

## Contact Details

Parks Business Unit  
Civic Centre  
Silver Street  
Enfield  
EN1 3XA

E-Mail: [parksbusinessunit@enfield.gov.uk](mailto:parksbusinessunit@enfield.gov.uk)  
<https://new.enfield.gov.uk/services/leisure-and-culture/allotments/allotment-tenant-enquiries/>

## Useful contacts

National Society of Allotment & Leisure Gardeners Ltd  
O'Dell House  
Hunters Road  
Corby  
Northants  
NN17 5JE  
Tel: 01536 266576  
[www.nsalg.org.uk](http://www.nsalg.org.uk)

The British Beekeepers Association  
National Agricultural Centre  
Stoneleigh Park, Warwickshire CV8 2LG  
Tel: 0871 811 2282  
[www.bbka.org.uk](http://www.bbka.org.uk)

The Royal Horticultural Society  
80 Vincent Square  
London  
SW1P 2PE  
Telephone 0845 260 5000  
[www.rhs.org.uk](http://www.rhs.org.uk)

# AN INTRODUCTION TO YOUR ALLOTMENT PLOT



**Parks Business Unit  
Regeneration & Environment**



## Your Allotment Plot and Site

(Please insert your details for easy reference).

Allotment Site .....

Plot Number .....

Plot Size.....Poles.....Sq m

### **Contact Information**

Site Secretary .....

Telephone Number .....

E-Mail Address .....

E-Mail parksbusinessunit@enfield.gov.uk

<https://new.enfield.gov.uk/services/leisure-and-culture/allotments/allotment-tenant-enquiries/>

## **Health and Safety on the Plot**

These guidelines are there for the safety of yourself and that of the other plot holders.

### **Paths and access roads**

The width of the paths between the allotment plots is 45cm 18". Please ensure these are kept clear of any obstructions, level and straight at all times. When leaving the allotment plot please take a moment to look round its perimeter to ensure you have left nothing that can present a trip hazard to yourself or other allotment users.

### **Glass**

Please refrain from using glass on your allotment plot. A more suitable substitute for glass is either plastic or polycarbonate. Any broken glass left around the plot can present a danger to yourself or other plot holders.

### **Vehicles on site**

When taking vehicles on to the allotment site the MAXIMUM speed limit is 5mph, please ensure that you keep within the limit. Please ensure you do not park on access routes, block entrance/exit gates and use dedicated parking areas.

### **Chemicals & Pesticides**

Using chemicals and pesticides on allotment plots should be avoided. If you choose to use them, you have a duty of care to store, use and dispose of chemicals and fertilizers properly. Pesticides should never be poured into another container and kept unlabeled. Pesticides should not be brought into the UK from other countries. They should be stored in a locked container away from children. Please read the labels on the product before use and never rinse out sprayers or containers in water tanks.

### **Asbestos**

Some concrete corrugated sheeting that has been used on allotments for a number of years may contain minute traces of asbestos. Corrugated roofing sheets should not be used and any found on site should be reported to the Parks Business Unit who will arrange for the safe removal / disposal.

## Giving up my Allotment Plot

I wish to terminate the tenancy of my allotment plot

Allotment Site .....

Plot No .....

Name .....

Address .....

.....

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

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## Reduction in Allotment Plot Size

If you are finding it difficult to cultivate your allotment plot you can apply to have your plot split in half.

I wish to apply for a reduction in size of my allotment plot

Allotment Site .....

Plot No .....

Name .....

Address .....

.....

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

Please return to:

Parks Business Unit, B Block North

Civic Centre, Silver Street, Enfield, EN1 3XA.

## The Allotment Plot

Welcome to one of Enfield's allotment sites.

An allotment is a place for enjoyment, learning how to grow and develop gardening skills, make friends and most importantly grow fresh produce.

In this booklet we aim to provide guidelines for you on the use of your allotment and we wish you many years of successful cultivation.

## Getting Started

You have just taken on your first allotment plot! Where do you begin?

Whether you have taken a 5 pole or a 10 pole plot the approach can be the same so don't let the size of the plot worry you.

If the previous tenant has recently left the plot and it is in a reasonable condition then the task is not too difficult. Firstly divide the plot into small areas that you feel comfortable in being able to manage in the time that you have available. Start by clearing any weeds then start to turn the soil over with a fork or spade. This loosens the soil and enables the air and moisture to penetrate the soil.

If the plot is overgrown then the task is still the same. Divide into small areas that you are comfortable with then begin to clear the area. If the plot is covered with bramble then you will need a strimmer or hedge clippers to cut them back. When you have cleared the weeds off your plot you can then begin to dig the area over ready for growing crops. The best time for digging the allotment plot over is during the winter months so the soil has time to break down with the frosts which make the soil easier to cultivate in the spring.

## Composting

There are many ways of composting. Several different styles of containers are available to you at your local garden centre or DIY store. Many allotment plot holders use old pallets which if constructed properly will provide a satisfactory container for many years. Within your Terms & Conditions it is stated that your compost area is no larger than 5 cubic meters. Select an area on the plot that you do not wish to use for crops, then build or buy your composter. When composting it is best to have 2 bins or heaps, one that is being filled and one that is rotting down. Most of the waste from the crops that you grow can be composted if not diseased (i.e. with potato blight, tomato blight).

Now to the compost! You can start to fill your compost area with many things, grass cuttings, vegetable waste, leaves, straw, manure, annual weeds, old flowers etc. Place the material in 15cm (6 inch) layers with a sprinkle of soil between layers keep the compost moist as this will help the composting process. As you continue to fill your compost heap keep it covered with a lid or heavy cover to keep in the heat that the compost generates. When your container / heap is full start on the next heap and leave the full area for 3-6 months for the material to rot down you can then use the rotted compost to dig in and improve your soil, you can also use the compost as a mulch to help suppress weeds .

## Water

Water should be used sparingly. Please consider other plot holders when watering your plot. You are not allowed to connect hose pipes to mains water supplies on allotment sites. If you have a shed or greenhouse, why not place a gutter along the side of the roof and save the water in a water butt, this will help to reduce the water use. When watering your crops this is best done in the evening when the water will soak into the soil, not during the day when it will just dry up before penetrating the soil.

Too much water will wash any fertilizer or goodness in the soil away making your plants look poor and pale this will then affect the crops.

## Concession Application Form

You are entitled to a concession if you qualify for any of the circumstances below. (Enfield Residents Only)

Concession	Tick	Proof required
Over 63 years of age		Birth Certificate, Passport
Registered disabled		Disability proof
Income support (Universal Credit)		Recent Documentation (last 3 months)
Employment and Support Allowance		Receipt of allowance
Job seekers allowance		Receipt of allowance
Student		Student I.D card

Please tick details above and enclose proof of required concession and remove this page and return to:  
Parks Business Unit, B Block North, Civic Centre, Silver Street, Enfield, EN1 3XA.

Allotment Site .....

Plot No .....

Name .....

Address .....

Signed .....

Date .....

## Specification for Greenhouse / Polytunnel

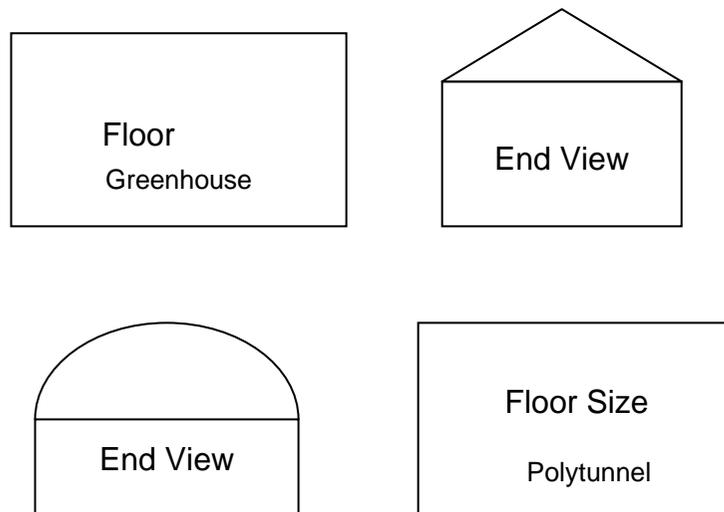
The maximum size allowed for a Greenhouse / Polytunnel is as follows:-

Size	Length	3.86 m	(12ft 8in)
	Width	2.60 m	(8ft 6in)
Maximum Height		2.30 m	(7ft 6in)

Construction

Glazing It is recommended you use Polycarbonate sheeting, horticultural grade P.V.C. or Corrugated plastic.

Structure Timber, Aluminium or Plastic tubing for polytunnel



Please indicate the size of your Greenhouse / Polytunnel on the diagram above.

Do's and don'ts to help you keep a good allotment plot and a happy allotment site.

## Do's

You should ensure you do the following;

- Use the allotment for growing vegetables, flowers, fruit and herbs.
- Display your allotment plot number clearly.
- Lock the site gates at all times.
- Keep paths clear at all times.
- Paths either side of the plot should be kept and maintained to a minimum width of 18 inches (450 mm).
- Pay your allotment rent within 28 days of receiving an invoice.
- Apply to the Council to erect a shed or greenhouse before commencing work to build.
- Children are welcome on allotment sites but should be supervised at all times.
- If you bring a dog onto the site ensure that it is kept on a lead at all times and ensure that any excrement removed.
- Inform the Parks Business Unit if you change your address or contact number.

### Fact

Two thirds of Enfield is Open Spaces and Green Belt Land

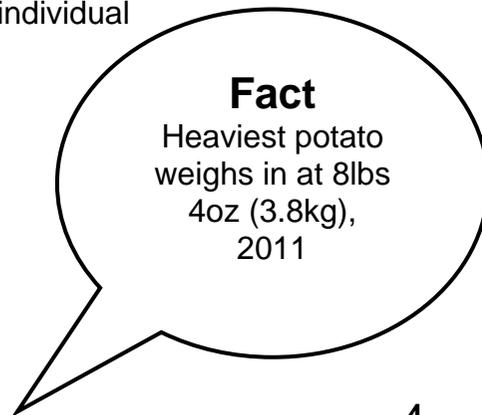
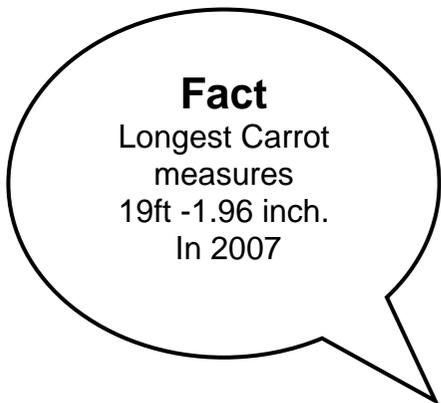
### Fact

Enfield Council provides 77 hectares of allotment land

# Don'ts **X**

You are not allowed to do any of the following:

- a) To use your allotment for any trade or business.
- b) To sub-let your allotment plot.
- c) To build a shed or greenhouse or fence without permission from the Parks Business Unit or without complying with the specifications laid out in the terms & conditions.
- d) To interfere with the water supply to the allotment site.
- e) To use a hose pipe or sprinkler to water crops.
- f) To dig up paths between allotment plots.
- g) To block paths between allotment plots.
- h) To light bonfires between April and September.
- i) To leave unattended or have smoky bonfires that may cause a nuisance to other allotment holders and surrounding properties.
- j) To use carpets on allotment plots.
- k) To bring firearms onto allotment sites.
- l) To cause a nuisance to other allotment plot holders or surrounding householders by using bad language, playing loud music, racist language, harassment, getting drunk or any anti-social behaviour.
- m) To have barbecues, ovens, gas cylinders, cookers and open fires.
- n) To keep livestock without permission from the Parks Business Unit.
- o) To Sublet your plot to another individual



# Greenhouse / Polytunnel Application Form

Written permission is required for the erection and sitting of a Greenhouse, Polytunnel Clause 20 (a-d) of the Terms & Conditions.

Failure to comply with the requirements will result in you being requested to remove the structure or comply with the requirements.

Details of specification can be found over page.

Please complete details below, remove this page and return to:

Parks Business Unit, B Block North, Civic Centre, Silver Street, Enfield, EN1 3XA.

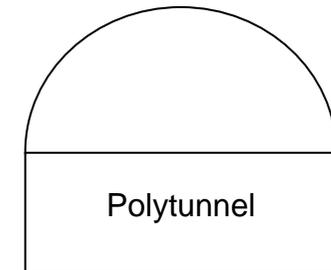
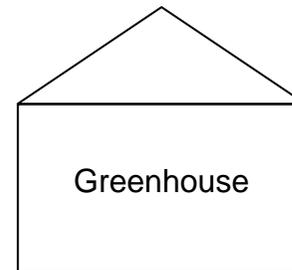
Allotment Site .....

Plot No .....

Name .....

Address .....

.....



**Please indicate structure dimensions overleaf**

FOR OFFICE USE ONLY	
M3 Ref	WK
Target Date	

## Specification for standard Shed

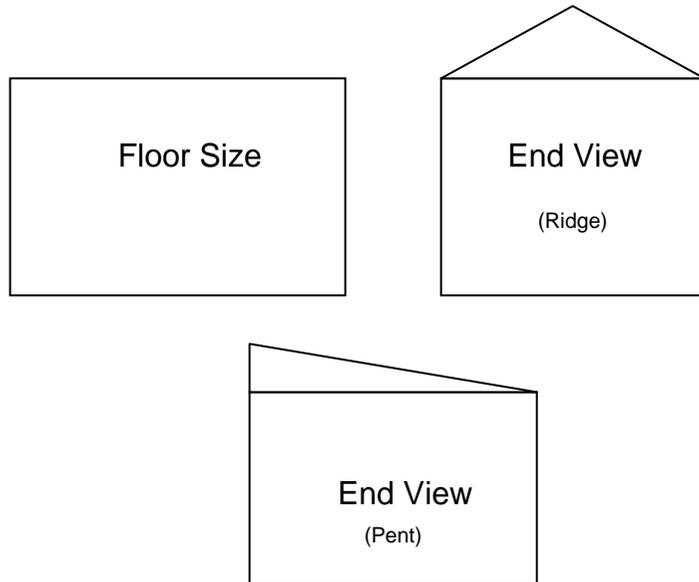
The maximum size allowed for a Shed is as follows:-

Size	Length	2.74m	(9ft)
	Width	2.13m	(7ft)
Maximum Height		2.00m	(6ft 7in)

### Construction

It is recommended that you use a commercially-produced sectional building. Alternatively, any proposed structure must comply with a similar standard and must be maintained in a good state of repair.

Metal	Approved manufactured design
Timber	Approved manufactured design or self constructed with clean timber.
Roof	Timber (felt covered) or corrugated plastic.
Finish	Treated with a suitable wood preservative.



Please indicate the size of your shed on the diagrams above.

## Allotment Plot Size

The size of your allotment plot is often referred to in **Poles**. This measurement was first used in the 1600s and refers to a length of 16.5ft or 5.02m.

The average size of most allotment plots in Enfield is 10 pole or 250 sq m or 5 pole 125 sq m; this includes half the width of the adjacent paths.

## Allotments and the Law

There are a number of Acts that relate to allotment provision and places various obligations on Local Authorities in the provision of Allotments.

- The Smallholdings and Allotments Act 1908
- The Allotments Act 1992
- The Allotments Act 1925
- The Allotments Act 1950

As an allotment holder many of you may feel that the Tenancy Agreement and the Terms and Conditions are lengthy, but many of these originate from the various Allotment Acts. They are there for your protection and to enable the smooth running of an Allotment Site.

### Fact

Recent studies have shown one half hour session on your plot every week can significantly reduce stress levels!

### Fact

Heaviest pumpkin Weighs 2,323lb (1,054 kg). 2014

# The Allotment Agreement

## Tenancy Agreement

This agreement is between the Council (means Enfield Council) and tenant (tenant means you). When this agreement is signed you are agreeing to take on a yearly tenancy to cultivate your plot. You agree to abide by the conditions in the Agreement and the Terms and Conditions.

## Terms and Conditions

These are conditions that you are required to abide by as a tenant during your tenancy. You will have received a copy of the Terms and Conditions when you commenced your allotment tenancy. They are required for the smooth running of the allotment sites and compliance with the various Allotment Acts.

## Statutory Notices

There are certain circumstances within the Allotments Act that requires the Council to give notice to tenants. This can be for changes in the rent or to terminate your tenancy agreement.

This will be served in one of the following ways:

- ◆ By writing to you at the address held with the Parks Business Unit.
- ◆ By placing a notice in a prominent place on the Allotment Site.

## Right of Access

Officers of the council and others employed by the council have the right to enter, inspect and carry out any work on the allotment without notice.

## Deposits

On commencement of your tenancy you will receive an invoice for a plot deposit and key deposit (if applicable). When written notice has been received that you intend to vacate the plot, your

# Shed Application Form

Written permission is required for the erection and sitting of a shed Clause 20 (a-d) of the Terms & Conditions.

Failure to comply with the requirements will result in you being requested to remove the structure or comply with the requirements.

Details of specification can be found over page.

Please complete details below, remove this page and return to:

Parks Business Unit, B Block North, Civic Centre, Silver Street, Enfield, EN1 3XA.

Allotment Site .....

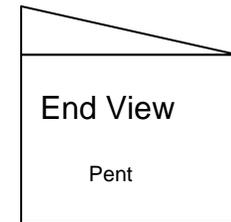
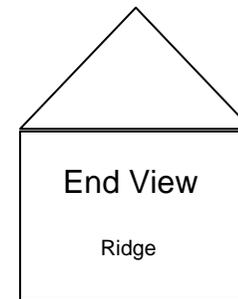
Plot No .....

Name .....

Address .....

.....

Styles allowed.  
Ridge or Pent.



**Please indicate structure dimensions overleaf**

FOR OFFICE USE ONLY	
M3 Ref	WK
Target Date	

## Sheds and Polytunnels

What do you need to do if you want to build a shed, greenhouse or polytunnel.

Before you do anything you must apply to the Parks Business Unit if you would like to build a structure on your allotment plot. If you do not have permission to build then it may result in you having to remove the structure.

An application form is enclosed in this booklet.

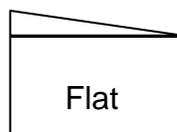
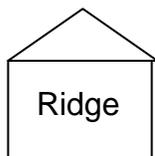
What are you allowed to build?

### Shed

Timber Construction.

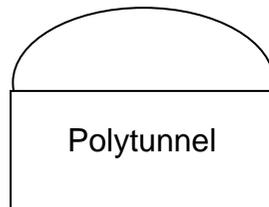
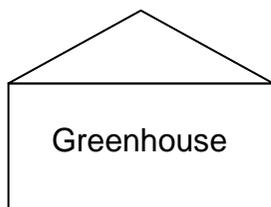
Size	Length	2.74 m (9ft)
	Width	2.13 m (7ft)
	Height to Ridge	2.00 m (6ft 7in)
	Height to Eaves	1.67 (5ft 6in)

Style Ridge (Apex) or Flat (Pent)



### Greenhouse / Polytunnel

Size	Length	3.86 m (12ft 8in)
	Width	2.60 m (8ft 6in)
	Height to Ridge	2.30 m (7ft 6in)
	Height to Eaves	1.67m (5ft 6in)



deposit can be refunded, subject to the Allotment Plot being inspected and vacated in a satisfactory condition and a request is made in writing along with the return of the key

### **Rents**

You, the tenant (plot holder), are a tenant of the Council and by signing the agreement; you agree to pay the yearly rent in advance at the current rate set by the Council. Your rent is due for payment every 1<sup>st</sup> April. The Parks Business Unit will issue an invoice for payment within 28 days. This will be sent to the current address shown on our records. The total amount payable is based upon the size of your allotment plot.

### **Water Charge**

When paying your yearly rent you are also charged a contribution towards the cost of the water. As with the rent the total amount payable is based upon the size of your allotment plot.

### **Concessionary Rents**

An allotment rent reduction on the first 10 poles for a maximum of one allotment plot (Enfield residents only) is available under the following circumstances:

- ◆ Over 63 years of age.
- ◆ Income support.(Universal Credit)
- ◆ Employment And Support Allowance
- ◆ Job seekers allowance.
- ◆ Registered disabled.
- ◆ Student.

Current valid documentation (within the last 3 months) is required to support the claim.

### **Subletting or Plot sharing**

Your allotment plot can only be held in the name of one person at a time. You as the tenant are responsible for the cultivation and maintenance of the plot even if you choose to share the use with a friend. This will not entitle them to take over your plot if you cancel your tenancy

When you decide to vacate your allotment plot you can not pass it onto a friend or any other person directly. You should inform the Parks Business Unit that you intend to give up the tenancy of the allotment plot. Should there be a waiting list for the site, then the allotment plot will be offered to the next person on the waiting list.

### **Change in Circumstances**

It is your responsibility to notify the Parks Business Unit should your personal circumstances change. For example: change of address, change of contact number, you reach the age of 63; you receive income support or your entitlement to concession changes. You will need to provide proof of eligibility for any concessionary rates.

### **Reduction in Allotment Plot Size**

If you are cultivating an allotment plot of between 8 pole and 10 pole in size and you are finding it difficult to maintain cultivation of the full plot then you can apply to have your allotment plot split in half. Simply complete the form at the back of the booklet or contact the Parks Business Unit who will arrange for the plot to be divided and make the necessary changes.

### **Giving up the Allotment Plot**

Should you decide you wish to give up the allotment plot, please inform the Parks Business Unit in writing (an application form is included in this booklet). This will then end your tenancy. Please ensure that your plot is fully re-instated before vacating (e.g. removal of all structures & fences). Please return your gate key to the Parks Business Unit, once received your key deposit will be returned.

### **Site Secretary**

The Site Secretary is an allotment plot holder from the site who has volunteered to represent the site and let the allotment plots on behalf of the Council. The role of the Site Secretary is to maintain the smooth running of the site, keep an up-to-date waiting list, show prospective new tenants available allotment plots, assist with the completion of application forms, deal with any minor problems and inform the Council of any other problems on the site.

### **A Warning / Termination Letter - what is it?**

A Warning Letter will be sent to you if you are found to be in breach of the Terms & Conditions. A warning letter can be issued to you for a number of reasons:-

- ◆ Non cultivation of the allotment plot
- ◆ Unauthorised/oversized structures (sheds/greenhouses) & fences
- ◆ Anti – social behaviour
- ◆ Obstruction of pathways
- ◆ Misuse of water
- ◆ Use of carpets on plots
- ◆ Use of gas cylinders, BBQs, ovens/cookers and open fires
- ◆ Subletting your plot to another individual

This notice will be issued by a Council Officer and will give you 28 days to comply with the notice request. If you wish to discuss the reason for the letter, you should contact the Parks Business Unit immediately after you have received the warning letter so your circumstances can be considered.

If you have not rectified the breach stated in the warning letter after 28 days the Council may take measures to terminate your tenancy. You will have seven days from the date of the termination letter to clear and re-instate your plot and return the key.

