

The Moretonhampstead Allotment Association Rules

Clerk's Note: The Allotment Association has submitted the amended allotment rules for the council's consideration. I have reviewed the document and suggested amendments, highlighted in yellow.

Issue date: November 2026.

Approved by Moretonhampstead Parish Council and the Moretonhampstead Allotment Association.

These rules remain in force until amended in accordance with the final provision below.

Introduction

In these rules: "Association" means the Moretonhampstead Allotment Association; "Committee" means the elected committee of the Association; "Council" means Moretonhampstead Parish Council; "tenant" and "plot holder" mean the person named in the tenancy agreement; and "plot" means the allotment area identified in that agreement. Any reference to a full or smaller plot means the plot category recorded in the tenancy agreement.

The purpose of the Allotments is to provide space for tenants to grow produce, including vegetables, herbs, flowers, fruits and small fruit trees.

The site is owned by Moretonhampstead Parish Council and managed by the Allotment Association. These rules set out the responsibilities of tenants and the Association to ensure the site is safe, well-maintained and fairly administered.

The Allotment Association is administered by a committee of up to 10 members, including a Chairperson, Secretary, and Treasurer. The Committee liaises with Moretonhampstead Parish Council on behalf of the Association.

Committee members are elected annually at the Allotments AGM. Any plot holder may stand for election.

These rules form part of each allotment tenancy agreement. If there is any conflict between these rules, the tenancy agreement and applicable legislation, the applicable legislation will prevail, followed by the tenancy agreement.

The Committee is responsible for:

1. Income and expenditure
 - The annual rent is set by the committee and plot holders will be advised in advance of any change in the amount.
 - The Committee will pay an annual fee to Moretonhampstead Parish Council for the use of the site.
 - The Committee will arrange the payment of water bills and any other necessary expenses.
2. Tenancies and waiting lists
 - The Committee maintains an up-to-date list of tenants and plot numbers, keeps a waiting list for vacant plots, and advertises vacancies when necessary.
3. Maintenance and monitoring

- The Committee will monitor the allotment plots to ensure they are maintained in accordance with the general rules below.
 - The Committee may request the assistance of plot holders for working parties on the allotment site.
4. Communication
- The Committee will send all important information to plot holders by email.
 - The Committee's email address is moretonallotments@gmail.com
 - Committee phone numbers are displayed in the Notice Board by Allotment No 2.

GENERAL RULES FOR PLOT HOLDERS

1. Rent

The tenancy runs annually from 1st April to 31st March. Rent is paid in advance in March. Any payment method is acceptable. For bank transfers the account is Moretonhampstead Allotment Association, the sort code is **30 96 23** & the account number is **00820047**.

If rent remains unpaid for 40 days after the due date, the tenancy may be terminated.

The Committee must be informed of any change of address, email address or telephone number for contacting purposes.

2. Maintenance

Plots must be well maintained, with at least 2 thirds under active cultivation (defined as planted, or in obvious preparation for planting/sowing).

At least two-thirds of the usable area of each plot must be under active cultivation. Active cultivation means planted or in evident preparation for planting or sowing. For this purpose, the Committee will assess the cultivable plot area consistently and will explain any excluded areas in the inspection notice.

Lawns and meadows are not included in the cultivated area.

The Committee understands that new tenants may require some additional time to bring a neglected plot up to two thirds cultivation.

In the event of unforeseen circumstances where maintenance of an allotment is becoming difficult, the plot holder MUST contact the Committee who, if necessary, will try to arrange temporary assistance so that the plot does not become overgrown.

Plot holders must keep the area next to the boundary completely free from water butts, sheds, wood etc. for easy safe access for the boundary owners or their contractors, to allow maintenance work. The boundaries of the allotments are owned mostly by the Parish Council. The boundaries by the Hospital and Health Centre are owned by the Health Service & are cared for by their contractors. Some boundaries near Ford St are privately owned, being at the end of gardens & those by Embleford Crescent are owned by Teignbridge Council.

The tenant is responsible for maintaining the plot number on their plot and should replace it if necessary.

Responsibly sourced compost and manure can be delivered to the Allotments. However, any excess building waste or soil from households and gardens is not allowed, as this could bring in glass, asbestos or problematic seeds and plants. The Allotments do not hold a licence for this and failure to comply within the law could lead to closure of the Allotments, in addition to a severe financial penalty.

3. Pathways and track

Pathways, tracks and car parking areas must not be obstructed. There should be safe access at all times to each allotment.

Every plot holder has access to their allotment from the paths on either side of their plot.

Those tenants on the upper side are responsible for maintaining the path to the right hand side of their plot when viewed from the track. Those on the lower side are responsible for the path on the left hand side when viewed from the track.

Unless at a busy time, the allotments gate should be shut after leaving the Allotments.

4. Subletting

Tenants shall not sublet, assign, or part with possession of their plot or any part of it, without written consent of the committee.

5. Noise levels

Noisy garden machinery should be used with consideration close to the houses, the Hospital site and the Health Centre.

6. Bonfires

Bonfires are not allowed before 6pm. During the daylight-saving months they can be lit after 4pm. Only garden waste can be burnt and no outside waste can be brought onto the allotments for the purpose of bonfires. No plastic can be burnt. Bonfires must be attended to until they have completely died down or been put out. During periods of drought or extreme heat, bonfires may be prohibited.

Bonfires are permitted only after 6 pm, except during daylight-saving months, when they are permitted after 4 pm

7. Chickens and bees

Chickens and honey bees may be kept on the Allotments with the approval of the Committee, provided responsible husbandry is observed. The Committee needs to be informed of contact details in case of emergencies.

8. Cars

Extreme care needs to be taken when driving in the allotments and please be aware of children and others. No cars can be parked overnight. Unless at a busy time, the allotments gate should be shut after leaving. Please park considerately and be prepared to adjust your position if asked.

9. Weedkillers, insecticides and slug pellets

To preserve the wildlife, insects and quality of the soil on the Allotments, chemical weedkillers, insecticides and slug pellets containing metaldehyde are prohibited. Poisonous or injurious weeds, should be removed and disposed of safely, before they set seed, to prevent spread.

10. Covering materials

Use of synthetic carpet or synthetically backed carpet for weed control is not allowed. Natural carpet with natural backing can be used. Plastic sheeting can only be used as a temporary measure and must be disposed of if it begins to deteriorate.

11. Sheds, greenhouses and other structures

One shed and one greenhouse is permitted on each full allotment. Tenants in smaller plots may have one or the other. They should not be larger than 64 square feet and 7 feet high. Glass in greenhouses must be kept in good order. Non gardening related items must not be stored in the sheds, greenhouses or behind these structures.

Larger/alternative structures for community groups and communal areas will require formal approval from the Allotment Committee. The Committee will consider size, location, purpose and impact on neighbouring plots before granting approval.

Any larger or alternative structure intended for a community group or communal area requires the Committee's written approval before installation. The application must identify the responsible person or organisation. In deciding the application, the Committee will consider the proposed size, location, purpose, safety, maintenance arrangements and impact on neighbouring plots. The applicant remains responsible for obtaining any other consent required by law.

12. Dogs

Dogs must be kept under control and on a lead in consideration of other plot holders. Any fouling must be removed & disposed of away from the Allotments.

13. Children

Children are encouraged to come to their parents' or friends' allotments if they are in the care of a parent or responsible adult. To prevent damage and for their own safety, they should not wander across other allotments..

14. Water Collection

Each plot holder should collect rain water for their own use. The committee may be able to help plot holders source a water butt if this is needed. The mains water troughs alongside the track can be used by everyone, however this metered water costs the Allotment Association money each year, so from time to time this will be reflected in a rent increase. Water can also be taken from the large water tank by the communal shed. Water troughs and water butts need to be covered securely for child safety .

15. Ponds

Ponds must have the approval of the Committee before being built. For the safety of children and small animals, they cannot be deeper than 40 cms and 1 square metre in diameter.

Existing ponds must be either fenced off or covered by a secure metal mesh.

16. Trees

Only fruit trees should be planted and should not exceed 3 metres in height. The Committee may ask a tenant to prune their fruit tree if they feel it is overgrown. Non fruit trees should no longer be planted and self-seeded saplings should either be removed or cut down. Fruit trees should be limited to 4 per plot and must not be planted close to the boundary with neighbouring plots. Certain existing tree issues can be discussed with the Committee.

17. Site Visits and Inspections

The allotments are inspected at least twice a year to ensure plots are being maintained in accordance with these rules.

May Inspection (Allotment Association): The Allotment Association will carry out an inspection each May to identify plots that do not appear to be actively cultivated. Tenants whose plots require improvement will receive written notice giving one month to address the issues identified.

July Inspection (Parish Council and Allotment Association): A joint inspection by the Parish Council and the Allotment Association will take place each July to review progress on plots previously identified as requiring improvement. Where insufficient improvement has been made, a termination notice may be issued.

Additional inspections may be carried out if required, for example where safety concerns arise or where boundary maintenance is planned.

18. Tenancy Termination

The Committee reserves the right to terminate a tenancy for contravention of any of these above mentioned responsibilities and will not be responsible for any loss. The Parish Council, as landowner, may also require the Committee to terminate a tenancy.

Eviction occurs 30 days after receiving notice from the Committee. However, if during the first 14 days after receiving the notice they have outlined steps to correct the breach, or given the Committee acceptable reasons for the problems that have arisen, or have resumed cultivation, the eviction notice shall be withdrawn. Individual circumstances will always be taken into account.

When a tenancy is terminated there is no refund of rent. If the tenant wishes to retain any plant, shed, or greenhouse and their contents, they need to be removed within 30 days.

THE COMMITTEE SHALL ENFORCE THE ABOVE REQUIREMENTS AND RESPONSIBILITIES ON BEHALF OF THE PARISH COUNCIL.

THE TENANCY OF THE ALLOTMENTS IS SUBJECT TO THE RESPONSIBILITIES SHOWN ABOVE.

RULES MAY BE AMENDED BY THE ALLOTMENT ASSOCIATION COMMITTEE, SUBJECT TO APPROVAL BY MORETONHAMPSTEAD PARISH COUNCIL AND IN ACCORDANCE WITH THE ALLOTMENTS ACTS 1908-1950.

These rules may be amended by the Allotment Association Committee, subject to approval by Moretonhampstead Parish Council and applicable law. Plot holders will be given written notice of each amendment and its effective date. No amendment will operate retrospectively.

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