



Harwich Town Council Allotments



HTC Allotments



Prospective Plot Holders

Starter Pack



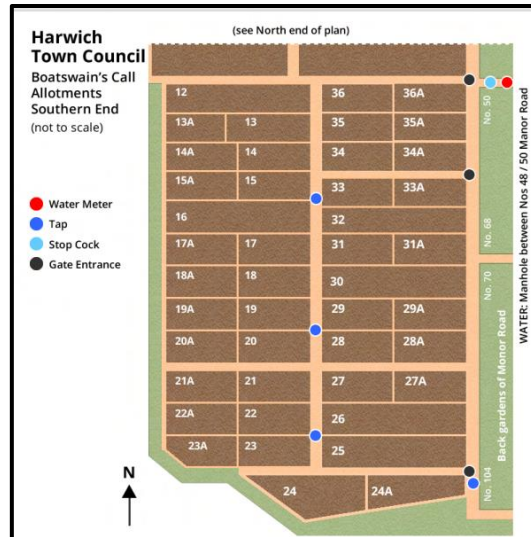
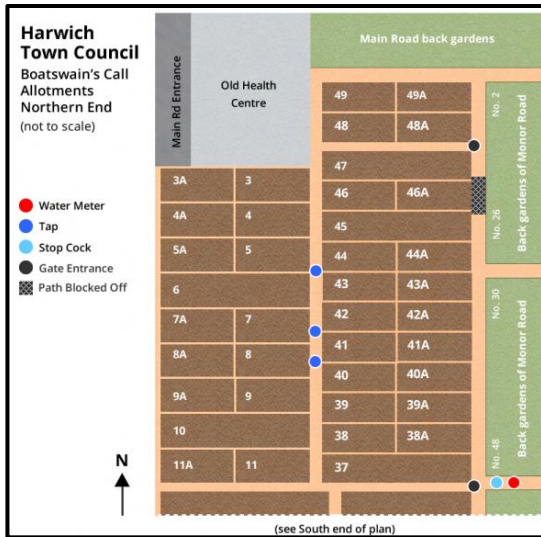


HTC Allotment Site Maps

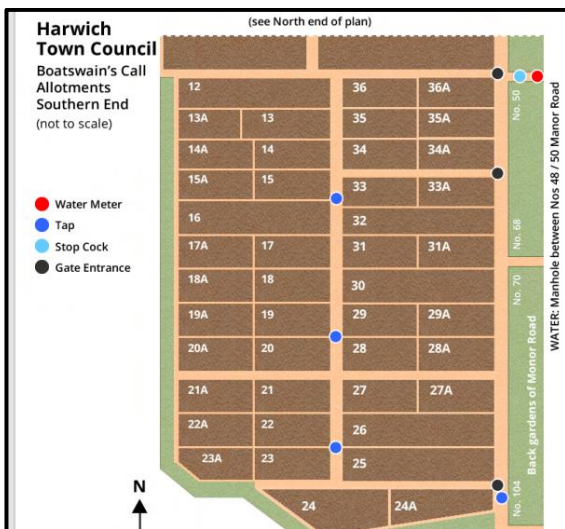
Abdy Avenue



Boatswains Call

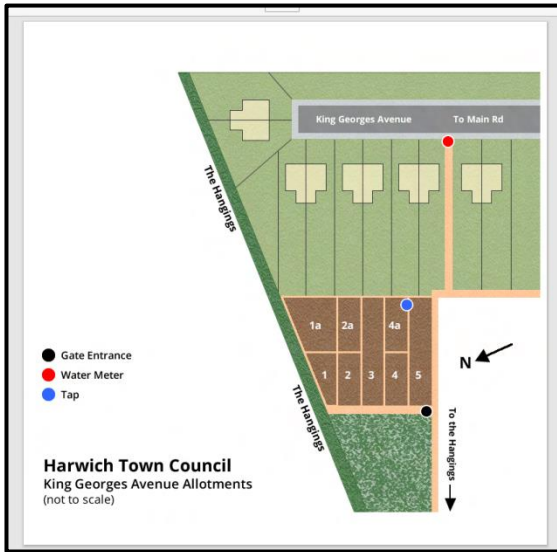


Dunns Meadow





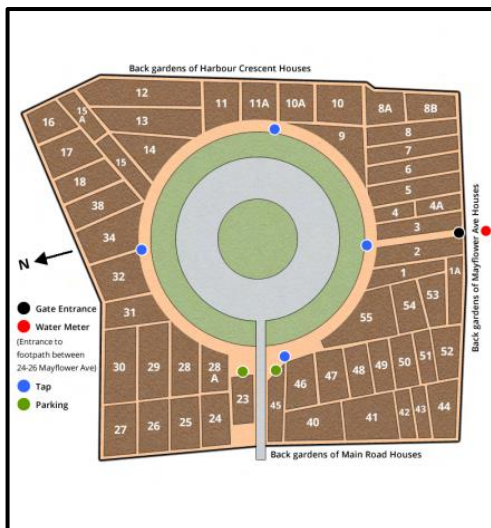
King Georges Avenue



Long Meadows



The Redoubt





TEMPLATE

Tenancy Cover Sheet 'Allotment Promise'

Your Details

Name:

Plot Reference:

Keys Issued: Amount Paid:

Date:

Please ensure these keys are returned to the council upon termination of your agreement, along with your banking details in order to process your refund.

Site Representative Details for Site

Name

Plot Number

Phone Number

E-mail:

Due to the number of plots being handed back to the council in an unsatisfactory condition, it has become necessary to highlight certain aspects of the tenancy agreement and the action the council may take.

Please ensure you have **adequate time** and **resources (both physical and financial)** to maintain and cultivate an allotment plot and understand the hard work involved prior to signing this 'promise' and your tenancy agreement.

I understand that:

- I am responsible for clearing or covering my plot **within the first 6 weeks** of signing the tenancy agreement
 - I am responsible for all items on the plot both planted, deposited, or built on the site. **This responsibility includes all items present at the time of taking over the plot.**
 - Only materials intended to assist, enhance, or which are designed for the purpose of normal allotment activity, is to be brought onto, or stored on a plot and must either be utilised for the intended purpose within one month or removed from the site.
 - I must cultivate a minimum of 50% in the first 12 months and then a minimum of 75% by the end of the second year. **My plot must be kept weed free and tidy. Uncultivated areas may be protected using heavy duty ground covering (but not carpet).**
 - In the event I am unable to clear or work my plot i.e., ill health, holiday etc, it will be necessary for me to arrange for someone else to maintain my plot or cover it.
 - Written consent is required for sheds, poly tunnels, greenhouses (all to be placed in a minimum of 0.5 metres from the boundary), poultry, beehives, wildflowers, fruiting trees and grassed areas.
 - On the termination of the tenancy, I shall remove any shed, greenhouse or any other structure from my allotment plot unless the council agrees otherwise. If the building/structure has to be removed by the council, the removal costs will be recharged to me.
 - On the termination of the tenancy, I shall leave the plot in a clean and tidy condition, free from weeds and overgrowth and remove all non-allotment equipment/items. **If in the opinion of the council, the plot has not been left in a satisfactory condition, any work carried out by the council to return the plot to a satisfactory condition shall be recharged to me.**
 - I am also responsible for keeping the pathways surrounding my plot, strimmed and all boundaries clear, cutback and tidy.
 - I must not cause, commit, or suffer any nuisance or annoyance to other plot holders, neighbouring residents of the allotment site or council staff and must conduct myself appropriately at all times.
- I understand and have read the allotment promise and tenancy agreement.

Signature: _____

Date _____

14. The tenancy may be terminated by the council by serving 28 days written notice on the tenant if:

- A) The rent is in arrears for 40 days.
- B) Three months after the commencement of the tenancy the tenant has not observed the rules and not fully acted in accordance with the tenancy agreement.
- C) The tenant does not abide by the rules and conditions set out by Harwich Town Council.
- D) Automatically, on the 30th September, next after the death of the tenant.

15. If the tenant is in breach of the tenancy agreement, the council may terminate the tenancy. Termination will not prevent the council from seeking any damages or unpaid rent or in pursuing any outstanding issues. Such action will not prejudice any right to compensation enjoyed by the tenant.

16. The tenancy may be terminated at any time, by the tenant, by serving on the council written notice. The tenant will not have the right of refund of any remaining portion of that year's rent and water charges.

17. On the termination of the tenancy, the tenant shall remove any shed, greenhouse or other building/structure erected in the allotment plot unless the council agrees otherwise, which shall be confirmed in writing to the tenant. If the building/structure has to be removed by the council, the removal costs will be billed to the tenant. If an arrangement is made by a new tenant to retain the building/structure on the plot then he/she becomes similarly responsible.

18. In the event of the termination of the tenancy, the tenant must return to the council any property (keys/tap key etc) made available to him/her during the tenancy and shall leave the plot in a clean and tidy condition, removing all non-allotment equipment/items. If in the opinion of the council, the plot has not been left in a satisfactory condition, any work carried out by the council to return the plot to a satisfactory condition shall be charged to the vacating tenant (Allotments Act 1950, S4).

19. Any notice given under this agreement, must be in writing and to ensure safe receipt, should be delivered by hand or sent by registered post. Any notice served to the tenant will be delivered at/sent to his/her last known home address. Any notice served on the council should be sent to the address given in this agreement. It is the responsibility of the tenant to ensure that the council is in possession of up to date contact details at all times.

20. A notice sent by registered post or recorded delivery is to be treated as having been served on the third working day after posting, whether it is received or not.

SIGNED BY

.....

AND

.....

THE TENANT

CLERK TO THE COUNCIL
For and on behalf of the Council

THE SCHEDULE

CULTIVATION AND USE

- The tenant shall use the plot as an allotment and leisure garden only as defined by the Allotments Act 1922 (that is to say wholly or mainly for the production of vegetables, flowers and fruit crops for the consumption or enjoyment by the tenant and his/her family) and for no other purpose. The plot shall be kept clean and free from hazards, e.g. broken glass or scrap metal etc, and reasonably free from weeds and noxious plants and in a good state of cultivation and fertility.
- New tenants; a minimum of 50% cultivation in the first twelve months and then a minimum of 75% cultivation by the end of the second year. Within 6 weeks of taking on a tenancy, any areas left uncovered should be cleared of all weeds and overgrowth and any items left by the vacating tenant and not being utilised for the intended purpose, should be moved from the site. Existing tenants; a minimum of 75% cultivation throughout the growing season.
- Any uncultivated areas must be kept weed free and tidy. Uncultivated areas may be protected using appropriate plastic covering but not carpet.
- In line with the other clauses of the tenancy agreement, up to 10% of a plot may be grassed if prior written consent is obtained from the council. Stones may not be used as a covering without prior written permission from the council.

CONDUCT

- The tenant must, at all times during the tenancy, observe and comply fully with all enactments, statutory instruments, local and parochial or other bylaws, orders or regulations affecting the allotment site.
- The tenant must comply with the conditions of use.
- The tenant must not cause, permit or suffer any nuisance or annoyance to other plot holders, neighbouring residents of the allotment site and council staff and must conduct him/herself appropriately at all times.
- The allotment plot may not be used for any illegal or immoral purposes and the tenant must observe all relevant legislation or codes of practice relating to activities they carry out on the allotment plot.
- The tenant shall not enter onto any other plot, at any time, without the express permission of the relevant plot holder.
- The tenant must not remove produce or items from any other plot, without the express permission of the relevant plot holder.

WILD FLOWERS

- Written permission to be sought, either new or retrospective, for the growing of wild flowers or meadow area on an allotment plot and must be located on the centre of the plot within a raised bed. Size to be no larger than 2m x 2m for a 10 rod plot and 1m x 1m for a 5 rod plot.

TREES

- All fruit trees on allotment sites should be regularly maintained by plot holders, should not be more than four metres in height and should not cause any inconvenience to neighbouring plots. No new trees should be planted without prior consent of the council.
- The branches of trees should not be permitted to extend beyond the growing area of a plot and, in the judgement of the Assistant Clerk to the Council, must not cause significant shading issues for any adjacent plot.

HEDGES AND PATHS

- The tenant shall keep every hedge that forms part of the boundary of his/her allotment plot properly cut and trimmed, all pathways between plots trimmed and well maintained.
- The tenant shall not use any barbed/razor (or similar) wire for a fence adjoining any path set on the allotment site.
- Public paths and haulage ways (roads) must be kept clear at all times.
- All plots must be bordered by a path and be no less than half a metre wide.
- All boundaries surrounding his/her allotment plot shall be kept clear, cut back and tidy.

SECURITY

- If the tenant has been issued with a key to access the allotment site, no replicas to be made or passed to anyone other than the person authorised by the tenant to work on his/her allotment plot.
- The access gate shall be closed and locked at all times (for the protection of lone tenants and prevention of unauthorised visitors). Please ensure that the gate is locked at all times after you enter and after you leave the allotment site.

INSPECTION

- An officer of the council, if so directed, may enter allotment plots for the inspection of sheds, greenhouses, polytunnels, state of cultivation and general tidiness of allotment plots. Full access must be given by the tenant, to the officer, at a mutually convenient time. If a mutually convenient time cannot be agreed, then the officer may inspect alone.

WATER CONSUMPTION

- The tenant shall practice sensible water conservation, utilise covered water butts on sheds and other buildings and consider mulching as a water conservation practice.
- The tenant shall have consideration for other tenants when extracting water from the water points provided by the council at all times. Use of water must not be excessive.
- The tenant is not to attach an adapter to any council provided water point.
- The tenant must not use irrigation/sprinkler systems.
- The tenant shall only use single use hose pipes or watering cans to water his/her allotment plot.

BONFIRES

- Bonfires are allowed for the burning of materials from the allotment plot only i.e. diseased plants and dried out organic material that will burn without smoke or hazardous residue.
- The tenant shall not bring or allow to be brought on to the allotment site, any material for the purpose of burning such waste.
- Bonfires must only occur after 18:00 hours between the months of March and September and after 15:00 hours between the months of October and February.
- No fire shall be left unattended and must not cause a nuisance to the neighbouring residents and plot holders.
- Emergency water must be to hand at all times and the bonfire must be fully extinguished before leaving the site.

DOGS

- The tenant shall not bring or cause to be brought onto the allotment site any dog, unless it is held at all times on a leash and remains on the tenants plot only.
- Any fouling to be removed and disposed of, off site, by the tenant.



Harwich Town Council Allotments

Frequently Asked Questions



- **How often do I have to pay rent?** - Upon initial tenancy occupancy, thereafter invoices are sent in September each year for payment of rent and water charges for your plot(s).

- **What do I do if I lose my gate/tap key?** - These can be bought from the council office during opening hours and are costed at £10 per key which is fully refundable at the end of the tenancy, with the return of the key(s).

- **Can I put a shed on my plot?** - Yes, you need to seek permission from the council first and make sure any structure (sheds/polytunnels/greenhouses) are no bigger than 1.8m x 2.4m in size and are no closer than 0.5m from the boundary of your plot.

- **Can I grow wild flowers?** - Yes you can, permission must be granted by the council first. Flowers are to be grown in a raised bed with a size of 2m x 2m for a 10 rod plot of 1m x 1m for a 5 rod plot.

- **What if I cannot work my plot for a short period of time?** - No problem, you will need to arrange for someone to work your plot for you, and be sure to make the council office know.

- **Can I cover my plot?** - Yes, the council sell black plastic suitable for allotments at a very competitive rate of £10.20 per 20sqm. Contact the council office to order some.

- **Am I able to have a bonfire on my plot?** - Yes, bonfires must only occur after 6.00pm between March and September and after 3.00pm between October and February. Bonfires must be supervised at all times and water must be to hand at all times.

- **Can I plant trees?** - Yes you can. You must seek permission from the council first, and all trees grown on plots will be closely monitored by the council. No allotment tree should be taller than 4m and must not cause nuisance to any neighbouring plots.

- **Can I have a second plot?** - Yes you can. Your current must be to a satisfactory condition deemed by the council and you can be added to the waiting list.