



## ALLOTMENT RULES AND PROCEDURES

The Allotment Rules and Procedures should be read in association with the tenancy agreement.

### RULES

#### The Tenant shall:

- 1.1 use the plot only for growing a wide range of vegetables, flowers and fruit
- 1.2 only plant top fruit trees grown on dwarfing rootstocks
- 1.3 keep all compost heaps and their surrounds tidy and painted if appropriate
- 1.4 ensure that no soil, rubbish or materials are deposited on the paths adjoining the plot and jointly with neighbouring tenants shall maintain the pathways in a clean and tidy state, including grass cutting as applicable
- 1.5 ensure that any structure erected on the plot is maintained in good and substantial repair
- 1.6 report to the Police and the Clerk/delegated council officer all cases of theft and damage
- 1.7 report all cases of damage to site perimeter fences, buildings or roads to the Clerk/delegated council officer
- 1.8 keep gates to the site locked
- 1.9 take all reasonable care when using sprays or fertilisers, to ensure that adjoining hedges, trees, crops and pollinators are not adversely affected by spray drift and, in the event of damage occurring, to make good or replant as necessary
- 1.10 be responsible for all interior hedges to their plot including keeping the hedge at a maximum height of 1 metre

#### The Tenant shall not:

- 1.11 cause any nuisance or annoyance to the occupier of any other allotment, or neighbouring property or obstruct any paths or roadways
- 1.12 permit dogs to enter the site, except for assistance dogs
- 1.13 take, sell, or remove any minerals, sand or soil without written consent of the Council
- 1.14 permit cars to be driven at more than 5 miles per hour on the site or cause obstruction when parked on the site
- 1.15 allow bonfires and incinerators to cause a nuisance to occupants of other properties by the creation of smoke, fumes and/or flying ash, and not leave them unattended. Wherever possible bonfires should be avoided
- 1.16 deposit or allow other persons to deposit on the allotment garden any refuse or decaying matter (except manure and compost in such quantities as may reasonably be required for use in cultivation) or place any matter in any hedges ditches or dykes situated in the allotment site or in any adjoining land
- 1.17 carry out any trade or business from the plot
- 1.18 keep any animals or livestock of any kind upon the allotment garden except to the extent permitted by the Allotments Act 1950.s. 12(1)
- 1.19 erect any notice or advertisement on the allotment garden other than on the notice board and by arrangement with the Clerk/delegated Council Officer
- 1.20 erect any barbed wire adjoining any path set out for the use of occupiers of the allotment garden
- 1.21 make any unauthorised alteration to the size or the shape of the plot.
- 1.22 do anything to damage or interfere with any water meter, underground pipe, standard pipe or tap, or cause any waste of water
- 1.23 make excessive use of water, and whilst the use of hoses or sprayers are permitted, they must not be left unattended and consideration should be given to other tenants

## **PROCEDURES**

### **Applications:**

- a. applications for plots (including relocation by existing Tenants to a new plot) must be made to the Clerk via email or by letter
- b. the letting of the plots is organised by the Clerk on behalf of the Council, who will let plots in order of receipt of application giving precedence to residents of the Parish and to a close relative of a recently deceased tenant should they wish to apply to continue to rent the plot(s)
- c. where applications are received from more than one resident of the Parish, then precedence will be given to applicants who do not currently rent a plot ahead of any applicants who already rent one or more plots on the site
- d. applicants/prospective tenants will be invited to contact the Clerk/delegated Council Officer to be advised about the implications of keeping an allotment so that they fully understand the commitment required and can decide if they wish to join the waiting list
- e. the Clerk/delegated Council Officer will arrange a hand-over meeting which will involve informing the new tenant about gate keys plus ensuring that they understand the site rules

### **Structures:**

- a. requests for the erection of any new structure should be sent to the Clerk in writing and must give full details of the proposed work
- b. the following are the maximum sizes which will be permitted: -
  - Huts / sheds 7ft in height 10ft in length 8ft in width
  - Greenhouses 8ft in height 24ft in length 12ft in width
  - Polytunnels 8ft in height 24ft in length 12ft in width
- c. the positioning of the structure should not have a negative impact on neighbouring plots and must be agreed by the Council. All structures must be properly maintained
- d. all sheds erected after April 2022 must be of wooden, metal or plastic construction and painted or stained if appropriate
- e. the council may instruct a tenant to remove any materials including foundations erected on an allotment plot : -
  - i.if he/she fails or neglects to perform or observe any of the allotment rules and procedures
  - ii.at the expiration of one month's written notice by the Council
  - iii.at the expiration of a notice terminating the tenancy of the allotment plot

### **Uncultivated Plots:**

- a. the Clerk/delegated Council Officer will inspect plots regularly and identify plots that are in an uncultivated and neglected condition
- b. the Clerk/delegated Council Officer will contact the tenant (if possible) to ascertain and record the reason for failure to cultivate
- c. if the reasons are not clearly of a temporary nature, the Clerk/delegated Council Officer will explain to the Tenant procedures that will be followed if the plot remains in the same condition at subsequent inspection
- d. if a plot remains in the same condition at the time of the second inspection (or if the tenant cannot be contacted) the clerk may initiate the formal procedures to give notice of termination of the tenancy
- e. the Clerk may issue a 'cultivation order' informing the tenant that unless the plot is tended and cultivated (on at least 50% of the area) within the next 21 days, a formal notice giving 30 days to vacate the plot will be issued and enforced

### **The Council will:**

1. provide and maintain a water supply via standpipes at various locations on the site
2. be responsible for maintaining the access road
3. ensure that the main gate and locks are regularly maintained.
4. address any health and safety issues that are brought to their attention