

## Welcome to Chapel Allerton Allotments and Gardens Association (CAAGA)

Now that you have finally reached the top of the waiting list and you know where your plot is, we thought it would be useful to let you know a bit more about the set up:

Gledhow Valley Allotments are on land belonging to Leeds City Council, who set the rents, but are run by CAAGA which is the 'trading arm' and managed by a **volunteer committee**. The committee meets every couple of months throughout the year and organises a variety of **meetings, talks and visits** which we hope you will get involved with. To know what is happening you need to: -

- See our **website** at [www.caaga.org.uk](http://www.caaga.org.uk) or [follow us on twitter @caaga allotments](https://twitter.com/caaga_allotments)
- Read your **newsletters** (generally delivered by email, so make sure we have your most recent address)
- Look at the **notice boards** placed near the entrance gates, on the middle car park and outside the shop (known as 'the DC', which stands for 'Distribution Centre' – presumably a throwback to our early days!)
- Meet and talk to other plot holders. You can easily do this at our on-site **pop-up cafe** in the Hutch by the DC every Sunday morning from 10:30 until 12:30.

The DC is also open for an hour or so on Wednesday afternoons at 2pm. This is the place to buy all your gardening needs from composts and manures to seeds and plants and everything in between at more than reasonable prices!

There are two other things that are run by CAAGA:

- An on-site **apiary** which was set up over 10 years ago. There is usually a good amount of honey available to buy at the DC and if you are interested in becoming involved with the group, or just finding out a little more about bees, please ask. Please note bees can only be kept in this designated area. Bees cannot be kept on ploholders' plots. Ploholders wishing to keep bees must join the group.
- Our biggest events are two **Allotment Shows** held in the Spring and Autumn. These are fun events intended to give everyone the opportunity to get involved with showing off their skills. However, they take a lot of organising both beforehand as well as on the day so volunteers are always welcome, and you are particularly encouraged to visit one of the shows as soon as you can to see what it's all about!

Your committee is always open to suggestions for activities that would be of general interest to our members and any ideas for improvement in either our facilities or the way we run the allotments. All members however take personal responsibility for following the guidelines that you have been given to ensure that the site runs enjoyably for everyone.

### Keeping Chapel Allerton Allotments a safe site

If you have an allotment, you will know that there are always potential hazards, from putting a fork through your foot to being stung by a bee. Nonetheless, it is very important that everyone who uses the site takes responsibility for keeping the site safe for themselves and others, and this has always been part of the rules. Please have a good look at your plot.

An allotment site is not a show garden, so we have drafted the following guidance to make it clear what this means for you as a plot holder, and we now need your cooperation in making improvements. By returning your completed paperwork via email you are agreeing that you understand what the standards are and the possible consequences of not acting if hazards are noted on your plot, you will get a formal notice for improvement. This will be like an 'uncultivated plot letter' and if nothing is done, your tenancy may be terminated.

**General Information**

- There are 3 car parks on site which are free to use for people working on the allotments.
- There are 7 gates to the site with access from Gledhow Valley Road, Northbrook St, Harrogate Road and by vehicle from Woodland Lane
- Any unwanted glass can be disposed of in the bins provided at the DC
- Any scrap metal can be left by the gates next to the DC
- The council provides a skip twice a year for members to dispose of their allotment waste, no rubble or plant materials can go in the skip.
- We have regular deliveries of bark chipping which are free for all members on a first come basis
- We normally have an allotment bonfire in November this is open to members, family and friends, this is a free event, but we ask for members to bring some food to share
- We have 1 open day and 2 shows each year, information regarding these is issued via email closer to the time.

# Allotment Rules

There are some rules that apply to allotment ownership, including guidance on the types of permitted structure.

Allotment owners will be expected to:

- keep the plot clean and tidy, and free from weeds
- keep the plot in a good state of fertility and cultivation
- maintain paths and keep clear, paths between plots are cut by plot holders
- cultivate in a way that does not interfere with the enjoyment of neighbouring plot holders
- make sure at least 60% of the allotment is cultivated and the remaining 40% used for sheds, grassed area and flower beds

To ensure rules are being followed, inspections are carried out throughout the growing season.

## Plots

Plot holders can have up to a half plot in total. This can be as two quarter plots or one half plot.

## Additional plots

Plot holders that have a quarter plot and request an additional quarter will be added to the bottom of the waiting list.

## Payment of rents

The rent for each allotment is paid yearly in advance on 1 October. If the rent is unpaid by 9 November (unless the committee agrees in writing to the contrary) the tenancy terminates automatically. The council reserves the right to increase the rent on and from 1 October in any year after giving the tenant not less than six months written notice.

## Termination of a tenancy of an allotment

The tenancy of an allotment, unless otherwise agreed in writing by the Committee, shall terminate upon the death of the tenant - members of the family will be given time to remove growing crops. All tenancies will terminate if the council ceases to own or have the right of occupation of the allotment land. The tenancy may be terminated by the council after one months' notice: -

- if the rent is in arrears for more than 40 days: or
- if any tenant is in breach of the allotment rules affecting the allotment or any other terms of condition of their tenancy.

The tenancy may also be terminated by the council as is provided for at section 1(1) of the Allotments Act 1922. A tenant may terminate the tenancy at any time.

### **Services of notices**

Any notice from the Committee may be served on a tenant either personally, email or by leaving it at their last known postal address. Any notice from a tenant to the Committee is served on the Committee by handing the same to a committee member or by delivering by posting or email to the chairman or letting secretary

### **Power to inspect allotments**

Authorised officers of the Committee shall be entitled at any time to enter and inspect any allotment plot either administered by the city council or leased to a self-administered association. If it is felt that your plot is not being maintained to an acceptable condition then the committee will issue you with an uncultivated plot letter (UCPL) via email giving you 28 days to bring your plot back to the agreed standard, if this is not achieved then a termination letter will be issued via email giving you 7 days to remove your belonging from the site. If your plot is identified 3 times as needing action in a rolling 12-month period, on the 3rd occasion you will receive a termination letter via email giving you 7 days to remove your belongings from your plot.

#### Examples

1 - April - UCPL July - UCPL August - Termination letter

2 - April - UCPL August - UCPL April following year – Termination

General conditions under which allotments are to be cultivated. Every tenant of an allotment must comply with the following conditions: -

- to keep the allotment clean, free from weeds and cultivated with compost or recognised soil improver and maintain it in a good state of cultivation and fertility
- not to keep on the allotment any carpet or other covering other than weed suppressant membranes for that purpose and not to bring onto or store on the allotment any dangerous, harmful, polluting or contaminating substances
- to cultivate at least 60% of the area of the allotment to produce edible crops; the remaining 40% may be used for other horticultural leisure purposes (lawn, flower beds etc.), children's swings, paddling pools, or similar are not permitted.
- cars must not be parked on allotment plots. If cars are brought onto allotments, this should be for the purpose of deliveries and collections only, except where there is a designated parking area. Vehicles brought onto site are at the owner's own risk
- to cultivate the whole of the allotment personally and not to underlet, assign, exchange, or part with the possession of the allotment or any part of it without the written consent of the council
- to keep the internal hedges and the internal face of adjoining boundary hedges properly cut and trimmed and to keep all ditches and watercourses clean and free flowing. The council is responsible for all external boundaries and the trimming of the top and external face of allotment site boundary hedges
- to observe and perform all conditions and covenants in agreement under which an allotment association holds the land
- to observe and perform every condition which an allotment association or the council considers necessary to preserve, develop and/or improve the allotment
- not to cause any nuisance or annoyance to the occupier of any other allotment nor the occupiers of any neighbouring property nor obstruct nor encroach upon any path set out for the use of the occupiers of

the allotments. Failure to observe this condition will constitute a serious breach of this agreement on the part of the tenant and will result in one month's notice to terminate the tenancy

- not without the written consent of the Committee, prune any timber or other trees on the allotment boundary and not to sell or carry away any turf, mineral or gravel, sand, or clay. Tenants are not allowed to carry out any trade or business from their plot
- See structure rules on website if ploholders wish to build a shed, greenhouse or structure on their plot.
- not to use barbed wire or any other fencing material that may cause injury on a fence or as a fence adjoining any path set out for the use of the occupiers of the allotment
- not plant any trees or shrubs to overhang or interfere with any other allotment or any path or roadway on the allotment land
- not to keep any animals, poultry, pigeons or bees on the allotment. Bees are housed in apiary run by our beekeepers in a specified area. Please apply to the beekeepers if you want to be involved.
- not to plant or permit to grow on the allotment any trees which produce non-edible fruit, without the prior written consent of the Committee. Failure to comply with this rule will constitute a serious breach of this agreement on the part of the tenant and will result in one month's notice to terminate the tenancy
- tenants are permitted to bring a dog onto the allotment provided it is under proper control and kept within the confines of the allotment plot, and if it does not cause a nuisance or annoyance. All dog faeces must be removed from the allotment site. Failure to observe this condition will constitute a breach of the agreement on the part of the tenant and will result in this permission being withdrawn
- not to light any fire on any part of the allotment to allow smoke to drift across a road or cause a nuisance or an annoyance to any person or persons
- to indicate the number of the allotment plot by a number peg or board placed in a prominent position on the allotment.
- not construct a pond, bury a tub, tank, or bath below ground level and not to construct or keep a container, tub or tank containing water above ground level which may be a hazard to any person
- Small ponds for wildlife are permitted of a maximum size of 2ft x 2ft and no more than 1ft deep. These should have tapered sides to allow access and exit for wildlife and should not include fish. Ponds should be situated away from pathways and adequately maintained to ensure they do not dry out.
- not to deposit or permit to remain on the allotment any refuse or decaying matter - this includes burying dead animals (except manure and compost as may be reasonably required for use in cultivation) or place any such matter in hedges, ditches, or dykes on or adjoining the allotment
- not to deposit or permit to remain on the allotment any refuse or decaying matter - this includes burying dead animals (except manure and compost as may be reasonably required for use in cultivation) or place any such matter in hedges, ditches or dykes on or adjoining the allotment
- the use of old fashioned open snap traps should not be used on any allotment site. Use enclosed rat traps which are safer to use.
- persons under the age of 18 may tend an allotment plot, however this must be undertaken under the strict guidance of a person aged over 18 who is the tenant. Children are very welcome on the allotment site although the tenant remains responsible for their safety at all times and must be supervised at all times as CAAGA does not accept responsibility for any injury if on site unsupervised
- only the tenant, or a person authorised or accompanied by the tenant is allowed on the allotment site. CAAGA may take action for breach of their tenancy agreement against any tenant who the council reasonably believes was responsible for allowing an unauthorised person to be on site. Any non ploholder who wishes to help a ploholder should sign up as a non ploholder CAAGA member.

- tools and other personal equipment should be kept safe and secure when not in use. CAAGA does not accept responsibility for the loss or damage to such items nor does CAAGA accept responsibility for any injury caused by such items
- do not leave glass such as to be used for cloches and cold frames lying around the site. It is a hazardous material and you could be liable if someone is injured by glass on your plot. Remove any broken glass and dispose of in the correct manner – don't bury any on your plot

Upon the termination of the tenancy, the tenant must remove any unapproved or poorly maintained structure or waste on the vacated plot. Failure to comply will mean that the association or the council will remove the structure and invoice the ex-tenant.

Any decision made about structures by the committees of self-managed allotment associations will not usually be overturned by the council

The tenant shall have the licence or privilege of erecting and maintaining a hut or greenhouse or a combined hut and greenhouse, or structure (hereinafter called "the structure") upon the allotment subject to the following conditions:

- The licence or privilege hereby granted shall continue until determined by either party giving to the other one calendar months' notice in writing.
- The design and construction of the structure shall be subject to the previous approval of the council and no alteration or addition to the structure shall be made without the consent in writing of the council having first been obtained.
- The tenant shall erect the structure upon the site once confirmed by the allotment office/association and not before and as set out in the letter of authorisation upon the allotment.
- The structure shall be always kept by the tenant in a clean and tidy condition and in good state of repair.
- The tenant shall not use the structure for any purpose other than that of working their allotment and it shall not be used for any noisy, noxious, dangerous or offensive purpose and they shall not do or permit anything to be stored in or placed upon the same which may be or become a cause of a nuisance, annoyance or damage to the council or their tenants or the owners or occupiers of other property in the neighbourhood. Failure to comply with this condition will constitute an automatic termination of the allotment tenancy on the part of the tenant and will result in one month's notice being given.
- The tenant shall not buy or sell any allotment produced in the structure nor carry on any trade or business whatever therefrom nor use the same for the storage of any items not for accepted use in managing an allotment.
- The tenant shall not have or make any claim against CAAGA for compensation in respect of the structure on the termination in any manner of this agreement.
- CAAGA shall not be liable for any damage occasioned to the structure nor for the loss of or damage to any tools or other property placed in the same by the tenant or any other person.
- The tenant shall pay and discharge all charges or fees and other outgoings which may become payable in respect of the structure.
- In event of any breach or non-performance of the foregoing conditions with reference to the structure it shall be lawful for the council forthwith to revoke and put an end to the license or privilege hereby previously granted in respect of the structure.

**Produce**

Produce grown on allotments is for the 'consumption by the occupier and/or family' and is not to become a business supplying for profit.

**Bonfires**

Do not bring anything onto the allotments if you are not going to use it on your plot.

Compost where possible.

Only small fires should be lit – either first thing in the morning or last thing at night.

Never leave a fire unattended or smouldering. Only burn dry garden waste to avoid problems with smoke and inform neighbouring properties of your intention to light a fire, giving them time to bring in any washing or to close windows.

Do not bring domestic waste to the allotments to burn – this is an offence.

If you must light a fire, speak to your fellow plot holders, and agree on a day when fires could be lit rather than having lots of individual fires daily.

Fires are not allowed from the 1st March till 31<sup>st</sup> October, where possible please save any wood for our bonfire in November

**PLEASE KEEP ALL GATES LOCKED AT ALL TIMES**