

# TOWN AND CINQUE PORT OF HYTHE



Hythe Town Council  
Oaklands, Stade Street, Hythe, CT21 6BG

[www.hythe-tc.gov.uk](http://www.hythe-tc.gov.uk)

[admin@hythe-tc.gov.uk](mailto:admin@hythe-tc.gov.uk)

01303 266152

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## ALLOTMENT POLICY

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[WWW.HYTHERTC.GOV.UK/POLICIES/GENERAL](http://WWW.HYTHERTC.GOV.UK/POLICIES/GENERAL)

This Policy was adopted by the Council at its meeting held on:

Minute

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET,  
HYTHE, KENT. CT21 6BG



## **ALLOTMENT POLICY**

### **Hythe Town Council Allotments**

Hythe Town Council owns and manages the following allotment sites:

- Twiss Road,
- Longbridge,
- Horn Street and
- Eaton Lands (comprising Eaton Lands North, South, and Meadow).

Hythe Town Council holds one waiting list covering all allotment sites.

NB: Nothing in this policy shall supersede any tenet of the Terms and Conditions of Tenancy, which is a condition of renting a plot and to which every plot holder signs up.

The following rules are written to be as fair and clear as possible

#### **1. Joining the Waiting List**

- 1.1. To apply for the allotment waiting list an applicant will be required to complete an Allotment Application Form. This should be sent to: Allotments Officer, Hythe Town Council Offices, Oaklands, 1 Stade Street, Hythe CT21 6BG, or [admin@hythe-tc.gov.uk](mailto:admin@hythe-tc.gov.uk)
- 1.2. Applications for an allotment are made through the Allotment Application Form which can be accessed via ([WWW.HYTHERTC.GOV.UK/POLICIES/GENERAL](http://WWW.HYTHERTC.GOV.UK/POLICIES/GENERAL)).
- 1.3. These details will be kept on file and your name will be added to the waiting list.
- 1.4. Applicants must be at least 18 years old.

#### **2. Allotment Allocations**

Allocations will be dealt with in the following order of priority:

- 2.1. The applicant does not hold an allotment tenancy and is a resident of the Town of Hythe.
- 2.2. The applicant is a resident in the Town of Hythe and already holds an allotment tenancy.
- 2.3. The applicant does not hold an allotment tenancy and is a resident in a nearby Town/Parish, within Folkestone and Hythe District which does not provide allotments or there are no allotment vacancies.
- 2.4. The applicant is a resident in a nearby Town/Parish and already holds a Hythe Town Council allotment Tenancy.



When an allotment is vacated and is therefore available for reallocation:

- 2.5. Consideration will be given to dividing the vacant plot.
- 2.6. Plots will be allocated in strict date order according to the date on which the first application was made, subject to prioritisation as detailed above.
- 2.7. Applicants will be offered by means of a letter and email which will be sent to the applicant at the top of the waiting list, subject to prioritisation as detailed above.
- 2.8. If there is no response within 15 working days, the applicant will be removed from the waiting list.
- 2.9. An offer is then made to the next applicant on the waiting list, subject to prioritisation as detailed above.
- 2.10. Requests may be made for specific plots but there is no guarantee of this being successful as priority will always be given to the person waiting for a plot the longest who does not already rent an allotment.
- 2.11. Direct transfers of allotments are not permitted.

### **3. Staying on the Waiting List**

- 3.1. Any person who no longer lives within the Folkestone and Hythe District Council area will be removed from the waiting list.
- 3.2. Any person who refuses an allotment plot more than twice for any reason, when offered, but wishes to remain on the waiting list will be placed at the bottom of the waiting list.

### **4. Waiting List Review**

- 4.1. An annual review of the waiting list will be undertaken. This will be communicated via letter/email and any applicant not confirming they wish to stay on the list will be removed from the list after 15 working days.
- 4.2. The annual review process will take place during November and December.

### **5. Retaining Tenancy**

- 5.1. Tenants may not retain their plot if they move out of the Folkestone and Hythe District Council area (defined strictly by the District Council boundary). It is the tenant's responsibility to notify the Town Council of their move. Such tenants will be given one full year's notice to quit, provided that all other Terms and Conditions of Tenancy are



adhered to. However, if a tenant fails to notify the Council promptly of a move outside the area, the notice to quit will apply retrospectively (i.e., at the end of the 'allotment year' of notification, instead of the end of the year following.

- 5.2. In the eventuality of the death of the tenant, first refusal regarding the tenancy of the allotment plot will be offered to the spouse or other direct family member living at the same address as the original tenant.

## **6. Tenancy Status**

- 6.1. Hythe Town Council has a duty to provide allotment plots for use by residents, subject to the limitations of feasibility and availability. All Tenancies are issued in the personal name of the resident and remain for personal use only in accordance with the Terms and Conditions of the Tenancy Agreement.
- 6.2. Whilst the Town Council fully supports the principle of 'wider community benefit', its duty is to provide allotment plots to individual residents for the purpose of cultivating, in the main, fruit and vegetables for personal use.

Furthermore, the Town Council is responsible for maintaining the security of the site. In order that the Town Council's limited stock of allotment plots available for the use for which they are intended is not diminished, and to restrict the numbers of unknown persons entering the site and potentially compromising security, it will not, therefore grant permission for anything other than personal use in respect of more than ONE allotment plot at any given time.



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Hythe Town Council

Allotments Application Form

If you are interested in renting an allotment, please complete and send this form to:

Allotments Officer  
Hythe Town Council  
Oaklands  
1 Stade Street  
Hythe  
CT21 6BG

Your Contact Details:

Title		Tel	
Forename		Mobile	
Surname		Email	

Your Address:

Postcode:

Please tick the allotment site(s) you are interested in:

Eaton Lands (North/ South/ Meadow)		Longbridge	
Twiss Road		Horn Street	



All approved applications will be contacted annually to ensure they wish to remain on the waiting list. If your circumstances change and you wish to be removed from the waiting list, please call 01303 266152 or email [admin@hythe-tc.gov.uk](mailto:admin@hythe-tc.gov.uk) to speak to the Allotments Officer.

