tenancy, subject to plot being left in a clean and tidy condition.

An additional annual charge of £10 is payable for lettings to plot holders who reside outside of North Mymms Parish.

Rent is due by the 1st November in each year. Non-payment will be pursued.