



**A meeting of the Gift of A. Burrow for Allotments Committee will be held on
Thursday 19 March 2020 at 6:00pm at the Town Hall**

Judy Morris

SIGNED: Mrs Judy Morris (Town Clerk)

DATE: 13 March 2020

Membership: Councillors: Eileen Andrews, Janet Johns (Chair), Will Jones, Ian Morton, Russell Murch, Michelle Rowe and Lloyd Knight (Ex-officio)

AGENDA

- 1. APOLOGIES:** To receive apologies for absence.
- 2. RESIGNATION:** To receive and to note the resignation of Cllr. Michelle Rowe as a member of the Gift of A. Burrows for Allotments Charity Committee.
- 3. 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.
- 4. 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 per person. It may not be possible to reply straightaway and the question may only be noted and a written response sent at a later date.
- 5. MINUTES:** To approve the Minutes of the meeting held on 20th February 2020 (Appendix A)
- 6. ALLOTMENT TENANTS (NON-ASSOCIATION)** To consider any matters that tenants' wish to bring to the attention of the Trustees.
- 7. CULLOMPTON ALLOTMENT ASSOCIATION (CAA)** To consider any matters that the Allotment Association wish to bring to the attention of the Trustees.
- 8. ALLOTMENT FINANCES:** To receive report detailing financial position (Appendix B)
- 9. ALLOTMENT INSPECTIONS:** To receive and to approve the draft inspection checklist (Appendix C) & to consider comments made by a tenant (Appendix D)

10. ALLOTMENT POLICY:

- To consider any comments in relation to the draft Allotment policy (Appendix E) and; agree the draft Allotment policy for referral to Full Council for formal adoption.

11. CORRESPONDENCE: Any correspondence received after the date of this agenda.

12. DATE OF NEXT MEETING: To confirm the date of the next meeting as Thursday 16th April 2020.

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 20th February 2020 at 6.00pm at the Town Hall**

Members: Councillors: Eileen Andrews, Will Jones, Janet Johns (Chair), Russell Murch, Ian Morton, Michelle Rowe & Lloyd Knight (Ex-officio)

Present: Councillors: Janet Johns (Chair), Will Jones, Lloyd Knight, Ian Morton and Russell Murch

Also Present: Mr. & Mrs. Thorne (Allotment tenants)

Clerk: Maria Weston (Deputy Town Clerk)

It is noted that this meeting is being recorded.

1. **APOLOGIES:** Received and accepted from Cllr. Michelle Rowe (personal)
2. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** None.
3. **PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.**
Mr. & Mrs. Thorne spoke about the condition of some of the pathways within the site and asked if the Council could incorporate pathway checks as part of its planned Allotment inspections. The Clerk advised that the paths would be part of any checks undertaken. Discussion ensued.
NOTE: Clerk is to investigate the costings for mesh provision to re-inforce the pathways to negate any deterioration
4. **MINUTES:** To approve the Minutes of the previous meeting held on 16th January 2020.

RESOLVED: The Minutes of the meeting held on 16th January 2020 are approved and signed as a true record of the meeting.
Proposed: Cllr. Morton Seconded: Cllr. Jones Vote: 3 no. in favour, 1 no. abstention (as not present at the meeting)
5. **ALLOTMENT TENANTS (NON-ASSOCIATION):** To consider any matters that tenants' wish to bring to the attention of the Trustees. None (covered at Agenda item 3 - Public Question Time)
6. **CULLOMPTON ALLOTMENT ASSOCIATION:** To consider any matters that the Allotment Association wish to bring to the attention of the Trustees.
 - To- re-consider the collection of the CAA's subscription fees.



**Minutes of a meeting of the Gift of A. Burrow for Allotments Sub-Committee held on
Thursday 20th February 2020 at 6.00pm at the Town Hall**

Members: Councillors: Eileen Andrews, Will Jones, Janet Johns (Chair), Russell Murch, Ian Morton, Michelle Rowe & Lloyd Knight (Ex-officio)

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6. **CULLOMPTON ALLOTMENT ASSOCIATION:** To consider any matters that the Allotment Association wish to bring to the attention of the Trustees.
 - To- re-consider the collection of the CAA's subscription fees.

The Clerk advised that there had been no formal request made to consider the collection of the Cullompton Allotment Association fees, that there was no requirement to discuss this item at this time. It was:

RESOLVED: The Gift of A. Burrows for Allotments Committee recognises that it has acted, unknowingly and following discussions, outside of its remit in relation to the collection of the Cullompton Allotment Association subscription fees (on its behalf). Accordingly, any decisions made in relation to this are deemed null and void.

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

- 7. CULLOMPTON ALLOTMENT ASSOCIATION:** To receive report detailing financial position.
Noted.

NOTE: The Clerk is to establish the procedure that is followed by the Council if an allotment plot rent is not paid.

- 8. ALLOTMENT INSPECTIONS:** To receive report and to agree inspectors timetable.

RESOLVED: That Allotment inspections for the Gift of A. Burrows site are carried out every 2 no. months by at least 1 no. Councillor and 1 no. Council Officer.

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

- 9. CORRESPONDENCE:** Any correspondence received after the date of this agenda. None.

- 10. DATE & TIME OF NEXT MEETING:** Agreed as Thursday 19th March 2020

With no further business, the Chair thanked attendees and closed the meeting @ 6:40pm

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

Signed:

Name:

Date:/...../2020

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 04/02/2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	27	
200	Current Bank A/c	837	
	Total Current Assets		864
	<u>Represented by :-</u>		
300	Current Year Fund	637	
310	General Reserves	227	
	Total Equity		864

Allotment Inspection – Key Points

Notes:

1. Those undertaking allotment inspections need to be aware of all policy and/or tenancy requirements or have a copy of relevant documents with them when undertaking inspections.
2. To assist those volunteering to undertake inspections it is important that any question set, or inspection checklist is both relevant and not unduly difficult or time-consuming to consider. Also, responses/measures to be straightforward and not unduly wordy.
3. Reports to be supported by photographs to emphasise both good and bad points being observed/measured.
4. Where a policy requirement considers multiple aspects – say, as 11. ENVIRONMENTAL REQUIREMENTS AND OBJECTIVES, inspectors should consider points 11.1 to 11.8 but only comment on measurable issues of concern/failing or evidence of best-practice.
5. Some form of scoring would be ideal particularly for means of measuring improvement or deterioration over a given period. Good / Acceptable / Unacceptable, improvement required / Enforcement Action required.
6. Question sets should be applied to tenanted allotment plots and those held by the Allotment Association.

Question Set Applying to Individual Plots

Policy Ref	Key Point for Inspection and Comment	Comment and Guide
11	Environmental requirements and objects - being met	i.e. build up of inappropriate or waste materials to be removed. Or, Tenant harvesting rainwater. Comments may include reference to there being a build-up of building materials; likewise, excessive use of carpeting and/or unsecured polythene sheeting as weed control.
14	Health and safety – Allotment being managed in a safe and healthy manner. (See also 20.11, 201.12, and 20.13)	Comment on any risks to the tenant, other tenants or, Council visitors/workforce
20	General Conditions of Tenancy:	
20.2	Allotment plot being used as an allotment only.	
20.3 and 20.14	Allotment being maintained in a clean, tidy, fertile and in a good state of cultivation, at least 75% of the plot is being cultivated to a reasonable standard.	Report findings may trigger ‘enforcement’ action, warnings etc.
20.6	Sheds and other structures in place (as approved) and being maintained in good condition.	Comment on sheds or other structures. Reports to flag up structures of concern that could fall to the Trustees to make safe or remove.
20.15	Perimeter paths being maintained at a minimum of 600 mm in width and not undercut.	Paths need to be maintained clear and reasonably level to permit safe access by pedestrians and their loaded wheelbarrows.

		Inspections to flag up paths that are posing a significant risk to adjoining tenants as a result of undercutting or reduction in width.
	Where a plot is bounded by a hedge, the hedge has been regularly cut back.	Relevant boundaries to prevent bushes and brambles encroaching onto the plot and site generally.

Question Set and notes Applying to Common Areas (those being the Trustees responsibility and under their control)

Policy Ref	Key Point for Inspection and Comment	Notes
	Boundaries – Trees, hedges and fences	Inspectors to flag up state of these to ensure the cultivated plots and common areas are maintained safe and accessible. Query – the hedge and fence running parallel to the cemetery path was planted/constructed by the Allotment Association and until recently, was maintained by them.
	Site Security and gates	Security issues and defective gates, locks and chains need to be flagged up for prompt repair. As above, security fences, solid gates and locks were installed by the Allotment Association and until recently, was maintained by them.
	Common footpaths	Currently many of the ‘common’ pathways are significantly uneven/sloping and becoming increasingly difficult to walk on with heavy loads and wheelbarrows. Widths and undercutting an issue as 20.15 above. This is a historical issue (lack of site management, poor/untidy cultivation, etc. that cannot be addressed by tenants themselves
	Redundant Structures	Many sheds are in a poor state of repair and need to be repaired, removed or replaced promptly so that responsibility to do so eventually falls to the Trustees.
	Abandoned Plots	Plots considered to be abandoned or not being cultivated cause nuisance to adjoining tenants and result in a loss of revenue to the Trustees.



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.
