

THE TRUSTEES OF HARLOW HILL ALLOTMENT ASSOCIATION

FURTHER INFORMATION AND CONDITIONS FOR TENANTS OF PLOTS

1. **Initial Deposit.** A deposit of £25.00 is required to be paid upon accepting a plot. This will be fully refunded when the plot is vacated, provided it is left in a good and tidy condition.
2. **Six Month Probation Period.** A new plot holder is on probation for the first 6 months of their tenancy. During this time the plot holder needs to demonstrate that they are going to utilise the plot for growing sufficient produce/flowers. When evaluating how a plot holder is doing, the state of the plot at the point of takeover and the time of year will be taken into account.
3. **Health & Safety Guidelines.** Plot holders are required to follow the Associations 'Health & Safety Guidelines' (copy attached)
4. **Sub-letting.** Plot holders are not permitted to sub-let any part of their plot. The assistance of friends/family in the cultivation of the plot is permitted but the plot holder should be the person who does the majority of work on the plot. The registered plot holder is absolutely responsible for ensuring the terms of the tenancy agreement are adhered to.
5. **Site Boundary.** To avoid impeding access for maintenance of the hedges and fences, no structure or heap should be made within one metre of the site boundary.
6. **Water Use.** The water supply is turned on during the cultivation season. Plot holders may water their plot with a watering can, and may use a hosepipe to fill a butt on their plot. On payment of an additional fee for a water licence, plot holders may use a hand held hosepipe on their plot during the current season. Sprinklers and unattended hosepipes are never allowed. Tools and produce must not be washed in the butts.
7. **Manure.** Plot holders may arrange deliveries of manure having first obtained a committee member's permission. It can only be delivered to the main gate, where it should be unloaded and then immediately wheelbarrowed to the plot holder's plot, so as not to block the entrance nor cause nuisance for those plots near to the gate.
8. **Shop.** Plot holders are asked to support the allotment shop. The opening times will be sent out at the start of each year and will be displayed in the site noticeboard. Ordering by email is available at certain times of the year.
9. **Seeds.** The Association participates in a Seed Scheme, with orders placed in October/November each year. Please support it.
10. **Trees.** The only new trees on the allotment site should be miniature varieties grafted on dwarf rooting stock preferably planted as cordons, stepovers etc. Existing trees must be kept to a reasonable height and pruned to ensure there are no branches etc overhanging the rides or producing shade on neighbouring plots.
11. **Mowing Machines.** The association has two small mowers in the shed beside the shop and one in the shed on the small site. Plot holders can use these mowers to cut the paths between adjacent plots. Please keep these paths at least 50 cm wide to accommodate this mower. The larger, self-propelled, mowers are for cutting the rides, and should only be used by authorised members. Training in the use of mowers will be given to new plot holders and will be repeated from time to time, at the discretion of the committee.
12. **Dogs.** Dogs must be on a lead at all times; this includes when walking to and from your plot. When you're on your plot your dog needs to still be on its lead and must not stray onto any of the adjoining rides/plots.
13. **Fires.** All herbaceous plant material should be composted. As far as possible avoid having fires at any time, though, if unavoidable, you may burn *dry, woody material* on your plot as follows: **Winter** (October to March) on the first Saturday in each month, fire to be out before 12 noon; **Summer** (April to September) on the first Saturday in each month, fire to be out before 8:00am.
14. **Locks on Gates.** Please close the gate behind you when you enter or leave the site. Please also lock the gates when you leave the site or when you enter if you are one of only a few people on site and unable to watch the gate. Please make sure the locks are never left with the code showing. If the wheels on the lock are stiff, manoeuvre the hasp in or out to reduce pressure on the mechanism. We try to keep the locks well lubricated.
15. **Theft.** This has not been a major problem to date, though there are occasional instances. Please help by keeping the gates locked, and by not leaving tools lying around.
16. **Wind.** Harlow Hill is subject to high winds. Please ensure that any structures or articles on your plot are robust and firmly secured to the ground.
17. **Harvest.** Please harvest all your crops. Do not leave them to rot on your plot. This is a condition of the tenancy – paragraph 3 overleaf.
18. **Weedkiller** The use of weedkillers is not permitted on the Allotment Site. If you have a problem with pernicious weeds, please talk to a committee member.
19. **Insurance** It is the responsibility of the Tenant to arrange any contents insurance which may be required.
20. **Data Protection** The contact details you provide will be held by the Secretary, the Treasurer and the Lettings' Manager of the Association. They will only be used to communicate with you to keep you informed of matters relating to the allotment site. Your details will be deleted once you cease to be a member of the association. Our Data Protection Policy is available in the Allotment Shop and on our website www.harlowhillaa.org or you can request a copy from the Secretary or the Treasurer.