

# SWAFFHAM PRIOR PARISH COUNCIL

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## Allotment Tenancy Agreement

### TERMS AND CONDITIONS OF TENANCY

#### ALLOTMENTS ACTS 1908 – 1950

##### *Definitions*

“Allotment” – Land rented out also referred to as an Allotment Plot or Plots under the Allotment Acts 1908 – 1950.

“Allotment” - Under the terms of the above Acts means 'Allotment Garden'.

“Plot Holder” – A Person renting an Allotment from Swaffham Prior Parish Council. Any reference to the male gender includes the female for the purposes of interpretation of this Agreement.

“Common Areas” – Areas of land used by all members e.g. main pathway and tracks, turning points, car parks etc. where grass requires cutting but where no single plot holder is responsible for the area in question.

A Plot Holder, having completed the relevant application forms and paid rents, deposits or fees as agreed therein, undertakes that they will:

1. Keep the Allotment clean, clear of detritus, well cultivated and fertile, and in good condition. This means at least two-thirds of the plot must be under active cultivation (rough dug, green manure or planted out) and the remainder tidy.
  - 1.1. Any compost heap sited on a plot must be managed correctly.
2. Not cause nuisance, trespass or annoyance to the occupier of any other Allotment, or obstruct the paths on the Allotments.
  - 2.1. Plot Holders must not enter another Plot Holder's plot without permission.
  - 2.2. Children must be supervised at all times.
3. Not sub-let, assign or part with possession of the Allotment or any part of it
4. Maintain (i.e. strim or mow) the paths and boundaries of the Plot Holder's Allotment, including half width of any adjacent common area.
5. Not cut or prune timber. Not take, sell or carry away any mineral, gravel, sand or clay. *For clarity*, Quickset and Underwood are not timber.
  - 5.1. Planting of trees will be at the discretion of the Parish Council; their decision is final and binding.
6. Keep any hedge bordering the Plot Holder's Allotment properly trimmed at least once a year; keeping all adjacent ditches open and properly cleaned.
7. Not erect any building or structure on the Allotment prior to consent of the Parish Council, provided that Consent will not be withheld for the erection of sheds, poly-tunnels or greenhouses with dimensions 10 feet by 8 feet (3 metres x 2.5 metres) or less.
8. Not use barbed or razor wire as a fence adjoining any path set out or by the Parish Council on the Allotments without permission of the Parish Council (this restriction does not apply to boundary fences)

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9. Not deposit or allow other persons to deposit any refuse on the Allotments, or place any matter in the hedges, ditches or dikes situate on the Allotments or on the adjoining land.
10. Not bring any dog, or cause any dog to be brought into the Allotments, unless the dog is held on a lead; to remove all faeces deposited by any dog brought onto the land by the Plot Holder or permitted by the Plot Holder. Should a dog attack or cause injury to any other Plot Holder, the Plot Holder bringing the dog or allowing the dog to be on the land understands that the dog will be banned from entry on to the Allotment field.
11. The Plot holder understands that the Parish Council will not be liable for compensation upon repossession of the Allotment for any trees or other crops requiring more than 12 months to mature, or less than twelve months in the case of eviction.
12. Observe and perform all conditions and covenants contained in any Lease under which the Parish Council holds the land on which the Allotment is situate.
13. When using any sprays or fertilizers, to:
  - 13.1. Take all reasonable care to ensure that adjoining hedges, trees and crops are not adversely affected and make good or replant if necessary should any damage occur as a result of their negligence in this matter. (The decision of the Parish Council shall be final in any dispute that arises from this section).
  - 13.2. So far as possible select and use chemicals, whether spraying, seed dressing or any other purpose whatsoever, that will cause the least harm to members of the public, game birds and other wildlife, other than vermin or pests.
  - 13.3. Comply at all times with current regulations. The decision of the Parish Council (subject to law) shall be final in any dispute arising from any part of this agreement.
14. Not to light bonfires on the allotments when danger or inconvenience could be caused to other plot holders or nearby residents, and may NEVER BE LEFT UNATTENDED.
15. Use water for the growth of healthy plants in a well-informed and considerate manner that minimizes waste and cost. The best time to water crops is in the evening or very early morning, aiming at the roots not the foliage. Hose pipes may NEVER BE LEFT UNATTENDED
16. The Plot holder will not cultivate genetically modified crops.
17. The Plot Holder will not keep any animals on the land unless with the permission of the Parish Council,
18. Observe and perform any other special condition the Parish Council considers necessary to preserve the Allotment from deterioration of which notice if given to applicants for the Allotment in accordance with these rules.
19. Make arrangements for disposal of sheds, greenhouses, poly-tunnels, tools and crops within 14 days of the termination of the Tenancy Agreement between the Parish Council and the Plot Holder whether by resignation or by termination for breach of this Agreement and Rules under it, as set out under 19 below. If the items are not so removed the Parish Council shall dispose of

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them, and any costs involved in their removal will be charged.

20. At any time during funerals or other religious ceremonies access is only permitted from the roadside gate. Persistent failure to observe this courtesy may result in eviction.
21. Dispute Resolution – should a dispute arise between allotment holders for any reason whatsoever, resolution will be determined by the Parish Council. In this event the decision of the Parish Council will be final.
22. Any Plot holder in breach of this Agreement agrees that they may be evicted from their plot. Eviction occurs after receiving two (2) written warnings. Temporary absence, illness and family matters may be considered adequate reasons for a period of poor cultivation, and this paragraph shall only be applied after due consideration of current equal opportunity, disability and other relevant legislation, and the rights of the Plot Holder.  
The first written warning will be issued by the Parish Council following a visual inspection. The proper cultivation or other work required, or agreed, in response to this warning (in the light of any reasons given) must be done or substantially commenced within the first four (4) weeks following its date of issue.  
If, following another site inspection no proper cultivation or work has been undertaken a second written warning will be issued, giving the Plot Holder a further two (2) weeks to carry out such work.  
After the aforementioned six (6) week period if no substantial work has been carried out then the Plot Holder will be issued with a Notice of Eviction.
23. Any allotment holder that has been evicted following procedures set out in Clause 21, will be allowed to re-apply for an allotment following the usual procedure. In this event they will be treated as any other applicant and will not be disadvantaged by their previous record.
24. The Parish Council reserves the right to review all aspects of this agreement annually.

Issue Date: 9<sup>th</sup> October 2025

**I have read, understand and accept the terms and conditions of this Agreement.**

**12 month rent:**

**£15.00**

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**Name**

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**Signed:**

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**Date:**

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Clerk of the Parish Council: Jude Griffiths, 17 Mill Hill, Swaffham Prior,  
Cambridge, CB25 0JZ. Telephone: 07833 784 626  
Email: clerk@swaffhamprior-pc.gov.uk