



# Kingsclere Parish Council Bushnells Allotments, Longcroft Road Allocation Policy

Reviewed and Adopted at the Annual Meeting 22<sup>nd</sup> May 2023

Kingsclere Parish Council owns and maintains one allotment site, Bushnells Allotments, located on Longcroft Road. The site comprises of approximately 56 allotments which are leased to local residents for use. This policy is intended to make clear how plots are allocated.

## **Information**

**1.**

Plots are allocated to residents on application to the Parish Clerk. Applications should be made by contacting the Clerk to the Council. Allotments are leased for a calendar year from 1 January to 31 December. Kingsclere Parish Council maintains a waiting list of those wishing to have allotment plots allocated to them.

## **Eligibility**

**2.**

A person is eligible for an allotment plot if they live or work within the Parish of Kingsclere. Applicants should confirm their home and/or work address within their application as well as their phone number and email address.

**3.**

Applicants who do not live or work within the Parish may apply but will only be granted a plot in exceptional circumstances such as if there are no applicants who meet the eligibility criteria, and a number of plots are vacant.

## **Allocation**

**4.**

Existing allotment holders are given the option to renew their tenancy each year and therefore have priority over their own plot in line with the Council's Rules and Regulations.

**5.**

In the event that an existing tenant does not renew their tenancy within the rules set out for tenants a plot becomes vacant. Vacant plots are allocated as follows:

**a.**

Vacant plots are allocated on a first come first serve basis subject to the below conditions:

- i) When allocating vacant plots, priority will be given to those who do not have an allotment plot already, either themselves or within their immediate household.
- ii) An applicant shall be treated as an existing plot holder if they or anyone else resident at their home address already holds a plot with Kingsclere Parish Council.

- iii) Second plots will only be allocated to existing plot holders if there are no applicants awaiting a first plot.
- iv) Existing plot holders who hold a half plot and apply for a second plot shall be given priority over those who hold a full plot and apply for a second plot.

**Note**

Kingsclere Parish Council reserves the right to review this allocation policy at any time.

**Reviewed**

As adopted at the Ordinary Meeting of the Parish Council on 29<sup>th</sup> November 2021  
Adopted with amendment 28<sup>th</sup> November 2022