



### Regulations in respect of Felixstowe Town Council's Allotment sites

- 1) From the date of the Tenancy Agreement, the Tenant will be given a probation period of three months at the end of which 25% of the plot is required to be in cultivation. If after three months this has not been achieved, the Tenant will have forfeited the plot and the Tenancy Agreement will automatically be terminated, mitigating circumstances will be taken into account. From signing the Tenancy Agreement 75% of the plot must be under cultivation within 12 months. For the purpose of these Rules, cultivation is defined as “the planting, tending, improving, or harvesting of crops and the preparation of ground to promote their growth.”
- 2) New tenants will start with one single sized plot and, after the first growing season, may request an additional plot. Plots are restricted to a maximum of two singles sized plots per household. Plots are allocated subject to availability, and subject to the condition of the tenant's current plot.
- 3) If tenants have someone else assisting them with their plots on a long-term basis, we ask that the tenant notifies the Council in writing or includes the other person in the tenancy. This ensures that the person assisting on the plot can take over the tenancy if the tenant relinquishes.
- 4) Invoices and communications will be sent primarily by email, they will be sent by post if no email address has been supplied. It is the Tenants responsibility to inform the Council if the Tenant has not received their annual invoice.
- 5) The Council asks that tenants keep their plots cultivated and produce a crop at least annually.
- 6) **CCTV** – The tenant should inform the Council when installing closed circuit television or other visual recording devices and, if possible, provide images of the area it covers.
- 7) **Trees** - To prevent encroachment and overshadowing of neighbouring plots, tenants must obtain written consent from the Council before planting trees, bushes, or hedging. Tenants are not allowed to cut or prune trees outside of their own allotment or permit self-seeded trees to grow on their allotment, which includes those growing through the perimeter fencing, without the Council's consent. Fruit trees that are allowed must not exceed a height of 2.5 meters and will be considered part of the 25% non-cultivated area. Tenants may need to prune their fruit trees to an acceptable height, and they should select trees that do not breach the height rule, pruning should ensure that the trees do not exceed 2.5 meters in height to prevent causing any disturbance to neighbouring tenants.

- 8) The only livestock permitted on Allotment plots are rabbits and hens (not cockerels), written permission **MUST** be sought from the council before keeping any livestock. As of 1<sup>st</sup> October 2024 all bird keepers, regardless of flock size, are legally required to register their birds with the Animal and Plant Health Agency (APHA). Tenants must also provide a copy of the registration confirmation to the council within six weeks of bringing birds onto the plot. Failure to comply will result in tenants being asked to remove the livestock.
- 9) **Building materials** - such as recycled doors, pallets, roofing materials, windows, and UPVC may only be brought onto the allotment for constructing permitted structures.
- a) If glass structures are broken on the plot, the tenant must remove broken glass from the allotment.
  - b) Excessive quantities of any building materials are in breach of rules, however limited quantities of building materials such as blocks, bricks, metal or timber will be allowed as long as they are used to help grow crops.
  - c) Any paving laid on the allotment plot must be removed at the end of the Tenancy and so be laid as a temporary feature. No more than 10% of the allotment plot may be paved at any time. Tenants with mobility issues may apply for permission for extra paved areas to improve plot access.
  - d) Tyres may no longer be brought onto the allotment, but existing tyres may be kept on plots as long as they are registered with the council.
  - e) Imported gravel and other loose stone products, rubble and hardcore are not allowed on the allotments. The use of glass bottles for construction is also not allowed.
  - f) Some children's play equipment, including small swings and trampolines, will be allowed as long as they are kept in good repair. Paddling pools and bulky play equipment, including large trampolines and swings, are not allowed on site.
  - g) You may not use your allotment to store household furniture, leisure equipment or any other household items that are not used for cultivation. Usable garden furniture for recreation purposes is allowed.
- 10) **Pest Control:** Allotment tenants are responsible for the effective control of pests, including but not limited to rats, wasps, and other vermin, within their allocated plots. It is essential to adhere to safe and environmentally responsible pest management practices. Tenants are encouraged to utilise humane and non-chemical methods whenever possible to minimize harm to the ecosystem. In cases where chemical control is necessary, please ensure compliance with local regulations and the use of approved, safe pesticides. It is also vital to maintain the allotment area in a clean and orderly fashion to minimize pest attractants and breeding grounds.
- Any pest issues that arise and affect neighbouring plots or common areas due to failure to address them promptly will be handled by the Council at the expense of the tenant responsible.

11) **Bonfire Restrictions**

Bonfires are only permitted on allotment sites between the **1st and 7th of the months October to May**. At all other times, bonfires are not allowed. When permitted, fires must be contained within a small, purpose-made incinerator (no greater than 125ltr) to ensure safety and reduce smoke nuisance to neighbouring properties. For further guidance please see our bonfire policy available on our website <https://felixstowe.gov.uk/wp-content/uploads/2025/12/Allotment-Bonfire-Policy.pdf> or you can request a hard copy from the Town Hall

- 12) **Waste materials and pollutants** - New tenants should immediately advise the Council if they find that toxic waste has been left on their plot by the previous tenant. It is strictly prohibited to deposit waste from external sources, including green waste, on the allotment or any other part of the site. Doing so could result in a Notice to Quit. Hazardous non-crop-related chemicals, chemical containers should not be brought onto the site, this also applies to herbicides and pesticides which are no longer deemed safe to use. Tenants who observe someone illegally dumping rubbish on allotment land should notify the local authorities immediately. Either via East Suffolk Council's online fly-tipping reporting tool at <https://www.eastsuffolk.gov.uk/waste/fly-tipping/how-to-report-fly-tipping/> or by calling 0333 0162000

- 13) **Plot Structures** - Tenants may erect one shed, one greenhouse and one polytunnel per plot, provided all structures are kept in good repair and positioned so they do not obstruct access paths or cause overshadowing of neighbouring plots. Sheds must not exceed 8 ft in length and 6 ft in width. Greenhouses should be of a similar domestic scale and must not exceed 8 ft x 6 ft. Polytunnels may be installed for cultivation purposes only and must not exceed 3m in width and 6m in length. All structures must be securely anchored, constructed from appropriate materials, and sited wholly within the tenant's plot boundary. Tenants are responsible for the safe maintenance of any structure they install, and the Council reserves the right to require the removal of any structure that becomes unsafe, excessively large, or inconsistent with these regulations.

- 14) **Water usage** - The tenant is required to engage in responsible water usage by utilizing covered water butts on sheds and other buildings, mulching as a water conservation measure, and practicing sensible water conservation. The tenant must only use hand-held hose pipes or watering cans when extracting water from the council's provided water points, automated sprinklers and irrigation systems are prohibited from these points. The tenant must also be considerate of other tenants and ensure that water usage is not excessive.

- 15) Access to allotment sites should only be from the gated entrances. The Tenant shall keep all gates locked except when entering or leaving the allotment site. Entry to the site from any other point is not permitted.

- 16) **Parking** - Our Cowpasture and Ferry Road sites have a limited number of parking spaces available. We kindly request that tenants park their vehicles in a manner that is considerate to other allotment users and to not park on another tenant's plot unless given permission to do so. At Ferry Road, a section of the track will be closed off during the winter, to preserve the condition of the track during the wet winter months. Vehicle access may be granted on a pre-arranged basis, if necessary.
- 17) The Tenant has the responsibility to prevent vegetation from spreading to neighbouring plots and must refrain from causing any nuisance or interference with other allotment Tenants' use of the site. Examples of nuisance include bad or racist language, drunkenness, playing loud music, among others. Any form of harassment or violence, whether physical or verbal, is strictly prohibited on the allotment site.
- 18) Felixstowe Town Council will conduct regular inspections of all plots to ensure that they are well-cultivated. A representative from the Felixstowe Allotment Association Committee may also attend these inspections. If the inspector finds that a plot is not being cultivated properly or if there is a violation of the Allotment Regulations, the inspector will record it in the inspection report and decide on a course of action. The course of action may include issuing a Notice of Cultivation - 1st letter, which advises the tenant to cultivate the plot within 30 days. If the tenant does not bring the plot into cultivation within the given time, a Notice of Cultivation - 2nd letter will be sent. This letter advises that if the plot is not brought back into cultivation, a Notice to Quit will be served within 14 days. When a Notice to Quit is served, the tenant must remove all items from the plot within 14 days. Please take these notices seriously and do not ignore them.
- 19) On the termination of the Tenancy, the Tenant shall be liable for all costs of removing any shed, greenhouse or other building/structure and any other materials remaining at the Allotment Garden unless the Council agrees otherwise which shall be confirmed in writing to tenant.