



RULES FOR ALLOTMENT HOLDERS

Interpretation:

Throughout these Rules, the expression **THE COUNCIL** means the Town Council and includes any Committees of the Council, or any Garden Managers appointed by the Council under the Allotments Act 1908-1050

Definition of the persons eligible to be Tenants of the Allotment:

Any person, who at the time of application or renewal to the Council for an allotment is resident in the Parish of Highworth or an employee of the Council, shall be eligible to become a Tenant of an allotment.

General Conditions

The Council will: -

- 1) Identify neglected allotments and give written notice to the tenant to cultivate at least 70% of the allotment as soon as possible. The tenant can be given up to 21 days between each notification to make good the plot. The third notification can be an eviction notice instructing the plot holder to vacate the allotment for good.
- 2) Any member (or officer) of the Council shall be entitled at any time when directed by the Council to enter and inspect an allotment. Regular inspections will be carried out by the Council representatives and any plot not adhering to rules and regulations will be notified. If this persists your agreement may be terminated.
- 3) Agree to the rent of the allotment be due on the first day of February annually and, unless otherwise agreed in writing, is to be paid by no later than the last day of February in each year.
- 4) Divide the allotment land at each allotment site into allotment plots.
- 5) Prepare a plan showing the allotments and give each allotment a separate number.
- 6) Keep a register of all tenants and of any vacant allotments.
- 7) Keep a waiting list of people who would like an allotment.
- 8) Allocate the allotments fairly. Priority will be given to people who do not have another allotment.
- 9) Maintain and manage the common areas of the allotment sites and clear vacant plots.
- 10) Provide adequate water supplies.
- 11) Promote allotments to parishioners and actively encourage their take-up.
- 12) Respond to concerns of tenants.
- 13) Fix the rent for each allotment plot having regard for its area and review it once a year.
- 14) Immediately remove tenants that cause damage to the land by tipping or storing toxic substances on the site, this shall not be tolerated.

The Tenant will: -

- 1) Keep their allotment clean and free of waste especially plastic or glass or any toxic materials. Any material that is brought into the site must be useful for the growing of fruit or vegetables and will be assessed by the Council accordingly.
- 2) Keep the plot clean, tidy and in a good state of cultivation and significantly free of weeds, so as not to cause nuisance to neighbouring plot holders.
- 3) Not use more than one-tenth of the area of the allotment for cultivation of flowers.
- 4) When reasonably necessary, cut the grass on the partition strips between their allotment and any adjoining allotment or alongside any path or roadway abutting on their allotment and shall keep such paths free from weeds.
- 5) Keep a minimum 70% of ground cultivated at all times.



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- 6) Any newly rented plot that is in a poor state must be cultivated within a reasonable time, to be predetermined by the Council and made clear to the new plot holder.
- 7) Not dump arisings or rubbish on other allotments or within the allotment site.
- 8) Not have any bonfires at any time. Fires contained within small, lidded incinerators of 90 litres or less.
- 9) Compost all green matter on their own allotment or remove it from the allotment site.
- 10) Not use any water sprinkler system or hoses at any time from the allotment sites main feed.
- 11) Be responsible for the actions of all their guests, both children and adults, that are brought into the allotment site and ensure that they do not cause any nuisance or annoyance to any other person or to plots.
- 12) Be responsible for your own and your guest's Health and Safety.
- 13) Not themselves cause any nuisance or annoyance to any other person, including other tenants.
- 14) Not keep livestock of any kind on the allotment garden plots.
- 15) Dogs are permissible on site by allotment plot holders only, not their guests, but must be always kept on a leash and under control, any faeces must be cleared away. Any reports of unruly dogs will be investigated immediately.
- 16) Not obstruct any of the paths and keep the adjoining path to the left and rear of the allotment plot (when looking from the main access track) in good repair and regularly cut.
- 17) Leave access clearance (a minimum of 1 metre) around the external perimeter of a plot.
- 18) Preserve the allotment stakes uninjured and shall provide and maintain on the allotment, to the satisfactions of the Council, a numbered plate correctly stating the number of the allotment as determined by the Council.
- 19) Not remove any soil from site or prune any council tree without permission.
- 20) Before erecting any 'temporary building' seek and obtain written consent from the Council, which will not be unreasonably withheld. These structures can be a maximum of 6 x 4ft and must not cause an obstruction of light issue. (Consideration will be given to the erection of more than 1 structure). Greenhouses and polytunnels are allowable but sizes and locations need to be discussed with the Council first and must be without glass.
- 21) Apart from Sheds and Greenhouses mentioned in rule 20, no other structure apart from bean poles & fruit/vegetable cages are permitted on the allotment plot, all of which must be temporary in structure.
- 22) Not use barbed wire or any other material that would be likely to cause injury on any area of the allotment or allotment site including any fence adjoining any path set out by the Council.
- 23) Not plant any trees, fruit trees in pots are permissible but must not go over 2.1m. Fruit trees present on an allotment prior to 2011 should be reduced to a maximum height of 2.1m.
- 24) Not use any carpet, underlay or tyres on the allotment. Actual weed suppressant material may be used as a **temporary** weed control measure.
- 25) Inform the Council in the first instance of any problem with their plot or with others or with the site in general.
- 26) Not under-let, assign, or part with the possession of the allotment, or any part of it, without written consent of the Council.
- 27) Not take or remove any plants, crops, tools, or materials from any other allotment without the tenants' permission.
- 28) Not drive vehicles nor ride motorcycles or bicycles across the Recreation Ground or Playing field or obstruct the driveways of the residents of Park Avenue.
- 29) Park a motor car only in the car park areas provided. If allocated any allotments 1-14C they may use the small defined turning space shown of the existing allotment area (if using this space, they shall proceed onto the main Highworth – Swindon Road (A361) in a forward direction only and the gate leading into the allotments must be locked after use.



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- 30) Cultivate their allotment, where possible, with regard to wildlife, e.g.:
- I. Pest Control – choose disease resistant varieties, avoid chemicals and slug pellets that will harm wildlife.
 - II. Weed Control – pull by hand and use mulch. You must NOT use weed killers.
 - III. Soil Conditioner – look after the soil as a priority. Use organic mulch and soil conditioners only.
- 31) Keep all gates closed, at all times. This is for the safety of all tenants and to ensure that the allotment site is kept as secure as possible.
- 32) Abide by the terms of the agreement with the Council plus observe any guidance and recommendations which may be posted on the noticeboards.
- 33) Not erect, display, or exhibit any advertisement board or advertisement upon any allotment.
- 34) Inform the Council in writing if he/she ceases to reside in the Parish of Highworth and relinquish their allotment for with unless otherwise agreed in writing.
- 35) Report any issues of anti-social behaviour or trespassing to the police on the 101-phone number.

Any serious, deliberate, or continual breach of these allotment rules will result in eviction by the Council.

*Last updated September 2023
Based on the Allotments Act 1950*