

Updated January 2016

BEAUDESERT AND HENLEY-IN-ARDEN JOINT PARISH COUNCIL

STATEMENT AND ALLOTMENT GARDEN RULES DRAFT FOR CONSULTATION.

1. The allotment rules are set in consultation with allotment holders. Any breach of these rules will lead to a warning letter for the first time with a three week time limit on rectifying the issue. A second letter relinquishing the tenancy will be issued after a further four weeks if the breach of the rules continues. There will be no return of any balance of the rent. You should note that your tenancy is conditional on making all reasonable efforts to keep to these rules.
2. Please pay the rent as requested by the Landlords, Beaudesert & Henley-in-Arden Joint Parish Council (levied on an annual basis usually in January each calendar year.)
3. Please use the allotment as a domestic allotment and no other purpose.
4. You cannot assign, sub-let or part with possession of the allotment garden or any part thereof, without the prior consent of the JPC.
5. The cost of the mains water is included in the annual rent. Allotment holders are requested to continue to harvest rainwater where they can to keep this cost as low as possible.
6. Please do not to permit any nuisance or annoyance to the Council or the occupier of any adjoining allotment or land or obstruct or encroach upon any path or roadway set out by the JPC for the use of tenants of the allotments and to permit the passage of small machinery to enable our maintenance contractor to carry out works. The cost of any reparation to pathways will be recharged to the allotment holder who causes the obstruction.
6. Please keep the allotment garden clean, free from weeds and well fertilized in a good state of cultivation and otherwise maintain it to a satisfactory standard including keeping pathways and access point clear of weeds or other obstructions.
7. Please do not to erect any structure on the allotment without the prior written agreement of the council. Nothing larger than 8'by10' will receive consent.
8. Please inform the JPC of any change of contact details.
9. Livestock may not be kept on the allotment under any circumstances. Tenants may take dogs to the allotments whilst they are working but must be kept on a lead and under control at all times. The tenant must clear up dog fouling. Please do not allow pets to wander onto neighbouring plots or be left unsupervised at any time.
10. Bonfires should be made only for the burning of organic garden waste. The burning of other material is prohibited. Small barbeques are permitted provided they properly are managed. Both bonfires and/or barbeques must be fully extinguished before leaving the Plot. It is the tenant's responsibility to dispose of refuse responsibly. Refuse should not be allowed to accumulate on the plot or cause any other nuisance.
11. Children/visitors will be accompanied by the plot holder at all times. No responsibility will be accepted for damage to property/persons resulting from failure to comply with this role.
12. Any dispute between allotment holders the matter should be referred to the Parish Council and a reasonable solution sought.
13. Keys to the allotment gate are the responsibility of the tenant. The Council does not accept responsibility for the replacement or other costs of lost or stolen keys. If a tenancy is relinquished, the key must be returned to the Clerk immediately. Tenants will take responsibility for the safety and security of their key and the padlock for the access gate.
14. The allotments will be subject to inspection by a Councillor plus a representative of the allotment holders. Allotment holders failing to maintain the standard set out in these rules will also receive a warning to improve. The same time limits will apply.
15. It is the council's wish intention to ultimately delegate all responsibility for the management of the allotments to an Allotment Society, properly constituted, with its own bank account and with the duty to manage the allotments to a standard agreed between the council and the society. The time allotted for this transfer is January 1<sup>st</sup> 2016 – August 31<sup>st</sup> 2016 it is hoped that the new society will begin operating from September 1st 2016.

Set out below the text of relevant letters to manage the allotments.

1. Offering Plot.

Template letter offering Allotment Plot to new tenant

Address

Date

Dear

Thank you for your enquiry regarding the rental of a Parish Council Allotment Plot. Following your telephone conversation with Cllr. Peter Crathorne I am pleased to offer you Plot Number xx as set out in the attached plan.

In addition you will find attached the guidelines for allotment holders.

Your rent will be ( £35/£18 per calendar year payable by January 31<sup>st</sup> each year)

You will find the allotment holders a very friendly and helpful group always ready to offer advice and help. For more advice or any question relating to your rental then please contact me.

Please sign the second copy of this letter and return it to me as an acceptance of the conditions of your lease.

Yours sincerely,

Warning Letter;

Template letter warning that allotment plot is falling below the standard required in the guidelines.

Address

Date

Dear

It is with concern that I write to warn you that at the recent inspection of the allotments held under the guidelines, a copy of which you have received, your plot has been declared at risk. (Level 4 in the inspection scale)

The council is therefore issuing a warning that if, within the four weeks from the two days after the date of this letter the plot is not restored to the basic standard required further action will be taken by the council. This includes terminating your lease. Tenants are reminded that in these extreme circumstances the council is entitled to recoup the cost of restoring the plot to a usable condition.

Please remember the condition of your plot directly affects the other plots and that the allotment holders are a friendly and helpful group and ask for help or advice from them.

Please contact me or Cllr. Crathorne, who is appointed to look after the allotments, if you wish to discuss this situation. There may be options to reduce the size of your plot or recruit an allotment buddy to assist you in if your indisposition is temporary.

Yours sincerely,

Note: Inspection Scale: 1: Superior kept to a standard well beyond expected  
2: Very good better than expected standard  
3: Satisfactory at the standard required.  
4: Below required standard affecting other plots needing immediate attention 4 weeks to improve.  
5. Totally unsatisfactory will generate immediate cancelation of lease.