

Tring Town Council

ALLOTMENTS LETTING PROTOCOL

Background

Tring Town Council owns and manages two allotment sites: Duckmore Lane and Bulbourne. Both sites are situated in the Chilterns AONB and are subject to strict Planning rules regarding development. The rules affecting structures are therefore more restrictive than might otherwise be the case. The following rules are designed to be as fair and clear as possible. Any question not covered by the following will be subject to the ruling of the Town Clerk. Any appeal against the Clerk's ruling will be heard by the Allotments & Environment Committee. The decision of the Committee will be final.

THE PROTOCOL

N.B. Nothing in this Protocol shall supersede any tenet of the Regulations of Tenancy, which is a condition of renting a plot, and to which every plot holder signs up.

- 1 **Getting on the waiting list for a plot**
 - a) Only those who live within the boundary of the parish of Tring Town may apply for a plot.
 - b) Those not on the Electoral Roll will be asked to provide proof of residence, e.g. a utility bill.
 - c) Existing tenants who already have one full plot (typically 10 poles) may not apply for another. Those who already rent a half plot may apply to go on the list to rent a full plot, but demand for plots may mean a full plot is not made available.
 - d) Plots will be allocated in strict date order according to the date upon which the person first applied.

- 2 **Staying on the list**
 - a) Anyone who no longer lives in the parish will be removed from the list.
 - b) Anyone who refuses a plot when offered, but wishes to remain on the list, will be placed at its end.

- 3 **Staying on the site**
 - a) Tenants may not keep their plot if they move out of the parish (defined strictly by parish boundary). It is the tenant's responsibility to notify the Council of their move. These tenants will be given one full year's notice to quit, provided all other Regulations of Tenancy are adhered to. However, if a tenant fails to notify the Council promptly of their moving, the notice to quit will apply retrospectively, i.e. at the end of the 'allotment year' of notification, instead of at the end of the year following.
 - b) Any tenant who is given 3 notices to improve and/or to cease any activity in any year period will be required to downsize (from whole to half plot) or quit (if a half plot is held).

4 **Payments**

- a) The 'allotment year' runs from 1st October to 30th September. Annual payment for a plot shall be made not later than 1st October.
- b) Any payment for a full year not received by 31st October shall make the non-payer liable to a notice to quit the plot within 10 working days.
- c) Any payment due within the year 1st October – 30th September shall be deemed to be a full payment, unless the Clerk decides an administrative charge only shall apply.
- d) An administrative charge (to be not greater than 50% of the letting charge) will be levied in addition to the normal charge should any additional administrative work, over and above the norm, be required in letting the plot.
- e) Proof of age or holding of a Dacorum Card shall be required if a reduction in fee is sought.

5 **Specific restrictions/instructions**

- a) Produce shall be grown for the purpose of personal/family/friends consumption only. No plots may be held for the purpose of growing for personal profit. However any surplus produce can be sold provided the proceeds go to the Allotments Association or a charitable or non profit-making organisation.
- b) No livestock shall be kept on site.
- c) No trees which exceed/will exceed 1.8m in height shall be planted on plots.
- d) Flowers shall only be grown as an adjunct to vegetable/fruit production.
- e) Plot holders are responsible for cutting the grass between their plots; and keeping the edges where they abut the main path tidy.
- f) Hedges should not be trimmed by plot holders without specific and prior permission of the Clerk. Hedges will be regularly trimmed by the Council's contractor.
- g) Manure delivered to a plot should be delivered direct and not left blocking the path. Composting on plots is encouraged.
- h) Bonfires on plots are permitted, but every care should be taken to ensure nuisance is not caused to neighbours on and off the site.
- i) Plot holders will be responsible for removing/discouraging pests e.g. wasps, rats. Advice is available from the Clerk's office on methods of control.
- j) Cars may be parked on the official car parking spaces only. At Duckmore Lane cars may be used to deliver heavy objects to plots, but should immediately be returned to the parking spaces. Cars should not be left at plots for the duration of a plot holder's visit.
- k) Do not dump waste at the site. If anything is too big or unsuitable to compost or burn, it should be taken to the recycling centre.
- l) Plot holders are allowed to keep small (no higher than 1m) boxes on site to secure implements. No sheds or any structures over 1m in height are allowed.
- m) Gates fitted with locks must be kept closed and locked at all times. Failure to do so compromises the sites' security and encourages unwelcome incursions.
- n) No dogs are allowed on the plots or the paths between them. As the plots at Duckmore Lane are bounded by Public Footpaths 32 and 33 dogs on leashes are allowed to be walked along them, but may not be brought on to the plots.

Town Clerk

11th January 2010