



Rental Agreement and Code of Conduct for Allotment Gardens

1.

- (a) At all times to keep the allotment garden clean, free from weeds and rubbish, tidy and in a good state of cultivation through all the seasons. Areas not being cultivated must be cut and maintained to prevent seeds blowing onto other plots. All areas of a plot are to be maintained within six weeks of renting and thereafter. For specific details please refer to the Plot Cultivation Standards and Guidance within the Abandoned Plots Policy. See Appendices B and C below.
- (b) Tenants are not to cause any nuisance or annoyance to other tenants e.g. loud radios or loud behaviour or obstruct any path. Plots are not to be used as storage, or to dispose by burning of goods brought onto the site. No rubbish to be deposited on adjoining plots, even if vacant
- (c) Not to sub-let, assign or part with the possession of the allotment plot or any part of it.
- (d) Written consent of the management committee is required prior to cutting any branches or trees or taking away any mineral, gravel, sand, clay or soil. The copse at the eastern end of the site is to be preserved for wildlife at all times. It is not to be used for disposal of waste, weeds or rubbish. Plot holders must have regard to the eventual height and shade that any shrubs they plant will cause to other plots. The planting of trees of any kind is not permitted.
- (e) Fences erected by plot holders are to be safe and secure and must not cause nuisance, shade or damage to adjoining plots. Similarly it is expected that tenants will respect the fencing erected by their adjacent plot holders. Not to use barbed wire for fencing under any circumstances.
- (f) The management committee, on behalf of the landlord, has the right to refuse admittance to a non-tenant. All visits to the site by groups or other organisations must have prior approval from the management committee.
- (g) To keep the grass on footpaths adjoining the allotment garden fully cut and trimmed. To maintain the hedge or boundary adjacent to their plot.
- (h) Sheds are not to be larger than 6 x 4ft and the height is to be less than 6ft 6. Any windows must be Perspex. Glass is not allowed. Only one shed is allowed per plot. Caravans or similar are not permitted. All greenhouses or cloches are to be

Perspex or polythene. Polytunnels are permitted but require advance notice to the committee and must not cause a nuisance to adjoining plot holders. Old polythene must be removed from site when perished and not burnt. Please place your plot number in a noticeable position.

- (i) The allotment site is not a playground for children to run around without parental control. All children must therefore be properly supervised and must not trespass onto or damage crops on other plots.
- (j) No corrugated iron or asbestos sheeting is to be used under any circumstances. Existing panels must be removed by plot holders.
- (k) Water supplies are to be conserved by all plot holders. *Please note:* the use of hosepipes is not permitted.
- (l) Please park in the car parks provided i.e. NOT in Stombers Lane or outside the main gates. Considerate use of the dedicated marked bays will maximise the number of spaces available.
- (m) Please ensure that if you are the first on the site you secure the chain around one of the bars of the gate and re-lock the combination padlock. Conversely, if you are the last to leave, please re-lock the gates with the padlock and chain. Please also push the bolt down on the main gate. The gates should be closed all times and securely locked by the last person leaving. Please always ensure that padlocks are not left hanging open with the code set to the release number.
- (n) Damage to or theft of produce, or theft from sheds, if proven to the satisfaction of the committee to be the actions of a plot holder, will result in the immediate termination of tenancy.
- (o) Written notice of intention to give up a plot should be sent to the committee treasurer. Failure to give notice or clear the plot to allow it to be easily re-let may result in the committee seeking to reclaim any costs from the departing tenant.
- (p) Hens and bees may be kept on the allotment with the permission of the committee. No other livestock is permitted. Dogs may be brought on site but must be kept on a lead at all times in communal areas. Any fouling must be cleaned up and removed from the site
- (q) **Poisons MUST be stored responsibly.** Chemical spraying is only approved where the chemical is currently available to the general public and provides no residual contamination of the soil. All spraying is to be carried out with due regard to the health and safety of others on the site. No chemicals are to be left unattended nor stored in non-original containers (e.g. lemonade bottles, jars or similar). No spray drift is permitted, especially where this may contaminate an adjoining plot or pathway. The committee reserves the right to terminate the tenancy of any plot holder who it believes has contaminated their or adjoining plots or pathways. Toxic sprays are not encouraged.

- (r) Composting is expected and encouraged wherever possible. Please be aware if foreign materials are brought to site, (e.g. grass cuttings from bowling clubs, or cricket clubs) these will contain high levels of toxic weed killers.
 - (s) All tenants must be aware of the Good Bonfire Guide. (Appendix A
 - (t) Plants grown on raised beds should not exceed a height of six feet from ground level.
2. The tenant shall observe conditions contained in the Constitution.
 3. The rent of an allotment plot shall be paid annually in advance to the Hon. Treasurer. The rent will be reviewed annually by the committee and is presented to the AGM for approval by the membership. Renewal of tenancy is not automatic.
 4. The committee shall inspect plots at regular intervals during the year. The committee shall keep a record of each plot holder's poisons kept on site and how they are looked after. (See also section 1a above and the Abandoned Plots Policy)

APPENDIX A

Good Bonfires Guide

NEVER leave a fire unattended or leave it to smolder – douse it with water if necessary

NEVER burn household rubbish, rubber tyres, or items containing plastic, foam or paint

NEVER use old engine oil, meths or petrol to light a fire

AVOID lighting a fire in unsuitable weather conditions – smoke hangs in the air on damp, still days and in the evening

AVOID burning when the wind will carry the smoke over roads or onto other people's plots or property

AVOID burning at weekends and on bank holidays when people want to enjoy their plots

ONLY burn dry material, never burn damp vegetation

Any tenant who does not adhere to the Good Bonfire guidelines will be warned and, if any more fires are lit causing a nuisance, their tenancy agreement will be terminated by the committee

APPENDIX B

Plot Cultivation Standards and Guidance

This appendix concerns issues related to cultivation and forms part of the Rental Agreement and Code of Conduct for Allotment Gardens Document. It sets the expected minimum standards and gives guidance on how they are to be assessed and enforced.

1. Minimum cultivation level

At least 75% of each allotment plot should be available for open cultivation unless prior agreement with the management committee has been made. Up to 25% can be used for buildings and structures such as huts, greenhouses, polytunnels, compost bins etc.

Assessment note:

Paths allowing plot access and between beds are counted as cultivated land. Such paths may be grass, chippings, paving stones or bricks.

2. Full cultivation, definitions and allowable crops

The 75% of each plot available for open cultivation should be fully cultivated within a complete growing season.

Assessment notes:

(a) Full cultivation is taken to mean one or more of the following:

- i) The plot is in readiness for growing*
- ii) The plot is well stocked with growing produce relevant to the time of year*
- iii) The plot is in the process of being prepared for the following season or crops.*

(b) Allowable crops include vegetables, fruit, flowers and herbs

3. Weed Control

Plots must be kept weed free so as not to interfere with adjacent plots and communal paths

Assessment notes:

(a) Essential elements of a weed free plot are:

- i) Removal of weed seed heads before the seed has set*
- ii) Control of pernicious weeds which spread via roots (e.g. couch grass, mare's tail, bindweed)*
- iii) Removal of long grass or detritus that may harbor slugs and snails*

4. External paths and boundaries

Paths should be kept trimmed and free of obstructions. The hedge or boundary adjacent to the plot should be maintained by the plot holder.

Assessment note:

This is normally the joint responsibility of the plot holder and the Site Manager.

5. Cultivation and wildlife

It is recognised that conserving wildlife is an important secondary function of allotments. However wildlife areas and features should be managed within a cultivation setting.

Assessment note:

An uncultivated area just left to go wild is not acceptable as a legitimate wildlife area.

6. The role of each allotment association committee

The allotment management committee is responsible for making each of the tenants aware of this standards document. The committee shall hold regular site inspections to advise those tenants who are falling short of the cultivation standards.

Guidance notes:

- (a) The Hawkinge Allotment Society has to be managed in a professional way and therefore each plot holder has to share in this responsibility. An opportunity should therefore always be provided for plot holders to discuss any particular problems or circumstances which prevent them from reaching the minimum standards. Please notify the management committee when such occasions arise
- (b) The management committee may find that there are cases where agreement about minimum cultivation standards cannot be reached with the allotment holder. In these cases the committee will seek external advice and guidance. Section 54 of the Constitution & Rules refers.

APPENDIX C - UNTIDY PLOT – FIRST NOTIFICATION



DATE

Plotholder's Name(s)

Address

Dear *Plotholder's Name(s)*

PLOT NUMBER XX

We have undertaken a review of all of the plots and have noticed that, compared to the standard we would expect, your plot is currently in a relatively poor condition. To ensure that the allotment site, as a whole, is well maintained, it is essential that we all work together as a society to look after our plots and the surrounding areas.

Please could we ask you to improve the condition of your plot in the next 2 weeks, by *DATE*. If this is likely to be problematic, please do not hesitate to get in touch with us to discuss your tenancy, options or help available or any other concerns you may have. We can be contacted via:

chairman@hawkinge-allotments.org.uk or Sylvia Hilditch on 07740624758 or Miriam McDowell on 07777652909 (Joint Chairpersons)

Unfortunately, in the event of you failing to contact us or improve the condition of your plot you may face eviction from the site.

We hope to hear from you soon.

Many thanks.

Yours sincerely

Sylvia Hilditch & Miriam McDowell
Joint Chairpersons – HAS

<http://www.hawkinge-allotments.org.uk>

APPENDIX D - ABANDONED PLOTS POLICY – TERMINATION OF TENANCY.



DATE

Plotholder's Name(s)
Address

Dear *Plotholder's Name(s)*

PLOT NUMBER XX – TERMINATION OF TENANCY

Following an inspection of the allotments by a member of the committee on *DATE*, it was noticed that your plot remains in a poor condition.

The Code of Conduct *states that plots should be:

(1a) '*clean, free from weeds and rubbish, tidy and in a good state of cultivation through all the seasons*'.

Unfortunately, as your plot fails to meet these conditions, despite earlier correspondence regarding this, we are writing to let you know that your tenancy is terminated with immediate effect.

Any personal items should be cleared by *DATE*, so that the plot can be let to a new tenant from our waiting list.

Unfortunately, in the event of you failing to contact us or clear personal items from your plot you may face eviction from the site.

Yours sincerely

Sylvia Hilditch and Miriam McDowell
Joint Chairpersons, HAS

<http://www.hawkinge-allotments.org.uk/documentation-2/code-of-conduct/>