

5<sup>th</sup> February 2009

Dear Tenant,

With a new season on the horizon, I wanted to inform you all of developments that have taken place over the winter months. The Allotments Sub-Committee held a meeting in December 2008, various issues were discussed including:

**Planting of non-fruit trees**

Firstly, the planting of non-fruit trees will no longer be allowed. The Sub-Committee agreed that allotment tenants wishing to plant new trees on their allotment should only plant fruit trees which should be maintained to a maximum height of 8ft. This will be added to the Tenancy Agreement and will be monitored on my monthly inspections.

**Deposit on Allotment gate keys**

Secondly, all new tenants taking on plots from December 2008, are required to pay a £10 deposit for their keys. This is due to tenants not returning keys to the office when plots are relinquished. Please note this does not affect tenants who have taken on plots prior to December 2008. All tenants are reminded though to please return their keys once plots have been given up, as they are the property of the Town Council.

**Concrete numbered posts - Re-established Site**

Some tenants will find that the concrete numbered posts on their plots have been moved. Councillors agreed that following requests from tenants, where the plot marker posts were opposite one another, one side should be moved to an alternative location within each allotment thus creating a wider footpath.

**Tenants on the original site**

Please note that a new gate is due to be installed on Monday 16<sup>th</sup> February 2009, to close off the alleyway that runs alongside plot 4. Your existing key to the original site will allow you access through the new gate, should you experience any difficulty please contact me in the office. Additional keys can be obtained for £3 each, with a £10 deposit (refunded on return of key), if required. Please ensure that this gate is kept locked at all times as the gate is being installed to reduce unauthorised access.

**Re-established Site**

There have been further complaints from local residents about the plots that back onto Sandringham Way. The bags, trays and miscellaneous items that are being dumped along the inside of the fence are making the allotments unsightly for local residents. Again all tenants with plots against the fence are requested to please remove these items. Composters and storage units may remain.

Cont...

**Padlocks on gates - Re-established site**

Once again it has been reported to me that the padlocks on the gates of the re-established allotment site are being left open. Please could I ask that all tenants who have allotments in this area make sure that the padlocks are locked at all times, even if you are only visiting your allotment for a short time. If tenants could lock the gates when they enter and leave the site, I feel sure that this continuing problem could be resolved. Thank you in anticipation of your assistance in this matter.

A Health and Safety check is due to take place shortly and I would just like to make you all aware of what may be seen as a risk. These are just a few things that we look out for:

- Glass not being used for purpose should be kept in sheds at all times
- **All paths** should be kept clear and regularly maintained
- Edges of plots should be clearly defined
- Tools must be kept in sheds
- Sheds or Greenhouses should be kept locked
- Damaged or broken property must be removed or repaired
- Mypex should be secured

I would also like to remind Tenants that the Tenancy Agreement clearly states that the use of herbicides is prohibited.

A Tenants meeting is due to be held shortly. All tenants are invited to attend. Previous Minutes and an Agenda will be posted out when a date has been agreed.

Please would all Tenants note that I will be on Maternity Leave from mid April till mid September. Tenants on the Re-established site should relay any problems to their Tenants' Representatives, those Tenants on the Original site should contact the office as there is currently no representative for your site.

Thank you for your support in these matters.

Yours faithfully,

Ruth Hambleton  
Allotment Committee Clerk