

Model plans for Allotment Associations

Here are three basic models that can be used to explain the concepts and responsibilities for an association.

Model 1

The association or society is made up from bona fide allotment tenants who have a plot on one of the local councils / boroughs allotment sites. The objective of the associations is

- To represent the interests of the members to the land lord [parish council district council or private land owner]
- To promote good gardening and sustainable use of plots on the site or sites
- To set standards of good practice for plot and site management and ensure these are complied with by the land lord.

This simple model can be organised with minimal administration. The tenants are required to elect a spokesperson and a site steward to meet with the land lord twice each year. There are no financial obligations for this model

Model 2.

As above but has the added objectives

- To collect on behalf of the landlord rents and other dues and account for them to the landlord at the appropriate time
- To administer the allocation of vacant plots and maintain a waiting list for new plot holders
- To administer a system of starter packs for new plot-holders to enable sustainable tenancies
- To raise funds and administer finances allocated by the land lord in accordance with the terms and conditions attached to the budget
- To negotiate rental with the land lord
- To monitor the service level agreement and report any variations to the land lord.

This model requires a formal constitution to establish responsibilities and obligations it may also require a bank account and proper system of cash control and management.

Model 3

As above but has the total responsibility for full management of the site which has been formally leased to the association by the land lord and subject to an annual rent paid by the association. It is unlikely that the rental income will be sufficient to fund all of the associations obligations so it is essential that there is a formal undertaking between the land lord and the association to provide a support grant possibly in the form of a 25 year endowment. This is an expensive option to set up but can be an effective way to secure a good site for the future.

There are a few other variations such as a Federation of Allotment Tenant's. This links several sites in a large Borough or County.

Budget scheme for model 2 and model 3

Period	Year 1	Year 2	Year 3	Year 4
Income sources				
Plot rental	0000			
Subscriptions	0000			
Plant sales	0000			
Key security sales	0000			
Compost sales		0000		
Other income	0000			
Total income	0000			
Expenditure				
Site landlord rental	0000			
Water expenses	0000			
Hedge maintenance	0000			
Machine maintenance		0000		
Telephone costs	0000			
Administration costs	0000			
Total expenditure	0000			
Grant aid for shortfall				
Parish support grant	0000			

Service level agreement

The land owner shall lease to the association the allotment site for the duration on terms set out below.

The land lord shall be responsible for the following

- Public liability Insurance for the site
- Perimeter Security for the site
- All money payable to the authorities
- Provision of water and electricity to the site but not necessarily to each plot
- Approval of annual budget and rental including support grant

The tenants association shall be responsible for the following

- Tenants access controls
- Plot letting and administration of rental and good gardening practices
- Rental income collection and accounting
- Payment of site rental to the landlord
- Accounting for grant support expenditure
- Day to day administration and supervision of the site
- All telephone and administration costs
- Annual budget and rental
- Payment of water dues
- Payment of hedge and site maintenance dues.

Sheds and greenhouses



REQUEST FOR PERMISSION TO ERECT A SHED ON AN ALLOTMENT SITE

Before completing this form, applicants should read the Rules and Conditions Section 9.

1. Name.....
Address.....
..... Post Code.....
2. Plot No..... Site Name.....
(i.e. Chesswood Farm/Dominion Road/George V Avenue/Haynes Road/Hill Barn Lane/Humber Avenue/West Tarring)
3. **Proposed Dimensions of Shed**
Length.....(max 8 Feet - approx. metric equivalent 2.4m)
Width.....(max 6 Feet - approx. metric equivalent 1.8m)
Height.....(max 8 Feet - approx. metric equivalent 2.4m)
4. **Type of Base** (Please tick appropriate box)
Paved
Hard core and paved
Raised floor on blocks (protected by wire mesh)
Other (Please specify)
.....
5. **Brief description of Proposed Shed**
(Please include sales brochures, photographs or drawings if applicable)
.....
.....
6. (a) No structure shall straddle any paths on the allotment site
(b) Structure must not be sited on a plot where it will cast shade or otherwise cause nuisance by obstructing access to any other plot.
(c) Any building, new or otherwise, built using reclaimed or new materials which is deemed by the Council to be dangerous, must be moved from the allotment site (see Worthing Borough Council's Allotment Rules and Section 9).
7. **Declaration**
I declare that I will abide by any conditions and regulations made by Worthing Borough Council for the erection and maintenance of sheds in accordance with the instructions of the Council's representative.
Signed..... Date.....

For Administrative Use Only

Permission granted/ permission denied/ permission under consideration

Signed..... Date.....

Welcome letters, news letters and other publicity material

Tangmere Parish Council Allotments

**Steward
Paul Neary
Compton House
Chestnut Walk
Tangmere
01 243 532714**

**Parish Clerk
Moya Monachan
9 Wyvern Close
Tangmere
01 243 532426**

Hello and welcome to allotment gardening.

1. Please sign one of the enclosed agreements and send it back to me at [or if it is easier give it to me when you see me.

Compton House Chestnut Walk Tangmere [it is the road behind the shop].

2. Two keys are required one for the gate which must be kept locked at all times so please take care to ensure it is locked after you, and one for the garage. {see note below}

3. Here are some useful contacts for garden sundries

Seeds can be obtained by mail order from

DT Brown Bury Road Newmarket 0845 1662275 for a catalogue

Marshalls Cambridge 01 480 44 33 90 for a catalogue and orders

Mr Fothergills Suffolk 0845 1662522 good for flowers

Garden bits and pieces on mail order

Two Wests and Elliott the dog 0870 444 8277

NA Kays 01 946 692134

Harrod 0845 402 5300

Keys cost £10 from me alternatively you may get them from the previous tenant.

If you want any more information please see me or contact me by email
pneary@tinyonline.co.uk

Regards

Steward

Allotment news Winter 2006.

On the day the met office announced that we could be in for the hottest year in history, the 700-page Stern Report into climate change was published. Sir Nicolas said: "The task is urgent. Delaying action even by a decade...will take us into dangerous territory"


It tells us what we can all do to make a difference; it says buy local produce, grow your own vegetables, and protect local habitats by planting trees and hedgerows. This is old news to most allotment tenants but it may be useful to those who want to make a small difference to the world and in addition experience the pleasure and satisfaction of joining a thriving allotment community [Contact me or your parish councillor if you are interested in a plot.](#)

Special thanks to Anthony and his helpers for a successful end of season celebration including a bonfire and fireworks. Happy Christmas to you all and enjoy the new year by looking over the seed catalogues. Here are some websites to look at www.farmgarden.org.uk/ari www.digmyplot.co.uk .and www.tangmere-online.co.uk has some details of the allotments

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CHICHESTER CITY COUN

Allotment Newsletter

Issue 5
October 2005



A welcome note from the Property Manager

This has been a busy year for the management of allotments. In February the Council disposed of some redundant allotment land between Whyke Estate and the by-pass, realising a sum in excess of £1.5M, which has enabled some funds to be set aside for allotment improvements.




A questionnaire was sent to all allotment holders in May, which received a good response with some 63% of you replying. Your response and suggestions have been considered and a programme of improvements is currently being drawn up and costed with a view to implementation during the forthcoming year. A summary of the findings of the questionnaire is shown on Page 3.

Also included with this issue is a summary of the report carried out by the University of Chichester (formerly University College Chichester) into the health benefits of allotment gardening, which was undertaken with assistance of allotment holders in Chichester.

Guy Clifford
Property Manager

Chichester Arts Society

Members of the Chichester Arts Society visited St Paul's allotment site during the summer and reproduced below are three watercolours produced by their members.



Fund raising for the site

How to get a fenceor how to improve the local landscape

Firstly think of a fence not as a fencebut as a bio-diversity hedgerow designed to attract wild life and provide a habitat for small mammals insects birds and other small creatures which currently do not have anywhere to live and thrive.

Secondly remember that allotments do not attract grantsbut some community initiatives do attract grants and support.

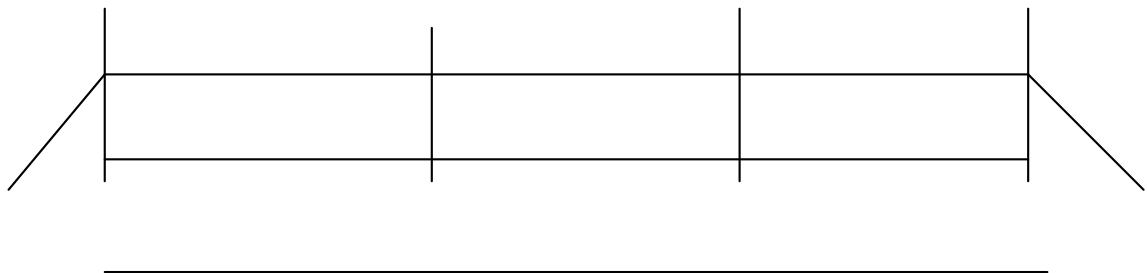
- The hedge row is for the benefit of the community
- allowing dog-walkers and others to walk safely along a footpath
- perhaps it will allow a bridle way.
- Prevention of illegal waste tipping
- prevent vandalism

these are key triggers.

Design must be simple and easy to erect.

Chestnut posts set into the ground at 5 meter intervals provide the upright support.

Strainer posts are erected at 25 meter intervals and where the direction of run changes.



The wire strands are clipped using staples to the posts and tensioned at the ends.

Provided you use local volunteer labour the cost is around £1.25 per metre run.

Against this framework plant English native or conservation mix hedging whips. These cost around 60pence each including a cane and rabbit guard the cost is £2.40 per meter run.

Grant aid and cash support

Make an application for around £500 from the local district or borough council using the community funds / hedgerow replacement funds / biodiversity funds or any other community based source. Look on the web and talk to the local council officer's environment section for help.

Woodland Trust plant a tree campaign will provide £100 grant as a matched fund grant.

Parish Council Local Action Team Grant may be available to improve the community and reduce vandalism / petty crime such as dumping waste etc. ask for around £300. This will allow 250 –300 meters of hedge to be put up.

Useful Information and technical help

Publications from the ARI website

[Allotment strategies](#) (4)

[Books about allotments and allotment gardening](#) (8)

[Devolved management](#) (25)

ARI Seminar Reports, Sample site management documents, Training and advice for site managers

[Energy solutions for allotments](#) (13)

Suppliers

[Fundraising and income generation](#) (18)

Trading and selling surplus produce

[Gardening, horticulture, local food and sustainability](#) (34)

Composting, Gardening - general, Local food, Organic gardening, Sustainability...

[General site management](#) (26)

Beekeeping, Livestock, Orchards, Poultry, Wildlife and conservation

[Health and safety on allotment sites](#) (19)

Activities requiring special management (Health and safety), Events planning and organisation, Risk Assessments (Health and safety)

[Improving access](#) (14)

[Involving children, families and schools](#) (16)

Help for schools or associations working with schools, Organisations with local groups or projects working with young people

[Law and allotments](#) (5)

[Promotion, campaigning and working with the media](#) (16)

Events planning and organisation

[Research, reports and statistics](#) (9)

Health benefits of allotments and allotment gardening

[Resources for starter packs and new ploholders](#) (10)

Books about allotment gardening

[Tackling derelict plots](#) (11)

[Tackling vandalism and other offences on site](#) (9)

[Toilets - Affordable systems for allotment sites](#) (23)

Choosing the right toilet system for your site, Compost toilets, Toilet system suppliers

[Websites set up by allotment associations or ploholders](#) (13)

[Working with groups and agencies on allotments](#) (11)

Other Publications

Nesting birds

RSPCA leaflet with information about how birds nest and advice concerning their protection.

Living with foxes

RSPCA leaflet giving advice about foxes, their lifestyle and habits, and how to cope with them in your garden - or on your allotment site!

Living with badgers

RSPCA leaflet giving advice about badgers, their lifestyle and habits, the law relating to their protection and how to cope with them in your garden - or on your allotment site!

Goats: Introduction to welfare and ownership

Booklet published by the RSPCA which provides a general introduction to the ownership and care of goats for novices. The information provided is primarily intended for owners wishing to obtain a small number of goats for companion animals or as smallholdings ...

Ashfield Allotments

Voted 'The Best Overall Allotment Site' in the 2008 Liverpool Allotments Competition.

The Whole House Book: Ecological Building Design and

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Whether you're renovating an existing building, adding an extension, or designing your dream home from scratch, The Whole House Book sets out the ecological options open to you. Published by the Centre for Alternative Technology (CAT).

St Nicholas Fields with The York Environment Centre

An environmental centre in the centre of York city that has been developed on an old rubbish tip. They have developed amenity space, nature reserve and an education centre as an exemplar of sustainability.

Heat Exchanger Fans

Heat recovery ventilators including domestic home ventilation, commercial air pollution filtering systems, residential house and industrial ventilator units and central vacuum systems.

ARI Factsheets

The ARI grant scheme and series of regional seminars highlighted a number of issues that plot holders want assistance with. In response ARI has produced a series of fact sheets which provide advice, cost comparisons, case studies and resource lists. These can be downloaded from this page. If you have trouble downloading any of these documents then please feel free to order via our [publications order form](#).

A fundraising guide for allotment associations

This information pack replaces the factsheet "Money maze". It has been revised and updated to give a broader and more informative introduction to this subject with lots of useful tips and advice. The pack contains 8 inserts, each of which can be downloaded individually from this site (see below). Alternatively you can order a paper copy using our [publications order form](#).

[A guide to fundraising for allotment associations \(introduction\)](#)

[Fundraising for beginners flowchart](#)

[Income generation](#)

[Reducing the need for money](#)

[An introduction to grants](#)

[Widening the benefits of grants](#)

[Grant schemes relevant to allotment projects](#)

[Useful contacts](#)

[Top of page](#)

Health and Safety on Allotments: A management guide

This information pack consists of 2 factsheets and 4 supporting documents. You can download these individually (see below). Alternatively you can order a paper copy using our [publications order form](#).

[Introductory sheet](#)

[All about risk assessments](#)

[Activities requiring special management](#)

[Allotment site hazards checklist](#)

[Sample allotments risk assessment form](#)

[Resources list](#)

[Top of page](#)

Other factsheets in the series

[Affordable toilets for allotments](#) (**Please note:** We also have a compost toilet project pack available in the Resource Centre on this website).

[Safe Sites](#) - helps develop strategies and solutions to vandalism and security issues on allotment sites

[Project Allotment](#) - a guide for groups and agencies working on allotments

[Promote the Plot](#) - advice for allotment associations to help you market your site and get more plotholders on plots

[Restore the plot](#) - advice for plotholders and allotment managers on tackling derelict plots

[Plotting the future](#) - a guide to involving children, families and schools on allotment sites

[Gardeners in charge](#) - a guide to devolved management for allotment associations

[Allotments for All](#) (in conjunction with THRIVE) - an overview of the issues involved in approving accessibility for people with disabilities and mental health needs and practical suggestions for implementing them.

Allotments: a plotholders' guide - New edition

The Department for Communities and Local Government (DCLG) is responsible for government policy on allotments. It is their aim that allotments should be properly preserved, promoted and cared for.

ARI was commissioned by DCLG to revise and update "Allotments: a plotholders' guide" - a guide published by DCLG for anyone who rents or is thinking of renting an allotment plot. The guide covers all the subjects which will be of interest if you rent (or want to rent) an allotment or if you want to know about your responsibilities or those of your allotment provider:

An introduction to allotments
Provision
Tenancy agreements and rules
Rents and funding
Health and safety on allotments
What you can and can't do on an allotment
Livestock and beekeeping
Protection and legislation
How do I get started
Resources and glossary

To download your free copy as a pdf file [click here](#). Please note: There is no limit on the number of copies that can be downloaded.

NSALG Services

National Society of Allotment and Leisure Gardeners offer a variety of information, advice and guidance including:

Preparation of leases and rental agreements

NSALG can help draft non-standard agreements between councils or private landlords and allotment associations. Where necessary this is carried out by our Legal Team. For more information please contact [NSALG Head Office](#).

Consultation with local authorities and Government Offices

When a council want to dispose of any allotment land, an application is made to the Secretary of State for consent. Prior to this, NSALG is officially consulted in order to submit objections or comments on behalf of our member sites and endeavour to save these and other non-member/vacant sites. We are also advisory to many local authorities allotment strategies. For more information please contact [NSALG Head Office](#).

Preparation and revision of model/constitutional rules

This is an important part of NSALG remit. Where necessary such rules can be registered by NSALG with Financial Services Authority (FSA) on behalf of the allotment association. For more information please contact [NSALG Head Office](#).

John Harrison Allotment Gardening web pages

March is the month when things really start to get busy, so I'll try to be brief this month. I'm told I tend to go on a bit!

The last couple of months have been pretty busy for us. First of all we had all the last minute checking and alterations on the new book - The Essential Allotment Guide. It's due in the shops on March 26th but I've copies coming in early and am able to offer it with £10.00 worth of free seeds. This isn't a public offer, it's just for selected members. Rather than me tell you all now, if you are interested the details are here: <http://www.allotment.org.uk/book/eag1.php>

We must be gluttons for punishment, Val and I are writing a recipe book together. The working title (these things get changed along the way) is Easy Jams, Preserves and Chutneys. Pretty obvious what that's about from the title!

The web site is getting busier, as I write we have over 6,000 members on the chat forum! So we're moving to a new server in the background before everything grinds to a halt like the motorway on Friday night. You shouldn't notice any difference except things being a bit smoother. Please keep your fingers crossed for me!

There's a threat on the horizon to our allotments in the shape of water charges. A sneaky little change in the regulations means the water suppliers (bring back the water board!) can increase charges to the point where we won't be able to afford to have a plot. Forum member Rich has got up a petition and we need to get behind it or we could find allotments priced out of our pockets. Please take a minute to read about it. <http://chat.allotment.org.uk/index.php?topic=29410.0>

I'm happy to say we've got Virginia Shirt writing some articles for the Poultry Pages. She's the author of The Right Way to Keep Chickens. Her first article for us on feeding chickens is available here: <http://www.allotment.org.uk/fc1.php>

Harrod Horticulture have agreed to extend their offer of 10% off the raised bed kits and they're offering 10% off netting products, the details and discount codes are on the offers page: <http://www.allotment.org.uk/greenhouse/Offers/>

I said we'd been busy, another little job we set for ourselves was to put our frugal cooking recipes online. Although we know many vegetable growers are into cooking and being a bit greener than most, we didn't think it quite fitted in on allotment growing so we're setting it up as a separate site. You can see how it's shaping up here: <http://frugal-cooking.co.uk/>

Although spring seems to have sprung, the weatherman is predicting some cold weather this week, so do watch out. If you've planted potatoes and they're showing, some fleece will protect the haulm from frost. With potatoes, earthing up also helps protect from frost as well as encouraging production. The traditional day for potato planting is Good Friday, 10th April this year, which is about right. There's more information on potatoes on the site here:

<http://www.allotment.org.uk/vegetable/potato/>

Thanks for reading

John John Harrison Allotment Growing <http://www.allotment.org.uk>

The Poultry Pages <http://www.poultry.allotment.org.uk>

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Land Share opportunities

National Trust Allotment gardens see their web site for details

Land-share trust see website www.landshare.net/

END.