



Royal Wootton Bassett Town Council Church Street Allotments Rules & Regulations

1 – Introduction

Church Street Allotments currently has over 180 plots. It is owned by Royal Wootton Bassett Town Council and managed by the Allotment Team. To contact the Allotment Team please call 01793 850222 or email rwbllotments@royalwoottonbassett.gov.uk

Royal Wootton Bassett Town Council has set the following Rules & Regulations to ensure the Allotment Holders are using the site as intended, it can be enjoyed by all and to keep it as safe as possible for all. These are subject to the Small Holdings Allotment Act 1908 and The Allotment Act 1922-1950. Over time, the Town Council may add to the Rules & Regulations and Allotment Holders are encouraged to contact the Town Council or the Allotment Holder Representatives with any suggestions or issues related to the Rules & Regulations.

2 – Plots

- The Allotment Holder must be over 18 and a resident of Royal Wootton Bassett
- Allotment plots will be allocated in chronological order from the waiting list
 - Contact the Allotment Team to be placed on the waiting list
- Allotment plots have all been measured and numbered
 - If you would like a smaller or bigger plot, contact the Allotment Team
- Allotment Holders must keep the boundary of their allotment plot distinguishable. This can either be with a border or clear markers
 - The Allotment Holder must not use barbed wire as fencing or boundary marking
- Allotment plots are non-transferable and cannot be sub-let



- Providing there is nobody on the waiting list, Allotment Holders can apply for a second allotment plot
 - Priority will be given to newcomers
- If an Allotment Holder has an allotment plot that is a medium size or bigger and would like to split the allotment plot, please contact the Allotment Team

3 – Royal Wootton Bassett Town Council

- Royal Wootton Bassett Town Council will provide a green waste area and arrange collection as required
- Royal Wootton Bassett Town Council will encourage our contractors to leave wood chippings on site
- Royal Wootton Bassett Town Council will assist Allotment Holders with any concerns and advice
- Royal Wootton Bassett Town Council will manage Allotment Holders administration needs such as structure requests and keeping details up to date
- Royal Wootton Bassett Town Council will maintain the site and footpaths highlighted in green on the map
- Royal Wootton Bassett Town Council will continue the historical clearing of the boundaries to improve the site
- Royal Wootton Bassett Town Council will manage the health and safety of the site as a whole
- Royal Wootton Bassett Town Council will carry out regular inspections (please see number 11)

4 – Allotment Holders

- Allotment Holders must complete the Allotment Application Form and sign the Tenancy Agreement
- Allotment Holders will be responsible for keeping their contact details up to date with the Allotment Team
- Allotment Holders who are suffering from ill health or cannot maintain their plot due to unforeseen circumstances to inform the Allotment Team for support and advice



- Allotment Holders must be respectful of others
- Allotment Holders are allowed visitors to their allotment plot but will be responsible for them whilst on the allotment site
- No large gatherings of 12 or more people are allowed
- Playing amplified music is prohibited

5 – Rent

- Allotment plots are priced as per the following:
 - a. £28 – extra small plot
 - b. £35 – small plot
 - c. £45 – medium plot
 - d. £53 – large plot
 - e. £68 – extra-large plot
 - Rent is subject to a Consumer Price Index inflation increase each year. Allotment Holders will be informed of the increase no later than July each year, prior to the invoice being issued in September
- The allotment rent year runs from 1st September – 31st August
- Rent is due annually on 1st September and must be paid within 14 days. Preferred method of payment is via BACS or card. Cash is accepted but please ensure exact change is given
 - a. Rent invoices will be sent via email unless Allotment Holders have requested otherwise
 - b. New Allotment Holders who join half-way through the allotment year will get a 50% discount on the above fees
- Rent may be substantially increased at any time provided the Town Council gives 12 months' notice to Allotment Holders

6 – Allotment Car Park and Gate

- Limited parking is available for Allotment Holders in the allotment car park
- There is a locked gate at the entrance to the allotment car park which must be kept locked at all times



- Allotment Holders must use the allocated parking only when tending to their allotment plot
- Allotment Holders must provide their vehicle details to the Town Council
- A key can be purchased for £12 at the Town Council offices
- If a key is lost, the replacement cost of the key will be charged to the Allotment Holder
- Keys are the responsibility of the Allotment Holder and must not be lent to anyone or copied
 - If the Town Council becomes aware of this, it will be considered a contravention of the rules and may result in terminating the Allotment Holder's tenancy
- The keys are refundable once they have been returned to the Town Council

7 – Structures

- No building shall be erected, nor existing building altered, until permission has been received from the Town Council
 - Maximum dimensions of a shed or greenhouse shall be 8ft x 6ft (2.4m x 1.8m) with a maximum height of 8ft (2.4m) at the ridge
 - Buildings breaching this rule prior to the Town Council's purchase of the allotments will be allowed until such time the Town Council deems it is not fit for purpose
- Allotment Holders can only have 1 shed and/or 1 greenhouse
 - Buildings must not occupy more than a quarter of the total allotment plot size
- All buildings must be sectional and constructed of either new or perfectly sound second-hand material. Bases shall be sleepers, pre-cast paving, loose 'hardcore' or loose bedded brickwork.
 - The use of corrugated iron, sheet metal, hardboard and floated concrete in bases and floors is prohibited
 - Glass is permitted (due to better growing conditions) but any broken glass MUST be removed and disposed of safely by the

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Allotment Holder. There is a glass bin located by the willow tree on the allotment site

- The use of tyres, asbestos, carpet and underlay is prohibited
- The location of buildings shall be agreed with the Allotment Team prior to construction
- If a building is deemed dangerous by the Town Council, the Allotment Holder will be given advanced notice and asked to improve or remove the building within a specified time. Failure to comply will result in the removal of the structure by the Town Council
- To apply for a shed and greenhouse please email the Allotment Team and provide details of the size and location

8 – Composting and Waste

- Allotment plots must be kept clean and maintained in a good state of cultivation
- Allotment Holders are responsible for keeping weeds under control
- Allotment Holders are prohibited from bringing waste onto the allotment site
- Where possible, Allotment Holders are encouraged to compost on their own allotment plot however there is an area for green waste along the track
- Allotment Holders must not use the boundary areas and hedging surrounding the allotment site to dump waste from their allotment plot
- All non-compostable rubbish should be removed from the allotment site at all times
- It is Town Council policy to have **NO** bonfires/ barbeques on Town Council owned land

9 – Water

- As there is no connection to the water main, Allotment Holders are encouraged to use water butts
 - Water butts should be covered to protect wildlife



- The spring at the bottom of the allotment site has been lined with baths to collect water, please do not wash any produce in these baths as it blocks the drains
 - Please return the covers on the baths after use

10 – Cultivation, Trees, Hedges and Pathways

- Allotment Holders shall not; without written consent of the Town Council, plant any trees on their allotment plot
- Allotment Holders shall not grow on any part of their allotment plot, uncultivated blackberries
- Allotment Holders shall keep every hedge that forms part of their boundary properly cut and trimmed, keep all ditches properly cleansed and maintain and keep in repair any fences and gates on their allotment plot
- Allotment Holders shall be responsible for cutting the grass of the pathway surrounding their allotment plot to the halfway point
- Allotment Holders shall keep pathways free from any obstruction and must not encroach onto the pathway
- The maximum amount of the allotment plot allowed to be hard landscaped e.g. patio, internal paths etc is 20%
- Allotment Holders must clear and tidy the allotment plot within 3 months of taking on the tenancy
- Allotment Holders shall cultivate the allotment plot to a minimum level of 50% within 6 months of taking on the tenancy
 - Unless prior agreement with the Allotment Team, failure to do the above will result in an 'Improvement Notice' (see below for Inspections and Notices Policy)

11 – Inspections and Notices

- Any member or officer of the Town Council shall be entitled at any time when directed by the Town Council to enter and inspect the allotment site
- Inspections of allotment plots and the allotment site will be completed monthly



- If necessary, the Allotment Team will write to the Allotment Holder via email, unless the Allotment Holder has requested otherwise, if action needs to be taken on their allotment plot. There is a three stage process for notices:
 - The first stage is a 'Tidy Up' notice. This will give the Allotment Holder 4 weeks to tidy up their allotment plot
 - The second stage is an 'Improvement' notice. If after the 4 weeks from the 'Tidy Up' notice, no improvements and/or no contact has been made by the Allotment Holder then the 'Improvement' notice gives the Allotment Holder 4 weeks to improve their allotment plot or they are at risk of termination
 - The third stage is the 'Termination' notice. If after 4 weeks from the 'Improvement' notice there has been no improvements and/or no contact has been made by the Allotment Holder, a termination letter will be issued giving the Allotment Holder 4 weeks to remove any belongings
 - If the Allotment Holder requires another notice within 12 months of their first or second stage notice, the process will re-start from the second stage – 'Improvement' notice
- From time to time, notices will be erected to keep Allotment Holders informed of any works taking place on the allotment site

12 – Dogs & Livestock

- Dogs are permitted on the allotment site but must be kept on a lead at all times
- Allotment Holders are responsible for clearing up after their dog and ensuring they do not enter other allotment plots
- Allotment Holders are not permitted to keep any livestock on their allotment plot

13 – Tools & Equipment

- Allotment Holders must not leave any tools or equipment unattended and must keep them stored within a locked shed or off site



14 – Ending Tenancy

- Allotment Holders can relinquish their allotment plot at any time by giving written notice to the Allotment Team
 - Allotment Holders must leave their allotment plot in an acceptable condition
- Allotment Holders must remove any items or structures from their allotment plot before the end of their tenancy, unless otherwise agreed with the Allotment Team
- The Town Council may terminate allotment tenancies in any of the following ways:
 - In the event of the Allotment Holder's death, the tenancy will continue until the expiry of the current agreement in August
 - If the rent is in arrears for more than 40 days
 - If the Allotment Holder is not duly observing the conditions of the Tenancy Agreement and Rules & Regulations
 - If the Allotment Holder becomes bankrupt or compounds with his creditors
 - If the Allotment Holder moves to further than a mile radius of Royal Wootton Bassett parish boundary.
- No refunds will be given after the termination of the tenancy

15 – Allotment Working Group

- The Town Council has created a working group made up of Councillors, the Allotment Team and Allotment Holder Representatives to manage, discuss, develop and maintain the allotment site
- The current Councillors on the working group are:
 - Cllr Pat Farrow (Chair)
 - patfarrow@royalwoottonbassett.gov.uk
 - 07590 049333
 - Cllr Fiona Holness
 - fionaholness@royalwoottonbassett.gov.uk
 - 07833 683444



- Cllr Carole Tan
 - caroletan@royalwoottonbassett.gov.uk
 - 01793 854464
- The current Allotment Holder Representatives are:
 - Andy Page, Allotment Plot 26
 - apage7309@gmail.com
 - Simon Palmer, Allotment Plot 96
 - hantsguy66@btinternet.com
 - Liz Williams, Allotment Plot 142
 - lizziewills@aol.com
- The position of an Allotment Holder Representative will be held for 4 years and will have the following duties:
 - Attend all Allotment Working Group Meetings (one every 3 months)
 - Actively reach out to other allotment holders and bringing their views/ suggestions to the working group meetings
 - Assist with the upkeep of allotment plots whereby the allotment holder has ill health or unforeseen circumstances
 - Assist in introducing new allotment holders to the site
 - Be available to offer guidance/ support to allotment holders who receive 'Tidy Up' notices
- Any Allotment Holder interested in becoming an Allotment Holder Representative should contact the Allotment Team