



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP
Tel: 01702 716288



Allotment Tenancy Agreement

Full Name of Tenant..... Site.....
 Address..... Plot Number.....
 Nominal Size of Plot.....

 Telephone Number.....
 Date of Birth (over state retirement age)
 e-Mail Address.....

Leigh-on-Sea Town Council (the Council) let and the above-named Tenant (the Tenant) takes as yearly tenant from the day of 20..... the allotment garden (the Plot) described above at the yearly rent currently fixed by the Council in respect of allotment gardens, together with the appropriate water rate, payable yearly in advance on the 29th September in each year. In addition a deposit of £..... has been paid by the Tenant, which is refundable by the Council at the end of the tenancy, subject to the Plot being clear of all rubbish.

The tenant shall not be entitled to repayment of any part of the rent paid in advance on the determination of the tenancy.

The tenancy is subject to and the Tenant agrees to observe

- a) the provisions of the Allotment Acts 1908 to 1950 including compensation
- b) the conditions attached to this Agreement
- c) any regulations made by the Council in respect of allotment gardens

The tenancy shall expire

- a) one month after the death of the Tenant
- b) when the Council determines the tenancy

The tenancy may be determined

- a) by either party giving to the other twelve months' notice in writing expiring on or before 6th April or on or after 29th September in any year
- b) by re-entry by the Council under any of the powers contained in Section 1 of the Allotments Act, 1922
- c) by re-entry by the Council after one month's notice to the Tenant if any part of the rent remains unpaid for 28 days or if the Tenant has broken any of the conditions of the tenancy.

I have read and undertake to comply with the Agreement and conditions, and to heed the information and advice given.

Signature of Tenant..... For & on behalf of the Council

Date Date.....

All personal data acquired in this form to Leigh-on-Sea Town Council shall only be used for the purposes of this Agreement and shall not be further processed or disclosed without your consent.

Leigh-on-Sea Town Council Allotment Tenancy Agreement

Conditions

The Tenant shall

- a) maintain the Plot in a good state of cultivation*
- b) keep adjoining paths maintained and free from rubbish
- c) shut and lock the gates on arrival and when leaving the Site
- d) inform the Council and the relevant allotment group, as appropriate, immediately in writing of a change of address or termination of tenancy
- e) provide a minimum width of 9 inches from the edge of the Plot to the centre of the adjacent division paths between the Plot and the adjoining plots on all sides
- f) permit authorised Officers of the Council and the Chairman and Vice Chairman of the Allotments Committee to enter on and inspect the Plot, or for the purpose of maintenance
- g) observe the 5 MPH SPEED LIMIT which applies across the Site and keep vehicular travel on the site to a minimum .
- h) provide and maintain a plot identification number
- i) remove from the site all rubbish unsuitable for composting
- j) report any incidents of vandalism, theft or damage to the Police and the Council as soon as possible.
- k) Preserve all hedge lines adjacent to plots. These may be maintained by the Tenant if required.

The Tenant must not

- a) cause nuisance or annoyance
- b) obstruct, encroach upon or cultivate any path on the site or cultivate within 1m of a boundary fence.
- c) use vehicles on main paths (tracks) during adverse weather conditions or when closed.
- d) obstruct paths with vehicles.
- e) bring or use barbed wire or glass on the Plot
- f) bring or use tyres or carpet on the Plot
- g) erect any building or structure other than those permitted* without the previous written consent of the Council
- h) plant trees other than fruit trees on the Plot. Trees must not overshadow an adjacent plot.
- i) take any dogs on to the site unless on a lead and kept on the owner's Plot, and must ensure that dog faeces are removed from the site in a hygienic manner
- j) leave braziers unattended or allow them to smoke and burn anything other than natural materials
- k) deposit any material, including vegetation, on main paths other than suitable stones and hard-core where needed to improve the condition of the path

- l) deposit any rubbish, including vegetation, on the site (paths, hedgerows, uncultivated areas, etc)
 - m) remove any soil from the site
 - n) grow any crop for commercial purposes or conduct a trade or business
 - o) keep livestock on the site without prior written consent
 - p) assign, sub-let or part with possession of the Plot without the prior written consent of the Council
 - q) use a hose or keep a hose on the site.
 - r) put plants in the water tanks or use the water tanks for cleaning tools and equipment and must ensure that containers used for obtaining water from the tanks are not contaminated by any chemicals, mud or plants
 - s) cut or prune trees on common ground without prior written consent from the Council on each occasion.
1. Bonfires on allotment sites are only permitted with the prior written consent of the Council or on approved bonfire dates set by Council and are subject to the following conditions:
- Bonfires are allowed only for the burning of materials from the Allotment Gardens i.e. diseased plants and dried out organic matter that will burn without smoke or hazardous residue.
 - All fires must be attended at all times and not cause a nuisance to other plot holders or neighbouring properties.
 - All fires must be fully extinguished before leaving the site.
 - The Tenant shall not bring or allow to be brought onto the Allotment Site any materials for the purpose of burning such as waste.
 - All fires must be put out at dusk.
 - Smoke from a bonfire, which could be a nuisance to neighbours by interfering with the use and enjoyment of their garden or property, or could affect the comfort or quality of life of the public could result in action under the Environment Protection Act of 1990. 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. The council reserves the right to prohibit bonfires on a specific plot and/or group of plots

*See Allotment Tenancy Agreement – Information and Advice

Leigh-on-Sea Town Council - Allotment Tenancy Agreement

INFORMATION AND ADVICE

1. Applications for plots and inquiries can be made:

- in person at the Council office 71-73 Elm Road, Leigh-on-Sea. Enquiries should be made Monday to Friday between 10am and 4pm. For telephone inquiries phone 01702 716288.
- in writing to the following address:

Town Clerk
 Leigh-on-Sea Town Council
 71-73 Elm Road
 Leigh-on-Sea
 Essex SS9 1SP
- for the Manchester Drive Allotments site, at the Manchester Drive Allotment Society (MDAS) shop on Saturday and Sunday mornings between 10am and 12 noon (except January)

2. Rents

These become due on the 29th September each year. There is a 50% reduction for persons over the state retirement age and for the registered unemployed.

3. Representation

Tenants are represented through the Council's Allotments Committee. If a tenant feels that he/she has a matter for consideration by the Committee, they should write to the Town Clerk at the address above.

If required, the Town Council operates a complaints procedure. Any complaints should be sent in writing to the Town Clerk and will be considered in strict confidence under that procedure.

4. Insurance

The Council has public liability insurance, but this does not cover injury caused by plot holders or property and crops owned by plot holders.

5. Personal Equipment

The Council is not liable for any personal equipment left on the site. Tenants are reminded that they should look after their tools in a responsible way to avoid injury and misuse. Tools should be labelled with the plot number.

6. Plot Size

All plots are taken as seen and are charged at a rate agreed with the Tenant prior to the tenancy commencing. There are three rates of charge:

Starter; Half Plot; Full Plot

7. Cultivation

At least two checks on the state of cultivation** will be made each year in May and September. Failure to keep a plot adequately will result in termination of the tenancy after due warning. A period of six weeks will be allowed for cultivation following a warning and the improvement must be sustained. (**The tending and harvesting of crops or plants)

8. Buildings and other structures

The Council permits the erection of huts, sheds or tool lockers up to 6ft by 4ft in size and of a non-permanent construction. For larger structures permission must first be sought in writing from the Town Clerk at the address above. The positioning of a shed should ensure that it does not interfere unreasonably with adjacent plots (e.g. by shading), it should not be within 1ft of the boundary and should have guttering collecting the rainwater.

9. Compost Heaps

All suitable waste should be composted. A compost heap, if made of suitable material free from weed seeds and under the right conditions, is a valuable acquisition to an allotment. However, this should be properly constructed and well sited on the plot, at least 1ft from the plot boundaries to avoid possible obstruction of the paths and at least 1ft from neighbouring fences.

10. Paths

The Council will maintain the main paths (tracks) which have a width of at least 8ft.. The current width of paths between plots is 18 inches split equally between the adjacent plots. This width will increase to 24 inches as plots are re-let.

11. Vehicles

Vehicles should preferably be left in recognised parking areas. Main paths may be closed during adverse weather conditions to reduce damage. Vehicles are used on the site entirely at the owner's risk.

12. Allotment Gates and Keys

The Allotment Site gates must be kept shut and locked at all times. If you have deliveries, make sure you are there and you are responsible for ensuring no damage is done. Keys may not be given to deliverers.

A refundable deposit is required for a key when the Plot is let; lost keys may be replaced for an additional charge.

13. Trees

Edible fruit trees only may be grown on plots and their umbrella should be limited to a quarter of the plot, with

any additional planting subject to prior permission from the Council. The trees must not overshadow, and thereby harm the use of, an adjacent plot. Fruit trees should be grown from dwarfing root stock.

14. Ponds

That ponds shall be no more than 10ft² (0.92903m²) in size, must be 1ft (300mm) from the path and that a map be prepared showing where they are, that the depth of any pond shall not be greater than 18 inches (450mm) and that the pond should be clearly visible.