



Wisbech Town Council

You and your allotment: Wisbech Town Council rules of allotment tenancies

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Welcome to your plot. Allotments and community gardens are valuable green spaces and community assets that can help improve people's quality of life by promoting healthy food, exercise and community interaction. We hope you find working your allotment enjoyable and that you come to love growing your own flowers, fruit and vegetables.

Please do not hesitate to contact either the Council offices or the council's Market and Allotments Officer if there is something you wish to bring to our attention.



How to contact us

Wisbech Town Council,
Town Hall,
1 North Brink, Wisbech,
PE13 1JR

☐ 01945 461333

Email info@wisbechtowncouncil.gov.uk

Website: www.wisbechtowncouncil.gov.uk

Please note that Town Hall office hours are 9.00 am to 3.00pm Monday to Friday inclusive (answerphone available out of hours) and that the council's Markets and Allotments Officer is employed on a part-time basis. We will endeavour to get back to you as soon as possible.

ASSETS MANAGEMENT COMMITTEE

Wisbech Town Council has an Assets Management Committee which looks at policies for allotment provision.

- Dates of meetings and agendas are available:
- online at <http://www.wisbechtowncouncil.gov.uk/>
- displayed on the notice board in front of the Town Hall
- by contacting the Council Offices for details.



Allotment tenants are welcome to attend any meetings, as are any members of the public.

At the beginning of each meeting, a period not exceeding 15 minutes (Open Forum) is made available, where residents so require, to raise issues relating to matters over which the committee has duties, powers or influence. There is no facility for a dialogue between members of the public and councillors during a meeting of the committee. If an issue raised by a member of the public during the Open Forum is the subject of an item on the agenda for the meeting, the comments of the member of the public may be taken into account by the committee when discussing that item. If that is not the case, the matter could, if councillors consider appropriate, be the subject of an item on the agenda for a future meeting.

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This booklet *You and your allotment: Wisbech Town Council rules of allotment tenancies* explains the rules that you and Wisbech Town Council must comply with when you rent an allotment. These rules are in place for the benefit of all allotment tenants and the local community.

Please note: By signing the Tenancy Agreement you are stating that you have read, understand and agree to be bound by these rules.

On confirming that you will take an allotment tenancy with Wisbech Town Council you agree that:

- A non-refundable fee of £5.00 [five pounds] is payable for administration costs on completion of a Tenancy Agreement.
- A refundable fee of £10.00 [ten pounds] is payable for a key to the site. This key remains the property of Wisbech Town Council and is to be returned upon termination of the tenancy.
To maintain security at allotment sites, no copies of this key are to be made without the consent of Wisbech Town Council.
- The rent is due in advance for the allotment year, or part-year, depending on tenancy date. Payment is due on issue of the invoice or agreement and is non-refundable. Failure to pay will result in cancellation of the agreement.

DON'T LOSE THE PLOT! - Please read this booklet carefully. Failure to abide by the following rules and regulations may result in the termination of your Tenancy Agreement.

If you have any questions regarding these rules, please contact Wisbech Town Council or the Markets and Allotments Officer. Any changes in tenancy rules will be notified to all tenants.

1. By law, your plot must only be used for the purposes of an allotment garden i.e. it may only be used for the production of vegetables, fruit or flowers for consumption by you or your family.

This does not mean that you cannot enjoy your plot with your family for recreation, but if you wish to use your plot mainly for a purpose other than cultivation of food for your family, you must write to the council with your request and obtain written permission (i.e. you wish to grow only flowers, or wish to have a grassed play area and a small garden).

Each application will be assessed on its own merits. Permission may be granted to rent the land (but not as an allotment garden) and separate rules applied.



2. You have a duty to keep your plot free from weeds and maintain every part in a good condition and a good state of cultivation and fertility, the majority of the plot must be cultivated at all times. Overgrown, weedy plots are a nuisance to neighbouring plots and local residents. They are also more likely to attract vandalism and anti-social behaviour to the site.
3. Plots (and any structures upon it, including hedging) must be kept in a reasonable state of tidiness. Gardening materials or equipment deemed unsightly or a risk to health and safety will not be tolerated. Carpets are not allowed to be used as weed suppressants – other materials may be used (eg cardboard, newspaper, plastic) but must be used neatly, and disposed of in an appropriate manner when finished with.
4. You must follow manufacturers' instructions regarding safety, storage, mixing, disposal and use of chemical fertilizers, pesticides, herbicides or any other treatments at all times.
5. No storage of noxious or dangerous substances is allowed on the allotments.
6. Due to issues of disposal, tyres are not allowed to be used or stored on plots.
7. If you wish to build or make changes to any structure on your plot, you must obtain written permission to do so. **Please ask for an application form.** Seasonal structures (cloches, fruit cages, mesh screens) do not need permission, but must be fit for purpose and kept in good repair to the satisfaction of the Markets and Allotments Officer.
8. Any permitted structure must be fit for purpose and kept in good repair to the satisfaction of the Markets and Allotments Officer. Markets and Allotments Officer. All structures must be clearly identified with your plot number.
9. The use of any materials containing asbestos is not permitted on allotment sites.



10. If you wish to put in place any permanent pathways, hedges, fences or lawn etc, you must obtain written permission to do so.
11. Structures should be sited as agreed with the Markets and Allotments Officer. No permanent footings or bases may be constructed.
12. All structures must be constructed of materials which are in keeping with the horticultural nature of allotments sites. Examples of inappropriate materials would be concrete blocks, bricks, metal sheeting, industrial/commercial fencing panels or any similar materials (this is not an exhaustive list).
13. You are responsible for the removal or disposal of any structure on your plot, on or before the expiry of your tenancy. Any work carried out on your behalf by Wisbech Town Council will incur charges.
14. You are fully responsible for all your possessions on your plot. Wisbech Town Council cannot be held responsible for loss by accident, fire, theft or damage.
15. You may compost materials from your cultivation but composting bins or heaps must be kept neatly and not cause a nuisance or hindrance to any other plot holder.
16. All non-compostable waste from your plot must be removed from the site and dealt with in an appropriate manner.
17. You may not fly-tip or dump rubbish or waste on your plot or any other part of the allotment site.
18. All pathways on or adjacent to your plot must be kept clean and tidy and may be grassed, or covered with bark or wood chippings only. Hardcore, gravel, concrete, rubber or other nonorganic materials are not permitted.
19. Your plot may not be used for the storage of non-allotment goods (including any crops not grown on the plot).
20. Your plot may not be used for the storage of non-agricultural vehicles.
21. You must make a written request to Wisbech Town Council and obtain written consent to store any agricultural vehicles on allotment sites.
22. You must not obstruct access for any other allotment users.
23. You may not cut down any existing trees on the allotment site without written consent from Wisbech Town Council.
24. You must keep any hedges that form any part of the boundary of your plot properly cut and trimmed.
25. You must keep any ditches that form any part of the boundary of your plot properly cleaned and maintained.

26. Barbed wire or razor wire or suchlike materials which may be a hazard to other tenants or visitors are not allowed on allotment sites.
27. You must make a written request to Wisbech Town Council and obtain written consent if you wish to grow trees or deep-rooted shrubs on your allotment. **Please ask for an application form.** Any trees/bushes must not shade neighbouring plots or obstruct paths.
28. You may not remove any soil, gravel, sand or stones from the allotment site without the Town Council's permission.
29. All dogs must be kept on a lead when on allotment land and any waste cleared and disposed of correctly.
30. You must make a written request to Wisbech Town Council and obtain written consent if you wish to keep any animals (including bees) on your plot. **Please ask for an application form.** Animals permitted by Statute are hens (not cockerels) and rabbits only. Normally, no more than 12 hens per allotment tenant (irrespective of the number of plots held) would be permitted. If you wish to apply to keep more than 12 hens, you will need to make an application in writing setting out the reason for the request.



31. If permission to keep animals is granted by the Council, you must ensure to the satisfaction of the Market and Allotments Officer that all animals are properly contained and managed, and are not kept in such a place or manner as to be prejudicial to health or a nuisance. Any associated housing/pens must be fit for purpose and kept in good repair to the satisfaction of the Market and Allotments Officer. All structures must be clearly identified with your plot number.
32. You may not underlet, assign or part with possession of your plot or any part thereof. This means you may not hand over any or all of your plot to anyone else, and no-one other than the person(s) named on the Tenancy Agreement has any rights to the plots without Wisbech Town Council's knowledge and consent.
33. Wisbech Town Council shall have the right to refuse admittance to any person other than the tenant or a member of their family to the allotment site unless accompanied by the tenant or a member of their family.
34. You are required to keep sites secure by closing gates and not allowing any person access to the site unless accompanied by those named in the Tenancy Agreement.
35. You may bring vehicles onto the site whilst working on your plot. They may only be parked in the areas for parking designated by the Council. You must not obstruct tracks/paths or gates at any time, or drive onto other tenant's plots without permission.

36. Please respect neighbours on and off the site. You must not cause nuisance or annoyance to any other allotment holders or anyone living in the area surrounding the allotments.
37. You may only burn garden rubbish which cannot be composted provided this does not cause a nuisance to other allotments gardeners or the residents of surrounding properties.
38. If a bonfire is the only practicable option for disposing of garden waste, following these guidelines will minimise any nuisance:
 - **Only** burn dry material.
 - **Never** burn household waste, rubber tyres or anything containing foam, paint or plastic.
 - **Never** use any substances (meths, petrol) to light the fire or encourage it.
 - **Avoid** lighting a fire on damp misty days, on very still days or in the evening as the smoke will tend to remain at a low level.
 - **Don't** light a bonfire if the wind direction is likely to cause the smoke to blow into surrounding properties.
 - **Be considerate** to those around you at all times.
 - Causing a nuisance will make you liable to prosecution under the Environmental Protection Act 1990.
 - You must not leave any bonfire unattended or allowed to smoulder.
39. At the end of the tenancy term, the tenant shall return the property to the landlord in the repair and condition required by this agreement and remove from the property all chattels belonging to or used by the tenant.
40. If directed to do so by Wisbech Town Council, any officer or member of Wisbech Town Council may enter and inspect any plot at any time.
41. Any breach of the rules within this Agreement will result in a warning notice and may lead to termination of your tenancy after one month's notice and the plot re-let in accordance with the Allotments Acts 1908 to 1950.
42. If you wish to terminate this tenancy at any time this must be in writing (letter or e-mail). Any termination on your part is with the understanding that Wisbech Town Council will not accept claims for compensation for crops.
43. This tenancy may be terminated by Wisbech Town Council by twelve months previous notice, in writing, expiring on or before the 6th day of April or on or after the 29th day of September in any year.
44. If terminated by twelve months' notice, Wisbech Town Council will not accept claims for compensation for crops that last for more than one season (strawberries, raspberries, rhubarb, asparagus etc).
45. You agree to indemnify the Council from and against all actions, proceedings, costs, claims, and demands arising from your occupation and use of the Allotments and note that tenants are advised to take out personal insurance.

Useful contact (details correct at time of printing)

National Society of Allotment & Leisure Gardeners

O'Dell House, Hunters Road, Corby, Northamptonshire NN17 5JE

Tel: 01536 266576, Fax: 01536 264509

E-mail: natsoc@nsalg.org.uk Website: <http://www.nsalg.org.uk/>

PLANT PROTECTION PRODUCTS (SUSTAINABLE USE) REGULATIONS 2012

Health and Safety Executive – advice received by National Allotment Society (NAS) from the HSE is as follows:

- **Professional Chemicals should not be used on allotment sites**
- **If issues were to arise from the use of Professional Chemicals on an allotment site then the HSE would initiate prosecution proceedings**
- **The HSE recommends that only Retail Products intended for use in gardens should be used on allotment sites.**

Free soil conditioner – A message from Amey

Did you know you can collect some of the soil conditioner we produce through our composting processes – and it's free at our Waterbeach, Alconbury and March sites!

Simply come along with a spade and a bag and you can help yourself.

You collect your own soil improver from Waterbeach between 8.00am and 4.00 pm Monday to Friday and between 8.00 am to 1.00 pm on Saturday.

At the Alconbury and March Waste Transfer Stations, you can collect it between 8.00am and 4.00 pm Monday to Friday.

If you cannot make it to any of these sites to load your own soil conditioner, it can be purchased for £2.50 a bag at the Household Recycling Centres (apart from Milton).

Please note that - in line with Animal By-Products Regulations – soil conditioner may only be spread on land provided that following the spreading:

- Pigs are excluded from the land for two months
- Other farmed animals are excluded from the land for three weeks
- Crops taken from the land within two months are not fed to pigs
- Crops taken from the land within three weeks are not fed to other farmed animals.

You can contact our environmental and waste services teams by email and telephone:

WasteEnquiries@amey.co.uk

01223 861010