

BURGHFIELD PARISH COUNCIL

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BURGHFIELD PARISH COUNCIL – ALLOTMENT RULES

BURGHFIELD PARISH COUNCIL ("the Council") owns allotment land at the Allotment sites:-

- Burghfield Common Allotments, Reading Road, Burghfield
- The Hatch Allotments, Sulhamstead Road, Burghfield

Whereas the Council wants to let the Allotment land for use as Allotments Gardens (Allotments), access is restricted to tenants ("Tenants") and their guests, Council Officers, Members and any Council nominated persons.

Tenants must at all times abide by the terms of agreement as laid out by the Parish Council and observe any rules and recommendations which may be posted on the notice board or around the site.

Tenants must at all times conduct themselves in an orderly and courteous manner. Abuse to officials, in any capacity, will not be tolerated and will result in the termination of tenancy agreements.

1. The Council will:

- a. Divide the Allotment land at each Allotment site into plots (allotments) measured in both square metres and poles
- b. Prepare a plan showing the Allotments and give each Allotment a separate number
- c. Keep a register of vacant Allotments
- d. Keep a waiting list of people who would like an Allotment
- e. Allocate the Allotments fairly in accordance with the preferences set out below
 1. To people resident within the Burghfield Parish boundary in the first instance
 2. To people who do not have another Allotment
 3. To non-residents providing 2 or more plots are vacant at the site an allotment plot is being requested. The plot will be allocated at an increased annual fee of £60 per annum
- f. Maintain and manage the common areas of the Allotment sites and vacant plots
- g. Provide adequate water supplies in each Allotment site



- h. Promote Allotments to parishioners and actively encourage their take-up
- i. Identify neglected Allotments and give notice to the Tenant to cultivate at least 70% of the Allotment within 30 days or relinquish their Tenancy, unless there are mitigating circumstances such as illness, which has been advised to the Council
- j. Issue no more than 3 "**30 days notice**" letters to the same tenant for the same plot in any one calendar year. If the tenant once again leaves their plot neglected after 3 "**30 days notice**" they will be evicted with immediate effect.
- k. Fix the Rent for each Allotment having regard for its area and review its Rent once a year.

2. The Tenant will:-

- a. The Tenant shall pay **RENT** at the declared rate, payable 6 months in advance and 6 months in arrears, for the period 1st October to the 29th September each year.
- b. Keep their Allotment clean, in good condition and in a good state of cultivation and fertility
- c. Not dump arisings or rubbish on other Allotments or within the Allotment site; this includes no fly tipping or burning of offsite waste
- d. Not wash any produce / tools in the water troughs
- e. Compost all green matter in a container on their own Allotment or in a designated area if identified by the council for a particular Allotment site or alternatively remove it from the Allotment site
- f. Remove non-biodegradable rubbish such as glass, metal, & plastics from the Allotment site
- g. not utilise any irrigation system on their plot(s). Communal troughs are available to ensure equitable water distribution for everyone. Tenants are permitted to acquire water butts or similar equipment to harvest rainwater for their own personal use.
- h. 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; All children under the age of 16 must be accompanied by a responsible adult at all times. (This is to both maintain the security of the Allotment site and to promote quiet enjoyment of the Allotment site by all Tenants, but will only be enforced in response to complaints)
- i. Not cause any nuisance or annoyance to any other person, including other Tenants



- j. Not obstruct any of the paths and keep the adjoining path to the left and rear of the Allotment in good repair and regularly cut
- k. Not without written agreement from the Council, cut or prune any timber or other trees, or take, sell or carry away any mineral, sand or clay
- l. Before erecting any structure seek and obtain written consent from the Council, which will not be unreasonably withheld. The tenant shall not erect any building or structure on the allotment plot of more than 1.25 metres in height (with the exception of fencing or fruit cages)
- m. 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
- n. Not keep animals on the Allotment except for hens (excluding cockerels) and rabbits
- o.
 - 1. Request permission to keep hens/rabbits on the Allotment from the Council (permission would only be withheld if there were serious concerns for health and nuisance)
 - 2. Only install and use hanging basket type feeders for food and water for hens/rabbits, to reduce the amount of food spread on the ground.
 - 3. Only erect raised hen/rabbit houses, not ground level type structures
 - 4. Ensure an area of at least 1/2 metre around the hen/rabbit run is clear of all vegetation
- p. Not to keep hens/rabbits in such a way as to cause a nuisance or to be prejudicial to their welfare or a risk to health
- q. No Dogs are allowed on either of the sites (exceptions will be made for guide dogs, hearing dogs and dogs for the disabled)
- r. Leave access clearance (a minimum of 2 metre) around the internal perimeter of an Allotment site hedge line to allow the Council to maintain the hedge and adjacent ditches
- s. Not plant any trees without written consent from the Council (which will not be unreasonably withheld) to ensure that only miniature fruit trees and bushes may be planted; and keep all trees to a maximum height of 5ft (1.53m)
- t. Not use any carpet or underlay on the Allotment Plot. Carpet can be used on composts only. Black weed suppressant material may be used



- u. Cultivate their Allotment, where possible, with regard to wildlife, e.g.:
 1. Pest Control – choose disease resistant varieties, avoid chemicals, and slug pellets that will harm wildlife.
 2. Weed Control – pull by hand and use mulch in preference to weed killers.
 3. Soil Conditioner – the use of peat is destroying peat bogs and leading to the extinction of rare plant and animal species. Use organic compost where possible.
- v. To acknowledge concerns regarding the environment, and the parish councils desire to ensure environmentally sustainable strategies, the council actively discourage bonfires and encourage the recycling and composting of green waste at both allotment sites.
- w. Keep gates locked, at all times. This is for the safety of all Tenants and to ensure that the Allotment site is kept secure
- x. Abide by the terms of the Agreement with the Council plus observe any guidance and recommendations which may be posted on the notice board or around any Allotment site and respect and adhere to any notices posted the Council authority

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

Note: The Allotments are let under the Allotments Acts 1908 – 1950.

Dated: September 2023