

Elder Stubbs Charity
Handbook for Allotment Holders

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May 2008

Tenancy Agreement

1. The Trustees are responsible for all policies, decisions and management of this Charity under the powers vested in them by an Act of Parliament passed in the 8th and 9th years of Queen Victoria's reign facilitating the Cowley Inclosure.
2. Day to day management of the allotments is delegated by the Trustees to the Estate Manager, Mr Phil Creme, who is responsible for entering into tenancy agreements, collecting rents and managing the environmental resources of the Charity
3. Unless otherwise agreed, all tenancies are for a period of one year from Lady Day. All rents are payable in advance on request. Late payment will incur a surcharge and non-payment within 14 days of request will be referred to the Trustees who may decide to terminate the tenancy.
4. Tenants are required to display their plot numbers on their plots.
5. Tenants are required to keep their plots free from weeds, well manured and in a proper state of cultivation. The surrounding areas must be kept tidy and no nuisance may be caused to the occupants of adjoining plots. The dumping of biodegradable or any other waste anywhere on the site is forbidden.
6. Tenants are encouraged to compost their own vegetable waste on their own allotments and may not dump waste in the surrounding hedges, woodlands or on neighbouring plots.
7. The removal of soil from plots or any part of the site is forbidden.
8. The destruction or damaging of any tree, shrub, hedge, area of grassland, pond or any other part of the site for whatever reason will be reported to the Trustees who will consider seeking compensation and the possible termination of the tenancy.
9. Subletting of plots is forbidden.
10. Permission must be sought in writing from the Trustees for the erection of a shed, greenhouse or other structure.
11. Permission must be sought in writing from the Trustees for the planting of any tree or shrub with mature height of 1.5m or greater.
12. Vehicles may be brought onto the site only for the delivery or removal of heavy loads and only when the paths are in suitable condition. Permission for vehicle access must always be sought from the Estate Manager.
13. Dogs and other pets must be kept under control by their owners while on site and owners are responsible for clearing away any mess caused.
14. The Trustees have adopted the Code of Practice for Bonfires on Allotment Sites issued by Oxford City Council and a copy of the Code is appended.

15. The use on site of banned horticultural chemicals, creosote and tar-treated wood products is forbidden.

16. Intimidation, violence and abusive behaviour between tenants or towards the Trustees or their agents may result in immediate termination of the tenancy.

17. The Trustees welcome children on the site but require that they be under responsible adult supervision at all times.

18. The Trustees may inspect allotments at any time.

19. Failure on the part of a tenant to abide by the conditions of this tenancy may result in a written warning from the Trustees. The Trustees may decide to terminate the tenancy if such a warning has not been properly heeded with one month. Notwithstanding the forgoing, the Trustees may decide to terminate a tenancy with immediate effect for sufficient cause.

20. A tenant wishing to make a complaint should do so in writing. In the first instance complaints should be addressed to the Estate Manager, Mr. Phil Creme, failing whom the Charity Manager, Mr. Ian Honeyman.

I, _____ (name, printed) agree to abide by the conditions of this tenancy.

Date _____

Signature _____

Plot No, _____

Size of Plot _____

Rent _____

Elder Stubbs Charity

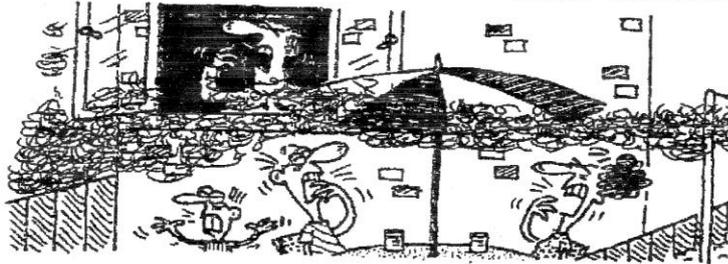
Health and Safety Policy for Tenants

This policy forms an annex to the Charity's general health and safety policy covering the site, which may be inspected at any suitable time by reference to the Estate Manager.

1. Tenants have a personal responsibility to look after their own health and safety whilst on the site, and the safety of any other person visiting their allotments.
2. Tenants must report to the Estate Manager any apparent hazard or breach of health and safety requirements they may observe anywhere on the site, as soon as reasonably practicable.
3. Any notifiable accident to a tenant or visitor to an allotment, or any accident which may have implications for the use of the site, must be reported to the Estate Manager or other responsible person immediately.
4. Tenants should observe safe standards of behaviour and dress and do nothing to jeopardise the health and safety of other tenants and workers on the site.
5. Tenants must ensure that all paths and common areas are kept clear and unobstructed at all times.
6. Tenants have a duty to use garden implements and hand tools in a safe manner and in accordance with the recognised procedures and limitations for the use of such equipment.
7. All tools and equipment should comply with relevant British and European standards, and all electrical equipment should be regularly inspected for safety. Their use should be in accordance with the manufacturers' operating guidelines.
8. Tenants should not normally have to climb ladders on the site, or use abrasive wheels. The Estate Manager should be consulted before any such activity.
9. Garden sheers, secateurs, scythes and other sharp instruments should be kept oiled, sharp and in good repair, and must be kept out of the reach of children.
10. Horticultural chemicals should be stored in secure containers in locked sheds and be used only in accordance with the manufacturers' guidelines.
11. It should not be necessary for tenants to use hazardous materials as defined by the Control of Substances Hazardous to Health Regulations 1999.
12. Tenants must maintain their allotments and buildings under their control tidy and free from hazards.
13. Children on site must be kept under the control of a responsible adult at all times.

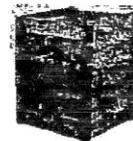
Environmental Health
Head of Service: Peter Allen BA DMA DMS FRSH FCIEH

Property & Leisure
Director: John M Arnold FRICS



CODE OF PRACTICE FOR BONFIRES ON ALLOTMENT SITES

1. Bonfires must be supervised and attended at all times either in a communal area or on the tenant's own plot.
2. No household rubbish, rubber, plastic (including bottles and bags), foam, tyres or oils shall be burnt on site.
3. If a communal area is provided then this should be used in preference to a tenant's own plot.
4. Bonfires must not be positioned within four feet of any fencing, hedging, shed or other building or within two feet of a pathway or roadway.
5. Any tenant found to have caused damage with a bonfire shall be liable for the full costs of repair or replacement.
6. There are to be no bonfires on Bank or Public Holidays and the site restrictions on lighting times for bonfires must be obeyed.
7. Only dry material should be burnt and wherever possible composting and/or shredders should be used in preference to burning.
8. "No bonfire shall cause a smoke nuisance to the surrounding residents" as stated in Section 79(1)(b) of the Environmental Protection Act 1990.
9. Any tenant found to be causing a smoke nuisance by the Environmental Health Department and/or a Committee Member or be in breach of this Code of Practice may have their allotment tenancy terminated.



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Elder Stubbs Charity

Equal Opportunities Policy for Tenants

1. The purpose of this policy is to provide a formal structure for the Elder Stubbs environment where there is equality of opportunity and which is free from discrimination, victimisation and harassment on the grounds of sex, race, disability, sexual preference, colour, ethnic origin, religion, physical characteristics, age or marital status.
2. The Trustees are responsible for this policy and the Charity Manager and Estates Manager for its day-to-day implementation.
3. Tenants have an obligation to act in ways that make this policy effective.
4. Discrimination can be direct – as when a person is treated less favourably than others because of one of the factors in 1. above – or indirect – as when a decision appears not to be discriminatory but actually disadvantages one individual or group more than another.
5. Harassment is behaviour that is unwanted, unreasonable and offensive. Such behaviour may be directed at an individual or group or may simply create an environment that is hostile, intimidating or humiliating.
6. Complaints under this policy should be directed in the first instance to the Estates Manager, failing whom the Charity Manager.