

Allotment Policy

Allotment Policy 2026–2029

Purpose

Allotments provide opportunities for food growing, sustainability, physical activity, mental wellbeing and community engagement. This policy provides a clear framework to ensure allotments are managed in accordance with legislation, good practice and local expectations. This policy ensures equal access and prevents unfair disadvantage.

Scope

This policy applies to all Council-owned and Council-managed allotment sites, all existing allotment tenants, and applicants on the allotment waiting list. This policy should be read in conjunction with the Allotment Tenancy Agreement, which is the legally binding document governing individual tenancies.

Legislative Framework

All allotments are managed in accordance with the Small Holdings and Allotments Act 1908, Land Settlement Facilities Act 1919, the Allotments Acts 1922, 1925 and 1950, the Local Government Act 1972, and the Town and Country Planning Act 1990, as amended.

Eligibility and Waiting List

Applicants must be aged 18 years or over. Applications must be submitted through our customer service centre. Priority for allocation will be given to residents of the Borough in accordance with the Council's statutory duties. Applications from non-residents may be considered where plots remain available, subject to a higher fee, reflecting non-resident use of the facilities. The Council operates a waiting list and it is the applicants' responsibility for ensuring their contact details are up to date.



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Allocation of Plots

When plots become vacant, they are offered to the applicant at the top of the waiting list, typically by email. Tenancies do not commence until agreements are signed and all fees are paid.

Applicants will have 10 working days to acknowledge acceptance of the plot following at least one further attempt to contact the applicant. If the initial offer is declined, a second plot may be offered where available.

If both offers are refused, or no response is received within the stated timeframe, it will be assumed that the applicant no longer wishes to be considered for a plot, and their application will be removed from the waiting list.

A tenant may only start work on a plot on the completion of all required paperwork and payment of tenancy fees. Fees may be reduced proportionally at the discretion of the Council where a plot is allocated part way through the year. The Tenant must have started work on the plot within four weeks of the tenancy agreement unless agreed by the Council in writing. Failure to do so may result in enforcement action as per section ENFORCEMENT within this policy.

Each Tenant may hold only one allotment plot at any one time. This policy is intended to support fair and equitable access to allotments, encourage adequate turnover of the waiting list, and ensure that all applicants are treated fairly.

Tenancy Period, Rent and Charges

Tenancies commence on 1 April and continue as yearly tenancies until terminated in accordance with the allotments Acts and Tenancy Agreement. Rent is payable in advance. Please see the Council's Fees and Charges schedule on the Council's website for current pricing. Failure to pay charges may result in enforcement action. The rent is calculated per square metre as determined by the Council's published fees and charges schedule.



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Use of Allotment Plots

Plots must be used for growing produce for personal use. Commercial activity is not permitted. Sub-letting is not authorised. Self management will only be considered by the Council where an allotment committee has been formally established and a proposal has been submitted to the Council setting out the arrangements for the running of the allotment site for consideration and approval.

Cultivation and Maintenance

Allotment plots must be substantially cultivated (normally at least 70% unless otherwise agreed having regard to individual circumstances). Plots must be kept tidy, rubbish free and weed free. Failure to do so may result in enforcement action and termination of the tenancy agreement.

Council Responsibilities

The Council is responsible for the following maintenance activities which are undertaken by the Council's contractor:

Grass Cutting – monthly from April – September (subject to weather conditions)

Hedge Cutting – twice per year – March and September (subject to weather conditions)

Clearance of rubbish on vacant plots

Rotavating vacant plots – once cleared by the previous tenant upon notification of termination

Buildings and Structures

No building or structures may be erected on the allotment plot without the written consent of the Council. An application form must be completed, and you must await the outcome before erecting any structure or building on the plot, including polytunnels. The Council may require removal where reasonably necessary, taking into account the condition and potential reuse of the structure(s).



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All buildings erected with the consent of the Council must be maintained in a good state of repair and should only be used in connection with the use and management of the allotment plot.

Allotment plots must not be used for residential purposes, and sleeping on site is not permitted.

When a tenancy agreement is terminated, the Tenant will be required to remove all buildings and structures from the plot before it is reallocated. You cannot leave any structures or buildings on site even those in good condition, without the express consent of the Council. Removal costs may be incurred where items are left on the plot following termination.

Structures are not permitted to exceed 8ft x 6ft x 7ft6 for sheds, greenhouses and polytunnels. A maximum of one structure of each type may be erected on any plot, ensuring equitable use of space and minimising impacts on light and growing conditions for adjacent plots.

Water Use

Where water is provided on site, it is solely for the use of watering crops. Attachment to the water points for automatic continuous watering, sprinklers or drip feed systems is not permitted. Tenants must not install taps or any other fixture to the water troughs provided.

Conduct and Health and Safety

Tenants must behave considerately and ensure their plots are used safely. The Council does not accept responsibility for loss or damage to personal property. Nothing in this policy excludes or limits the Council's liability for death or personal injury arising from its negligence. Tenants must be courteous and considerate of all other plot holders and visitors; any concerns or issues must be addressed to the Council for investigation.

Death of a Tenant

The tenancy of the allotment shall normally terminate two months after death, subject to the Council's discretion to extend where appropriate upon the death of the Tenant. Next of kin will be given adequate time to remove personal possessions and produce from the plot.



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Livestock/Animals

The Council does not permit any livestock or animals on allotment sites.

Inspections

Authorised officers may carry out inspections at reasonable times to ensure plots are properly maintained, kept free of rubbish, and utilised in accordance with the tenancy agreement.

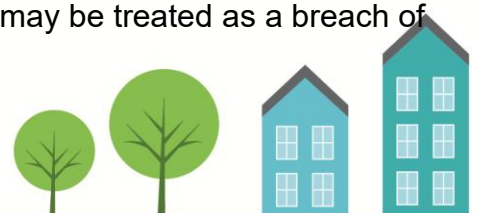
Enforcement

The following enforcement procedure will apply:

1. Informal warning – Tenants who fail to comply with their tenancy agreement will be contacted in writing (email) and requested to address the issues of non-compliance within 21 days.
2. Formal warning – Tenants who fail to respond to an informal warning within 21 days will be issued with a formal written warning and requested to address the issues of non-compliance within 14 days.
3. Notice to quit – Tenants who fail to respond to a formal warning within the provided notice will be given notice to quit. Any notice to quit will be served in accordance with the statutory requirements set out in the Allotment Acts including the length and timing of the notice required.
4. Where a Tenant has been given notice to quit and fails to vacate the allotment, the Council is entitled to take possession of the plot and exclude the Tenant. An invoice will be sent to the Tenant to recover any costs incurred in the clearance and disposal of any waste, equipment, structures or buildings left on the plot. No items will be held in storage.

Parking

Where a parking area is provided, it should be used. Please park considerately, not to cause a nuisance or blockage to other allotment users. Persistent breaches may be treated as a breach of tenancy and addressed through the enforcement procedure.



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Termination

Tenancies may be terminated by either party subject to statutory requirements. The Council may, in cases of a serious breach, serve notice to quit in accordance with statutory provisions. In urgent cases, access may be restricted pending resolution.

Cancellation by the Tenant

Tenants wishing to cancel their Tenancy Agreement should do so in writing to the Council. The Council will not refund any rent paid in that year where the cancellation is at the request of the tenant.

Cancellation by the Council

The Council has the right to terminate the tenancy agreement where the Tenant is in breach of the allotment rules as agreed by the Tenant when signing the Tenancy Agreement.

Equality and Accessibility

The Council is committed to fairness and equality. The Council will treat all people with dignity and respect, and will welcome, encourage and promote equality, diversity and inclusivity. Reasonable adjustments will be made where required, including in relation to plot allocation, cultivation expectations and enforcement procedures.

Data Protection

Personal data will be processed in accordance with the UK GDPR and Data Protection Act 2018. Please visit the Council's website for details on how we may use your data.

Complaints

Complaints will be handled under the Council's Complaints Procedure.



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Review and Governance

This policy will be reviewed at least every three years, or sooner if required by changes in legislation, operational need, coastal conditions, or the Council's decision-making requirements. Decisions made under this policy will be taken in accordance with the Council's constitution, scheme of delegation, and any other applicable governance arrangements.

Version number	Date	Author / reviewer	Comments / changes
V0.1	05/05/2026	Sonja Reames	Draft
V0.2	19/05/2026	Sonja Reames	Minor amendments
V0.3	21/02/2026	Sonja Reames	Added second plot offer
V0.4	01/06/2026	Sonja Reames	Legal Update
V0.5	01/07/2026	Sonja Reames	Amended to state one structure of each type permitted Final Version – Cabinet approved



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Appendix 1 – Allotment sites

Name	Road	Area	Postcode
Allotment Gardens at Hooks Lane	Hooks Lane	Bedhampton	PO9 3EJ
Allotment Gardens at New Road	New Road	Bedhampton	PO9 1DD
Newbarn Road Allotments	Newbarn Road	Bedhampton	PO9 3PY
Warblington Road Allotments, Emsworth	Warblington Road	Emsworth	
Victoria Road Allotments	Victoria Road	Emsworth	PO10 7LX
Washington Road Allotments Emsworth & Hut	Washington Road	Emsworth	PO10 7NN
Hampshire Farm Allotments and Car Park	Westbourne Road	Emsworth	
Gable Head Allotments (non statutory)	Legion Road/ Palmerston Road	Hayling Island	PO11 9ES
Allotment Gardens at Stockheath Lane	Stockheath Lane	Leigh Park	PO9 3BU
Purbrook East Allotment Gardens	Serpentine Road	Purbrook	PO7 5EF
Purbrook West Allotments (non statutory)	London Road	Purbrook	PO7 5EF
Allotment Gardens at Elizabeth Road	Elizabeth Road	Waterlooville	
Plant Farm/Forest End Allotments (non statutory)	Forest End	Waterlooville	PO7 7AD

