

# 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.

### 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.

<b>Tier</b>	<b>Priority Group</b>	<b>Criteria</b>
<b>Tier 1</b>	<b>Village Residents</b>	Must be a current resident (e.g., proof of address) within the Parish boundary.
<b>Tier 2</b>	<b>Strong Local Connection</b>	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.
<b>Tier 3</b>	<b>General Applicants</b>	All other applicants.

Next review - May 2026.