



POLICY – Highcroft Allotments

ISSUE HISTORY

Issue No.	Date of Adoption	Reference in Minute Book	Comments
1	22 January 2024	536/23	Created January 2024
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Aim

The aim of this policy document is to make clear the requirements of both the Council and Allotment Tenant (hereafter referred to as the Tenant) in relation to the renting of an allotment plot.

Policy Objective

To ensure the appropriate use of the Allotment sites by Tenants and to set out the responsibilities of both the Council and Tenants in relation to provision of allotments. To ensure it is clear what standards are expected for maintaining plots and what is prohibited on the allotment sites. To make clear the processes for commencing renting of a plot, inspection, the addition of structures and termination/ relinquishment.

1. Trees

1.1. The Tenant shall not plant any trees.

1.2. The Tenant shall not without the written consent of the Council cut or prune or remove any trees.

2. Hedges and Paths

2.1. The Tenant shall keep every hedge that forms part of the boundary of their Allotment properly cut and trimmed, all pathways between plots trimmed and well maintained up to the nearest half width by each adjoining tenant, keep all

ditches properly cleansed and maintained and keep in repair any other fences and any other gates or sheds on their Allotment.

2.2. The Tenant shall not use any barbed or razor wire (or similar) for a fence adjoining any path on the Allotment Site.

2.3. Public paths and haulage ways (roads) must be kept clear.

2.4. All paths must be kept to a minimum of 45 centimetres wide.

3. Inspection

3.1. An officer of the Council if so directed, may enter any allotment for inspection of the state of cultivation and general condition of the plot and full access must be given by the Tenant to the officer at an agreed, convenient time.

4. Water/Hoses /Fires

Wallingford Town Council encourages its Tenants to use rainwater capture where possible.

4.1. The Allotment Tenant shall practice sensible water conservation, utilise water butts on sheds and consider mulching as a water conservation practice.

4.2. The Allotment Tenant shall always have consideration for other Tenants when extracting water from water points. No hoses are to be used at any time.

4.3. No fires or hazardous residue are allowed on the Allotments.

5. Dogs

5.1. Dogs are allowed on site but must be kept securely tethered to your own plot. All dog mess must be picked up and disposed of in an appropriate public litter bin or at home.

6. Livestock

6.1. No animals or livestock (including bees) are allowed on the allotments (except point 5).

7. Buildings Ponds and Structures

7.1. The Tenant is permitted to have a timber shed with a window/greenhouse provided that the dimensions do not exceed 3ft x 4ft (suggested type please ask the office) and as long as it is maintained in a good state of repair. Polytunnels are not considered appropriate. Tenants are also advised not to lock sheds to avoid break ins.

- 7.2. Shed should be located in the southwest corner of plot so the shade during sunny days is on the Tenant's allotment.
- 7.3. Ponds not allowed on the Allotment site due to health and safety reasons.
- 7.4. **Only glass substitutes** such as polycarbonate, Perspex (as approved by the Town Council in writing) may be used in any permitted structures.
- 7.5. The Tenant shall keep all sheds in good repair to the satisfaction of the Council.
- 7.6. Oil, fuel, lubricants, or other inflammable liquids shall not be stored on the Allotment site.
- 7.7. No asbestos to be used in the construction of buildings/structures no to be stored on the Allotment site.
- 7.8. Neither the estate developer nor the Council will be held responsible for loss by accident, fire, theft, or damage from the Allotment.

8. General

- 8.1. The Tenant shall not deposit or allow other persons to deposit on the Allotment any rubbish, refuse or any decaying matter (except manure and compost in such quantities as may reasonably be required for use in cultivation) or place any matter in the hedges or ditches or on banks in or surrounding the Allotment Site.
- 8.2. The Tenant must cover any manure on the Allotment which has not been dug in.
- 8.3. All non-compostable waste shall be removed from the Allotment Site by the Tenant.
- 8.4. The Tenant shall not utilise carpets or underlay on the Allotment.
- 8.5. No person is permitted to carry weapons. The use of air rifles, air pistols or any other form of weaponry is prohibited on the Allotment site.
- 8.6. Children and young people, whether individually or in family groups, whilst visiting the Allotment must be fully supervised in the interests of their own safety and the safety of others. Under no circumstances should children be allowed to wander around any Allotments un-supervised.
- 8.7. Useful information from the [National Allotment Society](#) of which Wallingford Town Council is a member.

- 8.8. Visitors are allowed but Tenants must keep them on their allocated plot for their own safety and consideration to others.

9. Vandalism, theft and damage

9.1. If it is believed that a theft or crime has been committed on the site, Tenants must report it to the Police on the non-emergency number 101. Sometimes people think that there is no point notifying the police about these issues but please do as it helps them monitor and tackle crime in the area.

9.2. In addition to notifying the police, this must be reported to the Town Council so that we can take any appropriate action.

10. Anti-social behavior

10.1. Anti-social behaviour will not be tolerated on the Allotment site. All allotment Tenants and users should be able to attend to their plot without fear and harassment.

10.2. If any Tenant experiences anti-social behaviour, from another Tenant or someone else on the Allotment site, this must be reported to the Town Council.

10.3. Allotment Tenants should also note that the Council has a zero-tolerance approach towards any incident involving abuse or harassment against Council team members. All staff have the right to work in a safe environment where they are protected from abuse or harassment.

10.4. If any anti-social behavior or third-party harassment investigation finds the allegations to be true, Tenants will have their tenancy revoked.

10.5. Tenants must not cause a nuisance to other Tenants or neighbouring householders – this could include bad or racist language, threats, getting drunk, playing loud music, smoking illegal substances.

11. Chemicals, Pests, Diseases and Vermin

11.1. Only commercially available products from garden or horticultural suppliers shall be used for the control of pests, diseases or vegetation.

11.2. When using any sprays or fertilisers the Tenant must take all reasonable care to ensure that adjoining hedges, trees and crops are not adversely affected and must make good or replant as necessary should any damage occur, and so far as possible select and use chemicals, whether for spraying, seed dressing or for any other purpose whatsoever, that will cause the least harm to members of the public, birds and other wildlife, other than targeted vermin or pests, and comply at all times with current regulations on the use

of such sprays and fertiliser.

11.3. The use and storage of chemicals must follow all relevant legislation.

Please review & adhere to the herbicide policy listed on the [Wallingford Town Council website](#).

11.4. All tenants share a responsibility to control vermin (rats) numbers and their spread through the following measures advised the National Allotment Society

Good housekeeping

- Keep your plot tidy — encourage neighbouring properties to do the same.
- Visit and inspect the plot regularly, make your presence known (e.g. kicking compost bins).
- Thoroughly wash (and peel, as appropriate) the fruit and vegetables you harvest and destroy all vegetables with signs of rodent damage.
- If you discover you have a rat infestation, make sure you wear disposable gloves when dealing with the problem and harvesting your vegetables.
- Keep your sheds/storage unit/greenhouse/tunnels/henhouse etc. secure and in good order; check regularly for signs of rats living underneath.

Reducing access to food

- Turn compost heaps and bins regularly – locate in open areas.
- Use weld mesh as a base for bins and line wooden heaps with the same.
- Only compost vegetation from site, avoid using household waste on compost heaps.
- Keep content of bins moist.
- Store seeds, bulbs etc in rodent-proof containers.
- Do not feed birds and wildlife with items such as fat balls, wild bird seed, nuts.
- Harvesting fruit and vegetables promptly.
- Hen-keepers should clean up any spilled food, use rodent resistant treadle feeders and remove food and water sources at night.
- Hen food should be stored in metal bins.

Reduce opportunities to nest

- Block access points in and under sheds or structures: a rat will easily squeeze through a 1" hole.
- Removing rubbish from the site and regularly move any storage piles.
- Ensure that, if possible, any structure is housed on hard standing to prevent rodents from burrowing in underneath
- Hen houses should be rodent proofed and weld mesh used not chicken wire.

11.5 Any invasive weeds to be reported to the Council.

12. Identification/Notices

12.1. The Tenant will endeavour to maintain the plot number provided by the Council in good order and ensure it is always visible.

12.2. The Allotment Tenant shall not erect any notice or advertisement on the Allotment Site without prior consent of the Council.

13. Car Parking

13.1. The Tennant or persons acting for them shall be permitted to bring cars on to the Allotment site for deliveries only, all parking must take place in the adjacent car park shown on the Allotment plan so not as to obstruct the access road at any time.

13.2. There are two disabled parking spaces by the entrance to the raised accessible beds for sole use of blue badge holders.

14. Security

14.1. The vehicle entrance gate shall be kept closed and locked at all times.