

ICKLESHAM PARISH COUNCIL

A local council for the peoples of Icklesham, Winchelsea, Winchelsea Beach and Rye
Harbour

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Allotment Waiting List and Plot Allocation Policy

Adopted February 2022

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Icklesham Parish Council operate four allotment sites, namely High Fords in Icklesham, Cricket Field in Winchelsea, Pear Tree Marsh in Winchelsea and Rye Harbour.

Applicants wishing to apply for an allotment may do so by completing an application form which is available on the Icklesham Parish Council website or by contacting the Clerk. Once the application is received by the Clerk, the applicant will be added to the relevant waiting list.

1. Applicants must live within the Parish of Icklesham.
2. A separate waiting list is held for each allotment site.
3. All applicants on the waiting list will be contacted annually in January to determine whether or not they wish to remain on the list. If no response is received within 28 days their details will be removed from the waiting list.
4. When a plot becomes available it will be offered to the applicant at the top of the list for the relevant site. The applicant has 21 days to accept the plot, if we do not hear back from the applicant within 21 days their name will be removed from the waiting list. Once the applicant has accepted the plot, a formal offer letter or email, including an allotment tenancy agreement and a copy of the allotment rules will be sent to the applicant. The tenant must return the signed tenancy agreement within 21 days to secure the tenancy. If no response is received within 21 days their name will be removed from the waiting list. All plot allocations will need to be endorsed by the Allotment Committee.
5. Due to a high demand for allotment sites, if the applicant wishes to decline the plot they have been offered but wish to remain on the waiting list, their details will be moved to the bottom of the list.
6. Existing plot holders who wish to apply for an additional plot may do so however they will remain at the bottom of the waiting list until all other applicants have been allocated a plot.
7. Tenants of uncultivated plots will be contacted by email or letter and reminded of their obligations. It is the responsibility of the plot holder to inform Icklesham Parish Council (via the Clerk) of any difficulties they may be having in cultivating their plot. Hardship and illness will be taken into account and each case will be treated on an individual basis.

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Signed: Cllr P Turner (Chairman)