

Wards: All

Allotments Strategy

Report by the Director for Communities

1.0 Summary

1.1.1 This report provides a draft joint Allotments strategy 2015-20 for Adur & Worthing Councils to meet the present and future demands for allotment gardening.

2.0 Background

2.1 Officers have been requested to produce a draft Allotment Strategy for consideration for approval, which once approved will be used to shape the future management of and opportunities for improvement for both Councils allotment sites.

2.2 Once the comments have been received from the Joint Overview & Scrutiny Committee and incorporated into the Strategy, it is intended to consult with key stakeholders including allotment plotholder representative groups and other partner organisations. Committee will be notified of any significant changes to the Strategy arising from the ongoing consultation.

2.3 The strategy has a section on the Purpose of the Strategy, which includes a brief potted history of allotments in both Adur & Worthing. This section also provides information on other Council strategies and vision papers that this strategy will link in with once finalised and adopted.

2.4 The strategy contains a section on the known benefits of Allotments in improving both the physical and mental health and wellbeing of allotment tenants.

2.5 The existing provision provided by both Councils is also included in the strategy and evidence has been collated on:

- Definition of an Allotment
- Current allotment site provision
- National standards
- Quality and Value assessments
- Legislation
- Accessibility
- Resources
- Tenants
- Waiting List Information
- Allotment Representative Groups

- 2.6 The objectives of the strategy are intended to drive forward the service provision to enable both Councils to meet the current and future demands for allotments.
- 2.7 The Action Plan will enable the Council Leadership Team and Elected Members to measure the progress of Officers in the delivery of the aims identified needed in order to deliver the strategy objectives.

3.0 Legal

- 3.1 There are no powers or legal consideration arising from this progress report.

4.0 Financial implications

- 4.1 There are no direct financial implications arising from this report.

5.0 Recommendation

That the Committee:

- 5.1 Notes the draft Allotment Strategy for Adur & Worthing Councils.**
- 5.2 Considers any views which it would like to forward to the Cabinet Members for the Environment for their consideration**

Local Government Act 1972

Background Papers:

No background papers

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Schedule of Other Matters

1.0 Council Priority

1.1 The actions detailed in this report meet the Council's following priorities

1.2 Adopt more sustainable ways of delivering services.

1.3 Through greater community involvement, the Councils will be able to develop a more sustainable way of delivering its allotment services.

1.4 Work actively together in partnership to deliver cost effective services whilst retaining separate identities and seek to extend partnerships with others.

1.5 The partnership with Worthing Allotment Management is a great example of how the Council has managed to continue to discharge its statutory duty to provide allotments where there is a demonstrable demand for its provision through greater community involvement and empowerment.

1.6 Keeping Council Tax increases low.

1.7 The actions contained within the report will produce revenue savings through reduced Councils administrative and grounds maintenance costs going forward via transferring responsibilities and duties to the plot holders through self-management in Worthing and the increased direct involvement of Overseers in Adur.

2.0 Specific Action Plans

2.1 Matter considered and no issues identified.

3.0 Sustainability Issues

3.1 Matter considered and no issues identified.

4.0 Equality Issues

4.1 Matter considered and no issues identified.

5.0 Community Safety Issues (Section 17)

5.1 More direct active involvement on the allotment sites by the Overseers and plot holders will contribute to the reduction of crime and anti-social behaviour taking place on allotment sites.

6.0 Human Rights Issues

6.1 Matter considered and no issues identified.

7.0 Reputation

7.1 Matter considered and no issues identified.

8.0 Consultations

- 8.1 Further consultation will take place with Allotment Overseers in Adur and also Worthing Allotment Management (WAM) for West Tarring and Overseers for Worthing's other allotment sites and other key stakeholders after the Joint Overview & Scrutiny recommendations are received.
- 8.2 The results of this consultation will be used to help shape the Allotments Strategy to be presented for approval to each Councils Cabinet Member for the Environment.

9.0 Risk Assessment

- 9.1 Matter considered and no issues identified.

10.0 Health & Safety Issues

- 10.1 Matter considered and no issues identified.

11.0 Procurement Strategy

- 11.1 Matter considered and no issues identified.

12.0 Partnership Working

- 12.1 This report contains information on the greater community involvement that the both Cabinet Members for the Environment and Officers are seeking to develop for both the current and future management of allotment sites in Adur & Worthing.

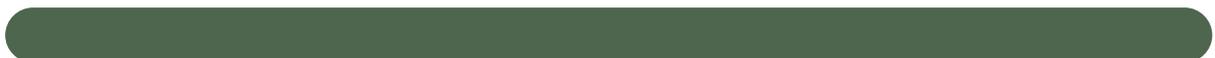


Allotment Strategy



Adur & Worthing Councils 2015-2020

January 2015



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1.0 FOREWORD



Joint Foreword by the Cabinet Members for Environment



**Councillor Keith Dollemore
Adur District Council**

**Councillor Clive Roberts
Worthing Borough Council**

Allotments are an increasingly important element in maintaining healthy lifestyles across Adur and Worthing – and it gives us great pleasure to present this joint strategy setting out your Councils’ ambitions for them over the next five years.

It seems obvious that well-managed allotments offer opportunities for the local community to grow their own fruit and vegetables, saving not only money but also environmental costs in terms of food miles, packaging and so on.

However, they are clearly also important community assets, contributing to increasing physical activity and improving social interactions as growers come together to share information, tips and even produce. When well maintained, they also provide important open space and even a haven for local wildlife.

The continued high demand for allotment garden plots by all sections of the community our area reflects what is being experienced nationally. Satisfying this demand, now and into the future, will be challenging as we need to balance the desire for allotment space with the scarcity of land for other recreational uses.

To ensure that we can continue to provide high quality allotment space, it is clear that we need to look hard at our existing spaces and consider how best to manage them in the future.

Therefore, this strategy demonstrates the Councils’ commitment to empowering the community and handing over where appropriate the management of its facilities, including allotments, to local people. The self-management trial at West Tarring allotments in Worthing has clearly demonstrated the benefits of this approach, and discussions are being held with other allotment owners to see how this approach can be replicated for other Worthing allotment sites.

This strategy is the result of a significant amount of work from elected Members and Officers from Adur and Worthing Councils, as well as input from consultations held with allotments users and organisations, the wider community and other key stakeholders.

We hope that this strategy will inspire more community involvement with our allotments, sharing the management of these important resources with those best placed to create healthy, attractive and harmonious growing spaces.

2.0 Purpose of the Strategy

Adur District and Worthing Borough Councils are two entirely separate Councils who have since 2007 worked together with a single joint workforce to provide a full range of services to circa 165,000 residents living in the District of Adur and the Borough of Worthing.

This Allotment strategy outlines what each Council intends to do over the next 5 years to provide the people of Adur and Worthing with an allotment service that meets their needs and expectations and prepares for allotments of the future.

The strategy recognises the challenges ahead in delivery of the objectives, including the availability of suitable land to meet the increasing demand for allotment gardens. This will remain a challenge for both Councils in being able to meet this demand due to the scarcity of land available therefore creative solutions will be required to overcome this challenge.

The strategy therefore seeks to encompass the vision and focus needed to ensure that the allotment gardens provided continues to meet the needs of our local residents.

The strategy also links directly to the strategic corporate aims of the “Catching the Wave” vision, which was launched in November 2013 by the Chief Executive of Adur District and Worthing Borough Councils – Alex Bailey, in particular the Wave Catchers of “Cultivating Enterprising Communities” and “Becoming an Adaptive Council”.

In addition to how this Allotment Strategy supports directly and indirectly “Catching the Wave” themes, it also aims to link in with other overarching Council strategies including the Public Health strategy, Parks and Open Spaces strategy, the Emerging Adur Local Plan and Worthing Local Plan and others.

The management of the Allotment service is the responsibility of the Parks and Foreshore Section, which forms part of the newly created (Jan 2015) Environment Division, within the Communities Directorate.

The Communities Directorate is committed to providing a well-managed, good quality service to the residents of Adur and Worthing and recognises the importance of allotments to the community as demonstrated through the high level of demand for the service.

At the time of writing this strategy (December 2014), the occupancy of allotments is over 95% in both Adur and Worthing. We have jointly in excess of 1,600 plots on 23 sites. Plots vary in size and are available as full or half plots and many are intermediary in these sizes.

2.1 Adur & Worthing Allotments Brief History

2.1.1 Adur

The following text has been taken from information on the history of Adur allotments provided by longstanding Adur allotment plot holder Mr Barry Hillman to whom we are extremely grateful for his invaluable help and assistance.

I first became with allotments in the early 60's and what was then the Shoreham-by-Sea District Council. In those days a third of the Council Leisure Committee had to be allotment holders. The Parks Manager had responsibility for allotments and at that time followed my ideas for an allotment site and established the Williams Road facility, which until now has required almost zero maintenance except for a small grass verge.

In 1972 the Councils of Southwick, Fishersgate, Shoreham-by-Sea, Lancing and Sompting merged to form what is now Adur District Council and the management of the allotment sites were merged together.

Mr Hillman also made comparisons with today's situation below.

1975 – 2015

During the life of Adur the demand for allotments has fluctuated. In the late 70's and early 80's the interest and demand dropped considerably. Council sites were employed for housing and interest in the private sites also declined, these were probably remnants of the 2nd world war demand. However, in the late 90's and early in this century the interest and demand grew considerably. To meet this demand the plot sites offered were restricted to 5 rods and sites employed other purposes were brought back in use, the new Pylons site being an example. One new site has now been opened in Halewick Lane.

The waiting list is now at a reasonable level but with the pressure to build new houses and with those currently being built with little or no garden space the future demand has to be acknowledged and catered for.

Sites are available for future development but unfortunately they are on Adur's eastern boundary where the demand is not high.

Time Comparisons

In 1975 sites were let as 10 rods. In 2015 you are restricted to 5 rods

If we add Manor Hall Road and the Pylons (31 10 Rods) to the 1975 document Adur had a total of 610 10 rod plots available. We now have 696 5 rod plots available, equivalent to 348 10 rods.

Barry Hillman 11 January 2015.

2.1.2 Worthing

Including war-time emergencies, various sites in Worthing have been used, some of which now have other purposes:

Clifton Road, Brougham Road, Alfriston/Cranleigh Road, Brooklands, Pond Lane, Beaumont Road & Field Place

Whilst the following are still in operation:

Chesswood Farm, West Tarring, Humber Avenue, Dominion Road, Hillbarn Lane, Haynes Road & George V Avenue

In 1937 Sussex was said to have the best kept plots and Lewes was held up as a glowing example, but then Worthing had a thriving market garden industry, which would have increased the green fingered experience of the local population and kept a lot of good land safe from house building.

Hudson (1980) has a detailed account from which is summarized below:

In 1814 and 1849 there were three market-gardens in Worthing itself, in 1853 there were glass-houses, and in 1859 and 1865 four nursery gardens produced flowers and hot-house grapes. By 1891 600 tons of fruit a year left Worthing and by 1899 there were *circa*. 50 acres of glass-houses and over 100 nurserymen in Worthing. By 1904 there were *circa* 81 acres of glass-houses ... and by 1909 there had been an increase in the number of glass-houses at Durrington and Salvington.

There were 82 fruit-growers by 1904 and four special fruit trains a week left from Worthing and in 1905 a goods station was opened for the fruit traffic at West Worthing station. (Hudson, 1980).

However, after years of Digging for Victory and making do, in the second half of the 20th century the growth of convenience foods changed the national attitude to both growing and cooking and decreased demand for allotments. Allotment holders tended to be in the upper age group; sheets of corrugated iron, asbestos and old baths were pressed into use for fences and water containers, old windows for cloches, so the image of allotments was tatty and out of date.

The wheel turned again and there was a Dig for Britain campaign in the late sixties following an economic crisis. Much of the new idealism of the time fuelled a movement towards the land that was more likely to be inspired by communal politics or notions of self-sufficiency. Middle class students went organic, families grew plants together and The Good Life ran on the BBC from 1975 to 1978.

Allotments had ceased to be necessary to relieve starvation and increasingly seen as a hobby that should be charged for at market rates as councils battled for income and building land. Allotment rents between 1936 and 1970 were pegged at one shilling and sixpence a rod (7.5p). Then they shot up to two shillings (10p) and by 1975 were a stiff 40p, reaching £1 per rod by 1978.

Demand in Worthing dipped during the eighties and increased again in the nineties. This might be due to an increased interest in organic food or an increase in population generally, a change in the demographic. The waiting list for allotments in 1991 was 13 for the whole of Worthing. In 1988 they had to advertise for people to take them on for free; now there are usually around 800 patiently queuing for a plot.

We now have an unprecedented demand for use, a new kind of tenant and a new reason for wanting the land. In this context, along with an economic crisis, self-management was first suggested at a public meeting in March 2011. After very slow progress at first, with tenants complaining that the council were not negotiating seriously, Worthing Allotment Management was formed and took over the first site (West Tarring) in October 2013. The All Sites Working Group, led by WAM, is now hoping to extend self-management to all sites by October 2015.

Ref:

Hudson (1980); [A History of the County of Sussex: Volume 6 Part 1: Bramber Rape \(Southern Part\)](#) T P Hudson (Editor), A P Baggs, C R J Currie, C R Elrington, S M Keeling, A M Rowland 1980

2.2 Links with Other Strategies

Adur & Worthing Councils Catching The Wave Vision

<http://awintranet/catching-the-wave/vision/>

Adur & Worthing Councils “Surfs Up”

<http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/joint/strategic/committee,122313,en.html>

Adur & Worthing Councils Public Health Strategy

add link

Adur & Worthing Councils Parks & Open Spaces Strategy

<http://www.adur-worthing.gov.uk/media/media,129573,en.pdf>

Adur District Council Emerging Local Plan

<http://www.adur-worthing.gov.uk/adur-ldf/adur-local-plan/>

Worthing Borough Council Local Plan

<http://www.adur-worthing.gov.uk/media/media,99226,en.pdf>

Adur & Worthing Councils Community Engagement Strategy
(In development)

Adur District Councils Draft Eastbrook Development Plan

<http://www.adur-worthing.gov.uk/news/pr15-002.html>

3.0 Benefits Of Allotments

3.1 Quality Food Production

There are many reasons why people keep allotment gardens. These include quality food production by actively taking direct responsibility for the growing and managing the production of food to feed their own family and having the confidence and reassurance of knowing exactly what has gone into the production cycle. The public are becoming increasingly worried about their lack of knowledge about where their food has come from and an allotment can provide an ideal growing environment for helping to meet the nutritional needs of a typical family.

3.2 Green Food Production

Linked closely to quality food production is locally produced “Green” food and sustainability, with the aim of achieving as few food miles as possible and the trade off with carbon footprints. If we assume that 25% of a plot-holder’s food consumption is grown on his/her plot then it is estimated that 0.5 tonnes of an individual’s total emissions will be saved each year.

3.3 Sustainability

Surveys show that crops are usually shared by families, friends and local community groups. Using a conservative estimate of two people benefiting, at least 1 tonne of CO₂ is saved by each standard allotment plot every year and a one hectare allotment site saves 50 tonnes of CO₂ per annum. This gives an annual estimated saving of almost 13,000 tonnes of CO₂ across the council’s 21 allotment sites.

Allotment tenants have long known the biodiversity & valuable wildlife habitat that allotments can provide. Allotments, especially those in built up areas, contribute significantly to the biodiversity of the urban environment, providing food and shelter to many plant and animal species, as well as functioning as an important link in the overall greenspace network.

In effect, Allotments are green lungs and connectivity corridors for wildlife where sympathetic and supporting companion planting thrives and helps the wildlife balance tremendously, especially in the built up urban areas which exist across Adur & Worthing.

Allotment gardeners are often a mixture of traditionalists and also those who possess modern thinking approach to horticultural and crop production techniques. Whichever group, a tenant leans towards, Allotment gardening develops and demonstrates practices that will mitigate the adverse effects of climate change, including personal behavioural change. They help promote composting, and can be managed in ways that demonstrate sustainable practices like rainwater collection and toilets that use composting in place of traditional plumbing.

3.4 Financial Benefits

The financial benefits for what is a very small outlay are tremendous and allotments offer real value for money, especially over the last few years considering the real term drop in family incomes as a result of the global economic downturn experienced. There has been an upsurge in allotment interest in recent years and this, coupled with the increasing cost of

basic foods has led to a wide and diverse range of produce grown in addition to the staple crops traditionally grown. There is also the added incentive of reduced rents (30% for those who have reached retirement age (65).

It has also long been known the benefits the great outdoors brings and this, coupled with the exercise involved in allotment gardening plays a real and tangible role in an individual's physical and mental health & wellbeing. Evidence suggests that physical access to nature helps people recover from illness quicker, reduces stress and lowers blood pressure.

3.5 Physical and Mental Health & Wellbeing

Gardening is an excellent way to keep physically fit and is an important activity for mental well-being. Current recommendations are that adults should participate in 30 minutes of moderate physical activity at least five days a week.

While the demographic of allotment gardens will undoubtedly change with the influx of younger people, allotment gardening continues to attract older people. This is a part of society for whom it is key that they take part in physical activity on a regular basis, and the exercise that allotment gardening provides can help keep older people active for longer and reduce the risk of social isolation. This will contribute to the reduction in the likelihood that they will need to be cared for long term by local authorities and other public agencies.

3.6 Social Inclusion

Mental refreshment and stimulus is often overlooked or not thought of in terms of real benefits to the community as a whole; Some allotments can have links with environmental and care charities, schools and other bodies, further increasing interaction opportunities.

One of our outcomes we have identified involve the making available of plots for use by community groups and schools, which again increases the social value of allotments.

Southlanders are a residents group currently operating in and around Southlands Ward within Adur District. Originally set up in 2005, by a small group of local residents: it has now grown into an organisation which provides a wide range of activities for all ages, both in the local area and farther afield.

Southlanders have an Allotment Plot at Williams Road Allotments which is used by members of the group in addition to their Community Café, Community Garden and other very worthwhile projects in and around Shoreham.

Gardening involves many practical and academic skills, and has been shown to have immense benefits as part of neurological and social rehabilitation projects. Many allotments are used to develop learning and engagement in sustainable development, including horticultural therapy for those with learning difficulties and/or seeking better life opportunities. For many, they also act as a catalyst for lifelong learning and formal education.

Relaxation and time away from the hustle and bustle on an allotment in a quiet and relaxing environment is well known to Allotment Gardeners, "time to recharge the batteries" is one of several ways people describe the benefits of an allotment.

Social Inclusivity is obviously apparent on Adur and Worthing's allotments, they are available for all irrespective of their personal wealth (or lack of it). Children also benefit from becoming involved in gardening and food production through gardening, and allotments can provide a safe and welcoming space where parents and children spend time together, supporting family learning and intergenerational good practise.

Allotments are often at the heart of the community and allotment/gardening associations are important contributors to local advocacy and democracy. Volunteering (Co Workers are actively encouraged) and is a central element of allotment management and for many people a starting point for a lifetime of social interaction and active citizenship.

Allotments can provide an interactive community of people. While this benefits everyone on a site, it can also be particularly important for individuals who might otherwise be isolated, such as older people, the unemployed, or those with learning difficulties or mental ill health.

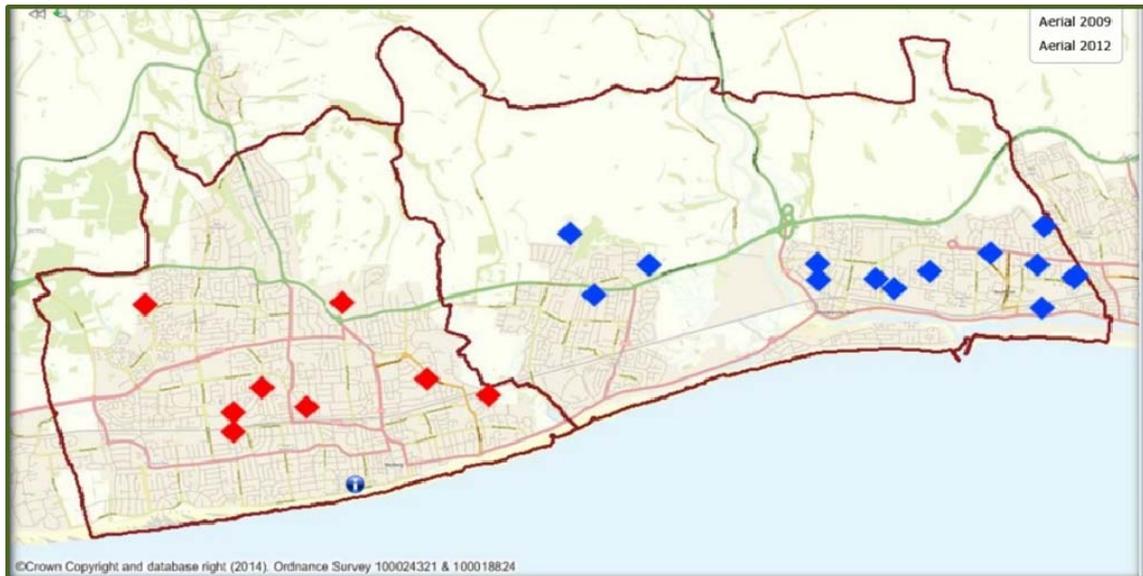
4.0 Existing Provision

4.1 Definition of an allotment

The definition of an allotment according to the Department for Communities and Local Government is:

“a piece of land usually about 250 square metres in size which can be rented for growing fruit and vegetables. The land is generally owned by the local council.”

Map showing Allotment sites in Adur and Worthing



Adur Site Locations ■ Worthing Site Locations ■

4.2 Existing Allotment Sites

Adur

Adur has 696 Allotments over 14 sites across the District:

Lancing & Sompting

- Halewick Lane 27 Plots
- Irene Avenue 6 Plots
- Lancing Manor 117 Plots

Shoreham

- Hamfields 174 Plots
- Middle Road 102 Plots
- The Meads 24 Plots
- The Cemetery 34 Plots
- Williams Road 16 Plots

Southwick

- Hillview 63 Plots
- Manor Hall Road 46 Plots
- Milton Drive 31 Plots
- The Gardens 28 Plots
- The Pylons 18 Plots
- The Ridgeway 10 Plots

Adur Population by Analysis Area

Analysis Area	Population 2011 (ONS)
Lancing & Sompting	27,371
Shoreham	20,547
Southwick & Fishersgate	13,264
Adur	61,182

The total number of Allotment garden plots in Adur is 696 plots with a total population of 61,182, this mean that current Allotment provision is 11.4 Allotment plots per thousand of population. Allotment plot size has not been taken into account.

Worthing

Worthing has 1,000 Allotment Garden Plots over 8 sites across the Borough:

- Chesswood Farm 313 Plots
- Dominion Road 44 Plots
- George V 25 Plots
- Haynes Road 22 Plots
- Hillbarn Lane 22 Plots
- Humber Avenue 100 Plots
- St Andrews Road 20 Plots
- West Tarring 454 Plots

Worthing Population by Analysis Area

Analysis Area	Population 2011 (ONS)
Worthing	104,640

The total Allotment garden plots in Worthing are a total of 1,000 plots with a total population of 104,640 (WSCC Planning website 2011 statistics) means that allotment provision is 9.6 Allotment plots per thousand of population. Allotment size has not been taken into account.

4.3 National Standard for Provision of Allotments

The National Society of Allotment and Leisure Gardeners (NSALG) suggests a national standard of 20 allotments per 1,000 households (i.e. 20 allotments per 2,000 people based on 2 people per house) or 1 allotment per 200 people. This equates to 0.125 hectares per 1,000 population based on an average plot-size of 250 metres squared (1 square rod is equal to 25.29 square metres).

Based on the current population of 165,822 (ONS 2011 mid-term estimates) Adur and Worthing, as a whole does meet the NSALG standard. However, Lancing and Sompting as an individual analysis area falls below the threshold. Using the suggested national standard, the minimum amount of allotment provision for Adur and Worthing is 20.73 hectares. The existing provision of 31.29 hectares therefore meets the standard (Parks and Open Spaces Strategy Report)

Distribution of allotment sites across Adur and Worthing (All sites):

Analysis Area	Number of Sites	Size (ha)	Current Standard (ha per 1k population)
Lancing & Sompting	4	2.63	0.10
Shoreham	5	5.42	0.26
Southwick & Fishersgate	7	7.03	0.53
Worthing	9	16.21	0.15
Adur & Worthing	25	31.29	0.19

Includes May Close (Worthing Homes). Orient Road (Lancing Parish) & Eastbrook (Brighton & Hove)

4.4 Assessment – Quality & Value

4.4.1 Quality

For the joint Parks and Open Spaces Strategy adopted in December 2014, a quality and value assessment of Adur & Worthing Allotment sites was carried out, and is included below:

In order to determine whether sites are high or low quality (as recommended by guidance); the scores from the site assessments have been colour coded against a base line threshold (high being green and low being red). Further explanation of how the quality scores are derived can be found in The Parks and Open Spaces Strategy – Part 2 p.p.11 (see Section 2.2 above). The table below summarises the results of the quality assessment for allotments in Adur and Worthing. A threshold of 40% is applied in order to identify high and low quality.

May Close which is owned and managed by Worthing Homes Ltd was inaccessible at the time of the survey and therefore did not receive a quality score.

Quality ratings for allotments by analysis area

Analysis Area	Max Score	Lowest Score	Ave Score	Highest Score	Spread	Low <40%	High >40%
Lancing & Sompting	124	48%	50%	52%	4%	-	4
Shoreham	124	43%	51%	58%	15%	-	5
Southwick & Fishersgate	124	41%	47%	52%	11%	-	7
Worthing	124	35%	54%	72%	37%	1	7
Adur & Worthing	124	35%	54%	72%	37%	1	23

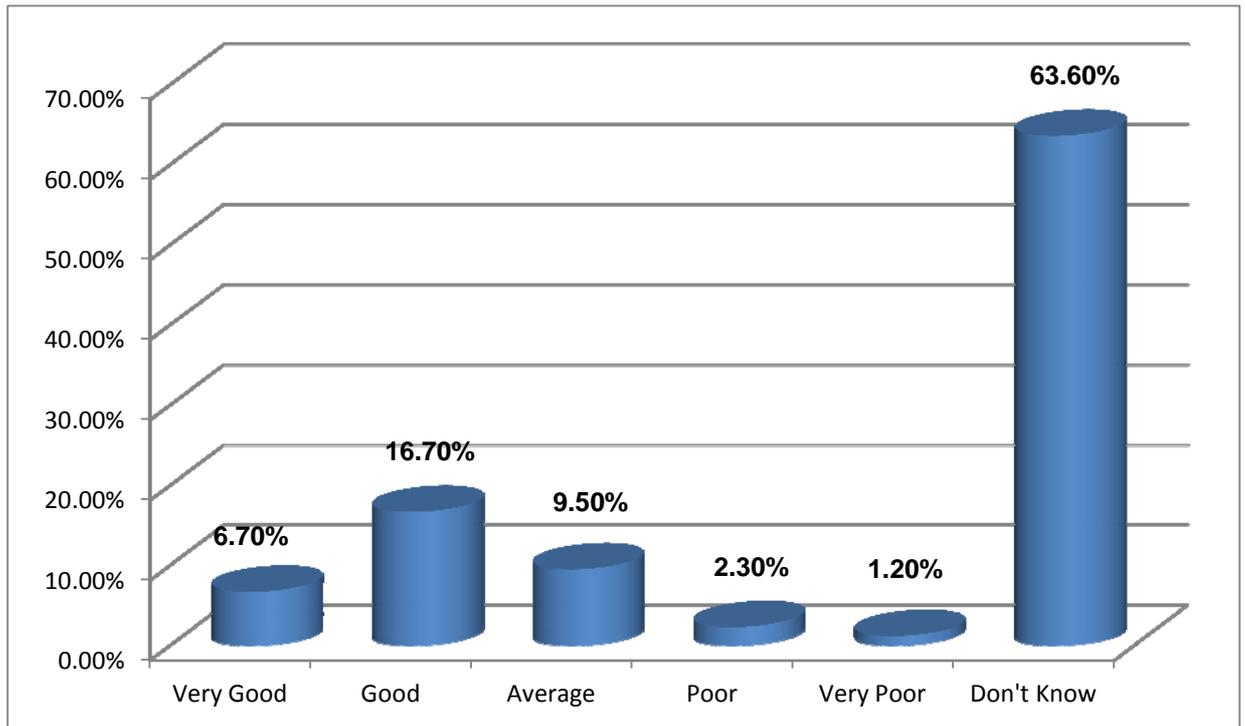
In terms of quality, most of the allotment sites in Adur and Worthing (92%) score highly. The highest scoring site is West Tarring Allotments in Worthing with a score of 72%. The site scores well due to its appearance and security (e.g. locked gate, parking and storage). It is interesting to note that this site is presently under a two year self-management trial by the ploholders.

Only one allotment site in Adur and Worthing scores low for quality, Chesswood Allotments in Worthing. It scores low due to having a problem with Japanese Knotweed and Hogweed (invasive species). This has led to some restrictions in terms of available plots. Furthermore, the site is apparently prone to flooding in some parts.

In general, consultation highlights no significant problems with regard to the general quality of provision with all sites currently being used or with no vacant plots. However, consultation with WADAGA (Worthing and District Allotment and Growers Association) suggests there is an issue with organised break-ins occurring on sites. This is considered to be targeted towards sites with machinery housed within storage containers (i.e. thieves looking to sell on equipment) as opposed to petty vandalism such as broken windows.

Overall the quality of allotments is perceived from the residents' survey to be sufficient. A total of 17% of residents indicate that provision is good; with a further 7% rating provision as very good. This is much higher compared to those residents that rate allotments as being poor (2%) or very poor (1%) quality.

Quality of Allotments (Figure 8.3 from Parks and Open Spaces Strategy Report)



4.4.2 Value

In order to determine whether sites are high or low value (as recommended by guidance); the scores from the site assessments have been colour coded against a baseline threshold (high being green and low being red). Further explanation of how the value scores are derived can be found in The Parks and Open Spaces Strategy – Part 2 p.p.11 (see Section 2.2 above). The table below summarises the results of the value assessment for allotments in Adur & Worthing. A threshold of 20% is applied in order to identify high and low value.

Value ratings for allotments by analysis area

Analysis Area	Max Score	Lowest Score	Ave Score	Highest Score	Spread	Low	High
						<20%	>20%
Lancing & Sompting	124	48%	50%	52%	4%	-	4
Shoreham	124	43%	51%	58%	15%	-	5
Southwick & Fishersgate	124	41%	47%	52%	11%	-	7
Worthing	124	35%	54%	72%	37%	-	8
Adur & Worthing	105	21%	39%	57%	36%	-	24

Table 8.5 from Parks and Open Spaces Strategy Report

Please also note, as detailed earlier, May Close in Worthing was inaccessible at the time of the survey and therefore did not receive a value score.

4.5 Legislation

There is a large amount of legislation specifically for the provision of allotments.

Small Holdings and Allotments Act 1908

This Act repealed and consolidated all previous legislation and laid down basis for all subsequent legislation. It also placed a duty on local authorities to provide sufficient allotments, to meet the demand of the local community. Also makes provision for local authorities to purchase compulsorily land to provide allotments.

Allotments Act 1922

Limited the size of an allotment to one-quarter of an acre and specified that it should be mainly cultivated by the occupier for growing fruit and vegetables for consumption by himself or his family.

Also protected tenants by laying down periods of notice, ensuring compensation for termination of tenancies and compelled most allotment authorities to set up allotment committees.

Allotments Act 1925

This Act required local authorities to recognise the need for allotments in any town planning development and as a consequence is relevant to the Council's Unitary Development Plan and the emerging Local Development Plan.

Established "statutory" allotments which a local authority could not sell or convert to other purposes without Ministerial consent

Allotments Act 1950

This Act followed on from the findings of the Allotments Advisory Committee Report of 1949. The Allotments Act 1950 made better provision for compensation following the termination of a tenancy. It also clarified the system for collecting rent, and included some further allotment management issues. Other further acts have influenced allotment legislation; however the Allotments Act 1950 is still the dominant legislation. Also confined local authorities obligation to "allotment gardens" only.

The Local Government Planning & Land Act 1980 and the Local Government & Planning (Amendment) Act 1981:

This act consolidated existing planning legislation, which has further influenced the forward planning of authorities.

Planning and Compulsory Purchase Act 2004:

This Act has considerable influence on the forward planning of allotments and is relevant to the Adur's emerging Local Plan and Worthing's Local Plan.

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This act consolidated existing planning legislation, which has further influenced the forward planning of authorities.

Planning and Compulsory Purchase Act 2004:

This Act has considerable influence on the forward planning of allotments and is relevant to the Adur's emerging Local Plan and Worthing's Local Plan.

4.6 Accessibility

All Allotment Sites have lockable access gates and each tenant is issued with an access key which operates all locks on a particular site. The larger sites have multiple pedestrian and vehicle access gates. Many have onsite parking albeit limited space. Wheelchair access is restricted on some sites which are not level or do not have well surfaced pathways whilst some sites such as Humber Avenue in Worthing and Williams Road in Adur both of which have hard surfaced entrances, parking and hard surfaced access around the whole site.

The sites which are more accessible to tenants living with a disability, in the main do not have plots set up with raised beds and accessible pathways but they will be looked at in the future and is identified [as an Aim](#) in the action plan.

Allotment sites are spread across Adur and Worthing and in Adur are situated in Urban areas in Lancing/Sompting, Shoreham and Southwick. Lancing Manor and Halewick Lane are on the edge of the South Downs but are serviced by access roads. In Worthing, all sites are situated in urban areas and are easily accessed by car or bike and are close to bus routes.

4.7 Resources

Adur and Worthing Council provides its Grounds Maintenance in house which includes the maintenance of the allotment sites via either Grounds Maintenance Team or the Park Rangers (Depending on the size and scope of work required).

4.8 Tenants

The tenant make up in Adur and Worthing are mostly single plot holders whilst a small number have double plots, there are very few organisations who have a plot and we have no records as to whether tenants have a disability as defined by the Equality Act 2010 which defines a disability if "you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities".

There are few tenants who have more than two plots at a site but we have in Adur a tenant who has four plots and a tenant on a site in Worthing who has 18 plots.

4.9 Waiting List Information

Waiting lists vary seasonally and from year to year and naturally vary between Adur and Worthing; the invoices sent out annually in September give rise to plot relinquishments traditionally along with terminations by the Council for non-payment of invoices. Another reason for plot vacancies increasing are during the Spring and Summer Months following plot inspections and lack of maintenance letters are not addressed by the tenants.

The current situation with Allotment waiting list information at 1st January 2015 is:

ADUR

There are a total of 696 plots of which 31 are currently vacant, taking into account sites which have vacant plots and a waiting list give an occupancy of 97.6% or those which are vacant = 2.4%

Adur Sites	Total Plots	Vacant Plots	No. On Waiting List
Lancing			
• Lancing Manor	117	6	1
• Irene Avenue	6	0	18
Sompting			
• Halewick Lane	27	0	10
Shoreham			
• Hamfields	174	1	18
• Middle Road	102	5	10
• The Meads	24	0	31
• The Cemetery	34	0	19
• Williams Road	16	1	6
Adur Sites	Total Plots	Vacant Plots	No. On Waiting List

Southwick			
• Hillview	63	2	2
• Manor Hall Road	46	8	10
• Milton Drive	31	0	6
• The Gardens	28	5	2
• The Pylons	18	3	0
• The Ridgeway	10	0	1

WORTHING

There are a total of 1,000 plots of which 24 are currently vacant give an occupancy of 97.6% or those which are vacant = 2.4%

Worthing Sites	Total Plots	Vacant Plots	No. On Waiting List
• Chesswood Farm	313	11	60
• Dominion Road	44	0	93
• George 5th	25	2	119
• Hillbarn Lane	22	0	81
• Haynes Road	22	0	60
• Humber Avenue	100	3	39
• St Andrews	20	8	112
• West Tarring	454	0	71

4.10 Allotment Representative Groups

Worthing Allotment Management

The self- management trial of West Tarring Allotment site through the newly established Worthing Allotment Management (WAM) consisting of West Tarring plot holders, has clearly demonstrated since commencing on 1st October 2013 a wide range of the benefits identified in 3.0 above are being realised and especially evident is their focus for education and improvement of their local environment and the passion shown for working collectively together in driving forward their vision of an improved sustainable Allotments site available and accessible for the use of the local community.

Further information about WAM can be found at its website at:

<http://wamplots.org.uk/>

Worthing Allotments and Gardens Association

WAGA (formerly WADAGA), many of who are Worthing Borough Council allotment ploholders represent the interests of its members in seeking information and making its voice heard in discussions with the Council on allotment management and maintenance. WAGA also organises an annual Show for both tenants and local gardening enthusiasts.

Worthing Allotments and Gardens Association website details are:

<http://www.worthingallotments.co.uk/index.html>

Lancing Horticultural Society

Mrs Valerie Cole (01903) 751776

Lancing Horticultural Society are a friendly Society whose main aim is to encourage anybody who is interested in gardening young and old. Their membership includes Adur allotment tenants.

Shoreham-By-Sea Horticultural & Allotment Society

The Shoreham-by-Sea Horticultural & Allotment Society was founded in 1919. Each year they stage

- Three Flower and Produce Shows
- A Plant Sale
- An allotment holders "meet & greet" at Ham Field Allotment
- Coach Outings

Shoreham-By-Sea Horticultural & Allotment Society website details are:

<http://www.shorehamhorticulturalsociety.org/>

Southlanders

Southlanders are a group of local residents from the Southlands Ward in Adur who want to make a real difference in their neighbourhood, improving people's qualities of life and reducing health inequalities that exist. The Group have an Community Garden on an Allotment plot on Williams road Allotment site which they are developing into a Community resource for residents of all ages.

Southlanders website details are :

<http://www.southlanders.org.uk/index.htm>

Southwick & Fishersgate Horticultural Society

Hold monthly meetings where they have illustrated talks on a variety of garden related topics by guest speakers. Once a year hold a plant swap and question time evening.

Southwick & Fishersgate Horticultural Society website details are:

<http://www.sfhorticulturalsociety.org.uk/>

Transition Town Worthing

Transition Town Worthing provides a new approach to community-level sustainability and is based on the ethos that we need to plan for a future that includes economic uncertainty, climate change and the end of cheap fossil fuels, working together to address these issues at a local level.

Transition Town Worthing website details are:

<http://transitiontownworthing.ning.com/>

5.0 Strategy Objectives

The target for allotments is to link the provision of allotments across Adur and Worthing in to other Strategies and initiatives towards a coherent service provision which meets the needs and aspirations of our communities from which the allotments are provided for. Revitalising our Communities meets directly the aspiration of the Councils overarching strategy “Catching the Wave” (Wave Catcher 3 – becoming an adaptive Council).

5.1 To promote allotments as a benefit for the whole community, realising the opportunity they offer for education and lifelong learning and to increase social inclusion initiatives.

- Creation of Welcome Pack for new tenants for Adur allotment tenants.
- Review of Worthing allotment tenant’s Welcome Pack.
- Introduction of a customer satisfaction questionnaire to all tenants annually.
- Feedback the questionnaire results to our plot holders and consult on any planned improvements programmed in as a result of their recommendations
- Review and add to the information available on the council website, in council offices and social media for Council owned allotments.
- Improve the information displayed on allotment sites
- Review the promotional and advisory literature annually.

5.2 To link into the Councils Public health agenda, focusing on the benefits of allotments, in terms of improving health in the district and borough.

- Share expertise, knowledge and food produce grown.
- Continue to encourage locally grown produce to reduce “food miles”.
- Explore possible links with food banks for surplus produce grown.
- To encourage linked social activities to help reduce the risk of social isolation.
- To publicise the mental and physical health wellbeing benefits of allotmenting.

5.3 To review the existing provision of allotments in the District and Borough and seek to identify potential future allotment provision.

- Investigate possible solutions to any unmet demand and promote the provision of new allotment sites where they are needed through S106 agreements with local Developers.
- Link into the Parks and Open Spaces strategy recommendations..
- Review allotment provision provided against National Society of Allotment and Leisure Gardeners (NSALG) national standard for provision.

5.4 To maintain and improve the quality of our allotment sites

- Support the improvement of existing allotment sites to enable more people to share the benefits of allotments.
- To finance improvement works through revenue budgets, Community Infrastructure Levy (CIL), Capital Fund Programmes or external funding opportunities.
- Increase wherever practical the number of inclusive or accessible available to the local community.
- Set dates for Rules and Regulations to be reviewed and updated.
- Control of Invasive Species
- To consider offering incentives to sites that agree to undertake repairs or maintenance work on their Allotment sites that reduces the Council’s expenditure

5.5 To increase the conservation and biodiversity on all sites

- Encourage the adoption of organic and sustainable cultivation methods on allotments.
- Share expertise and knowledge and ideas.
- Promote the reduced use of water.
- Encourage request for Apiaries on appropriate sites.
- Allow installation of ponds (Adur only).
- Promote the responsible use of bonfires
- Encourage conservation areas on allotment sites.
- Encourage reduction in pesticide use.
- Introduce Tree Management Policy.
- Promote on-site composting
- Encourage reduction in pesticide use.
- Promote the greater use of recycled materials and products.
- Encourage gardeners to save and share seeds with other gardeners.
- To investigate the use of composting toilets.

5.6

- Continue to support the West Tarring 2 year self-management trial.
- Continue to support the 2014 All Sites Working Group
- Organise Self-Management Vote for all Worthing Sites
- Deliver outcomes of self-management votes result
- Encourage investigating external funding streams for finance not available to Local Authorities
- Develop a robust Service Level Agreement

5.7 To continue to support the tenants of Adur Allotments

- Support the development of shared horticultural knowledge and skills.
- Support the Overseers in place, particularly newly recruited Overseers.
- Continue to offer “ Value for Money” allotment plots for the local community

6.0 Action Plan

5.1 To promote allotments as a benefit for the whole community, realising the opportunity they offer for education and lifelong learning and to increase social inclusion initiatives

Location	Proposed Action	Date	Lead Officer(s) Organisation	Status
All Sites	<ul style="list-style-type: none"> ○ Creation of Welcome Pack for new tenants for Adur allotment tenants. ○ Review of Worthing allotment tenant's Welcome Pack. ○ Introduction of a customer satisfaction questionnaire to all tenants annually. ○ Feedback the questionnaire results to our plot holders and consult on any planned improvements programmed in as a result of their recommendations ○ Review and add to the information available on the council website, in council offices and social media for Council owned allotments. ○ Improve the information displayed on allotment sites ○ Review the promotional and advisory literature annually. 	2016	Support Services Manager, Adur & Worthing Councils	Programmed

5.2 To link into the Councils Public health agenda, focusing on the benefits of allotments, in terms of improving health in the District and Borough

Location	Proposed Action	Date	Lead Officer(s) Organisation	Status
All Sites	<ul style="list-style-type: none"> ○ Share expertise, knowledge and food produce grown. ○ Continue to encourage locally grown produce to reduce "food miles". ○ Explore possible links with food banks for surplus produce grown. ○ To encourage linked social activities to help reduce the risk of social isolation. ○ To publicise the mental and physical health wellbeing benefits of allotmenting. 	2015-2020	Support Services Manager, Wellbeing Management Team, Adur & Worthing Councils	Programmed

5.3 To review the existing provision of allotments in the District and Borough and seek to identify areas of potential future allotment provision.

Location	Proposed Action	Date	Lead Officer(s) Organisation	Status
All Sites	<ul style="list-style-type: none"> o Investigate possible solutions to any unmet demand and promote the provision of new allotment sites where they are needed through S106 agreements with local Developers. o Link into the Parks and Open Spaces strategy recommendations.. o Review allotment provision provided against National Society of Allotment and Leisure Gardeners (NSALG) national standard for provision. 	2015-2020	Support Services Manager, Planning Officers, Adur & Worthing Councils	Programmed

5.4 To maintain and improve the quality of our allotment sites

Location	Proposed Action	Date	Lead Officer(s) Organisation	Status
All Sites	<ul style="list-style-type: none"> o Support the improvement of existing allotment sites to enable more people to share the benefits of allotments. o To finance improvement works through revenue budgets, Community Infrastructure Levy (CIL), Capital Fund Programmes or external funding opportunities. o Increase wherever practical the number of inclusive or accessible available to the local community. o Set dates for Rules and Regulations to be reviewed and updated. o Control of Invasive Species o To consider offering incentives to sites that agree to undertake repairs or maintenance work on their Allotment sites that reduces the Council's expenditure 	2015-2020	Support Services Manager	Programmed

5.5 To increase the conservation and biodiversity on all sites				
Location	Proposed Action	Date	Lead Officer(s) Organisation	Status
All Sites	<ul style="list-style-type: none"> ○ Encourage the adoption of organic and sustainable cultivation methods on allotments. ○ Share expertise and knowledge and ideas. ○ Promote the reduced use of water. ○ Encourage request for Apiaries on appropriate sites. ○ Allow installation of ponds (Adur only). ○ Promote the responsible use of bonfires ○ Encourage conservation areas on allotment sites. ○ Encourage reduction in pesticide use. ○ Introduce Tree Management Policy. ○ Promote on-site composting ○ Encourage reduction in pesticide use. ○ Promote the greater use of recycled materials and products. ○ Encourage gardeners to save and share seeds with other gardeners. ○ To investigate the use of composting toilets. 	On-Going	Support Services Manager, Adur & Worthing Councils	In Progress

5.6 To continue to promote and support self-management of all Worthing Allotment sites.				
Location	Proposed Action	Date	Lead Officer(s) Organisation	Status
Worthing Sites	<ul style="list-style-type: none"> ○ Continue to support the West Tarring 2 year self-management trial. ○ Continue to support the 2014 All Sites Working Group ○ Organise Self-Management Vote for all Worthing Sites ○ Deliver outcomes of self-management votes result ○ Encourage investigating external funding streams for finance not available to Local Authorities ○ Develop a robust Service Level Agreement 	On-Going On-Going January 2015 Feb 2015 - Oct 2015	Head Of Environment, Adur & Worthing Councils Worthing Allotment Management Executive All Sites Working Group	In Progress

5.7 To continue to support the tenants of Adur Allotments				
Location	Proposed Action	Date	Lead Officer(s) Organisation	Status
Adur Sites	<ul style="list-style-type: none"> ○ Support the development of shared horticultural knowledge and skills. ○ Support the Overseers in place, particularly newly recruited Overseers. ○ Continue to offer “ Value for Money” allotment plots for the local community 	On-Going	Support Services Manager, Adur & Worthing Councils	In Progress

7.0 Appendices

7.1 Appendix 1 – Waiting List Information

Adur Allotment Sites – Let/unlet status as at 1st January 2015

<u>SITE</u>	<u>Overseer</u>	<u>Total Plots</u>	<u>VACANT PLOTS</u>	<u>WAITING LIST</u>	<u>Waiting List Information</u>	<u>Notes</u>
Halewick Lane	2	27	0	10		No Plots Available
Irene Avenue	No	6	0	18	Those on this waiting List can be offered vacant plots that may become available at Lancing Manor	No Plots Available
Lancing Manor	1	117	6	1		(1 on waiting list does not want a plot at present) effectively no-one on the Waiting List
Hamfield	2	174	1	18	1 has a plot already, 2 live out of area and remaining 15 can be allocated as plots become available	1 can be let
Middle Road	No	102	5	10	5 have a plot already, 1 lives out of area and 1 wants to wait at the top of the list for now, the remaining three can be offered a plot first.	5 plots can be let
The Meads	1	24	0	31		No Plots Available
The Cemetery	No	34	0	19		No Plots Available

<u>SITE</u>	<u>Overseer</u>	<u>Total Plots</u>	<u>VACANT PLOTS</u>	<u>WAITING LIST</u>	<u>Waiting List Information</u>	<u>Notes</u>
Williams Road	No	16	1	6	2 have a plot already and one is waiting for a disability friendly plot to come available	1 Plot can be let
Hillview	1	63	2	2		2 on waiting list we are advised are not to be allocated effectively no-one on Waiting List
Manor Hall Road	No	46	8	10	1 has a plot already, four live out of area and the remaining five can be offered first and two can be offered a plot at the <u>Pylons</u>	8 Plots can be let
Milton Drive		31	0	6	2 have a plot already and the remaining four can be offered a plot when one comes available	No Plots Available
The Gardens	3	28	5	2		2 Plots can be let
The Pylons	No	18	3	0		No-one on Waiting List
The Ridgeway	No	10	0	1		No Plots Available
Totals	10	696	31	134		17 Plots can be let = 2.4% Vacant that can be let

We Can Let Plots on this site	There are no Plots available but we have people on the Waiting List	We Have Plots Available But no-one on the waiting list
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Worthing Allotment Sites – Let/unlet status as at 1st January 2015

<u>SITE</u>	<u>Overseer</u>	<u>Total Plots</u>	<u>VACANT PLOTS</u>	<u>WAITING LIST</u>	<u>Waiting List Notes</u>	<u>Notes</u>
Chesswood Farm	3	313	11	60		
Dominion Road	1	44	0	93		
George 5 th	1	25	2	119		
Hillbarn Lane	1	22	0	81		
Haynes Road	1	22	0	60		
Humber Ave	1	100	3	39		
St. Andrews Road	1	20	8	112		

<u>SITE</u>	<u>Overseer</u>	<u>Total Plots</u>	<u>VACANT PLOTS</u>	<u>WAITING LIST</u>	<u>Waiting List Notes</u>	<u>Notes</u>
West Tarring	3	454	0	71		Although This site is under self-management, the statistics are included here
Totals	12	1,000	24	635		24 Plots can be let = 2.4% Vacant that can be let

We Can Let Plots on this site	There are no Plots available but we have people on the Waiting List	We Have Plots Available But no-one on the waiting list
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7.2 Appendix 2 – Useful Organisations

Organisation	Contact details
Allotment Garden	http://www.allotment-garden.org/
Allotment Gardening Around The World	http://en.wikipedia.org/wiki/Allotment_%28gardening%29
Allotment Growing Diary	http://www.getintogardening.co.uk/get-planning/allotments/
Allotment Regeneration Initiative	http://www.farmgarden.org.uk/ari
English Biodiversity Strategy	https://www.gov.uk/government/publications/biodiversity-2020-a-strategy-for-england-s-wildlife-and-ecosystem-services
Federation of City Farms and Community Gardens	http://www.farmgarden.org.uk/
Garden Organic and Henry Doubleday Research Organisation	http://www.gardenorganic.org.uk
Master Composter Project	www.Changeworks.org.uk
National Society of Allotments and Leisure Gardeners	http://www.nsalg.org.uk
Royal Horticultural Society	http://www.rhs.org.uk
Soil Association Scotland	http://www.soilassociationscotland.org
Scottish Allotments and Garden Society	http://www.sags.org.uk/webLinks.php



Worthing Borough Council

Allotment Garden Tenancy Terms and Conditions

27th November 2014

Revised 27th November 2014

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1. APPLICATION

- 1.1 These Allotment Garden Tenancy Terms and Conditions are made under Section 28 of the Small Holdings and Allotments Act 1908 and s1 of the Allotments Act 1922 and are applicable to all Tenants and all members of Groups to whom Group tenancies have been granted.
- 1.2 Where the Tenants or Group have an existing permission to keep livestock, or bees, there are additional Terms and Conditions which shall apply to this Tenancy at Sections 19, 20 and 21.
- 1.3 In addition to these Terms and Conditions, all Tenants and members of Groups must observe and comply with any additional or alternative Terms or regulations which the Council may make from time to time, and which will be displayed on notice boards and/or sent with Rent invoices or at any other time.

2. TERMS AND INTERPRETATION

- 2.1 In these Terms and Conditions the words used are to have the following meaning:-

TENANCY MEANS	An Allotment Garden Tenancy being a site or plot of land let by the Council for recreational gardening, including the cultivation of herb, flower, fruit and vegetable crops for consumption by the Tenants and his/ her family.
MINI-PLOT	A smaller than usual sized allotment plot, with additional limitations in use.
THE COUNCIL	Worthing Borough Council
CONTRACTOR	Company appointed by the Council to administer the allotment service at any time.
RENT	The annual rent payable for the tenancy of an allotment.
RENEWAL NOTICE	Any notice of renewed rental charges.
DRIVE/HAULAGE WAY	The common roadways within the site for vehicular and pedestrian access to allotments.
TENANTS	A person who has entered into a Tenancy Agreement of an Allotment Garden and is bound by these Terms and Conditions.

GROUP	A Group made up of individuals who have collectively through one member of the Group entered into a Tenancy Agreement for an Allotment Garden and individually agreed to be bound by its Terms and Conditions
TENANCY AGREEMENT	A legally binding written document which records the Terms and Conditions of letting a particular allotment to an individual Tenant or Group.
OVERSEER	A Tenant with limited delegated duties who acts as an intermediary between other Tenants and the Council.
ASSOCIATION	Worthing & District Allotments & Gardens Association

3. ASSIGNMENT, SUBLETTING AND CO WORKING

- 3.1 This Tenancy is personal to the Tenant named in the Tenancy Agreement. Where the Tenant is a Group the Tenancy Agreement is personal to each member of the Group itself, not the individual named signatory of the Tenancy.
- 3.2 The Tenant may not assign, sublet or part with possession or control of all or any part of the Allotment Garden.
- 3.3 The Tenant may share the cultivation with another party by registering a named co-worker. Co-workers must sign a co-worker agreement (**APPENDIX 1**) countersigned by the Tenant and sent to the Council. Spouses do not need to complete the co-worker agreement. No Tenant having Tenancies of more than five Allotment Gardens may be allowed to have a co-worker; numbers of Allotment Gardens should be reduced first, allowing the Tenants to cultivate on his or her own before being allowed assistance.
- 3.4 Co-workers will have authority to tend the Allotment Garden on his or her own. Co-workers will also have the right to be in a possession of an allotment gate key. These can be obtained from the Council.
- 3.5 Co-workers must comply with these Terms and Conditions. Any breaches will result in a review of the Tenancy. The Tenant therefore is responsible for the co-worker's actions at all times, and both would have to vacate the Allotment Garden if the Tenancy was terminated.
- 3.6 Co-workers or Tenants may end a co-working agreement at any time and must notify the Council in writing that the co-worker agreement has come to an end.

Only the Tenant can terminate his or her Tenancy Agreement in accordance with the rules set out on termination below.

- 3.7 Should the Tenant decide to terminate the Tenancy and relinquish the Allotment Garden, consideration will be given to an existing named co-worker having first refusal of taking over the Tenancy, but only if they have been a recognised co-worker for 3 years, and providing that there have been no breaches of these Terms and Conditions and no cultivation reminders have been issued for that Allotment Garden during that 3 year period. The decision to transfer the Tenancy to the named co-worker is entirely at the discretion of the Council who may consider other matters such as current waiting list sizes shall also be considered before any decision regarding the co-worker's future Tenancy is made.
- 3.8 It is the responsibility of the Tenant to inform the Council if it is proposed that the Tenancy of the Allotment Garden is to be transferred to a named co-worker, however any proposal to transfer a Tenancy to a co-worker shall ultimately be at the discretion of the Council. (See 3.7 above.)

4. CULTIVATION AND PERMITTED USE

- 4.1 Tenants must use their Allotment Garden for their own personal use for the production of herbs, flowers, shrubs, or vegetable and fruit crops for consumption by his or her family.
- 4.2 Carrying out a business or selling produce grown from the Allotment Garden, is strictly prohibited in all circumstances, unless sold on a not for profit basis for the benefit of a registered charity or Worthing & District Allotments & Gardens Association.
- 4.2 The Tenants must not use the Allotment Garden in a manner which in the opinion of the authorised Officer is capable of causing nuisance, annoyance or injury to neighbouring Tenants. Tenants may not use their Allotment Garden as a place of residence or sleep overnight.
- 4.3 Allotment Gardens must be kept clean, free from weeds, maintained in a good state of fertility and cultivation and in good condition throughout the year. The whole Allotment Garden, including any uncultivated areas, must be kept safe and tidy at all times.
- 4.4 Tenants whose Allotment Gardens are, in the opinion of an authorised Officer on behalf of the Council, not in a satisfactory condition for the time of year shall be issued with a non-cultivation letter. Failure to comply with a non-cultivation letter will result in the Council terminating the Tenancy.

Hedges and Fences

- 4.4 Where a hedge forms a formal perimeter boundary to the Allotment Garden, Tenants must not assume responsibility for the maintenance.
- 4.5 Tenants are responsible for maintaining any other hedge on or abutting their Allotment Garden, other than perimeter hedges. These must be maintained by trimming both sides and top at least once per year. Such hedges must not exceed 1 metre in height.
- 4.6 Individual responsibility for non-perimeter hedges will be explained at the request of the Tenant at the start of the Tenancy, as some differ in their make up.
- 4.7 Land between Allotment Gardens and any drives must be kept free of weeds and obstruction by all neighbouring Tenants.
- 4.8 No Tenant may erect a fence around their Allotment Garden, but must erect a fence around any existing pond on their Allotment Garden.

Trees

- 4.9 Tenants shall not plant any trees or shrubs (save for fruit trees and bushes) without the express and prior consent of the Council. Permission will not be given for planting Leylandii.
- 4.10 Fruit trees and bushes must be planted and maintained so that they do not interfere with the comfort or enjoyment or management of other Tenants, or owners and occupiers of properties adjoining or neighbouring upon the Allotment Garden. All new trees must be on dwarf rooting stock.
- 4.11 Tenants must not, without the written consent of the Council, cut or prune any timber or other tree which form part of the overall Allotment Garden landscape.
- 4.12 The Council may at any time cut or prune any hedge or tree forming part of the overall Allotment Garden landscape.

Inspection and Access

- 4.13 The Allotment Garden (and any shed or greenhouse on it) may be inspected by an authorised Officer or member of the Council or the Police at any time and Tenants must give whatever access is required, with or without notice to the Tenants.

Instructions given by Officers on behalf of the Council

- 4.14 Tenants must comply with any reasonable directions given by an authorised Council Officer or external contractor acting on behalf of the Council in relation to any Allotment Garden.

Ponds

- 4.15 Permission will not be given to create new ponds or re-site existing ponds after 31 October 2008. Tenants wishing to retain existing ponds must ensure that the pond is securely fenced around all edges with robust fencing that is 3 feet high.
- 4.16 The Council can accept no liability for third party damage to property or to the person. Tenants with ponds are responsible for taking all reasonable precautions to protect trespassers or members of the public as required under the Occupiers Liability Act 1957 and shall fully indemnify the Council for all losses, claims fines payments or damages arising from any third party claim arising from any accident at the pond.

5. RENT

- 5.1 Tenants must pay the invoiced Rent within 40 days of the due date on the invoice.
- 5.2 The Rent is paid annually from and including the 6th day of April to and including 5th day of April of the following year (the Allotment Year). The Rent for Tenancy Agreements that commence during this period shall be apportioned to the next 6th April next that falls due after the commencement of the Tenancy.
- 5.3 The Tenant may give notice to quit the Allotment Garden at any time, or may have the Tenancy terminated for breach of these terms and conditions during the Allotment Year, but in either case no rebate will be payable by the Council. However where the Tenant transfers to another Allotment Garden, the Rent for the remainder of the year will be deemed to have been paid as if the Tenant had not transferred.
- 5.4 Rent may be increased annually to coincide with the beginning of each new Allotment Year by the Council giving reasonable notice. This notice may be in writing to individual Tenants and/or displayed prominently at notice boards and gates at each Allotment Garden. Failure to give written notice to any individual Tenants or failure on the Tenant's part to read any information left on the notice boards or gates will not invalidate that or any other Tenant's Rent increase.
- 5.5 It is the responsibility of the Tenant to make the Council aware if he/she is eligible for any reduction in Rent offered by the Council. This reduction is limited to both men and women being 65 or over.

6. WATER, BONFIRES, COMPOSTING AND OTHER RESTRICTIONS

Water

- 6.1 The Council will provide water points for the use of the Tenant. The Tenant must ensure that such water points are not contaminated by pesticide (including fertiliser and weed killer) or any other contaminant. Water points will be shut off during winter months, the precise timings of which will vary from site to site. Any use of pumps, sprinklers or hose pipes from these water points is prohibited.
- 6.2 The Council will provide at each Allotment Garden 'push' taps primarily for emergency first aid purposes. These taps may also be used for a supply of water for those Tenants having an existing permission to keep livestock on their Allotment Garden.

Bonfires

- 6.3 The burning of allotment waste is only permitted at the Chesswood Farm and Hillbarn Lane Allotment Gardens. At all other Allotment Gardens bonfires of any kind are strictly prohibited.
- 6.4 Bonfires at Chesswood Farm and Hillbarn Lane Allotment Gardens are allowed solely for the disposal of diseased plants and other materials unsuitable for composting. At these Allotment Gardens bonfires must never be left unattended or allowed to burn overnight. Bonfires should be extinguished if a change in wind direction causes smoke to go towards adjacent residential properties. Tenants must exercise caution when considering burning at the permitted Allotment Gardens regarding any nuisance it may cause to a neighbouring Tenant.

The Tenant shall fully reimburse the Council for all loss or damage caused by the negligence in relation to a bonfire and for the avoidance of doubt, a negligent act will be to leave the bonfire alight and unattended.

- 6.5 Nuisance caused by bonfires could result in prosecution under the Environmental Protection Act 1990. In addition, Tenants who light a fire within 50ft (15.24m) of the centre of a highway may be guilty of an offence under the Highways Act 1980.

Rubbish & Composting

- 6.6 Most green waste can be composted. All Tenants shall either share a compost bin/heap with a neighbouring Allotment Garden or in the absence of any such agreement shall have a compost bin/heap on their own Allotment Garden. All non-diseased vegetative matter from the maintenance of individual Allotment Gardens must be composted on that Allotment Garden in properly constructed rodent-proof containers.
- 6.7 Refuse and waste from outside the Allotment Garden must not be brought into the Allotment Garden for disposal, exceptions being manure and grass clippings which

may be brought in reasonable quantities providing it is stored in a manner which does not infringe on drives, paths or neighbouring Allotment Gardens. Abuse of the system will be considered to be fly-tipping and may result in prosecution. The delivery of such materials must be arranged at times when the security of the Allotment Gardens is not prejudiced and with the express and prior approval of the Council.

- 6.8 Certain items are not allowed to be brought onto the Allotment Garden at any times, such as nylon carpet and asbestos.
- 6.9 Diseased plants and perennial weeds should be removed from the Allotment Garden as soon as possible by the Tenants.
- 6.10 Tenants are expected to compost or re-use all matter arising from the cultivation of their Allotment Garden. Any matter that is not compostable or re-useable must be removed from the Allotment Garden by the Tenant.
- 6.11 Tenants must not deposit any unwanted material in any communal areas, except the flint pile at Humber Avenue where this is permitted from time to time, although by no means at all times.

Barbed Wire/Razor Wire

- 6.12 Tenants shall not bring, use or allow the use of barbed or razor wire anywhere on any Allotment Garden.

Removal of Materials

- 6.13 Tenants shall not remove, take, sell, carry away or transfer to another part of the Allotment Garden mineral, sand, gravel, earth or clay except with the express written permission of the Council.

Causing Nuisance

- 6.14 A Tenant shall not:-
 - a) Discriminate, harass, bully or victimise any other Tenants, Authorised Visitor, Officer acting on behalf of the Council or owner/occupier of adjoining land or property on the ground of race, colour, ethnic or national origin, social origin, language, religion, political or other opinion, belief, gender, marital status, age, sexual orientation sexuality, medical condition, disability or disadvantage by any condition
 - b) Enter onto any other Allotment Garden, interfere with crops, or take produce without that other Tenant's express permission.

- c) Obstruct or encroach by cultivation or construction on any path or drive set out by the Council for the use of the occupiers of the Allotment Garden.
- 6.15 The Council reserves the right to terminate any Tenancy where the Tenant or any person associated with it has in the opinion of the Council behaved inappropriately to any other Tenant or its livestock (including bees) or has carried out any act of nuisance, which in the sole discretion of the Council is conduct that warrants termination of the Tenancy.

Duty of Care

- 6.16 The Tenant at all times has a duty of care to others on an Allotment Garden or adjacent to it. This includes visitors, trespassers, other Tenants as well as themselves and wildlife. This is particularly relevant in relation to:-
- The timing and usage of mechanical equipment such as strimmers and rotovators, and the means to power them such as petrol, oil or gas.
 - The safe application and storage of pesticides (including weed killers and fertilisers), where manufacturer's recommended application and storage methods, rates and precautions must be adhered to and containers disposed of safely.
 - The conditions contained in this agreement relating to bonfires and ponds.
- 6.17 Asbestos is prohibited. If asbestos is discovered, the Tenant must inform an authorised Officer of the Council immediately.

Illegal or Immoral Activity

- 6.18 The Allotment Garden or any structure on the allotment shall not be used for any illegal, immoral or anti social purpose or activity.
- 6.19 Plants grown which may produce illegal substances are strictly prohibited. This includes hemp of any kind.

Flammable Material

- 6.20 Petrol, oil, fuel or other flammable liquids must be stored safely in appropriate containers and in the small amounts relevant to small scale use on an Allotment Garden.

Site Security

- 6.21 All Tenants and authorised persons must lock gates on entry and departure to prevent access by unauthorised persons or animals. This applies even if the gate is found to be unlocked upon arrival/departure.

Parking

- 6.22 Tenants shall not park any vehicle on any road path or drive within the Allotment Garden area so as to cause a blockage and only to park in the car parking areas provided, other than for short-term loading/unloading.

Advertisement

- 6.25 Tenants must not erect any notice or advertisement on an Allotment Garden (other than small non-commercial advertisements approved of by the Council or the Overseer).

7. ANIMALS AND PEST CONTROL

- 7.1 No new permissions for keeping livestock will be granted to any Tenants on any of the Allotment Gardens. Tenants with an existing permission from the Council to keep livestock or bees on the allotment are referred to **sections 20 & 21**
- 7.2 It is the responsibility of all Tenants to report any rodent activity to the Pest Control Officer, who can be contacted Worthing Borough Council (01903) 239999.
- 7.3 Dogs must not be brought onto any part of the Allotment Garden unless they are kept on a lead and kept under strict control at all times.

General

- 7.4 All decisions made by an Environmental Health Officer concerning matters of Environmental and/or Public Health will be considered as final.

8. AUTHORISED / UNAUTHORISED PERSONS

- 8.1 Only the Tenant, or a person authorised or accompanied by the Tenant is allowed on the Allotment Garden.
- 8.2 Any Officer authorised by the Council may order any person on the Allotment Garden in breach of these Terms to leave immediately.
- 8.3 Action will be taken against any Tenants who the Council reasonably believes is responsible for allowing unauthorised persons on to the Allotment Garden by any means, including providing copies of keys to enable access to the Allotment Garden.

9. FOOTPATHS

- 9.1 Shared paths between two Allotment Gardens must be maintained, kept cut and clipped up to the nearest half width by each adjoining Tenants and kept clear of obstruction at all times.

10. SHEDS, GREENHOUSES & OTHER STRUCTURES

- 10.1 Tenants may erect one shed and one greenhouse on their Allotment Garden. These structures require prior permission from the Council, and must comply with the Council's written specifications. Detailed specifications can be found on the Shed Application Form and Greenhouse Application Form. No other structures may be placed on any Allotment Garden.
- 10.2 Any structure on an Allotment Garden must be in accordance with the Council's written specifications, maintained in a safe state of repair, in a reasonable condition and otherwise to the satisfaction of any Officer authorised by the Council. If the Council is not satisfied with the state of the structure the Tenants must either repair it to the Council's satisfaction or remove it within one month of instruction to do so. If the structure is not removed after one month, the Council may remove it and charge the Tenants the full cost of removal and disposal.
- 10.3 No structure erected on an Allotment Garden shall be made from hazardous materials such as asbestos.
- 10.4 All structures must be adequately secured to the ground to prevent uplift.
- 10.5 Tenants must ensure that the Allotment Garden number is clearly marked on the outside of every shed or greenhouse.
- 10.6 Departing Tenants shall remove any items or derelict structures from their Allotment Garden before the end of their Tenancy Agreement. The Council will remove of any such material not removed by the Tenants. The full cost of disposal shall be charged to the outgoing Tenants.
- 10.7 Departing Tenant may transfer ownership of any structure to the incoming Tenants.
- 10.8 Structures may only be used in conjunction with the proper cultivation of the Allotment Garden. No trade or business other than the business of the Association may be carried out from any structure on any Allotment Garden.
- 10.9 Tenants shall not themselves nor permit others to sleep overnight or otherwise take up residence either temporarily or permanently in any structure on any Allotment Garden.

10.10 Motor vehicles and trailers may not be parked overnight nor kept on any Allotment Garden.

11. NOTICE BOARDS AND ADVERTISEMENTS

11.1 Notices relating to the Allotment Gardens or to allotment matters generally will be displayed on notice boards where provided. Responsibility for referring to notice boards regularly lies with the Tenants.

11.2 Other notices and advertisements may be allowed on the Allotment Garden notice boards at the discretion of any authorised Officer of the Council or the Site Overseer.

12. CHANGE OF CIRCUMSTANCES AND SERVICE OF NOTICES

12.1 A Tenant must immediately inform the Council in writing of any change of address or status.

12.2 Notices served on the Tenant, must be signed on behalf of the Council and shall be validly served if:-

- (a) Sent by First Class Post to the Tenant's address in the Tenancy Agreement
- (b) Served on the Tenants personally; or
- (c) Placed on the Allotment Garden.

12.3 Notices served under sub-paragraph 12.2 will be treated as served on the Tenant on the second working day after the day the Notice was placed in the post properly addressed.

12.4 Notices serviced by the Tenant shall be validly served by First Class post addressed to Parks & Foreshore, Communities Directorate, Adur & Worthing Councils, 9 Commerce Way, Lancing, West Sussex, BN15 8TA.

13. TERMINATION BY THE COUNCIL

13.1 The Council may terminate this Tenancy in any of the following ways pursuant to s1 of the Allotments Act 1922:

- (a) by 12 months or longer notice to quit expiring on or before 6 April or on or after 29 September in any year: or
- (b) by re-entry after three months' previous written notice to the Tenants on account of the land being required for building, mining or other industrial purpose, or for roads or sewers necessary in connection with those purposes; or

- (c) by re-entry in the case of land let by a corporation or company being the owners or lessees of a railway, dock, canal, water or other public undertaking on account of the land being required for any non-agricultural purpose for which the land was acquired or held by it or has been appropriated by it under statutory provision, but so that, except in a case of emergency, the Tenants must be given three months' written notice of the intended re-entry; or
- (d) by re-entry in the case of land let by a council, after three months' previous written notice to the Tenants on account of the land being required by the council for a non-agricultural purpose for which it was acquired, or has been appropriated under any statutory provision; or
- (e) in addition to the above, the Tenancy of any Allotment Garden may be terminated by the Council as the Allotment Authority by the service of one month's notice in any one of the following cases:-
 - I. If the Rent for any Allotment Garden is in arrears of not less than forty days whether formally demanded or not
 - II. or if it appears to the Council that the Tenant of an Allotment Garden not less than three months after the commencement of the Tenancy thereof has not duly observed these Terms and Conditions
 - III. or is resident more than one mile out of the borough, district, or parish for which the allotments are provided
 - IV. Where the tenant is in breach of a term of these terms and conditions and the breach has not been remedied within 4 weeks of request by the Council to remedy such a breach.
 - V. If any of the above applies, the Council may serve Notice to Quit in accordance with the service of notice provisions contained in these Terms and Conditions determining the Tenancy Agreement at the expiration of one month and re-enter the Allotment Garden.:

13.2 On the death of the named Tenant, the Tenancy will cease automatically. However, the Tenancy may be transferred to a family member or a named co-worker, at the discretion of the Council, should either of those people wish to continue the Tenancy.

13.3 At the termination of the Tenancy the outgoing Tenant shall leave the Allotment Garden in the state and condition as described in these terms and conditions. Should the condition be significantly lower than the standard described, due to neglect or misuse, the Council reserve the right to charge the outgoing Tenants for the cost of works to bring the Allotment Garden up to the standard required.

14. TERMINATION BY THE TENANT

- 14.1 A Tenant may terminate the Tenancy at any time by giving 14 days' Notice to Quit in writing to the Council and serving the same as specified in the Notice Provisions. If a Tenant decides to stop cultivating an Allotment Garden part way through a year, the Tenant must notify the Council so that the Allotment Garden may be let to a new Tenant without delay.

15. COUNCIL'S RESPONSIBILITIES

- 15.1 The Council acknowledges the following responsibilities:-

Administration

- 15.2 Keeping waiting lists, letting Allotment Gardens, Rent collection, terminations, enforcement of Terms, conducting cultivation, pond and livestock audits and inspections, liaising with Overseers, the Association, individual Tenant and others.

Repairs and Maintenance

- 15.3 Repairs to Allotment Garden perimeter fences, gates and water installations, maintenance of drives (including some grass cutting) and vacant plot management. Maintenance of perimeter hedges and trees on Allotment Gardens.

Infrastructure

- 15.4 Provision and maintenance of notice boards, gates, drives, water infrastructure and security fences where necessary.

Liability

- 15.5 The Council is not liable for loss by accident, fire, theft or damage of any structures, tools, plants or contents on its Allotment Gardens. Tenants are advised not to store any items of value on their Allotment Garden, and to insure and mark any items kept at the Allotment Garden. Tenants shall report any incidents of theft and vandalism to the Police and an authorised Officer acting on behalf of the Council.

Association Accommodation

- 15.6 The Council provides and maintains such accommodation on Chesswood Farm and Humber Avenue Allotment Gardens.

16. THE ROLE OF THE OVERSEER

- 16.1 Overseers are appointed at the larger Allotment Gardens to act as intermediaries between Tenants and the Council. Overseer's duties include communication of

information, organisational tasks, and in some cases, the letting of Allotment Gardens. It is in every Tenant's interest to get to know who their Overseer is, if one is appointed to their Allotment Garden.

16.2 Overseers' duties are more fully outlined in the Overseer's Agreement, a copy of which is available upon request.

16.3 Overseers' names and contact details will be displayed on the Allotment Garden Notice Boards.

17. MINI PLOTS

17.1 No Tenants may have the Tenancy of more than one Mini Plot. If the Tenants decide that they enjoy cultivating an Allotment Garden, they may move to a larger Allotment Garden when one becomes available.

17.2 No shed or greenhouse may be erected on a Mini Plot.

17.3 Allotment Terms and Conditions must be upheld by Tenants of Mini Plots.

18. ALLOTMENT WATCH

18.1 A Tenant must not take produce tools or any other items from any Allotment Garden without the express permission of the Tenants of that Allotment Garden. Anyone who is suspected of doing so without permission will be reported to the Police. Anyone subsequently proven to have done so, or formally convicted of theft will have their Tenancy terminated by the Council.

18.2 The Association is in possession of an engraver which may be used to engrave security details on Tenant' tools or other equipment. To qualify for this service you must agree to have your details stored on a Police held data base which will enable any tools found to be returned to their owners.

18.3 All cases of theft from, or vandalism caused to, an Allotment Garden must be reported to the Police (quoting 'Allotment Watch') and to the Council.

19. ADDITIONAL ALLOTMENT TERMS & CONDITIONS FOR GROUP TENANCIES

19.1 Existing and prospective Group Tenants must provide a copy of their Mission Statement or Constitution when applying for the granting or renewal of the Tenancy. This will be kept with their application form.

19.2 Group Tenancies will be granted at the discretion of Officers acting on behalf of the Council.

- 19.3 Group Tenancies will not be automatically renewed annually, but will be subject to annual review by an Officer acting on behalf of the Council following a meeting with all current members of the Group.
- 19.4 All Group members wishing to visit the Allotment Garden shall be named as co-workers, and their details provided to the Council (**APPENDIX 1**) in accordance with the co-worker scheme.
- 19.5 The maximum number of persons present on any Allotment Garden at any time shall not exceed eight. This includes children of Group members.
- 19.6 Breach of any of the Allotment Terms & Conditions and any Additional Terms & Conditions for Group Tenancies by any individual Group member shall result in the review of the Group Tenancy by the Council.
- 19.7 People previously excluded from any Allotment Garden by the Council shall not be allowed on any Allotment Garden whether part of a Group or not.
- 19.8 Group Tenancies are subject to any reasonable additional conditions imposed by an authorised Officer acting on behalf of the Council from time to time.

20. PROHIBITION ON KEEPING LIVESTOCK

- 20.1 As from 1st November 2013 any previous permissions to keep livestock on Allotment Gardens were terminated, the Council have given 5 years notice of the requirement to remove livestock to existing Tenants in 2008.

21. ADDITIONAL TERMS & CONDITIONS FOR BEEKEEPING

- 21.1 The keeping of bees is prohibited unless the Tenant has the express written permission of the Council.
- 21.2 The Council reserves the right to change or enhance these additional Terms and Conditions forthwith, on written notice to the Tenant, served in accordance with the service of notice provisions above.
- 21.3 Bees may be kept for the production of honey which is produced otherwise than by way of trade or business
- 21.4 Hives will not be allowed at the Dominion Road, George V Avenue, Haynes Road and St Andrew's Road Allotment Gardens under any circumstances.
- 21.5 Applications for hives at the Chesswood Farm, Humber Avenue, Hill Barn Lane and West Tarring Allotment Gardens shall be considered solely at the discretion of the Council. If an application for beekeeping is granted, the Council shall specify the

breed/type of bee allowed on any Allotment Garden. Buckfast, Italian, and Carniolan bees are known to be gentle and their use is encouraged. Species of bees which in the opinion of an appropriate officer of the Council are thought likely to be aggressive will not be authorized under any circumstances.

- 21.6 A limited number of hives may be allowed on these Allotment Gardens at any one time, dependant on proposed location of existing hives. The numbers of hives on any Allotment Garden shall not under any circumstances exceed the number specified and authorised by the Council.
- 21.7 If any hives are found on an Allotment Garden where no permission has been sought and granted, the Tenancy Agreement will be reviewed immediately with a view to terminating the Tenancy Agreement in accordance with Section 13. In addition, the Council shall be entitled to remove the bees and hives forthwith. The Tenant shall and hereby agrees to reimburse the Council in full the total cost of removal. No compensation or contribution howsoever arising, towards the Tenant's loss, shall be payable to the Tenants for the loss of the hives, bees or honey.
- 21.9 Failure to adhere to these Terms and Conditions, or any future set of Terms and Conditions for keeping bees on Allotment Gardens will result in an immediate review of the Tenancy Agreement, with a view to terminating the agreement in accordance with Section 13
- 21.10 All Allotment Garden Tenants seeking permission to keep bees shall be a member of the British Bee Keeper Association (BBKA), or an affiliated local association. This membership must be renewed annually for the length of time hives are on the Allotment Garden. The onus is on the beekeeper to voluntarily provide the proof of membership on a yearly basis.
- 21.11 A contact number MUST be left on notice boards in case of swarms or other emergencies.
- 21.12 Bees are susceptible to a number of infectious diseases, some of which are notifiable to DEFRA. Beekeepers must comply with this requirement, and with all subsequent requests from any government body.
- 21.13 If the Council has cause to investigate complaints of poor management of beehives or maltreatment of bees, all costs incurred by the Council or other official body during subsequent investigations shall be met in full by the Tenants within 28 days.
- 21.14 Beekeepers should ensure that there is nothing left on Allotment Gardens that could be used to vandalize a hive.
- 21.15 Beekeepers are expected to seek to resolve any complaints about their beehives from other Tenants in an appropriate manner. Any complaint that remains unresolved shall be referred to the Council for arbitration.

Bee Husbandry

- 21.16 Allotment Garden Tenants have a duty as part of these General Terms and Conditions not to cause a nuisance to others. Tenants with permission to keep bees on an Allotment Garden must take all reasonable measures to minimize potential nuisance.
- 21.17 Hives shall be placed with an entrance so that the flight path shall not cause inconvenience to any other Allotment Gardens or drives, buildings and gates, and ideally should be located towards the centre of an Allotment Garden (unless the Allotment Garden is on a boundary).
- 21.18 Beekeepers shall ensure that bees are encouraged to rise in excess of 6 feet before leaving the Allotment Garden by the use of screening which could be natural hedging, wooden fencing or fine plastic/wire mesh screening. Beekeepers shall ensure that the flight path of low flying bees is not directly across other Allotment Gardens.
- 21.19 Beekeepers shall have sufficient knowledge and experience to know how to deal safely with swarming, which is a natural phenomenon.
- 21.20 Hives shall be inspected by the beekeeper a minimum of once per week during the swarming season (April to July), but appropriate attention shall be paid throughout the year. If swarming does occur nearby Tenants shall be reassured that the swarm will settle within an hour or so.
- 21.21 The Allotment Garden Tenants shall ensure that a suitable alternative and knowledgeable beekeeper is available to inspect the hives at least weekly during the crucial swarming period if the Tenants is for any reason unable to inspect hives themselves.
- 21.22 Beekeepers shall be aware of the correct first aid treatment for stings and should offer advice to any other Tenants.
- 21.23 Hives shall not be worked when there are Tenants working on nearby Allotment Gardens.
- 21.24 Beekeepers shall provide a source of water on their Allotment Garden, which may be replenished from the communal water troughs. Water troughs must not be used. Hives will not be allowed on Allotment Gardens with or adjacent to water troughs.

Please see below for Appendix 1



APPENDIX 1

Co-Worker Agreement

Allotment Garden Site.....Plot Number

Tenants' Name (Individual or Group Tenants).....

Co-worker's details

Name.....

Address.....

Post CodeTel No:

CO-WORKER DECLARATION

I have been given a copy of Worthing Borough Council's Allotment Terms and Conditions and I agree to abide by them.

Signed.....Date.....

TENANT'S DECLARATION

I agree that the person named above will be a Co-worker on my plot

Signed.....Dated.....

Please return this form to: Parks & Foreshore, Communities Directorate, Adur & Worthing Councils, Communities Directorate, 9 Commerce Way, Lancing, West Sussex, BN15 8TA.

N.B. Either the Co-worker or the Tenants can terminate this agreement at any time

7.5 Appendix 5 – Co-Worker Agreement

Adur & Worthing Councils - Co-worker agreement

Plot number.....

Tenant's Name

Tenant's Address.....

Co-worker's details

Name.....

Address.....

.....

Post Code

Telephone Number

CO-WORKER

I have been given a copy of Adur District Council's Allotment Rules and Conditions and I agree to abide by them.

Signed.....

Date.....

TENANT

I agree that the person named above will be a Co worker on my plot

Signed.....

Date.....

Adur District Council/Worthing Borough Council

Signed.....

Date.....

For office use only: All details verified. Signed..... Dated.....

N.B. Either the Co-worker or the Tenant can terminate this agreement at any time by informing the Council and the other party in writing.

7.7 Appendix 7 – Application For A Greenhouse

REQUEST FOR PERMISSION TO ERECT A GREENHOUSE

Before completing this form, applicants should read the Rules and Conditions Section 10.

1. Name.....
Address.....
.....Post Code.....

2. Plot No.....

3. **Proposed Dimensions of Greenhouse**

Length.....(max 8 Feet - approx. metric equivalent 2.4m)
Width.....(max 12 Feet - approx. metric equivalent 3.6m)
Height.....(max 10 Feet - approx. metric equivalent 3.0m)

4. **Type of Base** (Please tick appropriate box) ✓
 Concrete Strips Paved Other (Please specify on reverse)

5. **Brief description of Proposed Greenhouse**
(Please include sales brochures, photographs or drawings if applicable)
.....

6. (a) No structure shall straddle any paths on the allotment site
(b) Structure must not be sited on a plot where it will cast shade or otherwise cause nuisance by obstructing access to any other plot.
(c) Any building, new or otherwise, built using reclaimed or new materials which is deemed by the Council to be dangerous, must be moved from the allotment site - see Milton Drive (Adur District Council) Allotment Rules and Conditions.

7. **Declaration**
I declare that I will abide by any conditions and regulations made by Adur District Council for the erection and maintenance of sheds in accordance with the instructions of the Council's representative.

Signed.....Date.....

For Administrative Use Only

Permission granted/ permission denied/ permission under consideration

Signed..... Date.....

7.8 Appendix 8 – Application for a Reduction in Rent

APPLICATION FOR A 30% DISCOUNT ON ALLOTMENT RENT **Only persons aged 65 years or over may apply**

PLEASE COMPLETE IN BLOCK LETTERS

Name:.....

Address:.....

.....

.....Post Code.....

Tel. No:

Allotment Site: Plot No:

Date of Birth: __ __/__ __/__ __

Please supply a copy of your Birth Certificate, Passport or Drivers Licence

(For Office Use Only): (Please tick when seen)

Officer's signature.....

Declaration

I apply for a 30% discount on my allotment rent, and confirm that the above particulars are correct.

Signed..... Date.....

Or please call in with your proof of age, to:

**Adur & Worthing Councils, 9 Commerce Way, Lancing Business Park, Lancing,
West Sussex, BN15 8TA.**

7.9 Appendix 9 – West Tarring Self Management Trial Service Level Agreement

Service Level Agreement between Worthing Allotment Management (WAM) and Worthing Borough Council (Copy of Original Document)

1. Background

This proposal emanates from the long running Overview and Scrutiny Committees Service Review of Allotments in Worthing and is directed toward maintaining or improving standards of upkeep on the West Tarring Allotment site by introducing a level of self-governance which would offset the Council's costs against a background of acute austerity in the Local Government Sphere.

2. Period of Agreement

Initially a pilot project of 2 years duration will commence on 1 October 2013. This coincides with the beginning of the 'allotment year' and is when tenants would be due to pay their annual rental fee.

3. Location

West Tarring Allotments, Ringmer Road, Worthing, West Sussex, BN

See attached location plan and plot plan.

4. Responsibilities and Standards

<u>Function</u>	<u>WBC</u>	<u>WAM</u>	<u>Comments</u>
Management of waiting list		✓	Impacts on other sites
Management of letting of plots including prospective tenant visits, issuing of tenancy agreements etc.		✓	To be achieved as quickly as possible on plots becoming vacant
Issue non-cultivation letters		✓	To be issued within 5 working days of report
Collection of rents		✓	

Cleaning, maintenance, provision of consumables to toilets		✓	
Removal of Rubbish	✓	✓	Joint meeting/working party to set after year one, once pilot success fully negotiated becomes WAM responsibility.
Turn off/turn on water supply to toilets/troughs		✓	
Pay Water Bills		✓	Access to be transferred from WBC to WAM after meter reading and bill at end of September

5. Joint Meeting/Working Party

To be made up of representatives of WAM, Parks Council Officers and Cabinet Member/Policy Advisor. To meet as often as necessary in lead up to pilot start date (1 October) and then 3/6 monthly thereafter.

6. Finance

Throughout the pilot the Parks and Foreshore Finance Officer to be part of above meeting to monitor financial performance and advise, in order to ensure that WAM can run the site on a financially sound basis but also to ensure that the Council's budget position is protected.

Agreement signed on 12th July 2013 by Cliff Harrison – Executive Head of Technical Services

Agreement signed on 15th July 2013 on behalf of Worthing Allotment Management (WAM) by John Scrace – Chairman of Worthing Allotment Management.

**Communities Directorate
Environment Division
Parks and Foreshore Section
Adur District & Worthing Borough Councils
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Lancing, West Sussex
BN15 8TA
Tel: (01903) 221067
parksandforeshore@adur-worthing.gov.uk
www.adur-worthing.gov.uk/allotments**