



# NEWBURY Town Council



## Allotments

An application form is attached on the back.  
Please keep the remainder for your reference.

## **Are you...**

- Wanting a bigger garden?
- Somewhere to grow your own fresh produce?
- Concerned about how things are farmed?
- Looking for better taste rather than fast growth?
- Just looking for a bit of fresh air?

## **Why not have a Newbury Town Council Allotment?**

### **So much for so little...**

#### **Extra Space:**

If you want to grow lots and lots of fruit and veg, then an allotment will give most people more space than their gardens will. This is particularly useful if you're growing for a family, but also if you want to grow extra for freezing or storing. It also allows you room to be indulgent like growing loads of strawberry plants or fruit bushes.

#### **Community:**

Growing in your garden can be lonely, especially if you're a social type. There are always plenty of people at the allotments to chat to.

#### **Differentiating from the Garden:**

Having an allotment can be great for separating your spaces up. Some people like to keep their gardens as a family space, for example, where the kids can run around and there's no danger of prized vegetable plants being flattened by a stray football.



## An Escape from the House:

At times, it's just nice to have somewhere to escape to. An allotment is a haven, somewhere away from the normal day to day stuff, where you can potter and ignore everything else going on elsewhere.

## Healthy Produce:

It's a lot easier to feel inclined to munch on some carrots when you've grown them yourself. And the good thing about growing your own fruit and veg, is that you get to decide exactly what food you most like to eat and design your plot accordingly.

## Improve Your Health:

Forget fruitless hours on a cross-trainer. A few hours digging will bring a happy glow to anyone's brow. Even in the centre of the town, you can feel the benefits of being out and about, walking between plants, spotting the odd bit of wildlife, with the hum of traffic a satisfying distance away.

# Allotment Sites

There are 6 allotments around the Parish.

**West Mills**  
(Off Kennet Road)

**Wash Common**  
(Off Battle Road)

**Southbys**  
(Off Greenham Road)

**Parsons**  
(Off Craven Road)

**One Tree Park**  
(Off Fifth Road)

**Dairy Farm**  
(Off Faraday Road)



# Allotment Charges

**1st April 2021 - 31st March 2022**

**Residents within  
Newbury Parish**

**37p per square metre (£9.25 per pole (25m<sup>2</sup>) per**

**12 month period**

**An average plot is 125m<sup>2</sup> (5 poles) costing  
£46.25 for a resident within the  
Parish of Newbury**

Residents living in the Newbury Parish boundary will be given priority.

\*Costs for non-residents are considerably higher.

# Allotment Rules

ALLOTMENTS ACTS 1908 – 1950

ALLOTMENT RULES SEPTEMBER 2020

NEWBURY TOWN COUNCIL (“the Council”) owns Allotment land at the Allotment sites:-

Wash Common, Newbury	West Mills, Newbury.	Dairy Farm, Newbury.
Southbys, Newbury.	One Tree Park, Newbury.	Rented: - Parsons, Newbury

Whereas the Council wants to let the Allotment land for use as Allotment Gardens (Allotments), access is restricted to tenants (“Tenants”) and their guests, Council Officers, Members, and any Council nominated persons:

1. The Council will:-

- a) Appoint a site Steward for each Allotment site;
- b) Divide the Allotment land at each Allotment site into plots (Allotments) measured in both square metres and poles;
- c) Prepare a plan showing the Allotments and give each Allotment a separate number;
- d) Keep a register of vacant Allotments;
- e) Keep a waiting list of people who would like an Allotment;
- f) Not allow a previously evicted tenant to apply for a new allotment within 2 years from the date of the termination of their tenancy and not accept allotment applications from a person who has had their tenancy terminated twice previously. The Council reserves the right to exclude requests to be added to the allotment waiting list and/or to refuse to enter into an allotment tenancy agreement;
- g) Allocate the Allotments fairly in accordance with the preferences set out below;
  - I. To people resident within the Newbury Town Parish boundary;
  - II. To people who do not have another Allotment;
  - III. If more than one person with equal priority would like to take over an Allotment the issue will be determined by drawing lots;
- h) Maintain and manage the common areas of the Allotment sites and vacant plots;
- i) Provide a key (for a £10 deposit) for each Tenant;
- j) Provide adequate water supplies and a minimum of one tap in each Allotment site for use with chemical containers to avoid contamination of the water troughs;
- k) Promote Allotments to parishioners and actively encourage their take-up;
- l) Hold regular meetings with site Stewards;
- m) Respond to concerns of site Stewards and Tenants;
- n) Identify and photograph neglected Allotments and give notice to the Tenant to cultivate at least 70% of the Allotment within 30 days or relinquish their Tenancy, unless there are mitigating circumstances such as illness, which have been advised to the Council;
- o) After being notified of illness, should the tenant be unable to maintain the plot to the required standard as stated in 1 (n) allow a period of up to 12 months grace, at which time the plot will be reviewed. If the tenant still cannot continue they will be required to relinquish their tenancy. They may add their name to the waiting list for an allotment plot in the future should their situation change;
- p) Issue no more than 3 “30 days notice” letters to the same tenant for the same plot in any one calendar year. If the tenant once again leaves their plot neglected after 3 “30 days notice” they will be evicted (in accordance with rule 1.n);
- q) Fix the Rent for each Allotment having regard for its area and review its Rent once a year.

2. The Tenant will:-

- a) Keep their Allotment clean, in good condition and in a good state of cultivation and fertility to a minimum of 70% of the total plot;
- b) Not dump arisings or rubbish on other Allotments or within the Allotment site; this includes no fly tipping or burning of offsite waste;
- c) Not wash any produce / tools in the water troughs;
- d) Compost all green matter in a container on their own Allotment or in a designated area if identified by the site Steward for a particular Allotment site or alternatively remove it from the Allotment site;
- e) Remove non-biodegradable rubbish such as glass, metal, & plastics from the Allotment site;
- f) Not be permitted to have any pollutants such as tyres or asbestos on their plots.
- g) Not use any water sprinkler system at any time at the Allotment Site;

- h) Be responsible for the actions of all their guests, both children and adults, that are brought into the Allotment site and ensure that they do not cause any nuisance or annoyance to any other person; All children under the age of 16 must be accompanied by A responsible adult at all times. (This is to both maintain the security of the Allotment site and to promote quiet enjoyment of the Allotment site by all Tenants, but will only be enforced in response to complaints);
- i) Not cause any nuisance or annoyance to any other person, including other Tenants;
- j) not obstruct, encroach or reduce the width of the pathways surrounding their allotment and keep the adjoining path to the left and rear of the Allotment in good repair and regularly cut;
- k) Not without written agreement from the Council, cut or prune any timber or other trees, or take, sell or carry away any mineral, sand or clay.
- l) Before erecting any structure (including polytunnels), obtain written consent from the Council. Sheds should be no larger than 50 sq. ft. in area/footprint with a height no more than 8ft. Polytunnels and greenhouses can be of various sizes (to be agreed with the Council) and no structures must cause an obstruction of light issue.(Consideration will be given to the erection of more than one structure).
- m) Not use barbed wire or any other material that would be likely to cause injury on any area of the Allotment or Allotment site including any fence adjoining any path set out by the Council;
- n) Not keep animals on the Allotment except for hens (excluding cockerels) and rabbits;
  - 1. Request permission to keep hens/rabbits on the Allotment from the Council (permission would only be withheld if there were serious concerns for health or nuisance);
  - 2. Only install and use hanging basket type feeders for food and water for hens/rabbits, to reduce the amount of food spread on the ground;
  - 3. Only, erect raised hen/rabbit houses, not ground level type structures;
  - 4. Ensure an area of at least  $\frac{1}{2}$  metre around the hen/rabbit run is clear of all vegetation;
- o) Not to keep hens/rabbits in such a way as to cause a nuisance or to be prejudicial to their welfare or a risk to health;
- p) Keep all dogs on a lead (exceptions will be made for guide dogs, hearing dogs and dogs for the disabled) within the Allotment site and when tethered the dog(s) are to be within the boundary of their owner's Allotment and all faeces must be cleaned away and off the Allotment site;
- q) Leave access clearance (a minimum of 1 metre) around the internal perimeter of an Allotment site hedge line to allow the Council to maintain the hedge and adjacent ditches;
- r) Not plant any trees without written consent from the Council (which will not be unreasonably withheld) to ensure that only miniature fruit trees and bushes are planted; and keep all trees to a maximum height of 5ft (1.53m)
- s) Not use any carpet or underlay on the Allotment. Black weed suppressant material may be used;
- t) Inform the site Steward in the first instance of any problem and, if still not resolved after a reasonable period of time, inform the Council;
- u) Cultivate their Allotment, where possible, with regard to wildlife, e.g.:
  - I. Pest Control – choose disease resistant varieties, avoid chemicals, and slug pellets that will harm wildlife;
  - II. Weed Control – pull by hand and use mulch in preference to weed killers;
  - III. Soil Conditioner – the use of peat is destroying peat bogs and leading to the extinction of rare plant and animal species. Use organic compost where possible;
- v) Not start any bonfires before 6 pm or dusk (whichever is earlier), not leave bonfires unattended and be aware of wind direction to avoid smoke being blown towards local properties;
- w) Keep all gates locked, at all times. This is for the safety of all Tenants and to ensure that the Allotment site is kept secure;
- x) When relinquishing their plot, or upon having their tenancy terminated by the Council, remove all belongings / arisings from their allotment plot or the Council will charge a fee for clearing the plot if it is left in an untidy state;
- y) Not use any mechanical equipment (e.g. strimmer, lawnmower, & rotavator etc...) on the allotment site before 9:30am at weekends and Bank Holidays, so as to not disturb residents adjacent to allotment sites;
- z) Abide by the terms of the Agreement with the Council plus observe any guidance and recommendations which may be posted on the notice board or around any Allotment site and respect and adhere to any notices posted by the site Steward as an extension of the Council authority.

Any serious, deliberate, or continual breach of these Allotment Rules could result in eviction by the Council.

The Tenancy Agreement for the Allotment will be in writing.

All previous Allotment Rules are hereby cancelled

Note: The Allotments are let under the Allotments Acts 1908 – 1950



## ALLOTMENT APPLICATION

**Title:**

**First Names:**

**Surname:**

**Address:**

**Post Code:**

**Telephone No:**

**Email:**

**Preferred Site(s):**

(you may go onto more than one waiting list if you wish)

**Do you have any other plots at  
Newbury Town Council sites?**

**If yes,  
please give details:**

**Where did you hear about our  
allotment facilities?**

All information on this form is confidential and for administration purposes only. Please return this form to the address below, or email to [towncouncil@newbury.gov.uk](mailto:towncouncil@newbury.gov.uk). Once a suitable plot becomes available you will be contacted and sent a tenancy agreement for that plot. If there are no suitable plots available your application will be placed on a waiting list. Should you have any questions please call Newbury Town Council Services Dept on 01635 35486.

**Signed:**

**Date:**

**By signing this Application you are agreeing that you:**

**• will abide by all the allotment rules (and amendments) as set by Newbury Town Council when you are allocated an allotment plot.**

**• are over 16 years of age.**

**once allocated a plot:**

**• you are willing & able to sign a Tenancy Agreement.**

**• able to pay the rent due as required.**

**• are, able to fulfil the requirements to manage any allocated plot(s).**



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