

UFFINGTON PARISH COUNCIL

Allotment Gardens

Code of Conduct for Allotment Tenants

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Code of Conduct for Allotment Tenants

This document introduces a simple and straightforward Code of Conduct (“the Code”).

The Allotment Gardens site is owned by Uffington Parish Council (“the Council”) and plots are let on an annual renewable tenancy agreement (“the Agreement”), to which is annexed a Plot Inspections Policy (“the Policy”), a sample of which can be viewed on the Council website, here: <https://www.uffington.net/parish-council/services-we-offer/allotments/>

The rent is reviewed annually by the Council prior to the renewal of all agreements.

In the event of any conflict with the Agreement, the terms of the Agreement shall take priority.

The Code

1. Introduction

1.1 This Code covers matters not included in the Agreement and should be read in conjunction with the Agreement.

2. Uffington Allotment Tenants Association (“the Association”)

2.1 All tenants automatically become members of the Association, which is responsible to the Council for the administration of the allotments. The Association’s officers comprise a minimum of 3 people:

- a) Chair
- b) Vice Chair
- c) A member of the Council (who may also be the Chair or Vice Chair)
- d) Secretary and Treasurer.

2.2 The Officers of the Association will comprise of volunteers from amongst the tenants, with the exception of the member of the Council and the Secretary and Treasurer, who will be the Clerk to the Council.

2.3 Should there be more than one candidate for the other posts, the Clerk will conduct a secret ballot by e-mail. Should there be any queries about the result, the matter will be referred to the Chair of the Council, (or the Vice Chair if the Chair is an allotment tenant), whose decision will be final.

2.4 The Council does not hold any specific funds for expenditure on the allotments. The rent covers only the basic upkeep of the communal areas and the insurance premiums (see below). The Association may raise their own funds and/or bid for grants from the Council as described in the [Council’s Grants Policy](#) using the Council’s Grant Application Form.

3. Plot Inspections

3.1 All plots are liable for inspection twice yearly in early May and in early August, or as required if any plot appears to be neglected, in accordance with the Policy annexed to

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the Agreement. Inspections will take place in order to check that tenants are fulfilling the basic requirements of cultivation and maintenance set out in the Agreement and a checklist will be used which matches these requirements. Inspections will be carried out by any two of the Association's officers or, if 2 officers are not available then by one officer and a volunteer from amongst the tenants (in either case "the Inspectors").

4. Safety on the Allotment Gardens.

4.1 All tenants are reminded:

- a) To carry a mobile phone with them when on the Allotment Gardens, so that help may be summoned in the event of an accident or injury.
- b) That the nearest defibrillator is in the telephone box opposite the church.
- c) To ensure that all water containers on any plot have a cover, such that it is not possible for a child to gain access.
- d) That fires (see also 10 below) must not be left unattended.
- e) Children should not come into the Allotment Gardens except under close supervision by a tenant or other permitted adult, are not allowed to roam off the plot of the tenant concerned and may not ride bicycles anywhere in the Allotment Gardens.
- f) Dogs are only permitted in the Allotment Gardens when being walked through on the designated footpath, must be kept on a lead at all times and are not permitted on any plot, the footpaths between or adjoining any plot nor the specific compost areas.

5 Insurance

5.1 The Council holds public liability insurance for the common areas (paths and borders) of the Allotments Gardens including any un-let plots. The insurance provided by the Association for all tenants is described in the Agreement. The membership fee for the National Allotments Society (NSALG) is paid by the Council, from the annual rent paid by tenants.

6 Parking

6.1 Tenants may park on the small, grassed parking area adjacent to the footbridge at their own risk. If there is insufficient space, tenants are advised to park elsewhere, safely. Access to the footbridge must not be blocked as it is a public right of way (footpath). The parking area may be closed off in the winter months or during periods of heavy rain, to prevent damage.

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7 Security

7.1 When entering and leaving the allotments, please ensure that the gates are secured. All tools and equipment should be kept on the Tenant's plot and when not in use should be stored in such a way that they do not present a hazard to other users.

8 Rubbish

8.1 Rubbish is not to be brought to or dumped anywhere on the Allotment Gardens site or on adjoining land. Tenants are expected to develop and maintain small composting areas on their own plots for vegetable rubbish. If that is inadequate, vegetable matter (only) may be placed on Plot 28 ("the Compost Plot"), which has been fenced for this purpose. No rubbish of any sort may be placed on the banks of the stream. Any non-vegetable rubbish should be removed from the Allotment Gardens and disposed of properly.

9 General Use of the Compost Plot

9.1 When the Compost Plot is used tenants should use the side paths and throw their vegetable rubbish to the back of the Compost Plot, in order to extend its working life and to prevent obstacles to other tenants using the Compost Plot.

10 Bonfires

10.1 Fires shall be limited to burning small amounts of dry organic material from the Plot only and should only be sited on the tenant's plot and lit safely with due consideration to other tenants. Material should not be brought to the Allotments Gardens for the sole purpose of being incinerated. Tenants may not burn material that gives off noxious fumes, pollutes the soil or annoys other tenants or local inhabitants. Tenants must not leave fires unattended, must extinguish the fire if a nuisance arises or at the reasonable request of another tenant, and must ensure that it is fully extinguished before leaving the Allotment Gardens.

11 Grass Paths

11.1 The Council is responsible for mowing the area of grass between the fence on the south side of the Allotment Gardens and the allotments (including the footpath). The tenants are each primarily responsible for ensuring that the grass paths around their plot are kept mowed during the main growing season (April – September). Also in the interests of safety, tenants are responsible for keeping the path edges adjoining their plot in good order and responsible jointly with the tenants of adjacent plots for filling holes and depressions in the grass pathways adjacent to their plot. The Association may choose to enter into an informal goodwill arrangement with one or more of the tenants to cut the grass paths between and adjoining the plots in the interests of overall efficiency and safety. During the currency of any such arrangement the tenant's primary responsibility is discharged by such an arrangement. If any such arrangement

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is to end, the tenants will be given prior notice of the date from which their individual primary responsibility is to resume.

12 Water Supply

12.1 Tenants are encouraged to install water butts with lids or other covers for water capture / retention, and to use the water supply responsibly and with due consideration for other tenants. The use of watering cans is preferred. Water butts may be filled from time to time due to the goodwill of one or more of the tenants, but the Council has no liability for the provision of water to the Allotments Gardens.

13 Evacuation

13.1 The Allotment Gardens are next to a stream which may be subject to flooding following substantial rain. Safe evacuation is possible at all times via the public footpaths towards the Church or the Waylands estate.