

**Lindfield Parish Council
Denmans Lane Allotments Management Plan**



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1. Background

This document explains how Lindfield Parish Council manages the Denmans Lane Allotments.

2. Tenancy Agreement

Nothing in this plan replaces what is contained within the tenancy agreement.

3. Site Location



4. Access

The site can be accessed from both Denmans Lane and Pondcroft Road. Pondcroft Road is a private road. No allotment holders should park on the road.

Limited parking is available by the main entrance gate (Denmans Lane). Please drive carefully along the gravel drive and be considerate of neighbouring properties and other allotment users.

5. Water

Please note hose pipe bans apply to allotments. If there is a ban this must be observed. Please only use watering cans during a ban and do not attempt to circumvent the rules. Plot holders using a hose pipe during a water ban will be served notice and will be held liable for any fines. Children must not play with the water tanks. Water is only to be used to water crops.

6. Trees

The council only undertakes work on trees for safety reasons or the health of the tree. We will not remove or cut trees due to lack of light, falling leaves and acorns etc. Note trees are not permitted on plots.

7. Fees

Fees are calculated on plot size. Invoices will be sent out each year in April. Fees may be reduced if you take on a plot in poor condition or if you take on the plot late in the growing season.

8. Refunds

If you vacate the plot on or before 30th September half of your fee will be refunded. No refunds are given after 1 October.

9. Deposits

New allotment holders are required to pay a deposit. This will be refunded when the allotment is handed back provided it has been left in reasonable condition.

10. Inspections

Inspections take place four times a year on all plots (April, June, August, and October). All plots will be photographed during the April and October inspections. When inspecting plots, we consider the following:

- State of cultivation.
- Plot boundaries.
- Neighbouring plots (i.e. anything likely to cause a nuisance).
- Potential hazards.
- Rubbish (including home food waste).
- Misuse (plot is not being used as an allotment).

Where a plot fails an inspection then an improvement notice will be issued.

11. Improvement notices and termination of contracts

The Council operates the following process for notifications. Failure to comply with notices ultimately can result in termination of the tenancy agreement.

Stage 1 - Improvement Notice

28 days to rectify this issue will be given from the date of the letter/email. An inspection will take place at the end of this period to confirm whether the issue(s) have been addressed.

Stage 2 - Second improvement Notice

14 days to rectify this issue will be given from the date of the letter/email. An inspection will take place at the end of this period to confirm whether the issue(s) have been addressed.

Stage 3 - Termination

Notice to leave the site within 28 days

NOTE - Should a plot holder fail an inspection within 6 months of previously receiving an improvement notice then they will immediately be issued a second improvement notice.

Where an agreement has been terminated due to a breach of the tenancy agreement the Council will retain any tenancy fees for that calendar year and any deposit (if applicable).

12. Footpaths and grass areas.

Plot holders are responsible for cutting the grass on the small footpaths between plots. Only areas shown in purple are mown by the council.



13. Plot boundaries

All equipment, crops etc should be within the area of your plot. No equipment or waste is to be left under trees.

14. Sheds

Sheds are only permitted with consent from the Council. Subject to our agreement and space, small sheds may be installed around the outer perimeter of the site. Sheds and their contents are not covered by the Council's insurance.

15. Bonfires

The council discourages bonfires. If you have a bonfire you must consider the following:

- Conditions

please do not have a fire during the daytime. Bonfires should take place after dark and not during hot weather when neighbours are likely to have windows open at night.

- Material
only dry natural material should be burnt. Please do not burn damp leaves etc.
- Wildlife
Please check for wildlife before lighting the bonfire.
- Location
Do not burn items near hedges/trees or sheds. The bonfire must be within your plot boundary.

16. Pest Control

Tenants are responsible for the cost of removing vermin from their plot or shed(if applicable). You must notify the council if you have pests on your plot. Any contractor must have public liability insurance. Our preferred contractor is Balcombe Pest Control:

Kemps Farm, London Road, Balcombe, West Sussex, RH17 6JH.
01444 811 916 / 07850 228772
mail@balcombepestcontrol.co.uk

The council will remove pests from communal areas on the allotment site.

17. Waiting List

Only residents within the Lindfield Parish Council boundary can currently join the waiting list. LPC boundary map



Only one application per household is permitted. Existing plot holders are not currently able to request an additional plot. They may though request to move plots.

Residents can join the waiting list by using the following link:

<https://uk.surveymonkey.com/r/38R86BZ>

18. Offer of a plot

When a tenant leaves a plot, it'll be offered to the next person on the waiting list.

In some circumstances where a plot is rejected by several prospective plot holders, it will be offered out to all of the waiting list. The respondent highest on the waiting list will be offered the plot.

Applicants can choose to accept the plot or move back either 6 or 12 months on the waiting list. Applicants can only defer once. Anyone choosing not to accept an offer after a deferment will need to either leave the waiting list or be dropped to the bottom of the waiting list.

Plot offers are valid for 14 days.

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