

BEAUMARIS ALLOTMENTS



MANAGEMENT POLICY & GUIDELINES

Last Revised 2019

BEAUMARIS TOWN COUNCIL

CYMDEITHAS RHANDIROEDD BEAUMARIS ALLOTMENTS SOCIETY

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1. Introduction

Beaumaris Allotments Society manage the allotments on behalf of Beaumaris Town Council who issue the Tenancy Agreements. Under this arrangement the standard of cultivation of the allotments is monitored and managed by the Society on the Council's behalf. The Society makes recommendations to the Town Council but the Council remains ultimately responsible for the grant or termination of tenancies. Membership of the Society is a condition of the grant of tenancies and the Society provides a number of benefits to Members including holding public liability insurance cover.

These Guidelines form additional advice on the Council's requirements for keeping an allotment. The Guidelines are regularly updated. Please ensure that you familiarise yourself with the latest Guidelines. The Rules and Guidelines are enforced through the terms of the Tenancy Agreement.

2. Letting Agreements

The model annual letting agreement runs for 12 months from the 1st January. However, new tenants are generally given half plots and "provisional" agreements of a 3 to 6 months duration (depending on preconditions). Provided any such preconditions are met and the plot is satisfactorily cultivated and managed an annual tenancy will usually be granted. (*See also Annex 4*)

The model letting agreement also enables the society to give notice to unsatisfactory tenants specifying what improvements are needed to their standard of cultivation. Ultimately the society can recommend to the Council not to offer any further agreements to an unsatisfactory existing tenant, after which it could be offered to a prospective tenant on the waiting list. (See also section 9 below).

3. Allotment eligibility

It is a requirement of the Council that "town residents" are given priority on the waiting list. The definition of town resident includes people having addresses in Beaumaris, Llanfaes and the adjoining countryside who are Beaumaris ratepayers (those who pay a Council Tax precept to Beaumaris Town Council).

The waiting list is maintained and managed by the Society by applying a set of criteria (with points awarded for each one) from which a total score can be calculated. Details of the criteria are also made publicly available by showing them on the allotments notice board, and are detailed in **Annex 1**. Detailed in **Annex 2** are guidelines dealing with the annual renewals

of letting agreements. Detailed in **Annex 3** are a number of items of general advice on how individual tenants should act for the benefit of the whole scheme.

4. Upgrades to Full Plot

Beaumaris Town Council and the Society recognise that requests will arise from time to time for a whole allotment tenancy from tenants with letting agreements which cover just a half plot. The upgrade criteria and waiting list arrangements for movement to a full plot are set out in a separate policy statement.

5. Cultivation and Management of Plots

Allotment plots should be used primarily for growing vegetables and fruit produce. No new fruit trees will be permitted on a plot unless they are grown on a suitable dwarf root stock. No tree of any form may be planted without the prior permission of the Society. All existing trees and shrubs will be subject to a condition that they should not exceed 2 metres in height other than those specific trees which have already been identified by the Council as having 'permanent' status. Cane fruit should not be planted against or in proximity to fences between plots as they can become invasive. Between the 1 May to 30 September, all plots should be under active cultivation. Active cultivation means that the ground is covered in productive crops or is clean tilled soil which may be temporarily covered by natural carpet or membrane. Lawned areas or paths should be formally maintained and not more than $\frac{1}{3}$ of the plot should be uncultivated or unmanaged.

6. Weed management and pesticide control

Plot holders are responsible for ensuring that appropriate weed management and pesticide control is exercised in relation to their plot. Hogweed has traditionally been a particular problem on the allotment site and individual Plot holders are encouraged to ensure that this particular weed is eradicated.

Particular consideration has been given to the safe use of herbicides and pesticides on the allotment site with regard to both individual Plot holders and the implications for neighbouring plots

The guidelines at **Annex 5** are intended to provide a framework within which Plot holders can use herbicides and pesticides with least practical risk to themselves or their neighbours. These guidelines also acknowledge that some Plot holders grow their produce organically

and there is a risk that spray drift might contaminate a whole year's production and could contaminate the soil for many months.

It is imperative that all Plot holders comply with this guidance and any subsequent or amended guidance.

7. Structures

No greenhouse, shed or other structure should be built or extended without the prior consent of the Society who will have regard to such matters as positioning, size, materials and colour. Any such structure should be maintained in a safe and reasonable condition. No concrete footings or pads will be permitted.

8. Fences

Fences should be maintained to a safe and reasonable condition. Any proposed alteration to fencing should be first discussed with the neighbouring Plot holder and the Society's approval sought to the materials, scale and location. Normally Plot holders should renew and maintain the fence on the southern (lower) side of their plot.

9. Allotment Inspections and Enforcement

Allotment inspections are carried out as circumstances dictate both by the Society and the Council. Generally the inspection will be carried out at not less than monthly intervals from March to September and on an ad-hoc basis at other times of the year. The inspections will take into account all aspects of allotment plot management as described within the Tenancy Agreement, Guidelines and Code. The inspections will, in particular, have regard to the standard and scale of cultivation; the quality and maintenance of weed control; and the condition of fences and structures. In addition inspections will also have regard to compliance with Health & Safety and tree management policies (where appropriate). A copy of the Plot Inspection template is attached at **Annex 6**.

If an allotment fails an inspection the tenant will be first told informally and given the opportunity to remedy the situation. If this does not result in the necessary action being taken a formal Completion of Work Notice will be issued, an example of which can be found at **Annex 7**. Failure to comply with a Completion of Work Notice will result in the Council serving a one month Notice to Quit. The issue of three or more Completion of Work Notices to the same tenant within any three year period or less will result in a recommendation to the Council that a tenancy should not be renewed.

10. Animals

No animals may be kept on any plot. Poultry may be permitted with the express prior permission of the Council. Any such poultry should be kept in well maintained, clean and secure conditions.

Under no circumstances are dogs or cats to be kept on an allotment plot. Tenants may bring a dog onto an allotment, although they remain responsible for its behaviour at all times and liable for any injury or damage caused. Dogs must be kept on a lead on the access paths and tracks and dog owners are responsible for clearing any fouling. Dog waste must not be kept on site. Under no circumstances should dogs be left unattended on an allotment plot.

11. Waste materials

Plot holders are encouraged to compost as much material as they can to maintain soil health and fertility.

Glass, plastic, wood, and metal should be disposed of correctly and in a proper manner. Under no circumstances is any person permitted to bring any form of asbestos onto the allotment site. If you believe that asbestos is present on your plot please notify the Society or Council immediately.

12. Children

Children are very welcome on the allotment site although the tenant remains responsible for their safety at all times. Tenants are reminded that children should not cause a nuisance to other Plot holders.

13. Communal Pathways and Parking

The accessways will generally be maintained in a suitable condition for pedestrian access. Plot holders using such accessways for motorised vehicles will do so at their own risk. In addition vehicles should not be driven on the accessways when ground conditions would render the surface liable to rutting. The parking area, when available, is used solely at the vehicle owners' risk. All vehicles should display an appropriate permit.

Plot holders should comply with requirements relating to the vehicle bollards and main gate to the allotment site.

14. Bonfires and waste disposal

No waste materials may be brought onto the allotment site. Bonfires are not encouraged and will only be permitted where they are closely managed, small in scale, and do not cause inconvenience to adjoining Plot holders. Any bonfires should not cause annoyance by blowing in the direction of Beaumaris Town. Only material produced or used on the allotment may be burnt excluding treated wood and fencing materials. Bonfires must be compliant with the separate Fire Safety Policy as amended from time to time.

15. Data Protection Act

The Society is fully committed to compliance with the requirements of the General Data Protection Regulations (GDPR) set out in the Data Protection Act 2018 (the Act) which came into effect on 25 May 2018.

The Society therefore follows procedures which aim to ensure that all Committee Members, Plot holders, and others who have access to any personal data held by or on behalf of the Society, are fully aware of and abide by their duties under the GDPR 2018.

The Society is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal data.

The Society's Data Protection Policy is published on its website and is available to all Plot holders and new applicants.

ANNEX 1

BEAUMARIS ALLOTMENTS

WAITING LIST AND NEW TENANCY OFFER ARRANGEMENTS

In the following paragraphs references to the “chairman” could also include any other allotments society office holder nominated by the Society’s management committee.

1. Waiting List Criteria

The following criteria will be used to calculate the number of points to be allocated to each person who has applied to go on the waiting list for an allotment. The person with the highest total score will be offered a provisional tenancy for a specified number of months and at a rent to be recommended to the council by the society.

Criteria	Points
Beaumaris (& Llanfaes) Resident	15
Beaumaris (& Llanfaes) Resident (post refusal)	5
<i>Note: see Section 3 for definition of ‘Resident’</i>	
Non Resident (Distance from Beaumaris Town Hall)	
1 Mile	5
2 Miles	4
3 Miles	3
4 Miles	2
5 Miles	1
5+ Miles	0
Years on List (points per year up to 5 years)	3
TOTAL	-

2. Maintenance and Circulation of Waiting List

People wishing to have their names put on the waiting list are to be directed to the Society's chairman in order to have their details assessed in accordance with the above criteria. Details of their assessment and total score will be made available to anyone on request. Details of the criteria will also be made public by the Society by showing them on the allotments notice board.

Allotment holders with tenancies of half a plot who wish to transfer to a whole one must apply to do so in writing and may only be recommended for a whole plot preferentially (outside the normal waiting list arrangements) at the discretion of the Society's management committee after its members are satisfied that such a transfer will result in clear benefits for the allotments.

The Society chairman will (unless agreed otherwise) maintain and circulate the list amongst committee members. The list will also be made available to the Town Clerk upon request. Circulation will normally be electronic and at any time. Circulation will be essential prior to the annual joint inspection and in the period leading up to new tenancies being offered.

3. Familial Inheritance

Any applicant who is an immediate family member of an existing Plot holder, may apply for a tenancy and may specify that they wish to be considered only for the existing plot of their family member when it should become vacant. For the purposes of this section an immediate family member would constitute a spouse/partner, a parent, child or grandchild as defined in law.

Any such applicant must have applied in their own name and they should have reached the top of the waiting list before transfer of the plot would be considered.

Such a transfer would only be considered provided that the applicant has shown an on-going commitment to the maintenance and cultivation of the plot for at least one year prior to taking the plot over and that the plot is at an acceptable level of cultivation at the time of transfer. Such a transfer will be solely at the discretion of the Management Committee.

Should the existing Plot holder die or become incapacitated before the immediate family member reaches the top of the waiting list, the Management Committee would view this as an extraordinary circumstance. This extraordinary circumstance would be discussed by the Management Committee taking into account the condition of the plot, the applicant's commitment to it, length of the waiting list and the applicant's position on it. The Management Committee would then make a recommendation to the Town Council as to the allocation or non-allocation of the plot to the immediate family member.

4. Conditions Attached to New Tenancy Offers

The Society's chairman will (unless agreed otherwise) meet prospective new tenants with the highest total score on the waiting list and normally offer (subject to Council's final approval) a provisional letting agreement over a specific half plot. The chairman will normally make a recommendation (including specifying the plot number, the start date and term (number of months) and the level of rent) using the form at **Annex 4**. Because of the use of the provisional agreement it will be quite exceptional to refuse to recommend someone.

Any non-resident using a proxy address in the town will normally be excluded from the list.

Offers of whole plots to new tenants will be the exception. A fully cultivated plot would not be let to a new tenant as a whole.

No offers of new tenancies will be made which could result in one household holding more than one allotment tenancy.

If a non-resident refuses the offer of a tenancy then, in the event that they wish to remain on the waiting list, the person involved will lose all of their points in that year. Similarly, town residents will lose their points in that year as well as subsequently being treated as non-residents when calculating their total score in subsequent years.

ANNEX 2

BEAUMARIS ALLOTMENTS

1. Arrangements for Tenancy Renewals

The Society will prepare a list of recommendations for the renewal of tenancies (on an annual basis) for the whole of the allotments scheme. This will normally be produced during November of each year in a format to be agreed between the Society and the Council but which, at a minimum, will give details of:-

1. Those tenancies which should be renewed.
2. Those tenancies which should not be renewed, together with reasons for nonrenewal.
3. Confirmation that the non-renewal tenants have been informed of the Society's recommendation and the reasons for it being made.

2. Consultation between the Council and Society

The Society will keep in close contact with the Council at all times, especially over cases where difficulties are or can be anticipated.

If the Council requires further details for any individual case then the Society will provide these as soon as practically possible.

ANNEX 3

(To be circulated to all new Plot holders and circulated or otherwise brought to the attention of all Plot holders at least once a year.)

THE ALLOTMENT CODE



Tenants should ensure that they:-

- DO** enjoy working on their own allotment in a way that ensures that other plot holders can also enjoy theirs.
 - DO** speak to a Beaumaris Allotments Society office holder on any matter of concern connected with their own plot or more generally affecting the whole scheme.
 - DO** read their Tenancy Agreement thoroughly and abide by its terms.
 - DO** talk to their neighbours about any proposed alteration to fencing. Normally they should maintain and renew the fence on the southern (lower) side of your plot.
 - DO** shut and lock the main gate, especially if they are the last off the scheme.
 - DO** keep dogs on a leash at all times when they are on the access roads or any other areas used in common by other allotment holders.
 - DO** compost as much material on their own plot as they can so as to maintain their plot's fertility.
 - DO** use water from the stand pipes responsibly and collect and store rainwater on their plots whenever possible.
 - DO** pay their Beaumaris Allotments Society annual subscription which entitles them to attend social events and pays for Public Liability insurance cover for their plot. Being a member also gives them free membership of the National Allotments and Leisure Gardens Association which entitles them to benefit from the Kings Seed Discount Scheme.
 - DO** check the notice board regularly for news of social events and other items of interest.
 - DO** provide the bollard key holders a minimum of two days' notice of their intention to use the access roads and abide by any instructions they may give (including refusal to allow access).
- The key holders are:- Dave Jones (Plot 22 - Tel: 07387239014), Chrissy Newsham (Plot 27 – Tel: 07836272488) and Wyn Roberts (Plot 39 – Tel: 07926793343).
- DO** keep a First Aid Kit on their plot.
 - DO** abide by the Health & Safety and the Fire Safety Policies of the Society (see Noticeboard).
 - DO** report any concerns regarding Health & Safety to the Chairman or Health & Safety Officer.

DO comply with the Guidelines for the safe use of herbicides and pesticides.

DO NOT drive on the tracks when they are wet and when doing so will create ruts and mud.

DO NOT burn allotment waste when the wind is blowing towards the town or when smoke could cause a nuisance to other plot holders. No items for burning are to be brought onto the plot.

DO NOT use fences between allotments to support cane fruit, particularly if the fence belongs to a neighbour.

DO NOT plant any cane fruit against or near fences as the suckers can be invasive.

DO NOT plant non-dwarf fruit trees or allow trees or shrubs of any type to grow over two metres in height.

DO NOT construct any shed or greenhouse without first consulting an allotment society office holder over its positioning, colour and size.

DO NOT be afraid to ask for help with your allotments. However, this in no way gives an indication of any rights of the helper to take over the plot once a tenancy has been ended. Plots are allocated by the Society to those on the Waiting List strictly on a first come - first served basis. Plot holders are the tenants of the plot under the strict understanding that the contract is between Beaumaris Town Council and themselves only. Tenants have no rights to allocate or sub-let their plots at any time and **MUST NOT** do so. Only the Town Council is able to issue tenancy agreements.

DO NOT bring onto the site any items which may contravene the Society's Health & Safety Policy such as old windows or any items which are not intended for a specific purpose. Whilst the Society encourages recycling, please do not store any items on the plot that are not required for use on the allotment.

DO NOT bring asbestos, materials containing asbestos or materials which commonly contain asbestos onto the site.

ANNEX 4

BEAUMARIS ALLOTMENT SOCIETY

RECOMMENDATION OF PROVISIONAL TENANCY

The Beaumaris Allotment Society recommends to Beaumaris Town Council that an offer of a Provisional tenancy is made, the details of which are given below.

Name of Tenant:

Address:

Tel No:

Email:

Allotment Number:

Let Commences:

Term (length) of let:

Let Ends:

Recommended Rent:

Other comments regarding:

Existing state of allotment:

Shed included /excluded:

Other work required:
(Including the provision or
Removal of rubbish, fences,
Sheds etc.)

Water tap key received: YES/NO

**Parking Permit
received: YES/NO**

**Risk Assessment YES/NO
carried out:**

**Allotment Code
received: YES/NO**

Agreed by Tenant:.....

Agreed by Chairman:(ANDREW DIXON)

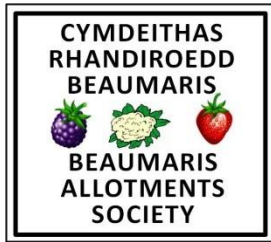
Date:

ANNEX 5

GUIDELINES FOR USE OF HERBICIDES AND PESTICIDES

1. Only chemicals approved for amateur use in the garden may be used.
2. All mixing must be undertaken with care on the plot being sprayed. Mixing in the areas around the water taps is expressly prohibited.
3. All spraying must be by small (5 litres or smaller) hand-held sprayers having spray nozzles that limit the direction of spray.
4. Spraying should only take place in windless conditions, and the direction of spray must always be away from other nearby plots and common paths.
5. All appropriate protective clothing must be worn and any special manufacturers' conditions must be followed.
6. No waste spray material may be disposed of onto any land in the curtilage of the allotments.
7. Treatment of undesirable weeds on the common areas may only be undertaken by members designated by the Society to undertake this work.
8. Failure to follow these guidelines may place the Plot holder in breach of clauses 4 and 18 of the tenancy agreement.

ANNEX 6



over 100 years ...and still growing

Plot Inspection

Plot Number: Plot Holder:

Inspection undertaken by:

Signed by: Date:

Criteria	Mark	Comments
Standard of cultivation and soil health		
Scale of cultivation		
Quality and maintenance of weed control		
Condition of fences and structures		
Total		

A maximum of 10 points to be awarded for each category. An overall score of 15 or fewer or a score of 2 or fewer for an individual category should be considered for further action

Action required in respect of tree maintenance or other management factors	No	Yes	<i>Details:</i>
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Six characteristics of a cultivated allotment

1. The Plot is tidy and relatively weed free

This means that tools are tidied away, rubbish is removed and, within reason, pathways are clear. Everyone has the odd weed or two, so it is not expected to keep the plot completely weed free, but if the weeds are beginning to hide the plants, the plot is in need of attention. There should be no more than can be removed in an hour or two.

2. The plants on the plot are healthy

Planting should be ordered and organised to ensure a good crop. Plants should at the least be watered regularly, pruned as necessary, and removed if they are failing.

3. Trees and shrubs are properly managed

Where permitted trees and shrubs are grown they should be maintained in a healthy and tidy condition and lopped or pruned as necessary.

4. Plants are yielding a crop

Healthy plants will produce a good crop. In season, plants should be producing fruit, vegetables or flowers. Not all plants will produce in abundance.

5. Crops are harvested

The harvest is not left on the plants to rot. Fruit and vegetables are picked, windfalls are tidied.

6. After the harvest

Plants are dug out and the ground is prepared for the new season. When the season is at an end, plants which have finished cropping should be dug out or pruned back, ready for the winter. Plots should be dug over and prepared for the next season as appropriate.

ANNEX 7

Dear [Tenant]

COMPLETION OF WORK NOTICE ALLOTMENT PLOT []

I am writing to you as the tenant of Allotment Plot []. The Beaumaris Allotments Society and Beaumaris Town Council have recently visited your allotment plot as part of the regular cycle of inspections. Please find below details of the work that the Society and Council would like you to undertake to bring your allotment to a satisfactory condition. The Allotments Policy & Guidelines and your Tenancy Agreement outline the conditions in which the allotment should be maintained.

Comment on the condition of your allotment plot:-

- [Comment] [Reason why the allotment plot has failed the inspection]

You now have **1 month from the date of this letter** in which to complete the following work:-

- [Action] [The action that the tenant is expected to complete within 1 month to conform to the requirements of the Tenancy Agreement]

If you do not complete the work within the timescale provided further action will be taken in accordance with the terms and conditions of your allotment tenancy.

If you have any concerns regarding the work, or have a specific reason why you have not been able to look after your allotment plot, or are not able to complete the work within 1 month please email or contact the Allotments Society by telephone.

Please be aware that if we do not hear from you and the work is not undertaken within the time limit set, a Notice to Quit your plot may be served on you without further warning.

Signed

On behalf of Beaumaris Town Council

Signed

On behalf of Beaumaris Allotments Society

Date