**Schedule A - Rules and Guidelines for Allotment Gardeners**

**(updated by Herstmonceux Parish Council November 2020)**

**Issued to Vitality Villages, Mrs S Charlton on commencing tenancy of Plot No: 01A effective as from 1st January 2021**

**Location**

The allotments are sited at Greenaway Fruit Farm, Stunts Green, Herstmonceux, East Sussex BN27 4PP. Gardens measure approximately 12.5 metres by 10 metres and cost is £25 per annum as at January 2021 rising to £35 per annum in January 2022, thereafter the rent shall be as determined by the Council in accordance with the Allotments Act 1907-1950. A map showing the layout of gardens is available. Applications to rent two gardens will be carefully considered but not guaranteed.

In the event of all plots having tenants, a waiting list will run based on the parish electorate, based on the receipt of a fully completed Expression of Interest form, to be requested and returned to [Admin@HerstmonceuxParish.org.uk](mailto:Admin@HerstmonceuxParish.org.uk)

**Stewards - The role and duties of an allotment steward**

The Herstmonceux Allotment Association (HAA) will appoint their Stewards annually, up to a maximum of 3, in accordance with their Committee procedures. The Parish Council will be informed of any Committee / Stewardship changes.

The appointment may be terminated by mutual consent or if the steward, having been given appropriate warning, does not meet the standards of the Allotments Association or the Parish Council.

The steward:

1. will maintain the notice board.
2. will provide a point of contact for the garden-holders and will attempt to resolve any local difficulties.
3. must advise the Parish Clerk of any unexpected incidents that have been reported by garden holders.
4. will inform a garden holder if the garden is not kept to an acceptable standard. If there is no improvement after one month the steward will inform the Parish Clerk.
5. will support the Council in the issue of the three-stage letter process where this is necessary.
6. will report to the Parish Clerk from time to time requests by tenants to carry out garden changes, including buildings.
7. will oversee the use of equipment that is owned by the Parish Council and used by volunteers for site maintenance, thus ensuring equipment is operated by appropriately trained persons.
8. every year HAA will nominate up to a maximum of three stewards.

**Rules**

How to apply or for more information: contact the Parish Clerk at The Parish Office, 4 The Old Forge, Gardner Street, Herstmonceux, Hailsham, East Sussex BN27 4LG or by [admin@herstmonceuxparish.org.uk](mailto:admin@herstmonceuxparish.org.uk) or Tel: 01323 833312

1. The allotment gardener undertakes to abide by these rules and guidelines. The rules will be enclosed with the tenancy agreement and copies posted on the notice board at the allotment site. Any changes shall be posted on the site notice board. Garden holders should consult with the allotment steward before taking action that may result in a problem or conflict of interest.
2. All gardens shall be maintained in a fit and proper state for cultivation of vegetable crops, flowers and soft fruits. Fruit trees must be grown on dwarf stock. All cultivation and other allotment related activity must be confined within the allocated garden and plants must not grow out over the paths. No non-fruit specimen trees or hedging are to be grown.
3. For the purposes of Health and Safety of all allotment users, glass, barbed or razor wire, concrete, asbestos, tin sheet, or scrap building materials are not permitted on the site.
4. Unkempt plots will be monitored by the Herstmonceux Allotments Association and the Parish Council. Notice will be issued to the Plot Holder should the garden become excessively unkempt. If no communication is returned and the plot remains unkempt without good reason, or notification as to why, the Parish Council reserve the right to cancel the tenancy to the allotment garden plot.
5. A wire netting fence up to two feet in height may be placed around the allotment garden.
6. Compost and manure must be stored / kept on each garden away from paths and fences.
7. Gardeners are not allowed to deposit waste material anywhere on the site except when special facilities are provided for safe disposal of vegetable waste.
8. Children and Assistance Dogs are permitted on the site provided that they are properly supervised by a responsible adult.
9. Sheds and buildings - garden holders must apply to the Parish Council for approval to put up sheds or any other construction including greenhouse, fruit cages, and walk in tunnels.
10. Garden holders must consult with the steward before applying to the Parish Council. Guidelines are posted on the notice board.
    1. sheds: wood, pitch/flat roof, 8 feet x 6 feet base or less, glass windows must be covered by protective plastic. The shed must be of natural colour or painted in soft colours such as green or brown.
    2. green house: 8 feet x 6 feet maximum polycarbonate sheet [no glass or plastic sheet.]
    3. fruit cages: walk in fruit cages are permitted but must not cover more than one third of an allotment 12.5 metres by 10 metres. Each tenant is responsible for ensuring any structure on their allotment garden is fit for purpose and not a danger to others.
11. Gardeners must also consult with the steward if they:
    1. want to use chemical weed killer or pesticides across the whole garden. You may however use and keep sprays and fertilisers on your own garden in accordance with manufacturers’ instructions. Care should be taken not to affect neighbouring gardens and chemicals with the least impact on wildlife and the environment are preferred. All chemicals must be stored in the original containers. Storage of petrol, diesel or paraffin is prohibited.
    2. want to use heavy cultivation equipment on their garden.
    3. want to use a ground cover as a weed suppressant to cover entire plot.
12. Bonfires are not permitted.
13. Livestock, including bees, are not permitted. Assistance dogs are permitted.
14. Rat infestation must be reported as soon as possible to the steward or the Parish Clerk.
15. The Parish Council or the Allotments Association are not responsible for any plant material or construction on each garden. It is the tenant’s responsibility to clear these items when vacating a garden.
16. The Parish Council will seek to reclaim the costs of making good a garden to allow re-letting to a new tenant.
17. Maintenance of paths - Herstmonceux Parish Council is responsible for maintenance of the main tracks on the site. The allotment holders are responsible for their halves of the small paths between gardens and these should be kept reasonably weed free and clear.
18. Fences and hedges: Herstmonceux Parish Council is responsible for the fencing around the allotment site.
19. Water: Water is a precious commodity so please use it sparingly. Water tanks with ball cocks are provided therefore there is no hosepipe facility. Installation of covered water butts is recommended particularly using the rainwater run-off from sheds.
20. Health and Safety and Repairs and Maintenance: any Health and Safety issues should be reported to a steward and onto the Parish Clerk immediately. Any damage, leaks or other problems on site please report to a steward or the Parish Council. A steward will carry out a risk assessment of the site each year and report back to the Parish Council.
21. Right of entry: Councillors, Officers of the Parish Council and others employed by the Parish Council have the right to enter the allotment site to inspect and carry out work without notice.
22. Good neighbours: Please do not cause a nuisance or annoyance to your fellow allotment holders, be considerate to everyone. In the unlikely and unfortunate event of disagreement or dispute, the first port of call is the HAA committee. If issues cannot be resolved, you will be referred to the Parish Council whose decision will be final.
23. Radios or similar are not permitted on the site.
24. Parking: There is limited parking available on the Greenaway Farm site but please consider cycling, walking or car share whenever possible. No private vehicles are allowed within allotment garden site.
25. Subletting / Sharing: The garden can be shared but not sublet. The tenancy of the garden is not transferable.

On behalf of Herstmonceux Parish Council

*Clare J Harrison* Date: 1st January 2021

Clerk to Herstmonceux Parish Council