

BISHTON COMMUNITY COUNCIL

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Allotments Management Policy

1. Bishton Community Council (BCC) and Langstone Community Council (LCC) jointly own an allotment site with approx. 38 allotments which can be hired out to members of the communities from BCC & LCC
2. BCC manages the site and have produced Allotment Rules which each tenant using the site must sign and adhere to.
3. Anyone wishing to hire an allotment should email the clerk of the council with their address, post code and contact number and ask to be put on waiting list.
4. If a tenant is not happy with a decision made either by the working group or the P.O.C they may refer the issue to full council who's decision will be final.

Allotments Working Group meetings

5. The Allotments Working Group will meet half yearly, in April and October, to discuss allotment related issues. More regular meetings can be held as required.
 - a) 3 members will form a quorum.
 - b) Allotment holders will be invited to attend the 6 monthly meetings to allow their suggestions for improvements to the site to be heard.

BCC Allotments Working Group

6. The Allotments Working Group will:
 - a) Consist of a minimum of 3 councillors who will review the allotments rules and management policy annually and present to the council for ratification at the December meeting
 - b) Nominate one or more of their members to manage the site on behalf of the council as a "BCC Allotments P.O.C", who will work with one or more nominated key allotment holder/s to ensure the site is managed in accordance with the rules and to make every effort to ensure harmony between plot holders.
 - c) The WG will visit the allotment site at least every 6 months to ensure allotment tenants are using the site within the guidance set out in the allotment rules and to receive any feedback in relation to improving the site.
 - d) Report back to the council after their 6 monthly visit on the condition of the site.
 - e) Responsible for authorising construction of buildings on plots in line with the allotment rules.
 - f) Adjudicate on any low-level issues raised by tenants.
 - g) Raise to the council any issues that they cannot resolve.

BCC Allotments POC

7. Duties of the Allotment POC are:

- a) To visit the allotment site regularly (at a minimum twice monthly) to ensure allotment tenants are using the site within the guidance set out in the allotment rules.
- b) Should a tenant be in contravention of the allotment rules the allotments the P.O.C will issue a maximum of 2 verbal warnings before escalating the issue to full council for a warning letter to be issued.
- c) The allotments P.O.C will be responsible for receiving the allotment fee from the allotment holders and issuing a copy of the allotment agreement to each tenant during March (annually). The P.O.C will hand over the fee and signed tenancy agreement receipt to the clerk in by the April BCC meeting.
- d) To allocate vacant allotments to new tenant applicants & update the allotment holders list, and ensure the Allotments WG & BCC clerk are kept informed.

Complaints

8. Should the allotments POC:

- a) be involved in a dispute with an allotment holder, or
 - b) a complaint registered against the Allotment POC, or
 - c) the Allotment POC register a complaint against an allotment holder:
- the matter should be escalated to the council who will investigate the issue before arriving at a decision.