



Horley Town Council

Allotments Policy

(including Plot Eviction and Appeals Procedure)

1. Introduction

The provision of allotments by local authorities is a legal requirement. Horley Town Council (the Council) will continue to provide and promote allotments, not only to meet this obligation but also to encourage allotment gardening as a valuable contributor to community sustainability, offering health, social, economic and environmental benefits.

Allotments provide valuable, sustainable green spaces. They help preserve traditional skills and knowledge by plot holders while also offering important benefits for local wildlife and biodiversity.

2. Current Provision and Administration

The Council operates two allotment sites at Church Road (65 Plots) and Langshott (80 Plots).

The Allotment Sites are solely managed by the Council which includes the following:

- Collecting and administering rents
- Administering tenancies
- Letting plots and new tenancy agreements
- Dealing with enquiries from prospective tenants
- Inspecting individual plots on a regular basis
- Site maintenance and access areas
- Managing alterations and improvement works

The Tenancy Agreement for allotment rental sets out the rules and procedures, including what is permitted on the site, details of site management and relevant contact information.

3. Cultivation of Plots

Allotment tenants are responsible for cultivating their plots to a reasonable level. This policy outlines the circumstances that may lead to eviction, and the Appeals Process whilst recognising mitigating factors for lack of cultivation, such as, illness or injury of the plot holder which shall be given due consideration.

4. Plot Inspections

Any officer of the Council shall be entitled at any time when instructed by the Council to enter and inspect the Allotment Sites. The inspections will be based on the Tenancy Agreement, which sets out the criteria for determining whether a plot holder is complying with the rules. A photograph of the plot that is classed as contrary to the rules will be taken and retained as evidence.

5. Enforcement – Improvement Letter

The first course of action if a plot is identified as not complying with the tenancy rules, will be an *Improvement Letter*. This letter will detail the unacceptable criteria and indicate what is required to bring the plot up to the required standard.

The plot holder will be given 21 days to rectify the situation and/or explain satisfactorily the reasons for the plots unacceptable condition.

The Council Officer must be informed of any special circumstances affecting a plot holder where their plot is deemed unacceptable (e.g. illness). All information provided will be treated confidentially and each case will be considered on an individual basis.

6. Enforcement – Formal Warning Letter

After the issue of the *Improvement Letter*, a rectification period of 21 days will be given. In the absence of any reasonable improvement a *Formal Warning Letter* will be issued, to reaffirm the statements in the *Improvement Letter*.

The Tenant must either demonstrate a reasonable improvement of the plot within 14 days of the date of issue of the *Formal Warning Letter*; or other reasonable explanation as to why the condition of plot has not improved to a reasonable standard. Failure to do so, will result in the tenancy will being terminated without further notice.

7. Enforcement – Notice to Quit

If there is no immediate improvement or satisfactory explanation within the timescale a, a Termination Letter (Notice to Quit) will be issued to the plot holder and sent by registered post. The plot holder will then be given 14 days to remove any crops, tools and structures left on the site, after which such chattels will be considered abandoned and forfeited.

In the event of any other serious breach of the Tenancy Agreement, the Council reserves the right to serve an immediate Notice to Quit.

In all cases, the Chief Executive Officer of the Council is authorised to make the decision on whether a Notice to Quit is issued to any Tenant.

8. Appeals Process

Every tenant has the right to Appeal, in writing, against termination within 14 days of receiving the Termination Letter (Notice to Quit). Electronic submissions will also be accepted. Appeals must be marked 'Confidential' and addressed to:

Chief Executive Officer
Horley Town Council
92 Albert Road
Horley RH6 7HZ

The Appeal must explain the reasons for the lack of improvement and set out why the Termination Letter (Notice to Quit) should be withdrawn. Upon receipt, the case will be reviewed to determine whether the tenancy should be reinstated or the termination upheld.

The decision of the Chief Executive Officer shall be final and will be communicated to the Tenant in writing, as follows:

- If the Appeal is upheld, the Tenancy will be reinstated immediately and the Tenant will be notified in writing.
- If the Appeal is withdrawn, the Tenant will be notified in writing and no further right of Appeal will be available.

Linked Policies:

[Allotment Policy \(Beekeeping Requests\)](#)

This Allotments Policy (including Plot Eviction and Appeals Procedure) was adopted by Horley Town Council at its Full Council meeting held on 16 September 2025.

Review Date: 2028