



**A meeting of the Trustees of Gift of A Burrow for Allotments will be held on
Wednesday 29 November 2017 at 2pm at Cullompton Town Hall**

Judy Morris

SIGNED: Mrs Judy Morris (Town Clerk)

DATE: 22 November 2017

Membership: Town Mayor Cllr Iain Emmett, Cllrs Eileen Andrews, Daniel Barnes, James Buczkowski and Rachel Sinclair.

AGENDA

1. **APOLOGIES:** To receive apologies for absence.
2. **MINUTES:** To approve the Minutes of the previous meeting held on 25 October 2017 (Appendix A).
3. **ALLOTMENT ASSOCIATION:** To consider any matters that the Allotment Association wishes to bring to the attention of the trustees.
4. **UPDATE REPORT:** To receive report and agree any action required
5. **FINANCE:** To review Income and Expenditure report and confirm transfer of funds to St Andrews Church PCC, People Matter for the benefit of the Cullompton Foodbank (Appendix B).
6. **MATTERS RELATING TO TIVERTON ROAD ALLOTMENT S**
 - (i) At a meeting of the General Purposes Committee held on 2 November 2017 it was resolved as follows: *"to make clear the relationship between the Town Council and the Allotment Association within the policy ready for acceptance at the next General Purposes Committee"*. To consider the wording to be included in the policy (Appendix C).

- (ii) To consider email from Allotment tenant with regard to the allotment policy and other allotment matters (Appendix D).
 - (iii) To consider posting Minutes and other information relating to allotment matters on the Town Council website in response to concerns raised by allotment tenants.
 - (iv) To consider any other matters relating to Tiverton Road allotments.
- 7. RISK ASSESSMENT AND HEALTH & SAFETY INFORMATION SHEET (Appendix E)**
- 8. Date and time of next meeting.**

This meeting is open and members of the public are welcome to attend



**Minutes of a meeting of the Trustees of Gift of A Burrow for Allotments held on
Wednesday 25 October 2017 at 7pm at Cullompton Town Hall**

Trustees: Town Mayor Cllr Iain Emmett and Cllrs Rachel Sinclair, Eileen Andrews, James Buczkowski and Daniel Barnes

Present: Town Mayor Cllr Iain Emmett (in the chair) and Cllr James Buczkowski

Also in attendance: Mrs J Morris – Clerk

1. **APOLOGIES:** Cllr Eileen Andrews (personal).
2. **MINUTES:** The Minutes of the previous meeting held on 23 August were deferred until the next meeting as only two trustees present.
3. **CULLOMPTON ALLOTMENT ASSOCIATION: To consider any matters that the Allotment Association wish to bring to the attention of the trustees:** A report from the Allotment Association had been circulated to all trustees prior to the meeting. This was discussed and the following agreed:
 - (a) **Plot Inspections:** Trustees will carry out twice yearly inspections and one-off inspections of individual plots if requested to do so. However the Allotment Association may not be told the outcome of the inspection.
 - (b) **Annual General Meeting:** Saturday 18 November starting at 10.30am at the Walronds. Cllr James Buczkowski will attend.
 - (c) **Erection of greenhouse:** The Allotment Association were previously given permission to erect a 12' x 8' timber framed greenhouse, with polycarbonate sheeting, on Plot 26A. On investigation they have found that a galvanised steel building would be about the same price. **It was agreed** that the Allotment Association can erect a galvanised steel greenhouse of the same dimensions, with polycarbonate sheeting, instead of a timber framed greenhouse.
 - (d) **Hedge cutting:** The Association would appreciate it if some of the hedge height can be reduced between the Allotment field and the Upcott Field. Town Clerk to investigate and respond.

- (e) **Water supply: Agreed** to provide two water barrels at the bottom section of the allotment field.
- (f) **Skip:** Request for a skip in late November 2017 approved. Date to be agreed with the Allotment Association.

4. **UPDATE REPORT:** Currently 4 people on waiting list (for all allotment sites). There is also one person waiting for a second plot and another waiting for a third plot. Rent invoices sent out in September.

Clerk to check progress with tenants whose plots are in poor condition to consider giving up half their plot.

- 5. **Risk Assessment and Health & Safety Information sheet:** Deferred until the next meeting due to there being only two trustees present at the meeting.
- 6. **Insurance:** Clerk to check insurance to ensure that the Council's insurance also covers the Trust.
- 7. **Date and time of next meeting:** Wednesday 29 November at 2pm

SIGNED: _____

DATE: _____

CULLOMPTON TOWN COUNCIL

GIFT OF A BURROW FOR ALLOTMENTS

RECEIPTS AND PAYMENTS 1 April 2017 - 30 October 2017

2016.17		2017.18
	INCOME	
965.00	Allotment rents	912.00
259.00	Allotment Association fees	294.00
1224.00		1206.00
	EXPENSES	
259.00	Allotment Association fees	294.00
146.37	Water	50.00
273.60	Skip	200.00
500.00	Administration charge/adjustment	500.00
1178.97		1044.00
1143.83	Balance in reserve at 1st April 2017	1188.86
1224.00	Add total income	1206.00
2367.83		2394.86
1178.97	Less total expenditure	1074.00
1188.86		1320.86



CULLOMPTON TOWN COUNCIL ALLOTMENT POLICY (FIRST DRAFT)

1. INTRODUCTION

Cullompton Town Council has a statutory duty to provide allotments to improve people's quality of life by promoting healthy food, exercise and community.

2. OUR AIM

It is the aim of the Council to provide sufficient allotment plots 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 objectives are to manage and administer allotment sites in convenient locations to serve the community within the Town Council's Parish boundaries. This means ensuring that allotment plots are kept in reasonable condition and tenants are treated equally and fairly under the terms and conditions of their tenancy agreement.

4. RESOURCES

As the service is primarily for individuals rather than the benefit of the whole community the Town Council will keep any subsidy to a reasonable level.

The Council is responsible for the following allotment sites:

- Tiverton Road: Registered Charity of which the Council is the sole trustee (Gift of A Burrow for Allotments) – 31 Plots (currently split into
- Top Field: owned by the Town Council – 12 plots (currently split into
- Haymans Close – leased from Mid Devon District Council – 5 plots (currently split into

5. APPLYING FOR AN ALLOTMENT

All applicants are to complete an application form. When this form is received by the council the name will be added to the waiting list.

6. WAITING LIST FOR NEW APPLICANTS

The Town Council maintains a primary and secondary waiting list for each site. The primary waiting list is for those living in the parish who do not already rent an allotment plot from the Town Council, this system operates on a first come, first served basis and takes priority over the secondary waiting list.

The secondary waiting list is for those who already rent an allotment from the Council and would like an additional plot, this system operates on a first come, first served basis, but will only be considered if there is

nobody on the primary waiting lists. Existing tenants will also have to prove they are eligible for a second plot by consistently achieving good to excellent inspection results.

7. WHEN AN ALLOTMENT BECOMES VACANT

The council will contact the applicant advising an allotment has become available and make arrangements for them to view it. If accepted, a tenancy agreement with an agreed starting date will be issued to the applicant for signing and returning within 14 days. An invoice will also be issued for rent for the remainder of the letting year. Once this has been received, the applicant can start work on the plot on or after the agreed start date.

8. ACCEPTING AN ALLOTMENT

If the council does not hear from the applicant within 14 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 plot will then be offered to the next person on the waiting list.

9. DECLINING AN ALLOTMENT

The applicant will be offered 3 plots. If they decline all 3 offers they will start again at the bottom of the waiting list.

10. SHARING AND SUB-LETTING

The tenancy agreement is with one named individual, there are no joint tenancies. Family or friends can help but the tenancy will be in one name only.

To register a co-worker on the plot the tenant is required to put in writing the co-worker's name, address, telephone number and email address. The co-worker will then become entitled to take over the plot provided they have been registered as a co-worker for a minimum of one year. A tenant can un-register a co-worker in the same way at any time.

Plots cannot be sub-let, neither all nor part of a plot. If the tenant wishes to give up part of their plot, the surrendered part will be offered to the next person at the top of the waiting list.

11. PASSING THE ALLOTMENT TO A FAMILY MEMBER

A tenant can apply to pass their plot on to a family member at any time provided the plot is not in a neglected condition and the tenant has held it for a minimum of one year. Please contact the council to arrange the transfer. The plot cannot be passed to friends unless they have been registered as a co-worker for a minimum of one year.

12. RENTS

The level of rent will be reviewed annually.

13. ENVIRONMENTAL INFORMATION

The Town Council will encourage tenants to maintain their plots in an environmentally friendly way as set out below:

- Re-using materials and use of recycled materials.
- Minimal use of pesticides.
- Minimal use of artificial fertilisers.
- Reduction in water consumption and encourage use of water butts.
- Composting

14. MAINTENANCE

Where the Town Council is responsible it will maintain the infrastructure of the sites including: paths, boundary walls and fences, gates and water supplies.

Vacant plots will be re-let as soon as possible to avoid them appearing neglected. If necessary the Town Council will clear vacant plots by strimming and removing dangerous materials.

In the event of vandalism the Town Council will report all incidents to the Police and repair/replace its property.

Tenants are responsible for their own property, if a tenant's property is stolen or vandalised they are encouraged to inform the Town Council and report the incident to the Police.

15. TENANCY AGREEMENT

The Tenancy Agreement is between the Town Council and the allotment tenant, it sets out the terms and conditions of having the allotment plot.

16. HEALTH & SAFETY

To abide by any Health & Safety requirements brought in by the Town Council, copies of the Health & Safety guidelines can be obtained from the Town Council office.

17. ALLOTMENT ASSOCIATION

The Cullompton Allotment Association represents its member's interests with the Town Council. At the present time membership is limited solely to those with plots on the Tiverton Road allotment site.

APPENDIX D

Dear Judy,

Further to the 7th November GP Committee Meeting and the introduction of a draft Allotment Policy, I have got together with [redacted] so that we could come up with some comments and suggested changes to the draft before it progresses. We both feel that this policy is a good step forward and are keen to ensure that CTC promotes gardening in a manner that does not discriminate against or disadvantage tenants.

Our comments and areas we feel requiring change are as follows:

- The Policy does not set out the relationship between CTC and the Cullompton Allotment Association on the Tiverton Road Site.
- In addressing CTC relationship with the Association, consider also the relationship with non-association members and how they may be disadvantaged.
- At General Purposes Committee, discussions are on-going regarding the Council joining the South West Allotment Association - initially to explore the availability of low cost Public Liability Insurance. This needs to be developed further and outcomes included in the new Policy. Would it be best that the Council invites all of its tenants to form a new Association covering all tenants, all sites and future developments?
- Should the Council establish a community-wide allotment association to champion allotments and gardening generally? The current Allotment Association should be challenged to cover the whole of Cullompton including the Garden Village, so, if they do not wish to do this then a new association championed by CTC should be established to include promoting allotmenting in Cullompton.
- The draft policy does not address CTC insurance requirements.
- Currently CTC collects CAA subs at the same time it collects annual rents - is this a legitimate function or transaction for CTC? If so, needs to be covered in the policy.
- Under draft policy items 2. and 3. - Aim and Objectives - How does the CTC intend to cater for the ever growing number of people wanting an allotment - a situation that will worsen as our town growth continues at a pace.
- Item 4 Resources - Need to clarify the CTC policy on allotment sizes. Currently there is a mix of 1/2 plots and full plots. A 1/2 plot is good for a trial as a beginner or hobbyist but is insufficient for a serious gardener trying to grow for health benefits and a degree of vegetable and fruit self-sufficiency. Regarding the latter, a keen enthusiast would require additional space. In developing further allotments and in managing existing plots, CTC should consider how the holdings are managed, subdivided and expanded to suit everyone's needs and the Policy be expanded upon.
- Item 6 Waiting List. Understand the Primary List is for Cullompton Parishioners - so, is there a secondary list for those outside of the Parish?
- Item 6 Waiting List- need to consider whether existing tenant has a 1/2 plot, a whole or two 1/2 plots. Additional plots should be allocated as 1/2 plot size?
- Allocating an allotment - is there a need to assess an applicants physical capabilities against the condition of the plot?
- Poorly maintained plots. This draft policy does not address poorly maintained plots and the actions or sanctions available to the council. Even at the Tiverton Road site there are numerous poorly maintained plots and at least one which has been overgrown for this season - As the Policy is unclear, sanctions or actions are ineffective.
- Item 9 Declining an allotment - what if the applicant declines 3 offers? Go to the bottom of the list or taken off altogether?
- Item 13 Environmental Information (Rules or Requirements?) - Will this be enforced and if so, how and what will the sanctions be?
- 14. Maintenance - The Council should maintain the growth of trees and branches that overhang the boundary plots but why should the Council maintain or cut hedges - surely each tenant should maintain the hedges that occur adjacent their plot?
- 14 Maintenance - Policy or tenancy agreement should be clear on split of responsibilities. There are paths within the Tiverton Road site which are becoming undermined and badly

sloping. Is it the Town Council that should address these matters? Safety of these paths needs to be addressed.

- Item 16 Health and Safety - a brief statement, can we see these requirements to comment on please?
- New Tenancy Agreement mentions vermin but what is the Policy on vermin such as rats, hornets, wasps, etc.? what will the council do if a tenant reports a problem?

Best wishes,

CULLOMPTON TOWN COUNCIL: ALLOTMENT RISK ASSESSMENT

	Location or Hazard Category	Hazard	Risks Arising	Those at Risk	Risk Owner	Suggested Controls	Comment September 2017
1	Site Boundaries						
1.1	Trees	Falling Limbs	Various Injuries	Tenants	CTC	Annual inspections, prompt maintenance or repairs where risks are noted.	Annual inspection list to be drafted – inspection to be arranged
1.2	Hedges	Routine maintenance or lack of	Falls when cutting, other injuries including cutting or infection caused by protruding objects	Tenants	CTC	Annual inspections, prompt maintenance or repairs where risks are noted.	As above
1.3	Fences	Routine maintenance or lack of	Cuts, splinters, collapse etc. resulting in injury	Tenants	CTC	Annual inspections, prompt maintenance or repairs where risks are noted.	As above
1.4	Entrance steps, gates and handrails	Poor construction and /or lack of maintenance	Slips, trips and falls resulting in injury	CTC staff, visitors and tenants	CTC	Regular inspections, prompt maintenance or repairs where risks are noted.	As above
2	Other Common Areas						
2.1	Shared access paths	Slips, trips, and falls	Injury where significantly uneven or undermined	CTC staff, visitors and tenants	CTC	Annual inspections, prompt maintenance or repairs where risks are noted. Clear Site Rules or Protocols linked to Tenancy Agreement	Inspection as above Allotment agreement states as follows: <i>“All paths on the perimeter of the plot are the responsibility of the Tenant and must be kept clean and tidy and not dug, cut or reduced to less than eighteen inches in width.”</i>

CULLOMPTON TOWN COUNCIL: ALLOTMENT RISK ASSESSMENT

			debris – injuries, ill-health	tenants		noted. Clear Site Rules or Protocols linked to Tenancy Agreement	
2.5	General open spaces	Slips, trips, and falls; cuts ; etc.	Fly-tipping (Public) of rubbish and other accumulated debris – injuries, ill-health	CTC staff, visitors and tenants	CTC/Tenants	Regular inspections, prompt clearing by CTC	Inspection check list to be drafted
2.6	Common Plants or Trees	Various depending on nature and activity undertaken	Various injuries including falls, machinery hazards, etc.	visitors and tenants	CTC/or Association if in place	Annual inspections, prompt maintenance where risks are noted.	Inspection check list to be drafted
2.7	Work by Contractors or by organised Working Parties	Various according to work undertaken	Various but particularly where poorly planned, unsupervised or undertaken by unsuitable parties.	visitors and tenants	CTC/or Association if in place	Clear Site Rules or Protocols linked to Tenancy Agreement. Agreement to require planning, supervision and appropriate insurances being in place	
2.8	Plant and Equipment	Fumes, dusts, discharge of stones, entanglement noise, etc.,	Various significant injuries or ill-health effects.	visitors and tenants	CTC/or Association if in place	Only plant and equipment appropriate to task and location to be brought to site. Plant and equipment to be operated by competent persons. Clear Site Rules or Protocols linked to Tenancy Agreement	
2.9	Plant and Equipment	Petrol	Fire or Explosion; Risk of spreading to other plots, hedges, sheds and neighbouring premises.	visitors and tenants	CTC/or Association if in place	Plant and equipment to be operated by competent persons; fuel to be contained in small and appropriate containers. Clear Site Rules or Protocols linked to Tenancy	

CULLOMPTON TOWN COUNCIL: ALLOTMENT RISK ASSESSMENT

			debris – injuries, ill-health	tenants		noted. Clear Site Rules or Protocols linked to Tenancy Agreement	
2.5	General open spaces	Slips, trips, and falls; cuts ; etc.	Fly-tipping (Public) of rubbish and other accumulated debris – injuries, ill-health	CTC staff, visitors and tenants	CTC/Tenants	Regular inspections, prompt clearing by CTC	Inspection check list to be drafted
2.6	Common Plants or Trees	Various depending on nature and activity undertaken	Various injuries including falls, machinery hazards, etc.	visitors and tenants	CTC/or Association if in place	Annual inspections, prompt maintenance where risks are noted.	Inspection check list to be drafted
2.7	Work by Contractors or by organised Working Parties	Various according to work undertaken	Various but particularly where poorly planned, unsupervised or undertaken by unsuitable parties.	visitors and tenants	CTC/or Association if in place	Clear Site Rules or Protocols linked to Tenancy Agreement. Agreement to require planning, supervision and appropriate insurances being in place	
2.8	Plant and Equipment	Fumes, dusts, discharge of stones, entanglement noise, etc.,	Various significant injuries or ill-health effects.	visitors and tenants	CTC/or Association if in place	Only plant and equipment appropriate to task and location to be brought to site. Plant and equipment to be operated by competent persons. Clear Site Rules or Protocols linked to Tenancy Agreement	
2.9	Plant and Equipment	Petrol	Fire or Explosion; Risk of spreading to other plots, hedges, sheds and neighbouring premises.	visitors and tenants	CTC/or Association if in place	Plant and equipment to be operated by competent persons; fuel to be contained in small and appropriate containers. Clear Site Rules or Protocols linked to Tenancy	

CULLOMPTON TOWN COUNCIL: ALLOTMENT RISK ASSESSMENT

						Agreement	
--	--	--	--	--	--	-----------	--

	Location or Hazard Category	Hazard	Risks Arising	Those at Risk	Risk Owner	Suggested Controls	
2.10	Structures	Inappropriate or inadequate construction, poor maintenance etc.	Various injuries including falls from height, cuts from protruding edges/bolts, etc.	CTC staff, visitors and tenants	CTC/or Association if in place	Clear Site Rules or Protocols linked to Tenancy Agreement which will require prior approval	
2.11	Glazed Structures	Glass	Cuts	visitors and tenants	CTC/or Association if in place	Tenancy Agreement to stipulate that all 'glazing' to be in polycarbonate materials	Tenancy Agreement requires amendment – liaise with Allotment Association
2.12	Animals/pests or vermin	Wasps/Bees/hornets/etc.	Stings, significant health risks due to multiple stings	Tenants, neighbouring premises/public	CTC/Tenants	Tenants to report to CTC who will remove nests where practical	
3	Individual Plots						
3.1	Overgrown plot – New Tenant	Various according to location and condition	Various injuries according to condition and individual experience/capability	Tenants	CTC	CTC risk assessment taking into account tenant and conditions prevailing on site. Outcomes of RA may prompt the clearing of the site by CTC staff or contractors. RA may indicate the allocation of an alternative plot.	Town Council to draft Risk Assessment check list
3.2	New Tenant - General	Various according to individuals experience	Various injuries according to the individual's experience/capability	Tenants	CTC	CTC risk assessment taking into account tenant experience and capability. The RA will consider the	Town Council to draft Risk Assessment check list

CULLOMPTON TOWN COUNCIL: ALLOTMENT RISK ASSESSMENT

		and physical capability	for taking on a demanding activity such as gardening.			location of the allotment site and physical constraints such as access arrangements, slopes, and ease of bring materials to site. RA may indicate the allocation of a particular plot or rejecting the application altogether.	
--	--	-------------------------	---	--	--	--	--

	Location or Hazard Category	Hazard	Risks Arising	Those at Risk	Risk Owner	Suggested Controls	Comment
3.3	Excavations	Unusually deep Excavations	Collapse of trenches etc.	Tenants, unauthorised visitors	CTC/Tenant	Normal excavations for horticultural would be shallow and within topsoil so minimal risks. Clear Site Rules or Protocols linked to Tenancy Agreement limiting excavations for horticultural structures or shed foundations.	Tenancy Agreement requires amendment – liaise with Allotment Association
3.4	Plant and Equipment	Fumes, dusts, discharge of stones, entanglement noise, etc.,	Various significant injuries or ill-health effects.	visitors and tenants	CTC/Tenants	Only plant and equipment appropriate to task and location to be brought to site. Plant and equipment to be operated by competent persons. Clear Site Rules or Protocols linked to Tenancy Agreement	
3.5	Plant and Equipment	Petrol	Fire or Explosion; Risk of spreading to other plots,	visitors and	CTC/Tenants	Plant and equipment to be operated by competent	

CULLOMPTON TOWN COUNCIL: ALLOTMENT RISK ASSESSMENT

			hedges, sheds and neighbouring premises.	tenants		persons; fuel to be contained in small and appropriate containers. Clear Site Rules or Protocols linked to Tenancy Agreement	
3.6	Chemicals	Herbicides, pesticides, etc.	Poison, burns, damage to the environment	visitors and tenants	CTC/Tenants	Clear Site Rules or Protocols linked to Tenancy Agreement. Agreement to list either 'banned' or 'approved' substances.	
3.7	Structures	Inappropriate or inadequate construction, poor maintenance etc.	Various injuries including falls from height, cuts from protruding edges/bolts, etc.	visitors and tenants	CTC/Tenants	Clear Site Rules or Protocols linked to Tenancy Agreement which will require prior approval	

	Location or Hazard Category	Hazard	Risks Arising	Those at Risk	Risk Owner	Suggested Controls	Comment
3.8	Glazed Structures	Glass	Cuts	visitors and tenants	CTC/Tenants	Tenancy Agreement to stipulate all 'glazing' to be in polycarbonate materials	
3.9	Maintenance of Hedges	Various according to location, planting, height etc.	Falls when cutting, other injuries including cutting or infection caused by protruding objects	Tenants	CTC/Tenants	Clear Site Rules or Protocols linked to Tenancy Agreement.	
3.10	People – new or inexperienced tenants	Various as associated with reckless behaviour	Various according to individuals and the plot	Tenants	CTC	Clear Site Rules or Protocols linked to Tenancy Agreement. Regular plot inspections and reacting to other tenant complaints.	

CULLOMPTON TOWN COUNCIL



HEALTH AND SAFETY GUIDE TO ALLOTMENTS

Allotment sites and the activity of gardening is relatively risk free if people are aware of the hazards and take steps to ensure that they do not put themselves, other people or wildlife at risk. Please read and consider the following points before allotment gardening.

1. **Physical exercise:** Digging the soil is one of the most physically demanding tasks in gardening, as it involves continued bending and straightening of the back when lifting a spade of soil. It needs to be approached with care, particularly if you are not used to heavy work. Sensible shoes are essential to save you from a forked foot or worse.
2. **Hazardous rubbish:** Ensure that you do not leave broken glass and other hazardous materials on the allotment. If you discover a significant amount of rubbish underneath the soil, such as broken glass, plastics etc., then please contact the Council who can offer some assistance in removing it from the plot.
3. **Tetanus or Lockjaw:** This is a serious infection caused by bacterium that lives in the soil, especially manured soil. It enters the body through tiny abrasions, scratch, thorn, puncture or cut and a few days later the illness hits. Please make sure that you have a vaccination that can protect you against tetanus.
4. **Skin irritations:** Wear gloves and a long sleeved top when pruning plants that can cause skin irritations for example ivy, euphorbia or rue.
5. **Garden tools:** Garden tools can be a hazard if they are not stored properly or are left lying around the allotment or paths when not in use. For example upturned spades and forks.
6. **Pesticides and fertilisers:**
 - The Town Council does not allow use of toxic weed killers. If you must use weed killer then use a non toxic one according to the manufacturer's instructions.
 - When using pesticides or fertilisers please ensure that you wear suitable clothing, including rubber gloves.
 - Store chemicals in a safe place keeping them tightly closed and in their original containers. Please ensure that pesticides or fertilisers are disposed of responsibly. They should never be included in household rubbish, burnt, placed in skips or poured into any kind of drainage system or watercourse.

- Only use chemicals when they are really necessary. Garden Organic www.gardenorganic.org.uk provides advice and publications on methods of pest control that so not require pesticides and gardening methods that reduce pest attack.
- 7. First Aid Kit:** A first aid kit is a wise addition to the tools kept in the shed. A small selection of adhesive plasters, antiseptic ointment, a pair of tweezers for removing thorns and splinters and a gauze or lint pad to use as a compress to stop bleeding if you are badly cut.
 - 8. Power Tools:** Most power tools need specific safety and handling training e.g. power chainsaws, strimmers and rotavators. A large rotavator can be a bit of a strain to control so take a while to get used to it. Power strimmers and shredders have their dangers as well. Always follow the manufacturer's instructions and wear the recommended personal protective clothing and equipment such as goggles.
 - 9. Legionella:** In very hot weather, especially in greenhouses, it is possible, although very rare, for Legionella (Legionnaires' Disease) to multiply in warm water to potentially harmful levels. Avoid storing potting media in greenhouses or spraying fine mists.
- 10. Ponds and water**
- Ponds that are planned and maintained properly pose a tiny risk, far outweighed by the numerous benefits to wildlife and enjoyment to people of all ages. Contact a Wildlife Trust, Froglife or the Pond Conservation Trust about construction and maintenance of wildlife ponds.
 - Children under three are at most risk of drowning in ponds. Children should be supervised at all times by an adult and must not go onto other people's plots with their express permission.
 - Aim to make ponds shallow and seasonal; 30-50cm at the deepest point is sufficient for biodiversity and sloping sides also prevent drowning of mammals that come to drink water. In winter use a float to prevent icing-over, otherwise children may be tempted to walk on ice and pond-life will be starved of oxygen.
- 11. Hazards for wildlife on allotments:** This includes litter, low-level fruit netting, use of pesticides, open drains, slug pellets, mowing, strimming, broken glass and pre-stacked bonfires. Certain wildlife e.g. badgers, slowworms, some birds of prey and reptiles have specific legal protection regarding their management. English Nature can provide information about protected species.
 - 12. Vermin:** Rats carry 70 diseases, including Weil's Disease, which can cause human death via contaminated water. Plot holders must be vigilant and report any signs of infestation, including burrows, tracks, droppings and observing vermin. Contact the Town Council to report any problems.

13. Risk of infection:

- Humans are at risk of infection from handling animal manure. Always wear gloves when handling any type of manure. Fresh manure should be heaped for 6 months, giving time for e-coli to break down. Basic hygiene and checking that tetanus boosters are up to date is the responsibility of the plot holder.
- Stopping for lunch breaks helps restore energy after lots of digging but don't forget to wash your hands first. Keep a hand-sterilising gel handy or in the shed.
- Always wash your fruit and vegetables thoroughly before eating them.

14. Personal Safety:

- Allotment gardeners often spend long periods of time on their own site: take personal safety seriously and tell another person where you are going and what time you will be back. If you have a mobile phone take it with you. If your plot is on the Tiverton Road site then always close the gate behind you when entering or leaving the site.
- Be aware of weather conditions that can affect walking surfaces such as hardcore and grass. Use sunscreen to protect yourself from over exposure to the sun.

15. Bonfires

- Between April and October bonfires should not be lit before 6pm and between October and March not before 4pm.
- Check weather conditions to ensure that there is no significant wind, do not leave a fire unattended and ensure that it is completely put out with water before you leave.
- Check the bonfire for wildlife before lighting it.

PLEASE NOTE: This document should be read in conjunction with the Allotment Tenancy Agreement which can be found on the Council's website at www.cullomptontowncouncil.gov.uk.

