

Timsbury Allotments

Tenants Handbook



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1. General Information

The allotments are owned by Timsbury Parish Council.

The Clerk to the Council can be contacted by email: timsbury.parish.clerk@gmail.com or phone 0345 307 3634 or see timsbury.org.uk/parishcouncil.

The allotments are managed on behalf of the Parish Council by the Timsbury Allotments Management Committee. The Committee is elected annually by the tenants. See 2. below.

Each tenant has a signed Agreement with the Parish Council which enforces the Agreement conditions when and if necessary. See 3. below.

The plot rent rate is set by the Parish Council annually in the autumn for the following year, in consultation with the Management Committee who pass the decision to plot holders.

Up to date information about allotments and this Handbook can be seen at:
timsbury.org.uk/activities/environment/allotments

2. The Timsbury Allotments Management Committee

The Committee is elected annually by the tenants at a general meeting.

It presently comprises:

Chair:	Vacant – currently rotating chair		
Secretary	Sandra Heward	Tel. 479 844	Email: sandra.heward@btinternet.com
Treasurer	Tim Nobbs	Tel.471 987	
Committee:	Steve Hill	Tel. 470 018	
	Bob Clements	Tel. 569 682	
	Terry Walker	Tel: 472 796	

The objectives of the Committee are to:

- i) Ensure that all the allotments are let and in accordance with the policies of the Parish Council, that all rents are collected and forwarded to the Council, that the field, its hedges and the car park are maintained in reasonable condition.
- ii) Ensure that any contravention of the terms of the Agreement between tenants and Parish Council, where not dealt with by negotiation, are reported to the Council.
- iii) Manage all monies granted to the Committee by Council or other monies held by the Committee, in a disciplined manner.
- iv) Inform plot holders of any changes in rent rate or policy decided by the Parish Council because the Committee holds the up to date contact details of holders on behalf of the Parish Council.

The committee income and expenditure accounts are published at the AGM along with the AGM Minutes and shown on the allotments page of the website:
timsbury.org.uk/activities/environment/allotments.

The Committee gives its accounts to the Parish Clerk for inspection each September. At its meeting in October the Parish Council sets the rental rate for the following calendar year.

3. The Tenancy Agreement

Your Agreement is between you (the tenant) and the Timsbury Parish Council.

Tenants should read it carefully and fully understand their obligations.

The Agreement sets out the rental year and other conditions which aim to ensure that plots are properly used and the field in general well maintained.

Of particular interest are the conditions:

b) which requires the tenant to 'work' the plot.

f) which requires the tenant to maintain the minor paths (see later for further explanation of the condition) and

g) which requires the tenant to obtain consent to erect a shed (see later for further explanation of this condition).

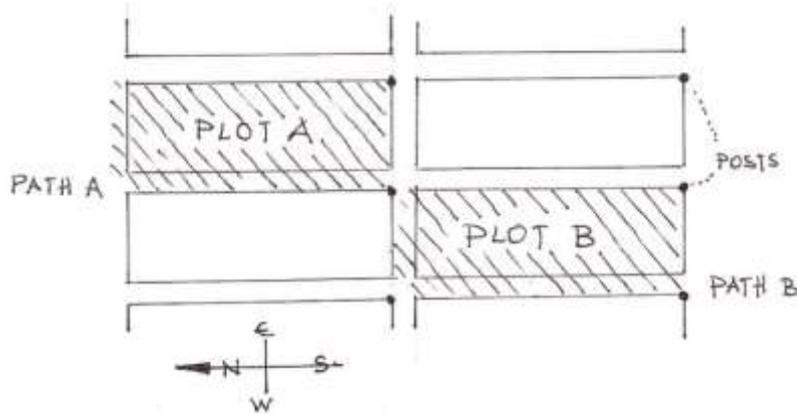
4. Maintenance of Minor Paths

Each tenant is required to maintain in good condition one minor path adjoining their plot

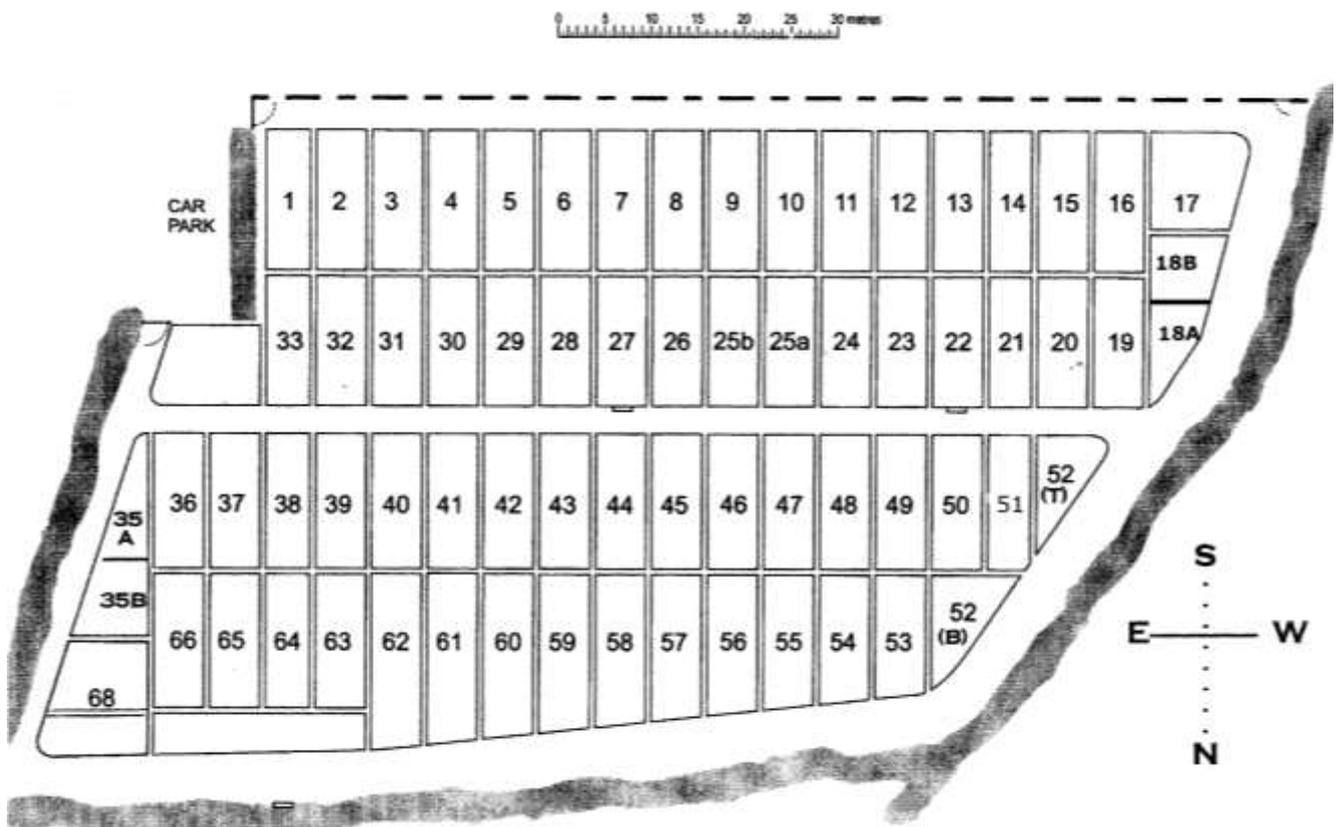
In every case the tenant's path is the one to the WEST of their plot.

The 'cross' paths are in many cases ill-defined and the Management Committee hopes that plot holders can agree between themselves how to maintain these paths.

If there is any difficulty in establishing which path belongs to which allotment, please contact a member of the Management Committee.



5. Plot Layout



6. Erection of Sheds

The Tenancy Agreement requires plot holders to seek Parish Council agreement to the erection of a shed on their plot.

The Parish Council has decided that the following criteria must be met to obtain such approval.

1. The shed should be a maximum size of 6ft x 4ft.
2. The construction of the shed should be of wood.
3. Sheds can be painted green or brown.
4. Sheds should be aligned wherever possible.
5. Sheds should have guttering and rainwater collection, whenever possible.
6. Please contact the Committee prior to obtaining permission from the Council to erect the shed.
(In this respect the Parish Council has asked the committee to make a recommendation in each case.)

NB. The Parish Council will not look favourably on applications for erections of polytunnels.

7. Letting Policy

The Parish Council has adopted the following policy:

1. Plots available only to persons residing in the Parish (subject to (2) below).
2. Any existing tenant who moves away from the Parish must release their tenancy at the end of their paid-up period if and when there is a waiting list of one or more parishioners.
3. Sub-letting is not permitted as it is not only contrary to the terms of the Agreement but is also unfair to persons on the waiting list.
4. When a plot becomes available, either by the recovery of a disused plot or by the vacation by the tenant, it is to be offered to those persons on the waiting list in strict order of their waiting time. If the first person on the waiting list declines to take the plot, then it is to be offered to the second and so on. The waiting list order will continue to apply for subsequent vacant plot offers up to three. After the third offer has been declined it will be assumed that the 'applicant' has lost interest and their name will be deleted.
5. The Agreement remains a contract between the Parish Council and the plot holder and the former will as necessary enforce the Agreement conditions having considered recommendations of the Allotment Management Committee.
6. The Allotment Management Committee will have the power to waive the rent of a plot for one year only and not longer, where that plot has been neglected and a new tenant cannot reasonably be expected to recover it quickly enough to provide a full year's cropping.

7. Where it is not possible to offer a full-sized plot (approx. 75 square meters) and this may occur because of physical changes in the layout of the plots and/or the recovery potential, then these smaller plots may be offered at a rent calculated by the Management Committee, which is proportionate to their size.

8. Where an existing tenant or his or her partner makes an application for an additional plot, the Management Committee shall only grant that application if there are no other first-time applicants on the waiting list. The name of the existing tenant applicant will be held on the waiting list in abeyance.

9. On the death of a tenant or where an existing tenant has to give up the tenancy of a plot because they have moved from the village, their partner, residing at the former address of that tenant, shall be entitled to assume the tenancy of the plot.

10. When a full plot becomes available it will be offered firstly to those existing tenants who currently occupy, as their only allotment, any plot that is not a full plot. The offer will be made in chronological order of the date the tenants first took their 'part plot'. The tenant who takes the full plot will be required to vacate their existing plot. If no 'part plot' tenant wishes to move, then the plot will be offered to the next person on the waiting list in the normal way.

8. Miscellaneous Information

The Management Committee has not introduced any rules that are in addition to those that are in the Council Agreement. However, we do request that:

- i) Tenants compost on their own plots, everything that it is possible to compost.
- ii) Non-recyclable rubbish to be taken off the field and NOT dumped in the NE corner of the site.
- iii) Bonfires can be lit on plots provided that they don't cause a problem. Make sure the wind is in the right direction, blowing away from nearby houses and away from any plot holder on the field. Make absolutely sure that the fire is out before leaving your plot.
- iv) We would like to see a number 'board' sited on each plot.
- v) Plot holders who feel able to help with the routine maintenance of the site are asked to contact Committee members. The rent is kept as low as it is but only because the grass-cutting, hedge-cutting and other maintenance is done by volunteers.
- vi) Join the working parties which are organised from time to time. Keep your eye on the notice boards for dates.
- vii) Look at the notice boards on a regular basis.
- viii) From time to time the committee arranges for a supply of manure to be delivered to the field.