

ONGAR TOWN COUNCIL
ALLOTMENT GARDENS - RULES AND REGULATIONS

1. Trees

- 1.1 The Tenant shall not without the written consent of Ongar Town Council cut or prune any timber or other trees, apart from the removal of "weed trees" and recognised pruning practices of fruit trees.
- 1.2 The Tenant shall not plant any trees other than dwarf fruiting trees and or fruiting bushes without the prior consent of Ongar Town Council.

2. Hedges and Paths

- 2.1 The Tenant shall not plant any hedges on the allotment garden. Tenant shall keep all pathways between plots trimmed and well maintained up to the nearest half width by each adjoining tenant, keep all ditches properly cleansed and maintained and keep in repair any fences, gates or sheds on their allotment garden.
- 2.2 The Tenant shall not use or have on the allotment any barbed/razor (or similar) wire.
- 2.3 All Paths between allotments must be kept clear at all times.
- 2.4 All paths between allotments must be kept to a minimum of 45 centimetres wide.

3. Water/Hoses

- 3.1 The Tenant shall practice sensible water conservation, utilise covered water butts on sheds and other buildings where reasonably practicable and consider mulching as a water conservation practice.
- 3.2 The Tenant shall have consideration for other tenants when extracting water from water points provided by Ongar Town Council at all times Hoses must not be used unattended and must always be hand-held. They must be put away after use and never be left to obstruct paths. 3.3 Sprinklers must not be used. Any hosepipes left on pathways which are considered a trip hazard may be removed by the Council.

4. Incineration

- 4.1 Tenants are only permitted to have fires on the allotment site provided that:-They are lit in suitable incinerators sited in the open well clear of sheds, fences and hedges.
- 4.2 Care is taken to avoid committing a nuisance to neighbours and other tenants and they are lit only when the wind is blowing away from neighbouring houses;
- 4.3 They are never left unattended and are properly extinguished before leaving the site.
- 4.4 The incinerator must be checked immediately before leaving and any smouldering or flames discovered extinguished.
- 4.5 Petrol or similarly volatile accelerant flammable liquids are never used.
- 4.6 Only garden refuse and timber is burned. Material which is dangerous or may cause noxious, toxic or dark smoke (e.g., plastics, polystyrene and some other man-made materials) must never be burned.
- 4.7 All materials to be burned must firstly be checked to ensure there are no explosive substances or pressurised containers present.
- 4.8 A sufficient supply of water is immediately available to extinguish the fire if necessary while incineration is taking place.
- 4.9 The Ongar Allotments & Gardening Society is permitted to have a communal open bonfire on, or around, 5 November each year subject to the Clauses above being complied with.

5. Dogs

- 5.1 The Tenant shall not bring or cause to be brought onto the allotment site any dog unless it is held at all times on a leash or remains on the tenants plot only. Any fouling to be removed and disposed of by the tenant.

6. Livestock

- 6.1 Except with the prior written permission of Ongar Town Council, the Tenant shall not keep any animals or livestock on the allotment garden save rabbits and hens (no cockerels) to the extent permitted by the Allotments Act 1950 section 12

7. Buildings and Structures

- 7.1 The Tenant shall not without the written consent of Ongar Town Council erect any building exceeding 6 feet by 4 feet or pond on the allotment garden, provided that consent shall not be refused under this clause for the erection of any building reasonably necessary for the purpose of keeping rabbits or hens or be unreasonably withheld to the erection of a garden shed, greenhouse or polytunnels the maximum size, standard and positioning shall be determined by Ongar Town Council. The tenant may also require permission from Epping Forest District Council.
- 7.2 Ordinary glass must not be used in any low level or horizontal structure other than as shed windows at least three feet above ground level. Toughened glass or glass substitutes such as polycarbonate, Perspex or other non-glass alternatives are best used in any permitted structures.
- 7.3 The Tenant shall keep all sheds, greenhouses, polytunnels and other structures in good repair to the satisfaction of Ongar Town Council.
- 7.4 It is the tenant's responsibility to dismantle and remove any buildings not in good condition when the tenancy is terminated. If any dilapidated building has to be removed by Ongar Town Council, the removal costs will be billed to the former tenant. A new tenant taking a plot with a shed becomes similarly responsible.
- 7.5 Oil, fuel, lubricants or other inflammable liquids shall not be stored in any shed except in an approved container with a maximum of 5 litres for use in garden equipment only.
- 7.6 Ongar Town Council will not be held responsible for loss by accident, fire, theft or damage from allotments.

8. General

- 8.1 The Tenant shall not deposit or allow other person to deposit on the allotment garden any refuse or any decaying matter (except manure and compost in such quantities as may reasonably be required for use in cultivation) or place any matter in the hedges and ditches surrounding the allotment sites.
- 8.2 The Tenant must cover any manure on the allotment garden which has not been dug in unless it is being used as mulch or a surface dressing.
- 8.3 All rubbish is to be removed from the site by the tenant.
- 8.4 The Tenant shall not utilise foam-backed or other unsuitable carpets or underlay on the allotment.

9. Gardening Chemicals, Pests, Disease and Vermin

- 9.1 Only commercially available products from garden or horticultural suppliers (no agricultural or professional horticultural products) shall be used for the control of pests, diseases or vegetation
- 9.2 When using any sprays, fertilisers etc., the Tenant must:-
 - Take all reasonable care to ensure that adjoining hedges, trees and crops are not adversely affected and must make good or replant as necessary should damage occur;
 - So far as possible select and use chemicals, whether for spraying, seed dressing or for any other purpose whatsoever, that will cause the least harm to members of the public, game birds and other wildlife, other than vermin and pests;
 - Comply at all times with current regulations on use of such sprays and fertilisers;
- 9.3 The use and storage of chemicals must be in compliance with the manufacturer's instructions.
- 9.4 Any incidence of vermin on the allotment site must be reported to Ongar Town Council.

10. Notices

- 10.1 The Tenant will endeavour to maintain the plot number provided by Ongar Town Council in good order and ensure it is visible at all times.
- 10.2 The Tenant shall not erect any notice or advertisement on the notice-board without prior consent of Ongar Town Council
- 10.3 The Ongar Allotments & Gardening Society may display on the noticeboard any notice relevant to its purpose

11. Car Parking

- 11.1 Only vehicles belonging to members of the Ongar Allotments & Gardening Society may be parked on the designated car parking area. Vehicles may only be parked so as not to obstruct the public right of way.

12. Death of Tenant

- 12.1 Where a plot falls vacant because of a tenant's death, the plot, if it can be shown that a member of the tenant's immediate family or allotment partner has been jointly cultivating the plot and wishes to take on the tenancy, it may be offered to them at the discretion of Ongar Town Council.

3.11.17

13. Inspection

13.1 An Officer of Ongar Town Council if so directed may enter allotment gardens for inspection of sheds, greenhouses, polytunnels, state of cultivation and general tidiness of allotment garden and full access must be given by the tenant to the Officer at a mutually convenient time. If a mutually convenient time cannot be agreed then the Officer may inspect alone.

14. Children

14.1 Children should only be allowed on the allotments when supervised by a tenant.