



## **THORNBOROUGH PARISH COUNCIL**

### **Allotment Policy**

#### **Introduction**

The allotments are on the Nash Road (MK18 2DY). Thornborough Parish Council (TPC) rents the land from Buckinghamshire Council. TPC appreciates the importance of the allotments and is committed to providing a community facility to enable residents allocated a plot to grow their own produce. The allotments currently comprise five full-size plots and ten half-plots – see **Appendix** - this may change in the future depending on demand.

The allotments are largely self-managed within this policy. The Clerk, on behalf of TPC, works closely with the allotment coordinator and the plot holders to help ensure things run smoothly. TPC is responsible for the allocation of plots that become vacant. TPC is keen to ensure as many residents as possible who want to have an allotment plot are able to do so. If a vacant plot cannot be allocated to a new plot holder consideration will be given to expressions of interest from existing plot holders wanting to increase their growing capacity.

#### **Plot allocation**

TPC is responsible for the allocation of plots that become vacant. TPC is keen to ensure as many residents as possible who want to have an allotment plot are able to do so.

Residents who wish to become plot holders are encouraged to contact the Clerk so their names can be held on file. When a plot becomes vacant the resident who has been on file the longest will be offered the plot.

If there are no prospective plot holders on file when a plot is relinquished, the vacancy will be advertised in the village. If a vacant plot cannot be allocated to a new plot holder consideration will then be given to expressions of interest from existing plot holders.

Existing plot holders should register their interests with the Clerk if they wish to move plots, increase their growing capacity or would like a specific plot. TPC will try to accommodate requests from existing plot holders when a new plot holder cannot be recruited.

#### **Annual plot licence and fee**

TPC is unable to issue the annual plot licences until Buckinghamshire Council has issued the annual land rental licence. The allotment administrative year is 1 May to 30 April.

The plot fees are set annually. The fee for a half plot is half the full plot fee. The plot fees include water which plot holders are asked to use sparingly to avoid the need for significant fee increases or supplementary charges. The water is switched off during the winter. Plot holders are notified about the annual fee increase before the start of the growing season.

Plot holders are asked to return their signed licence and pay the plot fee within two weeks of receipt. In signing the licence, the plot holder is undertaking to comply with the conditions outlined in the next section overleaf.

**Approved by Thornborough Parish Council on 20 November 2024**

## **Plot holder policy**

All plot holders are required to comply with the following:

- 1 Sign and return their annual plot licence and pay their plot fee within 14 days.
- 2 In signing the annual plot licence, plot holders are agreeing their email addresses and phone numbers may be shared with the allotment coordinator and other plot holders for administrative purposes and to facilitate the effective management of the Allotment.
- 3 To only grow vegetable, fruit and/or flower crops for family and friends. It is not permissible for plots to be used for commercial or trade purposes.
- 4 To ensure their plot is properly maintained. This includes keeping the plot tidy and free from weeds. If plot holders are temporarily unable to cultivate their plot or part of it, because of health problems or work/personal pressures, the use of weed suppressant materials is required so the plot remains in good order. Failure to maintain a plot in good order could result in TPC imposing charges so the remedial work can be undertaken by a contractor.
- 5 Use water sparingly, sprinklers and unattended hosepipes are not permitted.
- 6 To take care when using the water infrastructure to avoid accidental damage. Plot holders must ensure the water infrastructure is accessible and not blocked by stored equipment etc because clumsy storage of materials has caused damage. Please report leaks and any issues with the water infrastructure immediately.
- 7 To maintain the path to the right facing the plot when viewed from the access track. The holders of half plots should share responsibility for maintaining the boundary between their half plots. All plot holders must be willing to contribute to maintaining the main path or access track that runs the length of the allotments.
- 8 Plot holders are encouraged to compost or take any waste to Buckingham Recycling Centre (MK18 1RZ). If plot holders wish to burn waste, fires must be attended at all times and may only take place when the wind direction will blow the smoke away from nearby houses, other buildings, hedges etc. The plot holder is responsible for ensuring it is fully extinguished. Plastic of any type and other noxious substances must not be burnt under any circumstances.
- 9 Not to plant fruit or other trees without permission from TPC.
- 10 Not to use the plot to keep livestock, poultry or domestic pets. Accompanied dogs are permitted on a lead.
- 11 Not to erect a shed without permission from TPC – further information about sheds is provided in the next section. No other building structures will be permitted. Plot holders must not erect hedges fences or gates on or around their plots.
- 12 Not to cause a nuisance or create difficulties for other plot holders. Everyone entering the allotments has a responsibility for the safety of others. For plot holders this includes ensuring tools and other garden equipment is not left unattended and any potential trip hazards are removed.
- 13 If a plot is being given up it must be returned in a clean, tidy and weed free condition. Failure to do so could result in TPC imposing charges for the remedial work to be undertaken by a contractor.

### **Terms and conditions for the erection of an approved shed**

Plot holders wishing to seek permission from TPC to erect a shed should contact the Clerk – see below. Plot holders granted permission for a shed are subject to the following conditions:

- (a) The shed must not exceed the maximum footprint of 2 square meters with a maximum height of 2 meters at the apex. The maximum shed dimensions were modified in September 2022.
- (b) All sheds approved after September 2022 must be fitted with water butts. The plot holders who were granted permission for sheds before that date are encouraged to instal water butts if they have not done so already.
- (c) The shed must be raised slightly off the ground to help preserve its base and deter rodent infestations.
- (d) Shed owners must ensure their shed does not create difficulties for any of the other plot holders. For example, by shading an adjacent plot. This means it is unlikely to be feasible for the half plots that are not adjacent to the fence at the rear of the allotments to be granted permission to erect a shed.
- (e) The shed must be removed by the plot holder if the plot is relinquished unless the new plot holder wishes to take over responsibility for it – please discuss the matter with the Clerk in the first instance. The shed must be removed if it becomes damaged by bad weather or becomes dilapidated by age, wear and tear. Sheds must be removed should Buckinghamshire Council (BC) requests it is removed under the rights it has reserved, or BC terminates its licence with TPC.

### **Any queries**

Please contact the Clerk for further information or advice. The Clerk will refer matters to TPC which require its approval.

**Clerk, Thornborough Parish Council**  
[clerk@thornboroughparish.uk](mailto:clerk@thornboroughparish.uk)

Thornborough Parish Council Allotment Plot Map

	<b>Plot 9A</b> Shed	<b>Plot 10</b> Shed
	<b>Plot 9B</b>	
	<b>Plot 8B</b>	<b>Plot 8</b> Shed
	<b>Plot 7B</b>	<b>Plot 7A</b> Shed
	<b>Plot 6</b> Shed	
	<b>Plot 5B</b>	<b>Plot 5A</b> Shed
	<b>Plot 4</b>	
	<b>Plot 3 Sue</b> Shed	
	<b>Plot 2B</b>	<b>Plot 2A</b>
	<b>Plot 1</b>	
	<b>NASH ROAD</b>	

NOT TO SCALE