

ADVICE TO PLOT HOLDERS REGARDING RULES PROCEDURES AND PLOT MAINTENANCE

This guide has been compiled as a result of the many questions asked of committee members regarding the various do's and don'ts of allotment life on our site.

A full copy of the allotment tenancy rules will have been given to you when you took on your plot; this is a condensed version of this together with guidance on plot maintenance and procedures.

Hopefully you will find this guide helpful, please keep it handy on site as a committee member is not always around to answer any queries.

ALLOTMENT RULES

1. Under safety regulations children are not permitted on site without a responsible adult or guardian, and are to be supervised at all times, particularly in the wildlife area.
2. It is not permitted to build or construct any fences around plots nor to use barbed wire as a fence.
3. All entrance gates are to be kept padlocked other than the main gates at the weekend and during a delivery.
4. Hosepipes cannot be used to water crops, if they are used to fill water butts on plots they must be monitored so that they do not overflow.
5. Bonfires are not allowed.

6. Plots are to be kept in good condition i.e. clean, free from weeds, well manured and be maintained in a good state of cultivation and fertility.
7. It is each plot holder's responsibility to maintain and keep free of weeds one half in width of any path adjoining their plot.
8. No items or materials that have no horticultural use are to be brought on site.
9. Under the Wild Life Act no protected species, either insect, bird, animal or plant is allowed to be harmed or removed from the site.
10. Plot holders cannot underlet, assign or part with the possession of their plot or any part of it without written permission.
11. No animals or livestock can be kept on site except poultry or bees, and prior permission must be obtained for these.
12. Dogs are to be kept on a lead at all times whilst on site

PLOT MAINTENANCE

1. All plot holders are required to keep their plots and paths free of weeds. Regular maintenance is required to keep perennial weeds under control.
2. Any vegetation that cannot be composted and all rubbish is to be removed from the site by plot holders. There is a local council recycling centre situated in Churchfields Road.

3. If plot holders do not have compost bins of their own suitable vegetation i.e. no perennial weed roots, can be left in the communal compost area; this is for allotment waste only, not for garden waste brought in from off site.
4. At least two thirds of each plot must be in cultivation with fruit, vegetables and flowers; it is permitted to cover the ground with plastic or carpet during the dormant season (October to March). The remaining third can be kept as grass if the plot holder wishes, however this must be kept neat by regular mowing. The only exception to this is if fruit trees and bushes are planted within the grass, in which case it can be kept as a meadow providing it is kept weed free and cut down at least once a year.
5. No existing paths are to be removed by plot holders and they must be kept with a minimum width of 18 inches to allow reasonable access around the site for all. Plot holders who do not have permission to alter a path and do so will be compelled to re-instate it by the committee.
6. All sheds, greenhouses and poly tunnels need to be granted permission from the committee before erection, and must not be placed on existing paths. Plot holders will be compelled to move any buildings incorrectly placed.
7. Poultry kept on site must be kept in good health and in clean hygienic conditions

PLOT INSPECTION PROCEDURES

1. A monthly inspection of all plots is carried out during the growing season by committee members to ensure that required standards are maintained.
2. If a plot is found to be in poor order a letter will be sent to ask the plot holder to contact their Team Leader or any committee member to advise of any problems or difficulties they may be having and to bring their plot back into good order as soon as possible.
3. Should no response be forthcoming a further letter will be sent one month later advising the plot holder that they will be given Notice to Quit if no action is taken.
4. Should there still be no response a final letter giving Notice to Quit will then be issued giving 30 days notice.
5. New plot holders will be given an initial years tenancy with a six months probation term. Providing enough progress has been made once the probation term has passed plot holders will then be given a further year to bring their plot up to the required standard of the site.