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Dove Hill Allotments Rules and Regulations/Conditions of Use

1. Trees

- 1.1. Tenants shall not without the written consent of the Council cut or prune any trees, apart from carrying out the recognised pruning practices of fruit trees on their allocated plot(s).
- 1.2. Tenants shall not plant any trees other than dwarf fruiting trees and or fruiting bushes without the prior consent of the Council.

2. Hedges, Fences and Paths

- 2.1. All pathways between tenancies shall be kept trimmed and well maintained up to half their width by the adjoining tenants. Tenants should similarly maintain paths between their allocated plots and keep in good repair any fences, gates and/or sheds thereon.
- 2.2. No fence shall be higher than 1 (one) metre or 40 inches.
- 2.3. Tenants shall not use any barbed or razor wire (or similar) for a fence adjoining any path on the Allotment Site
- 2.4. Public paths and haulage ways (roads) must be kept clear at all times.
- 2.5. All paths between plots must be kept to a minimum of 45 cms (18 inches) wide.
- 2.6. Tenants must make sure that plot markers on their plots are visible and must not be repositioned or removed.

3. Security

- 3.1. Tenants shall be issued with a key¹ to access the allotment facilities. No replicas are to be made. No key shall be passed to anyone other than a person authorised by a Tenant to work on his allocated plot(s) under paragraph 4.1 of the Agreement.
- 3.2. Tenants will have to pay for cutting a replacement key if the original is lost or not returned when the tenancy finishes.
- 3.3. The last person leaving the Allotment Site shall ensure the Sandy Lane access gate is locked.
- 3.4. The rabbit-proof gates to the Allotment Site must be closed at all times and the last person leaving the site must ensure it is locked.

4. Inspection

- 4.1. An officer of the Council, if so directed, may enter the allocated plot(s) for inspection of the state of cultivation and general condition of the plot, shed and greenhouse contents and any livestock. Full access must be given by the Tenant to the officer at a mutually agreed, mutually convenient time.

¹ A refundable deposit of £15 is required.

5. **Water/Hoses /Fires**

- 5.1. Tenants are expected to practise sensible water conservation. Sheds and other buildings should be provided with guttering and covered water butts for water harvesting and Tenants shall consider mulching as a water conservation practice.
- 5.2. Tenants shall have consideration at all times for other tenants when obtaining water from water points. No hoses or pumps can be used at any time from water points.
- 5.3. The tap adjacent to the allocated disabled plots is for the use of those with a disability only.
- 5.4. Fires must always be confined in a suitable incinerator.
- 5.5. Fires are allowed for burning dried organic matter only from a Tenant's allocated plot(s). Only matter which will not create hazardous residue, excess smoke or a nuisance to neighbouring residents or other allocated plot holders may be burnt.
- 5.6. Burning is allowed between the hours of 11.00 and 17.00 in summer and 11.00 and 15.00 in winter. All fires **must** be attended at all times.
- 5.7. All fires must be fully extinguished before leaving the site. Tenants shall not bring or allow to be brought onto the Allotment Site any materials for the purpose of burning.
- 5.8. BBQ's are permitted subject to careful disposal of ashes and not causing a nuisance to other plot holders.

6. **Dogs**

- 6.1. Dogs are permitted, provided they are kept on leads, under control at all times and remain only on the Tenants allocated plot. Any faeces must be removed and disposed of off-site by Tenants.

7. **Livestock**

- 7.1. No animals or livestock (including bees) are permitted on the Allotment Site except hens (no cockerels), **which are permitted to a maximum of 5 per tenant** (Such animals not to be kept for trade or business purposes).
- 7.2. Chickens must be kept in clean conditions, with suitable housing and access to food and water, at all times. They must not be allowed to cause a nuisance to other tenants.

8. **Buildings and Structures**

- 8.1. Tenants shall not, without the written consent of the Council, erect any building or pond on the Allotment Site, the maximum size and positioning of which shall be determined by the Council².
- 8.2. No shed or greenhouse may be erected on a permanent base.
- 8.3. Poly tunnels not exceeding one metre in height will be allowed.
- 8.4. **Glass must not be used for glazing.** Only glass substitutes such as polycarbonate, perspex or other alternatives may be used in any permitted structures.
- 8.5. Tenants shall keep all sheds, greenhouses and other structures in good repair to the satisfaction of the Council.
- 8.6. Any shed, greenhouse or structure erected on a allocated plot(s) must be removed at the termination of the tenancy. If not removed, it will be deemed donated to the next Tenant on the allocated plot or the Council may dispose of it at the outgoing Tenant's expense.

² Sheds and greenhouse each no larger than 1.8m x 1.2m x 2m in height will normally be permitted by the Council and may be erected in a position to be agreed by the Council. Sheds or greenhouses must have an 18 inch gap between them and an adjacent path to allow safe passage and machinery to operate.

- 8.7. Oil, fuel, lubricants or other inflammable liquids shall not be stored in any shed except in an approved container with a maximum capacity of 5 litres for use with garden equipment only.
- 8.8. The storage of a small portable camping stove, with disposable gas canisters, for the brewing of hot drinks is allowed.
- 8.9. The Council will not be held responsible for loss by accident, fire, theft or damage from the Allotment Site.

9. **General**

- 9.1. Tenants shall not deposit or allow other persons to deposit on the Allotment Site any rubbish, refuse, tyres 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, woods, ditches or dykes in or surrounding the Allotment Site.
- 9.2. Tenants must cover any manure on the Allotment Garden which has not been dug in.
- 9.3. All non-compostable waste shall be removed from the Allotment Site by the Tenant.
- 9.4. Tenants must not use carpets or underlay on the Allotment Site.
- 9.5. All compost heaps must be contained.
- 9.6. Soil shall not be removed from the Allotment Site.
- 9.7. No vehicles, trailers or any other equipment is to be left unattended or stored on the Allotment Site.
- 9.8. There must be no obstruction of pathways or gates by Tenants.
- 9.9. The Allotment Notice Board must not be defaced and may be used by Tenants for displaying information but advertising produce for sale is strictly prohibited

10. **Chemicals, Pests, Diseases and Vermin**

- 10.1. Only commercially available products from garden or horticultural suppliers shall be used for the control of pests, diseases or vegetation.
- 10.2. When using any sprays or fertilisers, Tenants must:
 - 10.2.1. take all reasonable care to ensure adjoining hedges, trees and crops are not adversely affected and must make good or replant as necessary should any damage occur, and
 - 10.2.2. 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 vermin or pests, and
 - 10.2.3. comply at all times with current regulations on the use of such sprays and fertiliser.
- 10.3. The use and storage of chemicals must comply with all current legislation.
- 10.4. Any incidence of vermin (e.g. rat and rabbits) or wasps' nests on the Allotment Site must be reported to the Council's contractor and the Council.

11. **Notices**

- 11.1. Tenants will endeavour to maintain the plot number sign provided by the Council in good order and ensure it is visible at all times.
- 11.2. Tenants shall not erect any notice or advertisement on the Allotment Site without prior consent of the Council.

12. **Car Parking**

- 12.1. Only Tenants or persons acting for them are allowed to bring cars onto the site and they must be parked in the designated areas for parking shown on the allotment plan. They must not obstruct the haulage ways at any time. No parking is allowed in Sandy Lane and no vehicle or trailer can be left overnight in the parking area.

12.2. The pick-up and drop-off of equipment and materials on the Allotment Site is permitted with a reasonable amount of time allowed for the act.

13. **Complaints and Appeals**

13.1. Boxley Parish Council is committed to providing a quality service to residents of the Parish and to anyone who deals with the Parish Council.

13.2. The Parish Council is determined to conduct its business in a fair and equitable manner.

13.3. To meet this standard a complaints procedure has been adopted.

13.4. Should you want to lodge a complaint about the Allotment Site, the procedure is available from the Council Office.