


## Congresbury Parish Council

Orchard House  
The Old School Rooms  
Station Road  
Congresbury  
BS49 5DX

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### ALLOTMENT TENANCY RULES

Date of adoption by Parish Council	10 <sup>th</sup> February 2025	Next review date	February 2027
Signature of Chair of Parish Council		Reference	AOL-001

#### 1. Introduction

Congresbury Parish Council welcomes those wishing to rent allotment plots to grow their own produce and be part of a community. Maintaining a vibrant and safe allotment site is fundamental to the Parish Council so we ask those renting plots to read and take note of the rules that this document provides.

You will have signed an 'Allotment Tenancy Agreement' and this document refers to 'Allotment Tenancy Rules.' If you are unsure about any of these rules, please contact the Parish Office.

#### 2. Rent

Your rent covers the costs of providing and managing the allotments which includes:

- Land rent – The Parish Council rents the land from QEH.
- Water provision – The Parish Council provides a series of standpipes for water provision. During the winter months this is turned off.
- Maintenance of the site – The Parish Council is responsible for cutting the grass on the main path and cutting the hedge on certain boundaries.
- The Parish Council will review the rent every year. When setting the rent, any additional amenities provided will be taken into account.

The tenancy is for a year and begins on 28 February each year. You will receive communications about the rent approximately 28 days before it is due.

### 3. Tenant responsibilities to the Parish Council

#### 3.1 Rent and Registration

- 3.1.1 All tenants are asked to pay the rent in full every year in advance by 28<sup>th</sup> February.
- 3.1.2 If you move house, please inform the Parish Council of your up-to-date details as soon as possible.
- 3.1.3 Up to 10% of the plots can be let to tenants from outside of Congresbury at an extra £5.00 per plot.
- 3.1.4 All tenants are required to provide an email address for correspondence. (where possible)

#### 3.2 Use of the allotment – the do's and don'ts

Do	Do not
Keep your plot tidy and try your best to keep the weeds under control.	Sub-let or part with or share possession of the allotment without the written consent of the Council.
Cut/trim the grass path around your plot – worth talking to your neighbours about a rota. Technically you are responsible for the path to the right and in front of your plot when facing the main path. If you are in any doubt, contact the Parish Office.	Carry on a trade or business from your allotment.
Keep free access around your plot. There should be sufficient space between your plot and the hedge line (boundary). It is recommended around 120cm is left, measuring from the boundary of your plot or as specified by the Parish Council.	Plant any tree(s) or dwarf tree (s) on your allotment. If you have any tree(s) from a previous owner please remove. Fruit trees on dwarf stocks may be planted at the permission of the Parish Council.
Maintain the path between plots with a recommended width of at least 70 cm so you can safely bring a wheelbarrow to the plot.	Sell or carry away from the allotment any mineral, gravel, sand, earth or clay.
Compost any green waste material generated on your allotment on your plot. North Somerset Council offers a suitable selection of compost bins to buy.	Erect any building or shed that has a height of more than 150cm on the allotment without the prior written permission from the Council. You will be responsible for any loss or damages.
Use water efficiently by turning off taps and reporting any leaks to the Parish Office.	Use sprinklers or hoses attached to the mains water taps. Do not leave taps running or unattended.
Park your car outside the allotment. You can only bring a vehicle on site on a temporary basis for loading but not during periods of wet weather when the ground is soft. You bring your vehicle on site at your own risk and may have to pay for any damage it causes to the main path.	Use traps or snares on the allotment site as this is a danger to other users and wildlife.
Keep all gates closed when on the allotment.	Keep bees as despite being great pollinators, it can cause issues with other allotment holders.
Please use weed suppression membrane but do not use carpets.	Barbed wire must not be used under any circumstances.
Burn only green waste material generated on the allotment. Do not burn wet material that causes excess smoke across the allotment and do not leave any fires or smouldering fire unattended.	Do not use any poisons for vermin control on the allotment site.

There should be no fires at weekends or when the air temperature is above 20°C. Please consider the impacts of smoke on neighbouring properties.	
Ensure all your activities are kept within your plot for example do not allow waste plant material/rubbish etc. to be placed against the hedge or outside the area of your own allotment plot.	Remove tools or any other items, from another person's allotment without the consent of the allotment holder.
Please keep dogs on leads and confine them to your own allotment, remove any faeces and dispose of it off-site.	Do not bring onto the site any objects or materials which may constitute a hazard or a nuisance to any other persons.
To control pests, diseases or vegetation, only products available from garden or horticultural suppliers may be used. These must be compatible with current regulations relating to their use and be of a type that will minimise harm to people and wildlife. All chemicals must be used in accordance with the manufacturer's guidelines. Application of these products must not be detrimental to the cultivation of allotments nearby, therefore do not use on dividing paths.	Fuel such as petrol and diesel, oil, lubricants or other inflammable liquids must not be stored on the allotment.
Treat neighbouring plot holders with respect and do not walk across plots, always use the paths.	Do not store any chemicals on your allotment.

### 3.3 Ponds

A small pond, one per plot, not greater than 1m x 1m and 0.5m depth with at least one sloping side, is allowed on your plot. However, you need to inform the Parish Council Office in writing before construction commences. (See application form).

The pond should be sited at least 1m away from the main path.

The pond should be well maintained and visible to others, do not let it become overgrown.

Only fill your pond with rainwater and keep it topped up. Please do not fill your pond with water from the tap.

## 4. Inspection

The Parish Council will conduct quarterly inspections (one in each season), you will need to comply with any instructions requested by the Parish Council.

## 5. End of tenancy

5.1 The tenancy may be ended by the Council or by the allotment holder. The Parish Council will give 6 months written notice to the allotment holder. The allotment holder must give the Council 28 day's written notice. Notice by the allotment holder must be delivered to the Parish Council.

5.2 When you decide to leave the allotment, please can ensure your plot is clean, tidy and free from rubbish.

5.3 The Parish Council may enter an allotment and end the tenancy by forfeiture if:  
(a) The rent or any part of it is unpaid for at least 30 days after the agreement dated stated in your tenancy letter.

And/or

(b) The allotment holder is in breach of any of the rules.

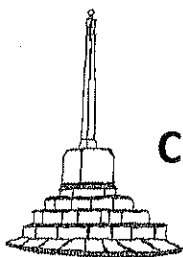
The tenant will be provided with reasonable written notice of the breach of rules for which the Council is intending to end the tenancy by forfeiture. The Council will give the tenant the opportunity to put the breach right. If the breach is corrected to the satisfaction of the Council, then the tenancy will not be forfeited.

And/or

(c) Where the condition of the allotment has deteriorated to the point that it is not in satisfactory condition – i.e. extensive weed growth and no visible sign of growth of crops.

**6. Complaints**

6.1 Complaints will be investigated by the Parish Council and their decision is final and binding. The outcome of investigations of complaints will be notified to the complainant as soon as possible and in writing by the Parish Clerk. It should be noted that extensive attempts to resolve any matter that could escalate to a complaint should first be made. If the matter cannot be resolved only then should a written complaint be made.



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### Application for a Pond on the allotments.

#### Requirements for having a pond on the allotment

**If at any time the pond falls into disrepair, then you may lose it and be asked to fill it in.**

1. A small pond can be created on your plot however ponds must be approved by the Parish Council before construction commences. (only one pond per plot).
2. The maximum size for your pond is 1m x 1m, max depth 0.5m with at least one sloping side.
3. Your pond must be sited at least 1m away from the main path.
4. The pond should be well maintained and visible to others, do not let it become overgrown.
5. Only fill your pond with rainwater and keep it topped up. Please do not fill your pond with water from the tap.

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#### Pond application – Indicate position of pond.

Plot No.....

Plot Holder

name.....

Top	Allotment Plot	Bottom
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