



IN ACCORDANCE WITH THE STATUTORY REQUIREMENTS OF THE LOCAL GOVERNMENT ACT 1972 SCHEDULE 12  
PARAGRAPH 26(2) [A] (ADMISSIONS TO MEETINGS) SECTION 1(4)

NOTICE IS GIVEN THAT A GIFT OF A BURROW FOR ALLOTMENTS COMMITTEE  
WILL BE HELD AT TOWN HALL, CULLOMPTON ON THURSDAY, 28 SEPTEMBER 2023 ON THE RISING OF THE ORDINARY  
MEETING OF THE FULL COUNCIL

MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND UNLESS A SPECIFIC DECISION HAS BEEN  
TAKEN TO PROHIBIT THEM

**TO THE CHAIR AND MEMBERS OF THE GIFT OF A BURROW FOR ALLOTMENTS COMMITTEE**

**YOU ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING OF CULLOMPTON TOWN  
COUNCIL**

**22 SEPTEMBER 2023**

## **AGENDA**

1. **Apologies for Absences.** to receive apologies for absence and consider the reasons given ([LGA 1972 s85\(1\)](#)).
2. **Declaration of Interest.** Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with [Localism Act 2011 s33\(b-e\)](#) (this does not preclude any later declarations).
3. **Public Question Time.** Members of the public are invited to question the Council on local issues etc. Questions will be answered by The Chair or Clerk. These persons will reserve the right to postpone making an answer until the following meeting in order to take advice or undertake research. During this time, outstanding answers from previous meetings will be delivered.
4. **Minutes.** To approve the minutes of the meeting of the Gift of A Burrow for Allotment Committee held on 1 June 2023.
5. **Allotment Report.** To receive the update report.
6. **Finances**
  - 6.1. To consider rent increases to £30 (half-plot) and £50 (full-plot) with effect from 30 September 2024.
  - 6.2. To consider the collection and retention of deposits for new allotment tenants.
  - 6.3. To approve the transfer of the complete balance of the Gift of A Burrow for Allotments bank account from Natwest Bank plc to Unity Bank.

7. **Governance.**

7.1. To consider the co-option of a Trustee from within the Allotment Association and a Trustee who is not a member of the Allotment Association.

7.2. To consider the adoption of the revised Allotment Policy for the Burrow's Field.

8. **Maintenance.** To consider the supply and installation of plot markers at Burrow's Field for ease of identification of allotment plots.



Dan Ledger  
Town Clerk / RFO

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**MINUTES OF A MEETING OF THE TRUSTEES OF GIFT OF A BURROW FOR ALLOTMENTS HELD AT CULLOMPTON TOWN HALL ON THURSDAY 1 JUNE 2023**

**THOSE PRESENT:**

**Councillors:** J Buczkowski, R Dietrich, S Holvey.  
**Officers:** The Town Clerk, the Deputy Town Clerk.

1. **ELECTION OF CHAIR**

**RESOLVED** that Councillor R Dietrich is elected Chair for the Municipal Year 2023-2024.

2. **APOLOGIES FOR ABSENCES**

There were no apologies for absence tendered.

3. **Declaration of Interest & Dispensations**

There were no Declarations of Interests made and no Dispensations granted.

4. **PUBLIC QUESTION TIME**

**Nigel Middlewick** (Treasurer of Allotment Assoc). Disappointed that the Allotment Assoc were not specifically invited. Number of allotment plots are unworked and there has not been a formal inspection of the allotments. *An allotment inspection will be conducted in the next few weeks with a view to addressing the unworked plots.*

He expressed the Association's concern about the changes made to Plot 17 and the cost of those changes. *The Council has a duty under the Equality Act 1998 to make reasonable adjustments to allow those with disabilities to access the benefits of holding an allotment and the adjustments made to Plot 17 fall under the category of reasonable.*

Mr Middlewick is content to report concerns around the allotments to the Council and would like to be informed of future meeting of Trustees.

5. **MINUTES**

The minutes of the meeting held on 25 November 2022 were adopted as a true and correct record of the meeting.

6. **FINANCES**

6.1. The current financial position of the Gift of A Burrow for Allotments Trust was noted.

6.2. The end of year accounts of the Gift of A Burrow for Allotments Trust were noted.

6.3. To consider the future sustainability of the Gift of A Burrow for Allotments Trust.

**RESOLVED** that the sustainability of the Gift of A Burrow for Allotments Trust is considered in detail when detailed figures are known and a site visit by Trustees has been conducted.

6.4. **RESOLVED** to ratify the recommendation from Cullompton Town Council on signatories of the Gift of A Burrow for Allotments Trust and that the Chair and Vice-Chair of the Council

together with the Chair of the Gift of A Burrow for Allotments Trustees become signatories of the bank account.

7. **GOVERNANCE**

To consider the direction required for the Governance of the Gift of A Burrow for Allotments Trust.

**RESOLVED** that a representative of the Allotment Assoc and one Tenant who is not a member of the Allotment Association with a further, independent, Trustee who is not an allotment Tenant are invited to join the Trustees.



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Town Clerk: Dan Ledger

<b>CULLOMPTON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>September 2023</b>
<b>Item of business</b>	<b>Gift of A Burrow for Allotments</b>
<b>Details</b>	Update Report
<b>Recommendations</b>	<p><b>Recommendations:</b></p> <p>1.3.1. Rent for a half plot increases to £30.00 per annum. 1.3.2. Rent for a full plot increases to £50.00 per annum. 1.3.3. A deposit of £50.00 is taken from new allotment tenants.</p> <p>2.2. Rent continues to be collected on an annual basis.</p> <p>3.2. That the Administrative Assistant is tasked to source suitable markers for allotment plots and makes arrangements to have them installed at a cost of approximately £200 plus staff time to install.</p>

## 1. Allotment Rents.

- 1.1. In accordance with the Allotment Agreement Article 10, rents will be reviewed each year. Allotment rents have not increased for a number of years whilst costs to the Trust have.
- 1.2. It has been suggested that a deposit is taken from new allotment tenants, kept ringfenced from other funding streams, as a means of offsetting the cost to the Trust of having neglected allotments cleared on the resignation or eviction of the tenant. Previously this has been considered to be an unacceptable burden on the Finance Officer of the Council as this money would have to be accounted for and kept for, sometimes, decades before being returned to the tenant, if applicable, when they resign their plot.
- 1.3. In order to make the Trust more sustainable and to reduce its dependence on Council subsidy, it is **recommended** that:
  - 1.3.1. Rent for a half plot increases from £20.00 to £30.00 per annum.
  - 1.3.2. Rent for a full plot increases from £35.00 to £50.00 per annum.
  - 1.3.3. A deposit of £50 is taken from new allotment tenants to be returned to the tenant on vacation if the allotment is in a satisfactory condition or used to offset the cost of allotment clearance if the vacated plot is unsatisfactory. Funds kept as allotment deposits are to be kept in a separate bank account.

## 2. Rent Collection.

- 2.1. It has been suggested that by moving from annual rent collection to 6 monthly rent collection, those who are considering vacating their plot may do so earlier; anecdotally, those who are allotment tenants but who are wavering in their commitment to it give the matter more serious consideration when the rent is due. The 6 monthly approach will double the workload of the Finance Officer in respect of allotment rent collections and increase costs to the Trust.
- 2.2. It is **recommended** that the allotment rent collections remain on an annual basis.

## 3. Plot Markers.

- 3.1. Some years ago, plot markers were installed at all allotment sites; these were made of laser engraved wood and, over the years, they have rotted away and been disposed of. In accordance with Allotment Agreement 20.16, tenants are responsible for ensuring "...the clear display of supplied number/row markers on the edge of their plot...".
- 3.2. It is **recommended** that the Administrative Assistant is tasked to source suitable markers for allotment plots and makes arrangements to have them installed at a cost of approximately £200 plus staff time to install.

## 4. Key Policy Amendments.

- 4.1. On a local basis, rents have not been charged to incoming allotment tenants for the remainder of the year that they hold their allotment; going forward, it is intended that full rent will be charged.
- 4.2. The definition of "cultivated" will be expanded and clarified. At present, there appears to be some confusion regarding what "cultivated" means and it will be expanded to read "...cultivated, productive and weed free..." It will remain an expectation of the Trust that 75% of an allotment plot will be cultivated, productive and weed free.
- 4.3. Padlocks and chains at all gates will be inspected six monthly and the combinations to the locks will be changed; all tenants will be advised at the time the change takes place.
- 4.4. The process for evicting those tenants deemed to be failing to maintain their plot to a satisfactory standard now reads as follows:
  - 4.4.1. Allotment inspections will take place more frequently than has been the case previously and will not be announced. It is anticipated that they will take place every other month.
  - 4.4.2. A detailed record of the inspection, including photographs, will be kept to support the Officer's report on the condition of unsatisfactory allotments.
  - 4.4.3. Tenants of unsatisfactory allotments will be given 1 calendar month to bring their allotment to a satisfactory standard; a second inspection of the allotment will take place after this calendar month has expired.
  - 4.4.4. Should the second inspection be unsatisfactory, the tenant will be given 14 days to remove their tools, equipment and structures (such as sheds a polytunnels) before the allotment is re-let to the next individual on the waiting list. Should the Trust be required to arrange removal of tools and equipment, it will inform the outgoing tenant that this working is being undertaken and that such equipment will be retained for 1 month before being disposed of.

## ALLOTMENT POLICY - GIFT OF A BURROW FOR ALLOTMENTS

**THIS POLICY IS TO BE READ IN CONJUNCTION WITH THE ALLOTMENT AGREEMENT,  
HEALTH AND SAFETY GUIDE TO ALLOTMENTS AND OTHER GUIDANCE**

<b>POLICY TITLE</b>	Allotment Policy - Gift of A Burrow for Allotments
<b>POLICY NO</b>	31
<b>DATE ADOPTED</b>	Approved by Gift of A Burrows for Allotments 1 December 2020
<b>POLICY AIM</b>	To ensure a fair and consistent approach in the management of the allotments.

Hereafter, the Gift of A Burrow for Allotments Trustees will be known as “the Trust”.

### 1. INTRODUCTION

The Trust has a statutory duty to provide allotments to improve people’s quality of life by promoting healthy food, exercise, and community. This field was given to the community in the 1920s by Alfred Burrows on the understanding that it is used only as an allotment field.

### 2. OUR AIM

It is the aim of the Trust to provide allotments of an acceptable standard to enable individuals to improve their quality of life, health, and diet, by growing their own food and providing a place to relax at a reasonable cost.

### 3. OBJECTIVE

The primary objective is to manage and administer allotment sites in convenient locations to serve the community within the Cullompton Town Council’s Parish boundaries. This requires The Trust to ensure that allotments are kept in a reasonable condition and Tenants are treated equally and fairly under the terms and conditions of their Tenancy Agreement.

*Note: While allotments are for the benefit of parishioners, should allotment plots remain vacant then an application from someone outside of the Parish boundary may be considered.*

### 4. RESOURCES

As the service is primarily for individuals rather than the benefit of the whole community the Trust will keep any subsidy towards running costs to a reasonable level.

The Trust is responsible for the allotment site at **Burrow’s Field (Tiverton Road)**, a Registered Charity of which Cullompton Town Council is the sole trustee and appoints a number of its ~~number~~members to be Trustees trading as Gift of A. Burrow for Allotments.

### 5. TRUST RESPONSIBILITIES

Where the Trust is responsible, it will maintain the infrastructure of the sites including outside border paths, mains water supplies (where provided) and site boundary: walls, fences, gates and associated locks. (Point 12.1 – Security refers)

The Trust will undertake regular inspections of Allotment sites (Point. 13 – Inspections and Notices refers) to ensure that plots are maintained to a satisfactory standard in order they

do not cause a nuisance to adjoining/neighbouring plots and to encourage the prompt re-letting to those on the waiting list should a plot become available.

The Trust will review Allotment rents on an annual basis and will, with one year's notice, inform Tenants of any changes to the fees. (Point 10 – Rents refers).

**Commented [RE1]:** Can we move this section to point 10 - Rents?

## 6. APPLYING FOR AN ALLOTMENT

All applicants have to live in the Parish and are required to complete an Allotment application form. Once received, the applicant's name will be added to the waiting list. All applications will be recorded in date order of receipt and where a waiting list occurs, allotments will be offered to applicants in this order.

## 7. WAITING LIST FOR NEW APPLICANTS

The Trust maintains a primary and secondary waiting list of prospective Tenants. The primary waiting list is for those living in the Parish who do not already rent an allotment from the Trust, this system operates on a first come, first served basis and takes priority over the secondary waiting list. Currently the Council/Trust hold one document for Primary and Secondary list.

The secondary waiting list is for those who already rent an allotment from the Trust and would like an additional allotment, this system operates on a first come, first served basis, but will only be considered if there is nobody on the primary waiting list. Existing Tenants will also have to prove they are eligible for a second allotment by consistently achieving good to excellent inspection results.

To avoid a lengthy waiting list for allotments, new Tenants will generally be offered a half allotment. Tenants will not be entitled to more than the equivalent of one half allotment plot (or two half plots) unless there are no other applicants on the waiting list. As in exceptional circumstances a quarter plot might be offered depending on tenant's requirements and plots available at the time.

**Commented [RE2]:** Tenants will not be entitled to more than HALF plot unless there are no other applicants on the waiting list

## 8. WHEN AN ALLOTMENT BECOMES VACANT AND ACCEPTING AN ALLOTMENT

The Trust will make arrangements for viewings. If the prospective applicant wishes to accept the plot, a Tenancy Agreement will be issued with an agreed starting date together with a rental invoice, Health and Safety Regulations leaflet and Bonfire leaflet, all of which are to be read in conjunction with this Policy. If the Trust does not hear from the applicant within five working days, it will be assumed that they are no longer interested in having an allotment and their name will be taken off the waiting list. The allotment will then be offered to the next person on the waiting list.

**Commented [RE3]:** Note for additional costs / price list?

**Commented [SR4R3]:** In addition, is there a requirement to collect and retain a deposit.

Rent for tenancies commencing after the annual due date shall be required to pay full rent pro-rata. Once the signed Tenancy Agreement and payment have been received by the Trust, the applicant can start work on the allotment.

## 9. DECLINING AN ALLOTMENT

An applicant will be offered up to three allotment plots. If all three offers of an allotment plot are refused, the applicant will go to the bottom of the waiting list.

## 10. RENTS

A whole year's rent is to be paid in advance on the due date of 30 September. A new tenant is required to pay a deposit of £..... this is for the Council/ Trustees to be able to recover any additional costs which might occur associated to poor leftover condition of the plot -The level of rent will be reviewed annually and used to cover the cost of running the allotment sites. -Whilst the Trust will take into account individual circumstances, failure to make payment of rent within 40 days will lead



to eviction. Should the Trust need to undertake any work e.g. to clear the site of weeds, structures or an accumulation of waste, the cost of clearing/reinstating the plot will be invoiced to the plot holder. [List of additional costs for clearing.](#)

## 11. ENVIRONMENTAL REQUIREMENTS AND OBJECTIVES

The Trust requires Tenants to maintain their allotments in a sustainable and environmentally friendly way. Tenants will comply with this objective by:

**11.1** Re-using materials and where available, use of products using recycled materials in their manufacture.

**11.2** Minimal use of pesticides (see 20.10)

**11.3** Minimal use of herbicides (see 20.10)

**11.4** Minimal use of artificial fertilisers.

**11.5** Reduction in mains water consumption by encouraging the collection of rainfall from shed roofs or other means of collection.

**11.6** Composting materials arising from cultivating and maintaining the allotment (i.e. vegetable waste, cuttings, grass clippings, etc.).

**11.7** Minimal use of bonfires to dispose of waste material from the allotment (see separate Bonfire Leaflet restricting timing and use of bonfires).

**11.8** Promptly removing from site inappropriate materials and likewise any redundant materials no longer required for normal use and disposing of the same off site and in an appropriate manner.

**11.9** No barbed wire must be used.

**11.10** [Care must be taken on plots with compost heaps during the egg laying season of the grass snake; this snake is the only UK native species that lays eggs and it does so in areas of decomposing vegetation. The usual egg laying season for the grass snake is in June or July with eggs hatching in late Summer.](#)

## 12. SITE IMPROVEMENTS, SECURITY, MAINTENANCE AND PEST CONTROL

### 12.1 Site Security

The Trust will maintain site boundary walls, fences, gates and their locks (where supplied) in good order to maintain a reasonable level of site security. Locks will be combination padlocks and the Trust will issue the relevant numbers to all Tenants. Tenants will co-operate with the Trust in maintaining site security and will ensure that gates are locked when leaving the site.

The Trust has no liability in respect of Tenant's losses due to theft or vandalism.

Tenants are responsible for the care, cultivation, ~~and~~ maintenance of their allocated allotment plot, ~~clearing and keeping tidy the adjoining paths to their plot~~ and likewise their own property. If a Tenant's property is stolen or vandalised, they are encouraged to inform the Trust and report the incident or loss to the Police.

### 12.2 Pest Control

In the event of an infestation by ~~rats, wasps or hornets~~ [pests \(such as rats, wasps or hornets\)](#) such that public safety is at risk, the Trust will take all reasonable steps to control such infestations, particularly where nests are in boundaries to the site. Tenants will take all

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reasonable steps so as not to promote rat infestations by ensuring that foodstuff and other waste materials likely to encourage rats are not left on site.

### 12.3 Self-Help Site Improvements and Maintenance Works

Where individuals or 'Associations' seek to undertake improvements or maintenance works, those planning such works should seek the Trust's formal approval. All such works should be well planned and undertaken in a safe manner, utilising only those individuals possessing the appropriate skills and capabilities to complete the work.

## 13. INSPECTIONS AND NOTICES

The Trust recognises that regular inspections are key to the effective management of allotments. Inspections may be undertaken at any time by any Trust member of staff or Committee member, who is entitled to enter and inspect any allotment.

To assist in achieving consistency in undertaking and scoring individual plots, the Trust will apply a common set of criteria measuring the extent to which the plot is cultivated, general tidiness, the Tenant's adherence to Trust policy and site rules, and commitment to and application of the Trust's Environmental Requirements and Objectives as set out at Clause 11. above.

In the event of a breach in policy, site rules or tenancy agreement, an appropriate notice may be served on a Tenant either personally, by email or letter at the last known place of residence —The Notice will outline the Trust's concern, details of any breach and the corrective action required. Failure to abide by the notice will result in termination of the Tenancy Agreement.

## 14. HEALTH AND SAFETY

Tenants must abide by relevant statutory requirements together with The Trust's own site rules and Health and Safety Guide to Allotments guidance, as currently in force.

### 14.1 Allotment tenants are strongly recommended to have sufficient Public Liability Insurance in place; the Trust does not indemnify individual plots at Burrow's Field.

## 15. ALLOTMENT ASSOCIATION AND REPRESENTATION

Burrow's Field (Tiverton Road) Allotment site - Tenants are able to join an Allotment Association if they so wish and membership is on a voluntary basis.

All Allotment Tenants are welcome to attend meetings of the relevant Committee/Sub-Committee meetings of The Trust and are able to speak within the Public Participation section of the meeting/s to raise any issues which they may have. Meeting dates can be found on the [Trust's Town Council](#) website:

[http://www.cullomptoncouncil.gov.uk/Gift\\_of\\_A\\_Burrow\\_for\\_Allotments\\_22802.aspx](http://www.cullomptoncouncil.gov.uk/Gift_of_A_Burrow_for_Allotments_22802.aspx)

## 16. TENANCY AGREEMENT

The Tenancy Agreement is between the Trust and the allotment Tenant, it sets out the terms and conditions of having the allotment. ~~This includes a recommendation that Tenants have Public Liability Insurance. Or they can join the Allotment Association and benefit from their cover and other benefits.~~ Upon signing the Tenancy Agreement, it will be assumed that the Tenant is fully aware of and will abide by the Agreement itself, the Trust's Policy and Site Rules.

## 17. SHARING/CO-WORKING-AND-SUB-LETTING

Commented [RE6]: HOW OFTEN ?

Commented [RE7]: Time Frame? Formalising process alongside termination: inspection, 1st attempt warning letter with a 30 days time frame to see improvements, after these 30 days, 2nd inspection, if no improvements in place. Sending 14 days notice to collect belongings from the plot.

Commented [RE8]: EXPAND

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Commented [RE9]: Change to correct website address

Commented [RE10]: Either to have public liability Insurance or to become as a member of the Allotment association as they have insurance cover for members.

The Tenancy Agreement is with one named individual, there are no joint tenancies. Family or friends may assist the Tenant on their allotment, but the tenancy will be in the name of the Tenant.

In some circumstances, assistance from other individuals may be required and in this instance the Trust should be notified, and the Co-Worker registered with the Trust. To register a Co-Worker on the allotment, the Tenant is required to put in writing to the Trust the Co-Worker's name, address, telephone number and email address. The Tenant and Co-Worker are both required to complete an application form. A copy of the Allotment Policy will be issued and signed for by the Co-Worker. ~~the Tenant is required to put in writing to the Trust the Co-Worker's name, address, telephone number and email address.~~ Should the Tenant wish to relinquish their allotment and if their Co-Worker wishes to take over the tenancy, then the Co-Worker (who must be registered and live within the Parish) may become the Tenant by applying to the Trust.

#### **SUB-LETTING**

Allotments cannot be sub-let. If the Tenant wishes to give up part (say, one half of a full plot) of their allotment, the surrendered part will be offered to the next person at the top of the waiting list and charged ~~on full rent, a pro-rata basis.~~

### **18. TERMINATION OF AN ALLOTMENT TENANCY**

The tenancy of an allotment will terminate in the following circumstance:

- 18.1** Upon the death of the Tenant.
- 18.2** Upon the Tenant giving notice of their wish to give up their tenancy.
- 18.3** After having given one month's notice in writing, the Trust may terminate the tenancy in the following circumstances:
  - 18.3.1** If the rent or any part of it is in arrears after 40 days.
  - 18.3.2** If, following routine inspections by the Trust it is apparent that the Tenant has not duly adhered to the Site Rules or any other term or condition of tenancy.
- 18.4** Should the Trust wish to **terminate** or alter any Agreement they must give the Tenant ~~six~~ **one** months' notice in writing. ~~Or 3 months notice?~~

### **19. VACATING AN ALLOTMENT AND LIABILITIES ARISING**

A vacating Tenant will be responsible for clearing the allotment of general rubbish and to leave it in a clean and tidy condition ~~not later than 14 days after the vacating notice is given.~~ A charge will be made by the Trust for the removal of any rubbish remaining on the plot.

Any temporary structure/s including a shed, greenhouse or a poly tunnel which a Tenant wishes to leave on their plot will require approval from the Trust. Temporary structure/s must be cleared of their contents by the vacating Tenant and failure to clear said items will result in a charge ~~or no deposit will be refunded.~~ Where structures are in poor condition and have not been removed by the Tenant, a charge will be made by the Trust to clear the plot.

If a plot is abandoned or is deemed to have been abandoned, the Trust will keep the area trimmed and where necessary, treat the plot with weed-killer and/or weed suppressant sheeting to ensure that the plot is maintained to an acceptable standard and to expedite the renting of the plot to a new Tenant.

### **20. GENERAL CONDITIONS OF TENANCY**

**Commented [RE11]:** So for me it seems like the co-worker potentially could take the tenancy from the main tenant if they want to give up?!

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**Commented [RE12]:** Deposit as recovery cost, usually not feasible

The Tenant must comply with the following conditions. Failure to do so on one or more counts will result in the tenancy of all allotments held by the Tenant being terminated. The Trust's decision is final.

- 20.1** Prior to taking up tenancy of an allotment plot, the Tenant will be required to pay the annual rent in advance, plus deposit of £....- Should a tenancy start part way through the year, the annual rent will still be the amount of a full year rent. be charged on a pro-rata basis.
- 20.2** The Tenant will not use the allotment for any other purpose than as an allotment.
- 20.3** The Tenant will keep the allotment clean, tidy, fertile and in a good state of cultivation. Cultivated plants should be maintained in active, healthy growth with care being taken to minimise the growth of invasive or alien species, noxious weeds and other species that are subject to legislative control.
- 20.4** Tenants are always expected to conduct themselves in an appropriate manner treating others with due respect; anti-social, nuisance or aggressive behaviour will not be tolerated. The Tenant must not cause damage to another Tenant's property or crops, nor to the infrastructure of the site e.g. paths, fences, gates etc.
- 20.5** Bonfires may only be lit at the times as illustrated in the Bonfire leaflet. In any case, bonfires must not be lit before:
- April to September - Do not light bonfires before 6pm.
  - October to March - Do not light bonfires before 4pm.

Once lit, a bonfire must not be left unattended until extinguished and no longer posing further risk of fire. Household rubbish must not be burnt on any plot; only items from a Tenant's plot may be added to a fire.

#### SHEDS, GREEN HOUSES, POLYTUNNELS

- 20.6** If a Tenant wishes to erect a shed, greenhouse or a poly tunnel on their allotment, prior approval must be sought from the Trust by completing the relevant application form. Any such structure must be maintained in good condition, a shed/greenhouse should not exceed 8' x 6' and a poly tunnel should cover no more than a third of the area of the allotment. Sheds, greenhouses and poly tunnels should be of a temporary construction that will allow for their removal at some point in the future. They must not include asbestos, glass or any toxic material/s.

Once a Tenant decides to vacate their plot, the Trust will decide if their shed, greenhouse or poly tunnel may remain in situ, however the contents must be removed. If the Trust decides that a shed, greenhouse or poly tunnel needs to be removed (either on an existing or vacating Tenant's plot) this will be the responsibility of the Tenant. Should the Trust need to arrange for the removal of a shed, greenhouse or poly tunnel, then the associated costs will be invoiced to the Tenant.

If a Tenant wishes to install a pond on their allotment, prior approval must be sought in writing from the Council by completing the relevant application form. Any such structure must be maintained in good condition and should not exceed 15% of the size of the plot.

Once a Tenant decides to vacate their plot, the pond and any associated material/s must be removed and the plot returned to its original state (prior to installation of the pond) – this will be the responsibility of the Tenant. Should the Council need to arrange for the removal of a pond and any associated material/s, then the associated costs will be invoiced to the Tenant'

**Commented [RE13]:** Amount of deposit - Recommendations

**Commented [RE14]:** Definition of good cultivation

**Commented [RE15]:** Can we distinguish the points with header for sheds etc. to be more clear?

**Commented [RE16R15]:** + Add the section which is for pond application point 20.26 here.

**Commented [RE17]:** Can we move this paragraph to point 20.6 - shed, polytunnel applications

## FENCES

- 20.7** If a Tenant wishes to erect a fence on any part of their plot, then prior approval must be sought by writing to the Trust to request permission; the material to be used and its location must be specified. Should permission be granted for the installation of a fence, this will relate solely to a wooden fence (painted/bare wood acceptable), no higher than 1 no. metre, which must not be a trip hazard nor affect any, impinge or block access to, any neighbouring plots or pathways. Any fence must be maintained in good condition. Once a Tenant decides to vacate their plot the Trust will decide if the fence may remain in situ. If the Trust decides that the fence needs to be removed, this will be the responsibility of the Tenant. Should the Trust need to arrange for removal of any fencing, then associated costs will be invoiced to the Tenant.
- 20.8** The Tenant must not enter any allotment other than their own, without the permission of the relevant allotment holder or in the case of a vacant allotment, the Trust.
- 20.9** Tenants are required to notify the Trust of any change of address, telephone number or email address as soon as possible.
- 20.10** No toxic or hazardous materials should be stored on the Allotment. Any pesticides or poisons such as rat bait must comply with current legislation regarding their use and storage. All such materials must be stored in a safe manner and not be allowed to become a hazard or nuisance to others.
- 20.11** The Tenant must not leave any tools or other equipment unattended on common pathways or other areas of the site nor in any other way that may cause accident or injury and must ensure that such tools and other equipment are used carefully and with due regard to the safety of others.
- 20.12** The Tenant must ensure that tools and other personal equipment are kept safe and secure when not in use and the Tenant acknowledges that the Trust accepts no responsibility for the loss of, or damage to, such items however caused, nor does the Trust accept any responsibility for any injury caused by such items howsoever caused.
- 20.13** Glass must not be used on any allotment plot e.g. shed windows, greenhouses, cloches to negate injuries to any plot holder or visitor to the site.
- 20.14** Allotments must be used for the purpose of an allotment garden only. It must be wholly or mainly used to produce vegetables, flowers or fruit for the consumption by the leaseholder or his/her family. It must be kept free from weeds and every part must be maintained in good condition. It is expected that at least 75% of the plot will be kept cultivated with fertile production. The same requirements applies to organic growing plots.-
- 20.15** All paths on the perimeter of each allotment plot are the responsibility of adjoining Tenants. Paths must not be undercut nor reduced to less than 18 inches(45.72cm.) but ideally 24 inches (60.96cm) to avoid the creation hazards likely to cause trips or falls. —Where undercut or reduced to less than 18 inches in width then the responsible Tenant will be required to reinstate the paths. if some banking needed to be reinstated it is those tenants` responsibility which where the banking falls into their plot, and where the erosion is. The required measures for banking is 8 inches or 20 cm. If failing to abide the requirements charges may apply.
- 20.16** All Tenants must ensure the clear display of supplied number/row markers on the edge of their plot nearest the middle path at all times in order to define their plot.

**Commented [RE18]:** CAN WE ADD IT TO H & S? OR TO PUT HEADING: HAZARDS

**Commented [RE19]:** H & S OR HAZARDS

**Commented [RE20]:** DAN TO CHECK

**Commented [RE21]:** In process - awaiting for decision plaque or other type of plot numbering.

- 20.17** Where a mains water supply is provided by the Trust, water may only be drawn and transferred by way of buckets or watering cans. The use of hosepipes is prohibited.
- 20.18** If dogs are brought on to allotment sites they must always be kept under control by way of lead or secure tether.
- 20.19** While kitchen cuttings and other compostable material may be used in making compost, cooked food waste is not permitted. No household refuse to be deposited on the Allotment site.
- 20.20** There is to be no fly tipping on site either by way of dumping surplus or waste materials (including vegetation) within the site boundary or by way of bringing on to the site materials and rubbish not required for the purposes of cultivation. Tenants will be responsible for disposing of all waste materials off site in an appropriate manner.
- 20.21** Chickens nor other livestock will not be kept on the Allotment site. The only exception will be beehives which may be permitted on application and with the express permission of the Trust.
- 20.22** The Trust has the right to refuse admission to any person attending the plot unless that person is accompanied by the Tenant or a member of the Tenant's family.
- 20.23** Disputes between Tenants will be referred to the Trust, whose decision is final.
- 20.24** Cars shall not be parked in a manner likely to obstruct access to adjoining premises, facilities or Town Cemetery.
- 20.25** The use of a BBQ is not permitted without prior written consent from the Council-Trust for a particular occasion.

~~**20.26** If a Tenant wishes to install a pond on their allotment, prior approval must be sought in writing from the Council by completing the relevant application form. Any such structure must be maintained in good condition and should not exceed 15% of the size of the plot.~~

~~Once a Tenant decides to vacate their plot, the pond and any associated material/s must be removed and the plot returned to its original state (prior to installation of the pond) this will be the responsibility of the Tenant. Should the Council need to arrange for the removal of a pond and any associated material/s, then the associated costs will be invoiced to the Tenant.~~

**Commented [RE22]:** Can we move this paragraph to point 20.6 - shed, polytunnel applications

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## **21. ADDITIONS TO POLICY**

From time to time the Trust may add additional Rules as are necessary to maintain the infrastructure and integrity of the allotments and management thereof.

## **22. REPEAL OF RULES PREVIOUSLY IN FORCE**

This policy and all rules contained within supersede any policy in force by the Trust.

### Suggestions:

1. New tenants deposit; How much?
2. Changes to allotment agreements for tenants to agree their name and plot to be published in our financial reports on the website.
3. ADD THE POLICY FOR EVICTED TENANTS – NOT ALLOWED TO RE APPLY FOR 2 YEARS.
4. Plot clearance costs list (after eviction).

Notes:

N: of inspections: 4 full inspections; (14<sup>th</sup> June; 28<sup>th</sup> June; 20 July; 23 August 2023).

Next inspection due in mid-September

N: of Improvement letters or emails sent general letters 2- 06/07/23; 25/08/2023 -49  
improvement letters 12 - after first inspection; 2 additional;

N: of evictions: 9 (6 at Tiv; 2 Hay; 1Top)

N: on new tenants allocated: 9

Waiting list:

when started: 29 people

current list: 23 people

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