

Item 18

Long Term Revenue and Investment in Uppingham Town Council Allotments

A proposal for the Town Clerk to present at Full Council on 7th October 2015. To consider advance notice (12 months) of a change in allotment tariff for Leicester Road and Tod's Piece alongside a review of the tenancy agreement (to be known as a licence going forward) and inclusion of a set of rules for running an allotment.

The Aim:

To grow over time allotment rental income to enable reinvestment in both sites in the future. Ensure that the allotment licence and rules enhance the two sites in Town and offer clarity to both the tenants on how to run a plot and comfort to adjoining property owners that any anti-social behaviour will be managed more effectively.

Objectives:

1. Demonstrate a growth in revenue over the long term to become commensurate with other allotment sites in Rutland and surrounding counties.
2. Engage with tenants to understand what investment needs to be made in the allotments sites to ensure their smooth running and good upkeep. Establish a priority list of works for the short, medium and long term.
3. Ensure that the pricing results in the allotments being valued by the tenants and maintained well at all times.
4. Ensure that allotments are handed back rather than left partly attended or poorly maintained for long periods of time.
5. Ensure they remain an affordable and vibrant part of the local community.

Timescale & Draft Tariff Options:

The approach to be taken will gain allotment holder feedback in the first 12 months before the new tariff is implemented. Following this feedback there could be two or three options to consider (more supporting information in appendix A):

- a) Current Situation - Do nothing and keep the rate as it is now - £25.00 per annum
- b) Option 1 - Plan a gradual rent increase over a 5 year period in increments of £5.00 from the year commencing 2016/17 at £30 up to 2020/21 which would be £50 per annum.
- c) Option 2 - A smaller gradual rent increase over a 5 year period in increments of £3.00 from the year commencing 2016/17 at £28 up to 2020/21 which would be £40 per annum.
- d) Option 3 -The same plan as (b or c) however, with a voluntary 25% discount for tenants over 60

Engagement of Allotment Holders:

- Communication setting out the plan to go out in early October / November to allotment holders by post after full council have considered this paper.
- The communication would include:
 - 12 month notice of a new licence (Appendix C) which will need signing

- The new Allotment Rules (Appendix D) which will be piloted during the next 12 months and finalised ready to be added as a part of the new licence for the start of 2016/17
- 12 month notice that the allotment tariff will change and feedback will be sought on a 5 year plan to include suggestion on improvements for council investment
- Agreement and updates throughout the next 12 months to Council on progress and feedback.
- Input from the allotment holders could and will shape the proposal.

Proposal:

1. Issue new rules for running an allotment as a pilot for the next 12 months with a view to incorporating a final version into a new licence for the year 2016/17
2. Issue a new licence in September 2016 to be signed and returned with payment for the 2016/17 year
3. Commence a 5 year plan (following feedback and consultation with council and allotment holders) to grow allotment revenue to reinvest a percentage of annual income to enhance both sites.

Appendix A

	2015/2016 (£)		2016/2017 (£)		2017/2018 (£)		2018/2019 (£)		2019/2020 (£)		2020/2021 (£)	
	per allotment	total	per allotment	total	per allotment	total	per allotment	total	per allotment	total	per allotment	total
Current	25	2175	25	2175	25	2175	25	2175	25	2175	25	2175
Option 1	25	2175	30	2610	35	3045	40	3480	45	3915	50	4350
Option 2	25	2175	28	2436	31	2697	34	2958	37	3219	40	3480
Option 3	25	2175	22.50/30	2283.75	26.25/35	2664.37	30/40	3045	33.75/45	3425.62	37.50/50	3807.25

Option 3 assuming 50% of tenants are over 60

Appendix B

Council	Price per plot (£)	Price per half plot (£)	Notes
OHGAS	12	6	£6 annual subscription
Oakham - Kilburn Road	15	10	£5 annual subscription
Oadby and Wigston	~15.50	-	25% discount for tenants over 60, £50 deposit
Uppingham	25	12.5	
Corby	30	-	£15 for Senior Citizens
Stamford	31	-	
Harborough	36.20	18.10	50% discount for Senior Citizens

Assuming allotments are the accepted size of 10 poles (~250 square metres)

APPENDIX C

[Revised] Licence for Renting an Allotment – Uppingham Town Council Allotments

[Version 0.2 2015 09 18]

T&C's concerning allotments sites at Leicester Road and Tod's Piece, Uppingham, Rutland.

A licence made this date – [insert date]

Between the Uppingham Town Council of the one part (hereinafter called 'the Council') and [insert tenant name] (hereinafter called 'the tenant') of the other part, whereby:

1. The Council agrees to let and the tenant agrees to hire the allotment number [14D] [Leicester Road / Tod's Piece] in the register of allotments for the Town of Uppingham.

2. The yearly rental shall be £25.00 to be paid by the tenant to the Council on the 29th September in each year. The Council reserves the right to increase this sum at any time, provided only that the Council gives to the tenant in writing notification that the increased rental be not due until six months after notification.

3. The tenant hereby agrees to abide by the current 'Allotment Rules for Uppingham Town Council' which form part of this licence.

The licence may be terminated:

- a. By the death of the tenant;
- b. By the tenant giving the Council one month notice in writing;
- c. By the Council giving the tenant a six month notice in writing, except that where the rental is in arrears for more than forty days, or where it appears to the Council that the conditions of the licence are not being complied with by the tenant, this period shall be one month.
- d. Should any activity by a current tenant on the allotment sites owned by the Council result in a criminal prosecution.

5. On termination of a tenancy in the circumstances all but 4 a) above, the Council reserves the right to return the allotment to a good condition ready for letting at a reasonable expense and will invoice the former tenant for settlement of the full amount.

6. The council does not accept liability for any accident to the public or other allotment holders occurring on your allotment. You are advised to take out public liability insurance.

Signed by both a representative for the Council and the tenant.

Signed by the Tenant:

Signed by the Clerk to the Council:

DRAFT

DRAFT

APPENDIX D

Allotment Rules for Uppingham Town Council

[To be incorporated into the Allotment Licence from 29/9/2016 and piloted in 2015/16]

Tod's Piece and Leicester Road Allotments

These rules are intended to ensure that the allotment sites run by Uppingham Town Council are used for the good of the community, fellow allotment holders and any residents living close by. Allotments have their own legislation which dictates how allotments should be used and most of the do's and don'ts on this document are legal requirements. Failure to abide by these requirements means you could be breaking the law! To ensure everyone enjoys the allotments we ask that you are familiar with the points below and abide by them at all times.

If you need any clarity on the points covered you can contact the Town Clerk on 01572 822681 or by email townclerk@uppinghamtowncouncil.co.uk – we are keen to help you get the most out of your allotment. In addition to council support you can also seek guidance from some of our longstanding, experienced allotment holders.

Do's

1. You can plant vegetables, soft fruit, herbs and flowers
2. If your site has gates you **MUST** always ensure you close them behind you
3. You can bring your dog on site as long as it's kept on a lead at all times, and clear up any faeces
4. You can have a small lawn area as long as it's regularly mown
5. You erect a clearly visible number board on your plot and we will advise you of the plot number
6. If you have fruit bushes/trees, etc. you must maintain the area around them and make sure they are pruned regularly
7. You must cultivate at least 50% of your plot and keep the rest free from weeds and cut any long grass
8. If you have a shed on your plot you must maintain it in a serviceable condition
9. You **MUST** pay your allotment rent with 30 days of receiving an invoice
10. If you vacate your plot you must pay any rent owed and return the plot in the same state it was received
11. Always inform the Town Clerk if you change address or have new contact details
12. Permit entry to sheds/structures for the Town Clerk at any time requested
13. If you vacate your plot you **MUST** remove all belongings within two weeks and any sheds that were on site before the current tenant must remain in place
14. Please be considerate to other allotment holders

Don'ts

1. No turf, sods or soil to be removed from the plot and moved to other parts of the site
2. You are not allowed to sublet your plot without the agreement of the Town Clerk so a proper agreement can be put in place and record of allotment users
3. You are not allowed to use your plot for any trade or business without prior consent of the Town Clerk
4. You are not allowed to block communal pathways
5. You are not allowed to wash crops or tools in water troughs

6. You are not allowed to use a hosepipe or a sprinkler to water crops
7. You are not allowed to have smoky bonfires that cause a nuisance (see additional information on bonfires below)
8. You are not allowed to cause a nuisance to other plot holders or neighbouring householders - nuisance could include bad language, getting drunk, playing loud music, racist language etc.
9. You are not allowed to go onto other people's plots unless they have given you permission
10. If you have children or young people with you on site they must be supervised at all times
11. You are not allowed to dig up paths between plots
12. You are not allowed to use any form of violence on-site, be it physical or verbal
13. You must obtain written permission to erect a shed exceeding 6' x 4'
14. You must obtain written permission to have poultry on a plot
15. You must have written permission to plant fruit trees or other trees on the plot
16. You must have written permission to add an apiary to your allotment
17. It is advisable not to bring old carpets onto site

Bonfire Rules:

Bonfires are permitted under certain conditions, which are designed to prevent a nuisance being caused to neighbouring residents and other plot holders. Under the Environmental Protection Act 1990 it is an offence to cause a nuisance through the generation of 'smoke emitted from premises so as to be prejudicial to health or a nuisance'. Therefore, the tenant must conform to the following requirements:

1. Bonfires are not permitted from 1st April to 30th September each year.
2. Only burn when suitable weather conditions permit, to avoid causing a nuisance (wind drift etc.)
3. Only burn organic matter and dry vegetable matter that has been produced on your own plot.
4. Non-vegetable matter such as plastic, rubber, carpet or roofing felt must not be burnt and flammable liquids should not be used to light fires.
5. In the event of a reasonable complaint, from another tenant or member of the public, regarding a nuisance being caused by the bonfire, then the fire must be extinguished immediately – this will be determined by the Town Clerk and resolved with the allotment holder.

DRAFT