



# Penkridge Parish Council Allotment & Leisure Garden Rules



Reviewed & Updated July 2017

# Penkrige Parish Council

## Rules For The Management of Leisure Garden/Allotment Plots at Wolgarston Way & Francis Green Lane Penkrige

Over recent years the demand for allotments has greatly increased and the waiting list is long, with waiting times between one and two years.

The following rules set out what is expected of tenants, and are for the benefit of all allotment holders. Failure to abide by the rules may result in the loss of your allotment plot.

As of 1st January 2007 the Council will allow only one allotment plot per household for all new Agreements.

### **Tenancy**

A plot is let to an individual person (the tenant), and cannot be let as a joint tenancy. No allotment plot may be sub-let.

Plots will be let only to people living in Penkrige. If a tenant is temporarily unable to tend their plot for any reason they should notify the Council in writing, and make suitable arrangements for their plot to be looked after.

The Council must be notified of any change to the tenant's address and email address (if they have one). The use of email for correspondence is encouraged as it saves money.

The tenant must not cause or permit a nuisance in their use of the allotment.

Plots are let as full or half plots [full plot 8m x 16m (128 sq m)]

### **Cultivation**

Plots must be kept in a tidy, safe, productive and cultivated state.

No more than 25% of a plot should be left uncultivated. Weeds must not be allowed to reach the stage of setting seed. It is the responsibility of the tenant to keep weeds under control on their plot.

Cultivation includes digging, mulching, pruning and weeding and should be for the production of vegetables, fruit, herbs, flowers or other ornamental plants. It is not sufficient simply to clear weeds without using the area to produce a crop.

If you have a larger plot, and are finding it hard to maintain the whole area, please consider giving up a portion of your plot so that it could be made into a plot for someone else.

The Council will carry out regular inspections of allotment plots. If your plot is found to be uncultivated, we will write to you and will require you to cultivate your plot. If, after one month, your plot is still uncultivated the plot will be repossessed. If a personal circumstance means you are unable to cultivate your plot please contact the Haling Dene. You will be given seven days notice to remove your possessions ('notice to quit'), after which your tenancy will be terminated.

If your plot is found to be uncultivated again within 12 months of a letter your plot will be repossessed. In these circumstances you will not be given one month to tidy your plot, you will be given seven days notice to remove your possessions, after which your tenancy will be terminated.

### **Structures**

Tenants may not erect a shed or greenhouse on their plot.

Tenants may erect a compost bin and a cold frame on their plot.

No additional structures (including poly-tunnels) may be erected without written permission of the Council.

### **Disposal of Waste**

Waste items must not be abandoned, tipped or dumped anywhere on the allotment site.

Failure to abide by this rule may result in loss of your plot. In addition, you may be committing an offence contrary to Section 2 of the Refuse Disposal (Amenity) Act 1978 and Section 33 of the Environmental Protection Act 1990.

The accumulation of excessive amounts of waste, debris and items of no horticultural use on a plot may be considered to have breached the rules regarding cultivation of the plot, and as such may be subject to a letter procedure as outlined above.

Penkrige Parish Council will not remove any green waste. It is the responsibility of the tenant to compost all green waste on their plot or to arrange for its disposal. The use of compost bins on plots is encouraged.

## **Pernicious Weeds**

If pernicious weeds are not controlled they will spread and are often difficult to eradicate either by physical or chemical methods. The plants should be removed from the soil and disposed of.

The fact that many pernicious weeds are often not destroyed by composting, means that they are not suitable for adding to traditional compost bins or heaps.

Examples of pernicious weeds:

Bindweed

Dock

Mare's Tail

Creeping Thistle

Ground Elder

Certain diseased plants should also be treated as pernicious, such as blighted tomatoes or potatoes.

How to dispose of pernicious weeds and blighted crops from allotment sites:

- either: store the plant material in black bags on the plot
- Or remove the plant material from the allotment site and dispose of it at the local amenity Tip

## **Bonfires**

The lighting of bonfires is prohibited.

## **Water**

Mains water is normally turned off between October and March.

The use of sprinklers is prohibited. Hosepipes may be used provided they are not left unattended.

Any leaks from water pipes or unexplained flooding must be reported to the Council (see contact details below).

## **Trees and Hedges**

Trees and hedges in the vicinity of the allotments shall be preserved as far as possible in their present condition.

Trees and hedges must not be allowed to obstruct or encroach on paths and roadways.

## **Animals**

No fowl or animals may be kept on an allotment plot, except as provided by the Allotments Act 1950 or any statutory modification thereof.

The keeping of bees on allotment plots is prohibited.

Dogs must be kept on a lead and any dog excrement must be picked up and removed from the allotment site.

## **Security**

No unauthorised persons are allowed on allotment sites.

Tenants must take responsibility for the security of the allotment sites and ensure that gates are kept locked at all times.

The council is not liable for loss by accident, fire, theft or damage of any structures, tools or other possessions kept on allotment sites. Tenants are advised not to store any items of value on their plot.

Tenants should report incidents of theft and vandalism to the police.

## **Paths and Roadways**

Paths between plots are the shared responsibility of the adjacent plots and should be kept clear and grass neatly cut.

Paths should be kept wide enough to allow easy pedestrian access to neighbouring plots.

Roadways are for access only. Cars should not be parked so as to obstruct the roadway, and should be moved once loading and unloading is finished.

## **Plot Numbering**

Tenants must ensure that their plot is correctly identified by clearly displaying the plot's number so as to be visible from the main path or roadway.

This is essential to ensure that plot inspections can take place properly, and to avoid letters being sent to the wrong tenant.

## Removal of Soil

No soil, mineral, gravel, sand or clay may be taken away without the permission of the Council.

## Charges

Tenancies last for 1 year only, and must be renewed annually at the start of the letting year.

Starting in 1st January each year and run to 31st December.

Tenants will be invoiced for 12 months in advance in October/November.

The cost of renting an allotment plot will be set and published 12 months before the payment is due. Charges are based on the size of plots.

If a tenant takes on a plot part way through a letting year, they may qualify for a reduced rate for the remainder of the year as follows:

## Tenancy Reduction

1st January—31st March no reduction

1st April—31st July—25% reduction

1st August—31st October—50% reduction

31st October—1st December—75% reduction

Tenants who do not pay when invoiced will be sent a reminder, but if payment is not received within 6 weeks of the original invoice, the tenancy will be terminated and the plot re-let to a new tenant.

Tenants whose plots are repossessed for non-cultivation will not receive a refund for the remainder of the letting year.

Tenants who give up their plot voluntarily and terminate their tenancy will not receive a refund for the remainder of the letting year.

## Other Rules

There will be no access to the allotment sites other than the official access from Francis Green Lane or Wolgarston Way.

The Council's officers may enter a plot at any time.

Tenants must abide by all reasonable directions of the Council.

## How to Contact Us:

### By Post or In Person:

Penkridge Parish Council

Haling Dene Centre

Cannock Road

Penkridge

Stafford

ST19 5DT

**Telephone:** 01785 714157

**Email:** [reception@penkridgeparishcouncil.co.uk](mailto:reception@penkridgeparishcouncil.co.uk)