

March Town Council Allotment Handbook



March Town Council



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So, you want to have an allotment!

We hope you find working your allotment enjoyable and that you come to love growing your own flowers, fruit and vegetables. Allotments and community gardens are valuable green spaces and community assets that can help improve people's quality of life by promoting healthy food, exercise and community interaction. Allotments are great places for people of all ages to grow fruit and vegetables, keep fit, socialise with other people and enhance local biodiversity.

These tenancy rules apply to all March Town Council tenants on all sites and are there for the benefit of all allotment tenants and the local community. This handbook explains what you can and cannot do on your plot. It also explains how the allotment sites are managed and who to contact if you have any problems. Please read the handbook and keep it for future reference.

Please note: By signing the Tenancy Agreement you are stating that you have read, understand, and agree to be bound by, these rules.

Tips for new tenants

-  Good gardens don't just happen – allotments need work. Enjoy your plot and grow what you, and your family enjoy eating.
-  Find out what your crops require with regard to growing conditions. Ask your neighbours - as a rule, our allotment tenants are friendly and helpful, so ask someone who seems to have a good plot or, is growing things you wish to grow, but bear in mind that no two plots are necessarily the same.
-  Please let us know if you are struggling to maintain your plot. We would rather give you a smaller plot than have to terminate your tenancy due to breach of the rules of maintenance. If you allow your plot to become a chore, then you can almost guarantee to fail.
-  Stay safe on the allotment and look out for yourself and your fellow tenants.

Your most important responsibility as a tenant is to look after and maintain your plot. This means you must keep your plot cultivated and free from weeds. In this case cultivation means the growing of fruit, vegetables or flowers for personal use. You must also keep the plot safe and tidy by removing rubbish that is not compostable. Overgrown, weedy plots are a nuisance to neighbouring plots and local residents. They are also more likely to attract vermin, vandalism or anti-social behaviour to the site.

Please note that March Town Council tries to keep rents to a reasonable level so that allotment gardening is accessible to all, and the terms and conditions are designed to help us keep the rent as low as possible.

Provision of allotments

As a Parish Council, March Town Council is an allotment authority. All allotment authorities have power to provide allotments, and a duty to do so if there is a sufficient demand.

Modern allotments are generally regulated under the Allotments Acts 1908–50. These Acts contain two definitions of “allotment”, which encompass most allotments owned or managed by local councils. These definitions are:

- (a) an allotment garden: “an allotment not exceeding 40 poles [approx. 1010m²] in extent which is wholly or mainly cultivated by the occupier in the production of vegetable or fruit crops for consumption by himself or his family” (section 22(1), Allotments Act 1922);
- (b) an allotment: “an allotment garden as defined in the 1922 Act, or any parcel of land, whether attached to a cottage or not, of not more than two acres in extent, held by a tenant under a landlord and cultivated as a garden or farm, or partly as a garden and partly as a farm” (section 1, Allotments Act 1925).

The March Town Council allotment year runs from April to March each year, and your rents are due to be paid in advance every April for which you will receive an invoice.

It is essential that every Tenant has a written Tenancy Agreement. The Tenant keeps a copy and March Town Council keeps a copy.

Your Tenancy Agreement is a legal contract between you (the Tenant) and March Town Council (the Landlord). When you sign your agreement, you are agreeing to rent a plot, to look after it, and to abide by the conditions and rules explained in this handbook and your Tenancy Agreement. The ownership of the plot stays with the Council. If you break the rules in this handbook, your tenancy may be terminated or may not be renewed at the end of the year. You will be given notice so that you can clear your plot of any personal belongings, make the site good and avoid any additional costs.

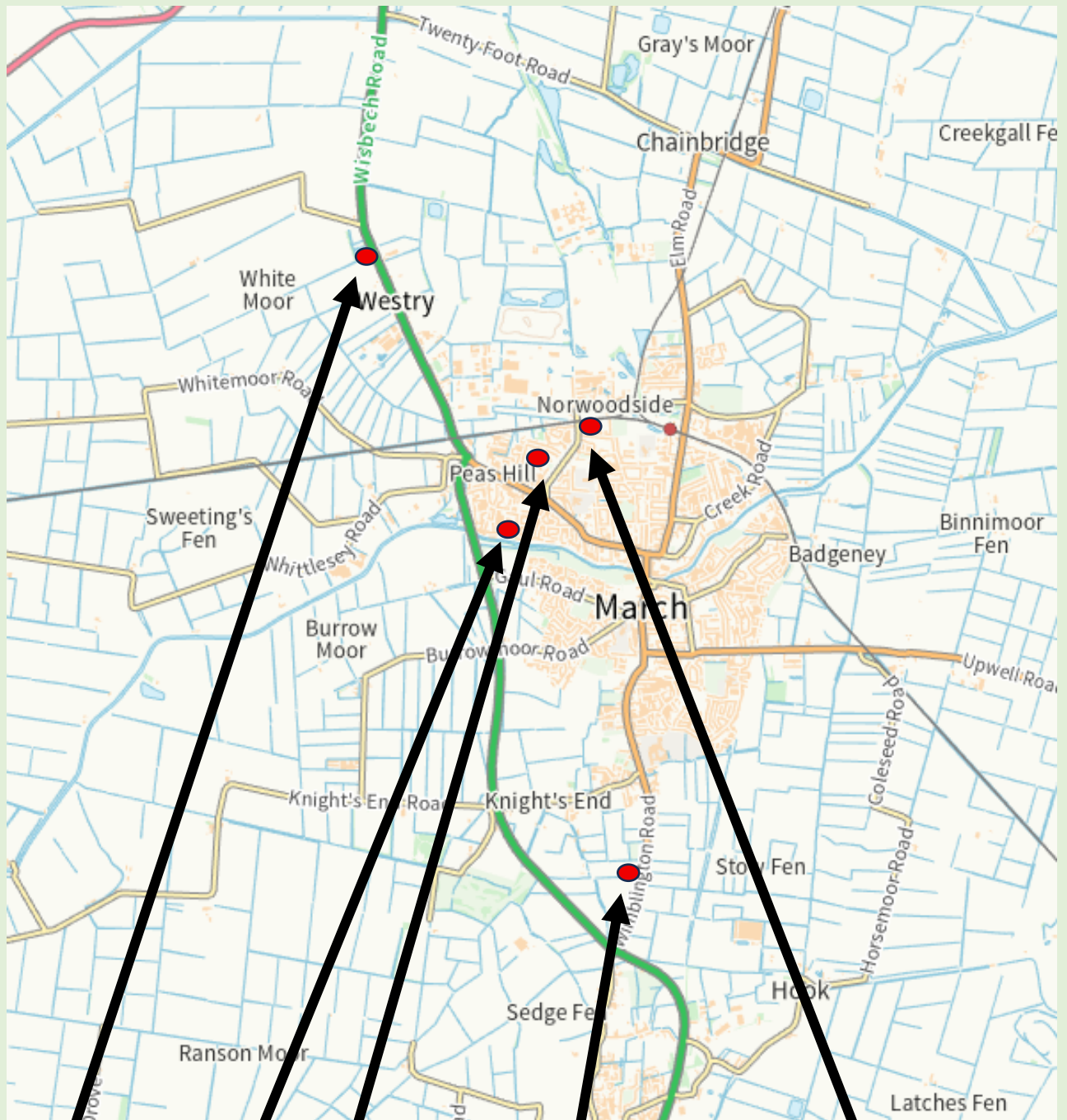
Your obligations as a tenant

Your basic obligations as a tenant are to pay the rent, to cultivate the land, and to keep the land tidy. You are permitted to cultivate the land only to produce fruit and vegetables for personal consumption, i.e. for non-commercial purposes.

Tenants must observe all relevant legislation or Codes of Practice relating to activity they carry out on the plot.

A plot holder may have more than one allotment (subject to availability) as long as they are keeping all their plots in good condition. However, an individual plot holder may be restricted to no more than 40 poles/1010 m² of allotment land in total as defined under the Allotments Acts. Tenants may only be offered further plots if there are no other people on the waiting list.

March Town Council allotment sites



1. Grandford
2. West End (Yardy)
3. Russell Avenue/Peyton Avenue
4. Robingoodfellows Lane
5. Wimblington Road

March Town Council allotment sites

1. Grandford



The sizes of March Town Council allotment plots vary and the rent depends on the size of the plot.

2. West End (Yardy)



- Yardy tends to have small plots.
- It is not accessible by vehicles.

3. Russell Avenue/Peyton Avenue



- Russell Avenue is a small site.
- There is no vehicular access to the site.

4. Robingoodfellows Lane



- Robingoodfellows Lane has a variety of plot sizes.
- It also has water on site for which there is an extra charge annually.
- There is vehicular access to the site.

5. Wimblington Road



- Wimblington Road tends to have larger plots.
- There is vehicular access to the site.

March Town Council rules of allotment tenancies

- The terms and conditions for an allotment tenancy between March Town Council and allotment holders (Tenants) are set out in this booklet.
- Please read and retain for future reference. A copy may be found on the March Town Council website: www.marchtowncouncil.gov.uk/what-we-do/allotments
- These terms and conditions are made under Section 28 of the Small Holdings and Allotments Act 1908 and subsequent acts and apply to all plots from the date when the new Tenancy Agreements are signed.
- Tenants must be aged 18 years or more.
- March Town Council allotments are only for the use of residents within March Parish (i.e. you pay a precept to March Town Council in your Council Tax).
- All Tenants must complete and sign a Tenancy Agreement. This is a legally binding agreement.
- March Town Council will offer applicants vacant plots on a first-come, first-served basis preventing any undue preferences. Gender, race, cultural background, sexual orientation, religion or health is not a barrier to anyone renting an allotment.
- March Town Council maintains a database for all allotment plots under its administration and complies with Data Protection and the use of personal information – see policies www.marchtowncouncil.gov.uk/about-the-council/personal-information
- These Allotment Rules will be reviewed periodically, and any amendments will be binding and effective immediately. March Town Council will advise tenants in writing of any changes.
- Tenants must comply with all directions given by any Officer of March Town Council with regard to the content of these rules and the Tenancy Agreement.
- Any breach of the rules within the Tenancy Agreement will result in a warning notice and may lead to termination of the tenancy and the plot re-let in accordance with the Allotments Acts 1908 to 1950.
- Tenants agree to indemnify the Council from and against all actions, proceedings, costs, claims, and demands arising from the occupation and use of the allotments and tenants are advised to take out personal insurance. This can be done through the National Allotment Society (details at the end of this handbook).

YOUR USE OF YOUR PLOT

Cultivation

Your allotment plot(s) shall be:

- At least 25% cultivated within the first 3 months of commencing the tenancy
- More than 75% (not including temporary structures) within 12 months
- Beyond the first 12 months of commencing the tenancy at least 90% (not including temporary structures) of the area to be in production.



You can grow vegetables, fruits, herbs, and flowers for cutting. This includes soft fruit canes and bushes. If you want to plant deep-rooted bushes or fruit trees, you **MUST** get written permission from the Town Council first. Your allotment plot is **NOT** an ornamental garden.

Small patches of wildflowers, to attract pollinating insects and bees, are allowed. These must be properly maintained, so that they cannot become a nuisance to yourself or other tenants, with excessive growth and seeds/root growth.

You **MUST NOT** plant any trees or shrubs so as to overhang or interfere with any other allotments, paths, roadway, or boundary on the allotment site. No planting will be permitted that causes nuisance to neighbouring plots or local residents.

It is your responsibility to ensure that any trees/shrubs/hedging on or adjacent to your plot are pruned and maintained. You may be required to remove anything deemed unsuitable.

You **MUST NOT** cut down any existing trees on the allotment site without written consent from March Town Council.

NO commercial use is allowed on allotments i.e. you **MUST** use it wholly or mainly for the production of vegetables, fruit, or flowers, for you or your family.

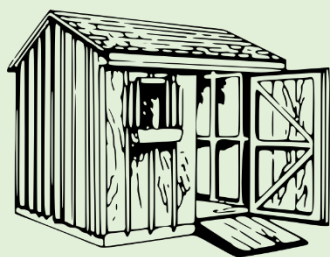
You **MUST NOT** carry on a trade or business from your allotment, but you can sell/swap small amounts of surplus produce if you wish, or contribute to one or two community events a year.

Keeping of livestock

NO livestock are allowed to be kept on allotments without written permission from March Town Council: this includes hens, rabbits, and bees.

Permission is at the discretion of March Town Council and will only be given if conditions are acceptable and there are no risks of nuisance to the local community.

Sheds, greenhouses, polytunnels and other structures



PERMISSION MUST BE SOUGHT from March Town Council and written consent obtained before erecting any major structure such as a shed, polytunnel, greenhouse, composting structure, or fruit frame, or using any leisure structures including any children's swings, climbing frames, slides, paddling pools or similar. You **MUST NOT** use concrete bases.

Only glass substitutes such as polycarbonate, Perspex, or other alternatives may be used in any new permitted structures. Glass **MUST NOT** be used on the site unless an existing glass greenhouse is on your plot. Any broken glass **MUST** be removed from the site immediately.

Any structures must be safe and are erected at your own risk. You are responsible to ensure any structure is kept in good order and shall be responsible for the removal of anything in a poor or dangerous condition. This includes any structure that was already situated on your plot when your tenancy began. If you decide that you no longer require an existing structure you are responsible for dismantling and disposing of it responsibly. All waste created must be removed completely from the site.

Please bear in mind that the plot should not be overcrowded with structures. If structures are erected without permission, March Town Council may insist that they are removed and can recharge the cost of the removal if this is not carried out.

The recommended maximum sizes of buildings are as follows:

Shed 12 sq meters, Greenhouse 15 sq meters, Poly tunnel 30 sq meters.

March Town Council encourages the use of recycled materials for gardening purposes. However, structures **MUST** be made with materials which are in keeping with the horticultural nature of an allotment site. Examples of inappropriate materials would be concrete blocks, bricks, metal sheeting, industrial/commercial fencing panels or any similar materials (this is not an exhaustive list).

You **MUST NOT** use barbed wire or other fencing material that may cause injury, or erect a fence across any path.

Please do not bring anything on to the site unless you have a specific use for it and the project will be completed within a short timeframe. Piles of recycling materials will not be allowed. You **MUST NOT** store building materials, including shingle/gravel or slate, or other bulky items on site.

Any material that is not compostable or reusable **MUST** be removed from the site by the tenant. You **MUST NOT** fly-tip or dump rubbish or waste on your plot or any other part of the allotment site. If a tenant is found to be dumping/depositing anything within the allotment site their tenancy will be terminated with immediate effect.

You **MUST NOT** bring tyres or asbestos on to any site.

Water

Tenants are encouraged to collect rainwater in water butts /containers with secure lids.

Any water butts / containers **MUST NOT** be a hazard to any person.

You **MUST NOT** construct a pond, or bury a tank or bath below the ground level.



There is a water supply on the site at Robingoodfellows Lane for which an annual water charge is added to the rent.

Tenants are expected to use water sparingly and responsibly in the interest of all tenants on the site.

Water is to be used for the production of allotment crops only.

March Town Council reserves the right to recover the cost of any repairs made necessary by tenant damage.

Composting

Composting is a cheap and easy way of providing your plot with an environmentally friendly garden conditioner. The addition of compost to your soil will improve its structure and increase the level of biological activity both of which are vital for plant growth.

YOU CAN COMPOST: Fruit and vegetable peelings, grass cuttings, autumn leaves and annual weeds, tea bags/leaves and coffee grounds, soft pruning's and clippings, finely cut hedge clipping, hair and pet fur and pure wool.

YOU MUST NOT COMPOST: Fat or bones, coal and ash, products soiled with oil, paper, metal, glass or plastic, nappies, meat, cooked food, bread, cat/dog litter, sauce covered foods and woody material.

You must make your own arrangements to dispose of your rubbish. Green waste can be made into compost, but any other waste must be removed from the site by you. You **MUST NOT** fly-tip or dump unwanted materials on your plot or any other part of the allotment site.

Commercial quantities of organic manure may be brought onto the site, provided it is stored and used appropriately and not a nuisance to other tenants. Several tenants may choose to bulk buy. If taking delivery of manure, please ensure that someone is on site to oversee the delivery and ensure that vehicles do not drive on neighbouring plots as this can cause damage to the plot and soil compaction.

Please remember that humans are at risk of infection from handling animal manure (e-coli bacteria is especially prevalent in fresh manure) and always wear gloves when handling any type of manure.

Vermin (Rats)

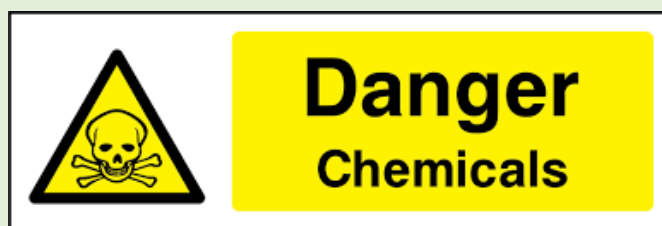
Please be careful to avoid any practices which might encourage rats and mice. Vermin infestation is a very serious threat to health, due to the numerous diseases which rats carry.

Open composters are fine for grass cuttings, leaves and weeds but not for kitchen vegetable waste which should be put into a covered compost bin. Overgrown plots and piles of rubbish will also attract rats, so it is important to keep your plot tidy. You should control any rodent activity you find on your plot without the use of poison.

Neither March Town Council nor Fenland District Council provide a pest control service. You are responsible for keeping your land and buildings free from vermin. If your property has an infestation, please contact a pest control expert. Local pest control services can be found through the [National Pest Technicians Association](#) or [British Pest Control Association](#).

If any infestation can be deemed to have been caused by a tenant's mismanagement of their plot, under the Tenancy Agreement, March Town Council is entitled to charge you for any pest control costs deemed necessary.

Use and storage of chemicals



You **MUST NOT** store or use on the allotment any dangerous, harmful, polluting or contaminating substances.

March Town Council encourages eco-friendly, chemical free cultivation (see Biodiversity Policy www.marchtowncouncil.gov.uk/wp-content/uploads/BIODIVERSITY-POLICY-2024) but if you must use fertilisers, insecticides or chemicals (including weed killer) you **MUST NOT** affect any adjoining plots, hedges, trees etc. and you **MUST** take proper precautions when using sprays or fertilisers to minimise any adverse effects on the environment and you **MUST** comply at all times with the current regulations.

Advice received by National Allotment Society (NAS) from the Health and Safety Executive (HSE) is as follows:

- Professional chemicals should not be used on allotment sites
- If issues were to arise from the use of professional chemicals on an allotment site then the HSE would initiate prosecution proceedings
- The HSE recommends that only retail products intended for use in gardens should be used on allotment sites.

Plant Protection Products (Sustainable Use) Regulations 2012

March Town Council will take action against any tenant who is found to use banned or uncertified chemicals on any allotment site.

Remember that chemicals may be flammable, and please do not store petrol or other fuels on site as these are a fire risk.

Fires and rubbish disposal

You **MUST NOT** light bonfires on the allotments or have any other naked flame on site (such as BBQs).

Under certain circumstances an incinerator bin will be allowed, however, it is only to remain lit whilst the tenant is on-site, must be supervised by a suitable adult, and is subject to Fenland District Council by-laws (<https://www.fenland.gov.uk/environment>) and should cause no nuisance to other allotment holders or local residents.

Apparatus used for personal refreshment (such as a small gas stove) may be used if supervised by a suitable adult and only lit whilst the tenant is on site.

Margins and paths

You **MUST** maintain the margin around your allotment and, at all times, keep free from obstruction a minimum of 23 centimetres (9 inches) on all sides of your plot. Neighbouring plot holders will have a shared responsibility for keeping any path between their plots clear and well maintained.

All pathways on or adjacent to your plot must be kept clean and tidy and may be grassed, or covered with bark or wood chippings only. Hardcore, gravel, concrete, rubber or other non-organic materials **ARE NOT** permitted.

You **MUST** keep any hedges that form any part of the boundary of your plot properly cut and trimmed. Birds and their nests are protected by the Wildlife & Countryside Act 1981 and it is an offence to: “damage or destroy the nest of any wild bird while it's in use or being built, destroy or remove any egg of any wild bird, or remove, kill or injure any wild bird or their young”. So, please just keep an eye out for any birds’ nests and avoid disturbance if you can. The ban on cutting hedges between March and August does apply to allotments but only if there is a hedge of specific size, which does not appear to be the case in any March Town Council allotment sites.

You **MUST** keep any ditches that form any part of the boundary of your plot properly cleaned and maintained.

You **MUST NOT** use carpet, carpet-tiles, or underlay for weed control. The temporary use of polythene membrane to keep the weeds down is permitted as are biodegradable mulches such as bark.

Family and friends

Plots **CANNOT** be sublet nor can you “hand on” your plot to a friend or family member. You may have a private arrangement to share your plot with any helper(s) but all tenancies are for the named Tenant(s) only. You **MUST NOT** underlet, assign, or part with, possession of the allotment or any part of it. Any sharing or joint use of the Tenancy Agreement **MUST** be agreed by March Town Council.

You are welcome to ask friends or family members to assist you with working your plot at any time. However, the tenancy remains with the person(s) named on the Tenancy Agreement and the Tenant will remain responsible for the behaviour of anyone helping in this way and they must not break any of the terms and conditions of the Tenancy. Please ensure they understand the rules and are mindful of other tenants’ quiet enjoyment of the site.

Children are very welcome but must be properly supervised by an adult at all times not least because allotments include significant hazards.

Dogs are allowed on the allotment sites, but they must be kept on a short lead and strictly on your own plot. Please ensure you clear up any dog fouling which must be disposed of off-site.

You should not go onto anyone else's plot unless you are invited by the plot holder or there is an emergency such as a fire or accident.

Tenants **MUST NOT** cause damage to other tenants' property or crops, nor the infrastructure of the site (plots, roadways, paths, fences, gates etc).

March Town Council shall have the right to refuse admittance to any person other than the Tenant or a member of their family to the allotment site unless accompanied by the Tenant or a member of their family.

Vehicles

Vehicular access is only available at Robingoodfellows Lane and Wimblington Road. You may drive your vehicle on to the site when suitable and park in the areas allowed.

- Stick to the tracks, and park in designated parking spaces.
- Drive slowly, bearing in mind that there may be children and/or people with limited mobility on site.
- Do not use vacant plots for turning or parking as this compacts the soil.

March Town Council takes no responsibility for any damage caused to your vehicle whilst on the site.

You **MUST** make a written request to March Town Council and obtain written consent to store any agricultural vehicles on allotment sites.

No vehicle, trailer, caravan or similar equipment is to be left on the site overnight.

You are advised not to store anything of great value to you onsite. March Town Council holds no liability for the loss or damage of items brought on to the site.

NO!



The removal or selling of any soil, mineral, sand or clay from your plot is **PROHIBITED**.

Your plot may **NOT** be used for the storage of non-allotment goods (including any crops not grown on the plot).

Your plot may **NOT** be used for the storage of non-agricultural vehicles.

YOU MUST NOT bring tyres or asbestos on to any site.

You **MUST NOT** use the allotment for any illegal, immoral or improper purposes, entertainment, or residential use.

Inspections

The allotments are regularly inspected by March Town Council to ensure that all allotments are being maintained and all tenants are complying with the terms of the Tenancy Agreement.

It is important that no activity on your plot affects the enjoyment and cultivation of other plots, this includes the spread of weeds. It is unfair on other tenants to allow any plots to become overgrown or misused.

Councillors, officers, and others authorised by March Town Council, and emergency services, have the right to enter the allotment site to inspect and/or carry out work with or without notice.

If you have a problem in maintaining your plot because of illness or any other reason, you still have the responsibility to make sure that it is kept cultivated. If you are struggling with maintenance, please contact March Town Council office as soon as possible. We understand that life can be difficult sometimes and we can discuss possible options to avoid you losing your allotment. If the plot cannot be maintained to an agreed standard the Tenancy will be terminated.

If you wish to move to a new plot, in certain circumstances this can be arranged without being part of the waiting list. Please contact March Town Council offices to discuss.

If you are not intending to work part of your plot for a year (allow it to go fallow), you must still ensure this area is kept under control and in a maintained state. You must keep your plot free from weeds. You **MUST NOT** use carpet, carpet-tiles, or underlay for weed control. The temporary use of polythene membrane to keep the weeds down is permitted as are biodegradable mulches such as bark.

If you find that for any reason you are temporarily unable to tend to your plot, you must make us aware of this as soon as possible to avoid enforcement action.

Following our inspections, March Town Council will notify any tenants who may be breaching any rules of the action which is expected by them to bring the plot to an acceptable condition, and by when. If the tenant does not comply with March Town Council's requirements there may be a further warning and notice to quit may be given. Please talk to us as soon as possible if you are having problems. March Town Council does not want to serve notice to quit to any tenant and we will always try to negotiate to resolve any problems before taking this drastic step.

Theft and vandalism

Any incidence of theft, damage or vandalism needs to be reported to the police by calling 101 or online www.cambs.police.uk/ro/report/ocr/af/how-to-report-a-crime and getting it logged. Also, please let March Town Council know this has happened. We cannot log incidents with the police on your behalf.

Paying for your plot



If you follow the rules and keep your plot in a maintained condition, you can expect to have your tenancy renewed each year without a fixed termination date.

NB: Please wait for the annual invoice and **do not arrange for payment in advance.**

Invoices for any water/drainage rates are also due to be paid annually where applicable and will be sent with rent demands.

March Town Council does not accept cash or cheque payments and asks for payment to be made via bank transfer (details will be on the invoice).

Please contact March Town Council if you have any difficulty making payment. In the event of the Tenant being more than 40 days in arrears with the rent, March Town Council may terminate the Tenancy.

The amounts payable are subject to regular review at the discretion of March Town Council in accordance with Section 10 of the Allotment Act 1950. You will be informed in advance of any changes and have the right to end your tenancy before renewal.

If you change your address or contact details, it is your responsibility to tell us so that we can keep in touch. Failure to keep these updated may result in your Tenancy not being renewed.

If you take on an allotment between October and March there will be a reduced rent to pay for the current year.

We do not offer refunds if your Tenancy Agreement is terminated due to a breach in the rules or you choose to leave your plot before the end of the tenancy year.

Under the Tenancy Agreement, March Town Council is entitled to charge you for any clearance costs if you leave your plot in a poor condition at the end of your tenancy.

Ending the Tenancy

Your tenancy of an allotment garden can be terminated by:

- March Town Council (as the Landlord) giving you (as the Tenant) a notice to quit of at least 12 months expiring on or before 6 April or on or after 29 September in any year.
- You (as the Tenant) giving March Town Council (as the Landlord) notice in writing to the Town Clerk at any time.
- Non-payment of rent (it is in arrears for at least 40 days).
- Breach of the rules relating to the allotment tenancy.
- You move to live outside the parish of March.

If **YOU** decide to give up your plot, please notify March Town Council in writing as soon as possible.

You must then vacate the plot, removing all your belongings within the time agreed. It is the tenant's responsibility to clear the plot when giving up the tenancy, leaving the land ready for the next tenant. Any property left will be transferred to March Town Council to pass on to the new tenant or dispose of. If the plot is left in an untidy state, which means it needs to be cleared, you may be charged for the costs of this work; including removal of rubbish and dismantling of unsafe structures.

No rental refund will be issued.

If you later wish to take on a tenancy again, this will be treated as a new application. If there is a waiting list you will be added to the bottom of this.

If you already have a plot, you may be able to terminate your Tenancy and move to a new plot in certain circumstances without being part of the waiting list. Please contact March Town Council offices to discuss.

The Tenancy of an allotment shall terminate on the death of the Tenant. If a plot falls vacant because of a Tenant's death, it can only be passed to a partner if previously named on the Tenancy Agreement. On the death of the second Tenant, the tenancy ceases.

An allotment **CANNOT** be passed on to family, any vacancy can only be re-allocated by March Town Council.

Any termination on your part is with the understanding that March Town Council will not accept claims for compensation for crops.

If terminated by twelve months' notice, March Town Council will not accept claims for compensation for crops that last for more than one season (strawberries, raspberries, rhubarb, asparagus etc).

Insurance

Plot holders have a duty of care to make sure their plot is safe for any people accessing the allotment site (e.g. other tenants, visitors, council contractors or staff carrying out inspections). With this in mind you may wish to take out your own Public Liability Insurance. This can be done through the National Allotment Society.

Useful information

The National Allotment Society offers help and information about allotment gardening and associated issues. By becoming a member, you can enjoy the following benefits:

- Allotmenters Liability Insurance
- Initial legal advice
- Supportive regional network
- Discounted Allotment Association insurance
- Quarterly magazine
- Discounted quality seeds
- Gardening advice

Please visit their website for more details. <https://thenas.org.uk/>

The National Allotment Society (NSALG Ltd)

O'Dell House

Hunters Road

Corby

Northamptonshire

NN17 5JE

Email: contact@thenas.org.uk

Tel: 01536 266576

Cambridgeshire County Council Soil improver

Soil improver is the material produced when kitchen and garden waste is composted and is a useful additive to help improve soil quality. Did you know you can collect some for free at Waterbeach, Alconbury and March sites. Simply go along with a spade and a bag and you can help yourself.

- Waterbeach Waste Management Park, Ely Road, Waterbeach, CB25 9PG - open Monday to Friday from 8am to 4pm and weekends from 8am to 1pm
- Alconbury Waste Transfer Station, Stangate Business Park, Alconbury Hill, PE28 4JH - open Monday to Friday from 8am to 4pm
- March Waste Transfer Station, Melbourne Avenue, Hundred Road, March, PE15 0EN - open Monday to Friday from 8am to 4pm

It can also be purchased for £4 a bag, (or £11.50 for three bags) at Household Recycling Centres.

www.cambridgeshire.gov.uk/residents/waste-and-recycling/what-happens-to-your-waste

Allotments Acts can be found on the Government Legislation website:

www.legislation.gov.uk

March Town Council

Disputes

Disputes between Tenants that cannot be resolved on-site should be referred to March Town Council.

The Council has a commitment to eliminating unlawful or unfair discrimination and to achieving an environment free from harassment. This extends to the conduct of allotment tenants. Tenants **MUST NOT** cause a nuisance or annoyance to other tenants, or neighbouring residents.

Please do not hesitate to contact the March Town Council offices if there is something you wish to bring to our attention regarding allotments. Please raise any complaints, enquiries or concerns, we welcome constructive feedback whether negative or positive.

March Town Council
1 The Wheel Centre
March PE15 8TX

Tel: 01354 653709
email: admin@marchtowncouncil.gov.uk

Website: www.marchtowncouncil.gov.uk

Please note that March Town Council office hours are: Mon-Wed. 8.30am – 3.30pm, Fri. 8.30am – noon (answerphone available out of hours). We will endeavour to get back to you as soon as possible.

Allotment tenants are welcome to attend any meetings of the Town Council as are any members of the public. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

A member of the public who wishes to speak or make representations at a meeting **must submit a request in writing** to the Clerk by midday on the Sunday prior to the meeting. The request must state the nature of the business upon which they wish to speak/make representations. A member of the public who has not given the requisite notice to the Clerk or within the time limits specified herein will not be allowed to speak.

There is no facility for a dialogue between members of the public and councillors during a meeting. If an issue raised by a member of the public during the public forum is the subject of an item on the agenda for the meeting, the comments of the member of the public may be taken into account by the committee when discussing that item. If that is not the case, the matter could, if councillors consider appropriate, be the subject of an item on the agenda for a future meeting.

Glossary

Allotment – plot of land for an individual's use.

Councillor – elected member of March Town Council.

Council Officer – employee of March Town Council.

Cultivation – digging, mulching, pruning, weeding, and planting etc. for production of vegetables, fruit, herbs or flowers. Just clearing weeds without production, or just mown grass, does not constitute cultivation.

Drainage rates – annual payment of Drainage Board Rates where applicable.

Harassment – any unwanted behaviour, physical or verbal (or suggested) that makes a reasonable person feel uncomfortable, humiliated or distressed.

In writing – email or letter.

Rent – annual payment for use of the allotment.

Site – group of allotments.

Tenant – named person on a Tenancy Agreement.

Tenancy – agreement between March Town Council and an individual to use an allotment.

Tenancy Agreement – signed contract between March Town Council and an individual to use an allotment.

Water rates – annual charges for water use where applicable.