

Helmdon Parish Council

Allotment Allocation Policy

The Parish Council owns and maintains the allotment site primarily for the benefit of the residents of Helmdon. Due to high demand and limited supply, a tiered priority system is in place to ensure that current and connected members of our community have fair access to this valuable resource.

Helmdon Parish Council will allocate plots on a Tier System as follows:

- First priority will be given to those in Tier 1.
- Plots will only be offered to applicants in Tier 2 if there are no applicants in Tier 1 on the waiting list one month after a plot becomes vacant.
- Plots will only be offered to applicants in Tier 3 if there are no applicants in Tier 2.
- To maintain the local and community aspect of the allotments there will be a cap of 4 on the number of plots that can be allocated to those in Tier 2 or Tier 3.

Commented [KB1]: This timescale is to allow time for an advert to go out giving residents the opportunity to apply. The timescale can be changed to what the PC think is appropriate.

Commented [KB2]: This number can be changed to whatever number the PC thinks is suitable.

Definition of 'Close Connection'

- Work in the village (minimum of 16 hours per week): A letter from the employer will be requested to confirm the applicant is employed in the parish for at least 16 hours per week.
- Former resident of at least 5 years with close relatives (parents and/or children) currently residing in the parish: A document that proves former residency along with a household bill from the close relatives currently residing in the parish will be required.

Tier	Priority Group	Criteria
Tier 1	Village Residents	Must be a current resident (e.g., proof of address) within the Parish boundary.
Tier 2	Strong Local Connection	Non-residents who can demonstrate a significant link, such as: 1. Working at least 16 hours per week in the Parish, 2. Having been a former resident for at least 5 years and having close relatives currently residing in the Parish.
Tier 3	General Applicants	All other applicants.