



**A meeting of the Gift of A. Burrow for Allotments Sub-Committee will be held on
Thursday 19 September 2019 at 6:00pm at the Town Hall**

Judy Morris

SIGNED: Mrs Judy Morris (Town Clerk)

DATE: 12 September 2019

Membership: Councillors: Eileen Andrews, Mel Davey, Gordon Guest, Janet Johns (Chair)
& Ian Morton
+ Will Jones (Ex-officio) & Lloyd Knight (Ex-officio)

Members of the public are very welcome to attend this meeting

AGENDA

- 1. APOLOGIES:** To receive apologies for absence.
- 2. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** Members are reminded of the requirement to declare any interest, including the type of interest and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
- 3 PUBLIC PARTICIPATION:** 15 minutes is set aside at the beginning of the meeting to enable members of the public to raise matters which are relevant to the work of the Committee. Up to 3 minutes is allowed for each question. It may not be possible to reply straightaway and the question may only be noted and a written response sent at a later date.
- 4. MINUTES:** To approve the Minutes of the meeting held on 15 August 2019 (Appendix A)
- 5. CULLOMPTON ALLOTMENT ASSOCIATION:** To consider any matters that the Allotment Association wish to bring to the attention of the Trustees.

6. **ALLOTMENT FINANCES:** To receive report detailing financial position (Appendix B)
7. **ALLOTMENT GATES & SITE SECURITY:** To receive an update on the position with the Allotment site (boundary) gates & locks.
8. **ALLOTMENT ASSOCIATION FEES:** To discuss the current position of the Town Council collecting the Cullompton Allotment Association subscription fees.
9. **ALLOTMENT POLICY & SITE SECURITY:** To receive and to approve the new Allotment Policy (Appendix C)
10. **DATE & TIME OF NEXT MEETING:** To confirm the date and time of the next meeting as Thursday 17th October 2019 at 6:00pm in the Town Hall.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend this meeting. Members of the public will only be permitted to speak at the beginning of the meeting during the Public Participation section.



Minutes of a meeting of the Gift of A. Burrow for Allotments Sub-Committee held on Thursday 15 August 2019 at 6.00pm at the Town Hall

Present: Councillors: Janet Johns (Chair), Mel Davey, Lloyd Knight & Ian Morton
Also Present: 2 no. Tiverton Road Allotment (non-Association) plot holders (Richard & Deborah Thorne)
Clerk: Maria Weston (Deputy Town Clerk)

1. **APOLOGIES:** Received and accepted from Cllr. Andrews (unwell)

2. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** None.

NOTE: Cllr. Knight informed the Chair that he would need to leave the meeting at 6:20pm.

3. **PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.**

Mr. & Mrs. Thorne informed members that whilst they did not have a question they had an interest in relation to Agenda item 8 – Allotment Rent. It was agreed they would be able to speak on this item at the appropriate stage of the meeting.

4. **MINUTES:** To approve the Minutes of the previous meeting held on 18 July 2019.

RESOLVED: That the Minutes of the meeting held on 18 July 2019 are approved and accepted as a true record of the meeting.

Proposed: Cllr. Davey Seconded: Cllr. Johns Vote: 3 no. in favour 1 no. abstention (as not present at the meeting)

5. **CULLOMPTON ALLOTMENT ASSOCIATION:** To consider any matters that the Allotment Association wish to bring to the attention of the Trustees.

No members of the Association were present, however the Clerk advised Members that the Association had communicated (that in relation to Agenda item 8 – Allotment Rent) they would be concerned if the Council chooses to raise plot rents two years running.

6. **ALLOTMENT POLICY & SITE SECURITY: To receive update on the position with the new Allotment Policy and site security.**

The Clerk advised members that feedback (suggestions/comments) on the draft Allotment Policy for the Gift of A. Burrows (Burrows Field/Tiverton Rd) site had now been received from both Cullompton Allotment Association and Mr. & Mrs. Thorne (Non-Association plot holders);

The Clerk and Administrative Assistant were now in a position to progress finalising the policy document, incorporating appropriate amendments/additions/revisions as supplied.

NOTE: The Committee felt it would be of benefit for a Committee member to assist with finalising the Allotment Policy (prior to this being supplied to the Community Wellbeing Committee for their consideration and approval). It was agreed that Cllr. Johns would undertake this task. Clerk to liaise with Cllr. Johns to confirm the scheduled date to review the policy – If Cllr. Johns is unable to attend on this date then Clerk to contact Cllr. Knight who should be able to attend.

In terms of site security, the Clerk has arranged for an external contractor to assess the Burrows Field gates and to provide an estimate for any repairs that are necessary. The Contractor has also been asked to review the security of the site locks (key & code) and to make any recommendations.

7. FINANCES: To receive report detailing financial position. Noted.

NOTE: The Clerk highlighted the fact that the current balance in the Charity's account is fairly minimal at £ 227.17 and so this would need to be taken into account when determining any spend on items such as site security.

Cllr. Morton asked if were correct that there were no Debtors and the Clerk confirmed that yes, there were currently no Debtors

8. ALLOTMENT RENT: To agree the Allotment rents for 2020-21.

The Clerk informed members that:

- The current Allotment fees for the Burrows Field site are:

Full plot	£35.00
Half plot	£20.00
2 no. Half plots	£35.00

- Invoices are due to be sent out to plot holders in September;
- Plot holders must be given a year's notice of any change to their Allotment fees.

An in-depth discussion ensued about the Allotment plot charges, the arrangements for collecting the monies and why new plot holders were offered a year's free rental if their plot was in a bad condition.

The Clerk advised the current position:

- The Council, as sole trustees for the Gift of A. Burrows Charity, invoice both Association (Cullompton Allotment Association) and non-Association tenants for their Allotment rents.
- The Council collects the Cullompton Allotment Association subscription fees (currently £7.00) with the Administrative Assistant and Finance Officer involved in this (as they generate the invoices, make any changes to these where necessary e.g. amend invoices if a plot holder decides they do not wish to remain an Association member and pay fees to the Association). Discussion ensued and the question raised of why the Council was collecting monies on behalf of the Association. The Clerk advised that it was her understanding, that historically, the Association had collected their own fees but that approximately 2 no. years ago, the Trustees has agreed that the Council would do so. Members asked if the Association were charged an administration fee for this service, the Clerk said they were not. The Committee would like to discuss this matter further and the Clerk is to add this as an Agenda item for the next meeting.

- A year’s free plot is offered to new tenants if their plot is in a ‘bad’ condition as the Council does not have maintenance staff available to undertake any clearance/tidy plots nor the funds available in the Trustees bank account to pay external contractors.

Discussion continued about setting the 2020-21 Allotment fees but it was agreed that as Members did not have a comprehensive breakdown of exactly what costs were associated with the running of the Allotment site e.g. water costs, the Committee could not make a decision on whether the current rates should be changed (increased). It was therefore agreed that the fees would remain as they are at present -

RESOLVED: That the Gift of A. Burrows (Burrows Field/Tiverton Road) Allotment site rental costs for 2020-21 will be:

Full plot	£35.00
Half plot	£20.00
2 no. Half plots	£35.00

Proposed: Cllr. Johns Seconded: Cllr. Morton Vote: All in favour

NOTE:

1. In the Summer of 2020 when the Trustees will consider Allotment plot rents for 2021-22, the Committee must have available, details of all expenses e.g. water costs for the site, administration costs associated with running the site, in order to make an informed decision as to what fees plot holders should be charged;
2. Regular water meter readings should be taken for the Allotment site and this task should be added to the Allotment Inspection Checklist.

9. **ALLOTMENT RENT INVOICES:** To approve sending Allotment rental invoices out via E-mail (where possible)

RESOLVED: The Committee are happy for the Council, as Trustees for the Gift of A. Burrows (Burrows Field/Tiverton Road) Allotment site, to send Allotment plot rental invoices out to tenants via E-mail, where possible.

Proposed: Cllr. Johns Seconded: Cllr. Davey Vote: All in favour

10. **DATE & TIME OF NEXT MEETING:** Agreed as Thursday 19th September 2019 at 6:00pm at the Town Hall.

With no further business, the Chair thanked attendees and closed the meeting @ 6:50pm

It is certified these Minutes are a true and accurate record of the meeting:

Signed:

Name:

Date:/...../.....

APPENDIX B

Report to: Gift of Alfred Burrows for Allotments Sub-Committee
Completed by: Maria Weston- Deputy Town Clerk
Date: 12th September 2019
RE: **Financial Report**

RENTAL INCOME

At the last meeting of the Trustees, members agreed that the Allotment rents would remain at

- Full plots £35.00
- Half plots £20.00
- If a plot holder has two half plots this is charged at the full plot cost of £35.00

for 2020. When the rents are reviewed again, the Committee will be supplied with a comprehensive breakdown of expenditure incurred when running the Burrow's Field site so that they are able to determine whether there should be any change to the level of rents set by the Council as trustees for the Charity.

INVOICES

The Trustees agreed that Council staff are able to e-mail (where appropriate) the Allotment invoices, in order to save both time and money and to also help with reducing the Council's 'carbon footprint'. Council staff have now sent most of the invoices out to plot holders with a few remaining to be sent where adjustments are required.

ADMINISTRATION

The Council make a charge to the Gift of A. Burrows services for administrative services. Last year, the Council charged the charity the sum of £200.00.

BANK BALANCE, SIGNATORIES, DEBTORS & CREDITORS

- The current balance (as @ 12th September 2019) of the charities Bank account is £227.17.
 - There are 2 no. signatories for the Bank account.
 - The Finance Officer will need to adjust the accounts to include the rental invoices that have been generated. This will be done next week after which we will have an accurate debtors figure.
 - There are no creditors at present.
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CULLOMPTON TOWN COUNCIL ALLOTMENT POLICY & AGREEMENT

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

ISSUED: 2019

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 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 objectives are to manage and administer allotment sites in convenient locations to serve the community within the Council's Parish boundaries. This requires Cullompton Town Council 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 Council will keep any subsidy towards running costs to a reasonable level.

The Council is responsible for the following allotment sites:

- **Burrow's Field (Tiverton Road):** Registered Charity of which the Council is the sole trustee (Gift of A. Burrow for Allotments);
- **Top Field:** Owned by the Council;
- **Hayman's Close:** Leased from Mid Devon District Council

5. COUNCIL RESPONSIBILITIES

Where the Council 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 Council will undertake regular inspections of Allotment sites (Point. 13 – Inspections & 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 Council 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)

6. APPLYING FOR AN ALLOTMENT

All applicants are 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 Council 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 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 allotment, 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 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 allotment plot (or two half plots) unless there are no other applicants on the waiting list.

8. WHEN AN ALLOTMENT BECOMES VACANT & ACCEPTING AN ALLOTMENT

The Council will advise when an allotment becomes available and 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 & Safety Regulations leaflet and Bonfire leaflet, all of which are to be read in conjunction with this Policy. If the Council 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.

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

9. DECLINING AN ALLOTMENT

An applicant will be offered up to three allotment plots after which they will go to the bottom of the waiting list.

10. RENTS

The level of rent will be reviewed annually and used to cover the cost of running the allotment sites. Whilst the Council will take into account individual circumstances, failure to make payment of rent within 30 working days will lead to eviction. Should the Council 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.

11. ENVIRONMENTAL REQUIREMENTS AND OBJECTIVES

The Council 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 (details of prohibited products will be published separately).
- 11.3 Minimal use of herbicides (details of prohibited products will be published separately).
- 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 (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.

12. SITE IMPROVEMENTS, SECURITY, MAINTENANCE AND PEST CONTROL

12.1 Site Security

The Council 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 Council will issue the relevant numbers to all tenants. Tenants will co-operate with the Council in maintaining site security and will ensure that gates are locked when leaving the site.

The Council 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 and likewise their own property. If a Tenant's property is stolen or vandalised, they are encouraged to inform the Council and report the incident or loss to the Police.

12.2 Pest Control

In the event of an infestation by rats, wasps or hornets such that public safety is at risk, the Council will take all reasonable steps to control such infestations, particularly where nests are in boundaries to the site. Tenants will take all 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 Council'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 & NOTICES

The Council recognises that regular inspections are key to the effective management of allotments. Inspections may be undertaken at any time by any Council 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 Council will apply a common set of criteria measuring the extent of which the plot is cultivated, general tidiness, the Tenants adherence to Council Policy and Site Rules, and commitment to and application of the Council's Environmental Requirements and Objectives as set out at Clause 10. 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 Council'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 & SAFETY

Tenants must abide by relevant statutory requirements together with Cullompton Town Council's own Site Rules and Health & Safety Guide to Allotments guidance, as currently in force.

15 ALLOTMENT ASSOCIATION AND REPRESENTATION

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 Cullompton Town Council 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 Council's website: www.cullomptontowncouncil.gov.uk

16. TENANCY AGREEMENT

The Tenancy Agreement is between the Council 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. Upon signing the Tenancy Agreement, it will be assumed that the Tenant is fully aware of and will abide by the Agreement itself, the Council's Policy and Site Rules.

17. SHARING AND SUB-LETTING

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 Council should be notified, and the co-worker registered with the Council. To register a co-worker on the allotment, the Tenant is required to put in writing to the Council 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 Council.

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 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 Council may terminate the tenancy in the following circumstances:

18.3.1 If the rent or any part of it is in arrears after 30 days.

18.3.2 If, following routine inspections by the Council it is apparent that the Tenant has not duly adhered to the Site Rules or any other term or condition of tenancy.

19. VACATING AN ALLOTMENT & 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. A charge will be made by the Council for the removal of any rubbish remaining on the plot.

Any temporary structure/s including a shed which a Tenant wishes to leave on their plot will require approval from the Council. Temporary structure/s must be cleared of their contents by the vacating Tenant and failure to clear said items will result in a charge. Where structures are in poor condition and have not been removed by the Tenant, a charge will be made by the Council to clear the plot.

If a plot is abandoned or is deemed to have been abandoned, the Council will keep the area strimmed 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

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 Council'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. Should a tenancy start part way through the year, the annual rent will 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.

20.6 If a Tenant wishes to erect a shed on their allotment, prior approval must be sought by writing to the Council to request permission. Any such structure must be maintained in good condition, should not exceed 8' x 6' and be of a temporary construction that will allow its removal at some point in the future. The shed must not include asbestos, glass or any toxic material/s.

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

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 Council 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 Council will decide if the fence may remain in situ. If the Council decide that the fence needs to be removed, this will be the responsibility of the Tenant. Should the Council need to arrange for removal of any fencing, then associated costs will be invoice 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 Council.
- 20.9** Tenants are required to notify the Council 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 Council accepts no responsibility for the loss of, or damage to, such items however caused, nor does the Council 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.
- 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 600mm to avoid the creation hazards likely to cause trips or falls. Where undercut or reduced to 600mm or less in width then the responsible Tenant will be required to reinstate the paths.
- 20.16** All Tenants must ensure the clear display of supplied number/row markers at all times in order to define their plot.
- 20.17** Where a mains water supply is provided by the Council, 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
- 20.22** The Council 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 Council, 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.

21. ADDITIONS TO POLICY

From time to time the Council 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 Council.
