

## Overview – subject list and where to find it

<b>What</b>	<b>Permitted?</b>	<b>Conditions?</b>	<b>Where to find it</b>
Barbed (or razor) wire	N		Buildings and Structures policy
Barbeques (charcoal)	Y	Safety measures must be adhered to	Environment and Sustainability Policy Schedule
Bees	Y	Member of Beekeepers Association	On Application Livestock Policy
Bonfires	N		Environment and Sustainability Policy Schedule
Camping stoves (gas)	Y	Safety measures must be adhered to	Environment and Sustainability Policy Schedule
Carpet	N		Environment and Sustainability Policy  Sustainability and Environmental Commitment
Cars	Y	Y	Schedule 1
Chemicals and Fuels (usage)	Y	Y	Environment and Sustainability Policy Schedule  Sustainability and Environmental Commitment
Chemicals and Fuels (storage)	N		Environment and Sustainability Policy Schedule  Buildings and Structures Policy
Chimineas & other open fires	N		Sustainability and Environmental Commitment Schedule

<b>What</b>	<b>Permitted?</b>	<b>Conditions?</b>	<b>Where to find it</b>
Gas BBQs	Y		Environment and Sustainability Policy
Glass	N		Buildings and Structures Policy
Glass Greenhouses	N		Buildings and Structures Policy
Glass substitute paned greenhouses	Y	Size & location restriction	Buildings and Structures Policy
Gravel	N	No hard landscaping	Buildings and Structures Policy
Hedges	Y		Environment and Sustainability Policy Schedule
Hens	Y	Discouraged	Livestock Policy
Hoses/Syphons	N		Environment and Sustainability Policy Schedule
Incinerators	N		Environment and Sustainability Policy Schedule
Insecticides	Y	Y	Environment and Sustainability Policy Sustainability and Environmental Commitment
Livestock	N		Livestock Policy
Manure	Y	Y (cover unused)	Sustainability and Environmental Commitment Environment and Sustainability Policy
Notices put up by tenants	N	Y	Needs prior consent Tenancy Agreement (Item 11)

<b>What</b>	<b>Permitted?</b>	<b>Conditions?</b>	<b>Where to find it</b>
Paths	Y		Sustainability and Environmental Policy
Polytunnels	Y	Size restriction	On application Buildings and Structures Policy
Dogs	Y	On a lead and faeces removed	Livestock policy
Ponds	Y	Size restriction, cover/child supervision conditions	Buildings and Structures Policy
Composts	Y	Y	Sustainability and Environmental Commitment
Rabbits	Y	Discouraged	On Application Livestock Policy
Refuse	N		Sustainability and Environmental Commitment
Security	Y	Keypad Entry	Buildings and Structures Policy Schedule
Sheds	Y	Size and location restrictions	On application Buildings and Structures Policy
Slabs (made of materials such as concrete)	Y	If used for base of shed	Sustainability and Environmental Policy
Fruit Trees	Y	Only dwarf varieties permitted	Sustainability and Environmental Policy
Vermin	N/A		Sustainability and Environmental Policy
Waiting list	N/A		Allocation Policy
Water supply/butts	Y	Y	Sustainability and Environmental Policy Buildings and Structures Policy
Tyres and Artificial grass	N		Sustainability and Environmental Policy



## Hart's Green Garden ALLOCATION POLICY

### Introduction

This allocation policy refers to the assigning of gardening plots on the Hart Green Garden site, off Pale Lane, Fleet run by Hart District Council in partnership with Hart Allotments Ltd and Hart Voluntary Action.

Hart's Green Garden contains:

- a) Plots for tenants who wish to rent private individual areas to grow their own produce
- b) Minding the Garden at Hart's Green Garden - a shared social and therapeutic growing space bringing people together from the local community supporting health and wellbeing

This allocation policy refers only to a) above. Please refer to [the hart voluntary action website](#) or contact Hart Voluntary Action on 01252 815652 or email [mtg@hartvolaction.org.uk](mailto:mtg@hartvolaction.org.uk) if you wish to join in with b) above.

### Eligibility

Only residents who live within **Hart District Councils** boundary may apply for a plot on this site. Hart District is made up of the following parish's:

- Blackwater and Hawley
- Crookham (East, West)
- Ewshot
- Fleet (Central, East, West)
- Hartley Wintney
- Hook
- Odiham
- Yateley (East, West)

As a guide the postcodes of GU51, and some areas of RG29 (Odiham) and RG27 (Hook and Hartley Wintney) are contained within Hart District. If you do **not** live in the district but would like a plot please refer to Hart Allotments website - [www.hart-allotments.org.uk](http://www.hart-allotments.org.uk) to complete an application form.



## Waiting List

Individuals who wish to apply for a plot should complete the application form which can be found at [www.hart-allotments.org.uk](http://www.hart-allotments.org.uk) and return it to Hart Allotments (who are currently administering the waiting list).

Only one plot will be allocated per household.

## Swap List

Tenants may add their name to the swap list. This will allow them to be notified first if a plot has become available that they might want to consider swapping to.

## Tenancy Agreements

Each tenant must sign the tenancy agreement in order to obtain a plot.

Each tenant must pay the annual rent stated on the agreement in advance via the [Hart District Council Website](#). Full payment for the year is taken on the 1st April, those joining throughout the year will need to pay, in whole months only, for the rest of the year that is left up until the 31st March. Quarterly payment can be arranged if needed.

For plots that are already established, if rent is not received within 4 weeks the tenant will be asked to vacate the plot unless there are mitigating circumstances that have been discussed and agreed with the management committee. Should a tenant vacate the plot or be asked to vacate the plot (perhaps due to neglect) no refunds will be given.

## Assigning plots

Allocations for plots will be to those on the waiting list in **strict date order**.

If a vacancy becomes available, the administrator holding the waiting list will identify the next person on the top of the waiting list i.e. those that have been on the waiting list the longest will be offered a plot first.

The administrator will try to make contact with the next named person on the list by e-mail to see if a plot is still wanted. Two attempts will be made by e-mail. If this is unsuccessful two telephone attempts will be made to contact the individual. If contact is not possible by these means, then the person will be removed from the waiting list.

Once contact has been made with the potential applicant, they will be referred to a member of the management committee who will show them the vacant plot. The applicant will be given a maximum of 2 days to confirm acceptance of the gardening plot. They will then be



required to sign the tenancy agreement and pay the fees applicable. If the plot is declined or the applicant does not confirm acceptance within the timeframe then the plot will be offered to the next person on the list.

### **Vacant plots**

In the unlikely event where there are no residents left on the waiting list and a vacancy appears, 2<sup>nd</sup> plots will then be offered to existing tenants according to the waiting list i.e. those who have been on the list the longest will be offered a 2<sup>nd</sup> plot first.

### **Age limits and Transferability**

Plots will only be let to applicants aged 18 years of age or over.

Plots are not transferrable to others. If two existing plot holders wish to exchange plots, they are required to notify the committee. The tenants must come to an arrangement regarding any financial differences between the two plots and will remain responsible for the condition of the plot that they were originally allocated until the end of that year's tenancy at which point the plot holders will be required to sign new tenancy agreements for their new plots.

### **Policy Implementation/ Enforcement**

A member of the Management Committee will oversee this policy.

Anyone found to be on an unauthorised plot will be required to vacate the plot immediately.



## **Building and Structure Policy**

### **Introduction**

This policy has been designed to inform plot holders of the buildings and constructions that are permitted/not permitted on the plots operated by Hart District Council. This policy is linked with the sustainability policy.

### **Definitions & Scope**

Buildings and constructions in the context of this policy refers to all structures (temporary or otherwise). No structures may be erected by plot holders on the site without the permission of Hart District Council except as identified below. No structure that requires planning permission will be permitted on site.

The sizes given below for sheds, greenhouses and polytunnels are given in imperial measurements. Small variations due to conversions from imperial to metric are permitted.

### **Sheds**

If plot holders wish to have their own shed, these are permitted on condition that written permission is sought and given by Hart District Council. The application form must be sent to [countryside@hart.gov.uk](mailto:countryside@hart.gov.uk). Please complete and submit the form for consideration.

Sheds must only be placed on allocated zones within plots as indicated on the 'Master Plan' document. No permeant hard standing should be used. Instead, paving slabs with sand should form the base.

Please note that the shed policies ensure tenants do not inadvertently breach the planning permission rules of Hart District and other local councils.

The rules regarding sheds on tenant's plots are:

The shed can be no bigger than a 6' x 4' 'footprint' (e.g. viewed from above) with height being proportional to these dimensions e.g. approx. 6' high. No part of the shed roof may overhang outside of the tenant's plot, e.g. Not over a walkway, another plot, etc.

Extended roofs on sheds or 'Log-store' type sheds with an extended overhanging roof making the total 'footprint' bigger than 6' x 4' are not permitted, due to a requirement for planning permission.

Sheds must be situated as marked on the 'Master Plan' below. Glass substitutes (such as plastic/polycarbonate/Perspex) must be used for any window panes (if applicable). Glass window panes are not allowed on site.

Plot holders are restricted to one shed per plot.

### **Storage containers**

These can be a maximum height of 1m or lower and should be placed to minimise shading of neighbours' plots.

### **Plot numbers**

Tenants are responsible for displaying their plot numbers clearly in a place which is visible from the main path network.

### **Small temporary structures**

Small temporary structures such as cold frames, fruit cages are permitted without authorization, however, consideration needs to be given to their location so as they do not to impact upon neighboring plots.

Fruit cages must be covered with netting that is small enough to prevent birds getting inside the cage. Fruit cages can be built up to a maximum of 7ft high.

We encourage tenants to consider the Sustainability and Environmental Commitment when considering which materials to use.

### **Greenhouses (with walls and a roof)**

Glass greenhouses are not permitted on individual plots.

Glass substitute (such as plastic/polycarbonate/Perspex) paned greenhouses are permitted on condition that they are no bigger than 6' x 4' and they are situated in such a way that shade does not encroach on an adjoining person's plot at any time.

### **Polytunnels (walk-in style)**

Walk-in type polytunnels are permitted on condition that written permission is sought and given from the management committee before its erection. The application form which must be sent to [countryside@hart.gov.uk](mailto:countryside@hart.gov.uk) is in the appendix. Please complete and submit the form for consideration.

Walk-in type polytunnels are permitted on condition that they are:



Made of clear or opaque plastic material and constructed according to the manufacturer's instructions. Secured effectively to prevent damage to adjacent plots and plastic littering. Sized so that they only cover up to 25% of the total size of the tenant's plot and not over a maximum height of 2 mtrs / 6' 7". Situated in such a way that minimal shade and/or rain run-off falls on an adjoining person's plot. If the plot in question is on the outer edge of the site or adjacent to the central path then other placement may be allowable.

Please note adjoining neighbours (who may be affected by shade) may arrange local agreements between themselves. Applicants must provide details of the provisional agreement made with the adjoining neighbours. The name of the plot holder(s) and plot numbers concerned must be provided in the application form.

Please note adjoining polytunnels between agreeing neighbors is permitted e.g. back to back/side to side, as long as this arrangement does not impact on other neighbours as noted above. The name of the plot holder(s) and plot numbers concerned must be provided in the application form.

When taking up a plot, new tenants have the right to negotiate a new local polytunnel placement agreement and should discuss any placement issues with their neighbours. However, if a new tenant does not want to be part of a previous local agreement, they have the right to ask for the polytunnel to be moved.

## **Pergolas**

These large structures are permitted on condition that written permission is sought and given by Hart District Council. The application form must be sent to [countryside@hart.gov.uk](mailto:countryside@hart.gov.uk). Please complete and submit the form for consideration.

## **Ponds**

Open ponds (without wire mesh) are permitted on individual plots where there is fence completely bordering the plot. Where plots are unfenced a strong wire mesh must cover the pond to prevent accidental tripping/drowning. On plots where there is an open pond within the boundary, children must be supervised at all times. The maximum size of the pond must not exceed 1m x 1m.

## **Fencing**

Fencing the perimeter of plots is allowed but must not exceed more than 1meter in height.

## **Housing of rabbits or hens**

Although Hart District Council discourages the keeping of rabbits or hens (see Livestock Policy), buildings may be erected for the purposes of housing these animals. For the maximum size and positioning please see 'Sheds' above. Buildings constructed to house hens must be approved by the management committee. Details of the construction to be used (such as layout/siting) will be required during the application process for approving

tenants to keep livestock.

### **Materials**

For health and safety reasons only glass substitutes (such as polycarbonate, Perspex or other alternatives) may be used in any permitted structures. The tenant shall not use any barbed or razor wire (or similar) for a fence on the site

### **Storage restrictions**

Due to health and safety reasons, oil, fuel, lubricants or other flammable liquids must not be kept in any shed or temporary structure.

Similarly, the storage of toxic substances/pesticides/weed killers must not be kept in any shed or temporary structure. Please see the Environment and Sustainability Policy for more information.

### **Security**

The tenant shall be issued with a code to Hart's Green Garden. No codes shall be passed to anyone other than the person authorised by the Tenant to work on his plot under paragraph 5 of the agreement.

The code is to be used by the Tenant only or by an authorised person under paragraph 5 of the Agreement.

The pedestrian access gates should be closed and locked after you enter and after you leave Hart's Green Garden.

### **Parking/height barrier**

Tenants should note that at the entrance to site there is a height barrier with a restriction of 2.1m.

### **Condition**

The tenant shall keep all sheds, and other structures in good repair and to the satisfaction of the management committee.

### **Policy Implementation/ Enforcement**

Plot holders will be required to remove unauthorized buildings and structures from the site.

# Plot Numbering and Shed Locations



# Health & Safety Policy

## Introduction

Anyone involved in Hart's Green Garden has a common duty of care to ensure that their plots are run in as safe and appropriate manner as possible, as set out in the Occupiers' Liability Act, 1957.

This duty of care is extended towards all people accessing the site and its boundaries, including plot holders, Hart officers carrying out duties, members of the public, bona fide visitors and volunteers. Everyone involved in Hart's Green Garden have a common duty of care and plot tenants have a statutory duty of care in accordance with the Occupiers' Liability Acts. Tenants must comply with all statutory requirements including but not limited to those related to environmental and animal welfare/husbandry issues.

A risk assessment log will be kept to record results of risk assessments carried out on site. The details about these risk assessments are found in this policy.

An emergency action plan is also included within this policy.

## Responsibilities

Plot holders have a duty of care and are responsible for their own health and safety and for the safety of others whilst on site. Plot holders have a duty of care to anyone on their plot, regardless of whether they have given permission for them to be there.

It is beyond the scope of this policy to give advice about individual gardening activities.

Risk assessments shall be used as a framework for the identification of risks, assessing their relative severity and development of a strategy for dealing with them.

Hart District Council will carry out risk assessment on Hart's Green Garden in line with its corporate Health and Safety Policy.

## Risk assessments

The objective of the risk assessment is to remove the risk completely or to reduce the risk to an acceptable level. Reduction levels are defined by the grading system in the risk assessment.

Risk assessments shall be carried out at least twice per year.

Risk assessment will be updated in line with the inspection schedule. Plot holders should raise any health and safety issues with the management committee so these can be assessed during the inspections. Please contact [countryside@hart.gov.uk](mailto:countryside@hart.gov.uk).

Risk assessments apply to Harts Green Garden as a whole, including plots, thus ensuring that plot holders are complying with the policy, which is a condition of their

tenancy agreement.

### **Risk assessment execution**

Risk assessment shall be carried out by a minimum of two people.

The assessment shall include the full Hart's Green Garden site and be undertaken in a methodical manner. The assessment shall be undertaken using the risk assessment checklist below.

From the assessment, the degree of risk shall be calculated, and the recommended remedial action required to remove or minimise the risk at the time of identification.

Notes shall be taken in such a way that they can be reported back via the risk assessment log (which will be published on the Harts Green Gardens web page [www.hart.gov.uk/harts-green-garden](http://www.hart.gov.uk/harts-green-garden)).

### **Risk assessment completion**

Risk assessments will be reviewed bi-annually alongside the site inspection rota. Records of risk assessments undertaken will be kept by Hart District Council. Once the risk assessment has been completed any identified high risks shall be taken to Hart District Council Operations Manager, who shall then decide how to deal with them. Any medium or low risks will be dealt with by those completing the risk assessment.

### **Remedial action**

The countryside operations manager shall determine who is responsible for carrying out remedial action for each identified high level risk. Responsibility may lie with Hart District Council or the tenant, depending on the nature of the issue.

If remedial action is the responsibility of any person or organisation other than Hart District Council itself, written notification shall be sent immediately by Hart District Council. If hazards have not been rectified by the due date for rectification, an individual 'notice to remedy' shall be given to the plot holder concerned. Where Hart District Council considers it appropriate, they will serve a remedial action notice to the plot holder and if not rectified by the date stated they will serve a termination notice.

### **Emergency action plan**

The [Emergency Action Plan](#) shall be posted on the notice board within the site.

In case of fire or serious accident phone 999, or 112 on a mobile phone if available. In the case of fire, plot holders should leave the site immediately. Plot holders should ensure that all people working on their plot are accounted for. Plot holders are encouraged to look out for members on adjoining plots to ensure their safety.

In the [case of fire](#) or serious accident the plot holder must inform the management committee.

### **Policy implementation**

The management committee will oversee the day-to-day operation Health and Safety issues. Hart District Council will oversee wider Health and Safety issues.

### **Enforcement**

Enforcement of the policy will be by Risk Assessments and remedial action notices.

## Hart District Council Countryside Service RISK ASSESSMENT RECORD

<b>Activity Assessed</b> Community Garden	<b>Assessor</b>	<b>Assessment Date</b>
<b>Hazard</b> Potential for Harm	<b>Risk</b> P x S = L	<b>Precautions</b> To remove hazard, reduce risk level. One precaution may tackle several hazards

**Key**

P = Probability from 1 to 4, S = severity from 1 to 5, L = level from 1 to 20

<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>Unacceptable</b>
------------	---------------	-------------	---------------------

**Risk scoring matrix**

<b>Probability</b>	1 – very unlikely	2 Unlikely	3 Moderate	4 Likely
<b>Severity 1 negligible</b>	1	2	3	4
<b>Severity 2 minor</b>	2	4	6	8
<b>Severity 3 serious</b>	3	6	9	12
<b>Severity 4 major</b>	4	8	12	16
<b>Severity 5 fatalities</b>	5	10	15	20

RISK	PROBABILITY	SEVERITY	LEVEL	MITIGATION
Slips trips and falls				Maintain internal and field access paths. Warn of ruts created by vehicles. Regular mowing of grass. Maintain paths /mow/keep clear of debris Plot holders to keep paths free and remove debris. Wood/pallets to be kept tidy Regular tidy up sessions to be arranged as required. Communal area to be kept tidy and equipment used cleared away at the end of use.
Contact with sharp objects				Take care with sharp tools remove any broken glass from site Bottles and jars to be removed from plots to reduce chance of breaking
Use of hand tools				Plot holders are responsible for their own tools, and health and safety when using their own tools.
Gate at entrance – barbed wire/padlock				Ensure barbed wire is fixed securely on the gate Ensure padlock is working Gate to be kept locked and padlocked when no plot holders on site. Numbers of barrel lock to be scrambled to prevent compromising of the codes
Lawn mowers, Strimmers, Rotovators				Owners to service regularly and adhere to manufacturers guidance on appropriate PPE when using the equipment



Roadway surfaces (at entrance) and car park				
Inclement Weather: Sun, Cold, Wet, Hot				Tenants must be prepared and dress appropriately and according to the weather conditions. Avoid exposing skin even on overcast days & on bright days use a high factor sunblock.
Livestock / Bees				Chickens & Bees.  Chickens - to be well maintained by plot holders-see individual livestock policy- regular inspections by DEFRA representative  Bees – to be controlled –kept in agreed area of field
Buildings and Structures				Sheds to be erected in a safe way not to exceed dimension stipulated in buildings and structures document-no glass windows Site container doors to be secured back when opened
Ponds and water				Ponds and waterways to be kept free of litter and not contaminated by chemicals or debris. No use of chemicals or pollution of stream or waterways Plot holders responsible for their own children

Infection-Tetanus, Leptospirosis, etc.				<p>These diseases may not be common but can have severe effects, in rare cases death. If earth gets into cuts Tetanus can be contracted &amp; if water contaminated with rats or cows urine gets into them Weil's disease a variety of Leptospirosis can result. All participants should have had anti-tetanus injections. Treat all cuts etc. immediately with antiseptic &amp; cover adequately. In areas likely to be soiled by rat/cow urine, e.g. urban stream banks/farms, wash thoroughly if touched &amp; always before leaving site, eating drinking or smoking</p>
Stings and bites				
Allergies				<p>Long sleeved tops, trousers and gloves should be worn whilst working.</p>
Manual Handling				<p>Digging the soil is one of the most physically demanding tasks in gardening, as it involves continued bending and straightening of the back when lifting a spade of soil. It needs to be approached with care, particularly if you are not used to heavy work. Sensible shoes are essential to save you from a forked foot or worse.</p>

Hazardous Rubbish				No rubbish is to be left within Harts Green Garden
Tools				Tool must be stored away carefully and instruction and guidance should be sought before use.
Pesticides and fertilisers				No toxic or hazardous substances are to be stored or kept in Harts Green Garden. If pesticides are used they should be disposed of responsibly

# **Livestock Policy**

## **Introduction**

This policy has been produced to explain to plot holders what Livestock may or may not be kept at Hart's Green Garden.

## **Definitions**

For the purposes of this policy, livestock means all animals including bees.

## **Policy Statements**

No livestock except those specifically mentioned in the Allotment Act 1950 will be considered by Hart District Council. Any tenant interested in keeping livestock at the site should express their interest, in writing, to the Council.

Although the allotment Act 1950 permits the keeping of hens and rabbits, the Council would discourage the keeping of such livestock on the plots. Since 1950, animal welfare has become a prominent issue and the Council would have to be mindful of the conditions under which any livestock be kept. The Council also has to take into consideration the proximity of the surrounding area with regards to the encouragement of foxes, rats, etc. These considerations should be viewed in conjunction with the three statutory provisos attached to the keeping of livestock on a plot, namely that they are not to be kept in such a manner as to be prejudicial to health, do not create a nuisance to others and do not affect the operation of any other law such as animal welfare legislation.

Particular attention must be given to Avian Influenza and the [government guidelines](#) must be followed. The implementation of this guidance is the responsibility of the tenant.

Any animals on site must not be kept for trade or business purposes and accordingly to be limited in number as Hart District Council may provide in writing.

## **Keeping of hens or rabbits**

For those wishing to apply to keep hens and/or rabbits on the plot please complete the appropriate application form (see Appendix A of this document for Hens, and Appendix B for rabbits), and return it to [countryside@hart.gov.uk](mailto:countryside@hart.gov.uk)

Tenants wishing to keep hens or rabbits on the site must adequately show that they have considered their neighbours, any other plot rules in force, national legislation and

animal welfare taking into consideration the 5 freedoms of animal welfare developed by the Farm Animal Welfare Council (FAWC). These state that, at all times, individuals have a duty of care to ensure that their animals are free:

- from hunger and thirst
- from discomfort
- from pain, injury or disease
- to express normal behaviour
- from fear and distress

The size of **roosting area/hutch** is restricted to the size of the shed dimensions given in the buildings and constructions policy. Covered or uncovered runs are permitted. Consideration needs to be given to neighbours regarding the siting of the roosting and covered run areas to prevent shading on an adjoining neighbour's plot.

Plot holders are permitted to erect roosting areas in addition to having a shed and greenhouse on their plot if desired.

Applicants should support their application with appropriate plans or photographs.

For the benefit of other tenants Cockerels are **not** permitted.

Sufficient space must be allowed per hen. A minimum of 1 bird per square meter will be permitted.

The committee reserves the right to consult with advisors (such as vets etc.) in the vetting of this application and monitoring the condition of livestock.

Hart District Council will appoint a member of the Management Committee to ensure that the stipulated actions (in the appendix) are undertaken by the due dates. Regular monitoring of the site will be undertaken and if it is found that any of the actions are not undertaken to the satisfaction of the committee or its advisers the committee reserves the right to withdraw permission to keep livestock.

The committee reserves the right to withdraw permission to keep hens or rabbits if any *complaints* (regarding increased vermin, smells, nuisance to other plot holders, animal welfare concerns) are considered valid by the committee or its advisors.

## **Beekeeping**

For those wishing to apply to keep bees, firstly please contact [countryside@hart.gov.uk](mailto:countryside@hart.gov.uk). Bee's are not allowed to be kept within Hart's Green Garden. Instead, we may designate a suitable area in which bees can be kept outside/on the perimeter of the Garden. Please take note of the policy below and

complete the appropriate application form and return it to [countryside@hart.gov.uk](mailto:countryside@hart.gov.uk) for approval.

This policy is based on a risk assessment and follows guidance provided by the National Society of plot and leisure gardeners. Bees are beneficial for pollination of plants and Hart District Council is happy to allow beekeeping subject to following conditions:

- Any tenant wishing to locate hives on a Hart District Council site must have written permission from Hart District Council, which will need to be satisfied about the exact location of the hive/s and the competence level of the beekeeper.
- The beekeeper must be a member of the British Bee Keepers' Association via a local association and must have third-party liability insurance to cover any possible claim that may occur. Evidence of membership and third-party liability insurance must be provided with the application form for keeping bees
- Due to health and safety considerations, Bee Hives will not be permitted within the community garden.
- It will be the bee-keepers responsibility to erect any fencing and warning signs required. The requirement is likely to include:
  - 4 foot-high wire/brush fencing to encourage the bees to fly away from the plots.
  - Clear warning signs to (along with the fencing) discourage people from approaching the hives
- When positioning beehives, arrangements should be made so that the flightpath of the bees when leaving the hive is above head height. Bees operate on instinct and will attack and sting in defence of the hive. Place hives in a place that only the bee keeper can approach
- When considering new requests, the Hart District Council will take account of the number and location of existing hives. Evidence suggests a maximum of three hives per acre is considered desirable.
- New colonies of bees should be obtained from a source where the temperament of the parent colony is known to be gentle. If a colony becomes aggressive, the

beekeeper must take appropriate action, either re-queening, or moving the colony to an alternative site away from the plots.

- All beekeepers on Hart District Council sites must maintain their colonies in good state, regularly providing and replenishing water for the bees within the fenced area, carrying out regular inspections, practising swarm control and disease prevention and management (e.g. regular treatment against verroa). National regulations regarding notifiable diseases (e.g. European and American Foul Brood) apply. It is recommended that beekeepers register with BeeBase, run by Defra's National Bee Unit and providing free access to the regional bee inspector and other resources.
- Before opening a hive, beekeepers must assess the local situation and alert anyone in the vicinity, if necessary, waiting for a more appropriate time. Beekeepers should always assess their own safety requirements and take appropriate measures, wearing protective clothing and suitable footwear.
- Non-compliance with this policy may result in a request to remove hives from site. All community garden users will be reminded that beehives are located on site and should therefore take due precautions, such as staying clear of hives, especially when the beekeeper is at work. Anyone at risk from bee venom is advised to carry necessary first aid items (e.g. anti-histamine spray, EpiPen).

Further information and advice is available from the British Beekeepers Associations at [bbka.org.uk](http://bbka.org.uk)

## **NO OTHER LIVESTOCK MAYBE KEPT**

### **Dogs**

No dogs shall be allowed on site unless they remain adequately supervised, for example by being kept on the lead, or are suitably tethered so as not to cause a nuisance to other tenants or their plots. Any faeces must be removed by the plot holder and disposed of offsite.

### **Policy implementation/ enforcement**

Hart District Council will appoint a member of the Management Committee to oversee this policy. In any situation where the committee deems assistance or advice from any external organization or professional is necessary, the costs of such consultation will be met by the plot holder. The plot holder will be kept informed of such actions from the outset.

## **Hart's Green Garden equality, diversity and inclusion commitment**

The Management Committee (Hart District Council, Hart Voluntary Action, and Hart Allotments) encourage all users of Hart's Green Garden to contribute to making the garden a welcoming and enjoyable place where people can garden and socialise peacefully.

Hart's Green Garden is made up of individual plots and a group gardening plot for members of Minding the Garden, a social and therapeutic gardening group.

There are shared facilities on site including the toilet and covered area which have been designed with accessibility in mind.

The Minding the Garden area is designed to be as accessible as possible for people with a range of abilities. If you have specific access requirements and are interested in becoming a member of Minding the Garden, please contact Hart Voluntary Action 01252 815652.

In gardening at Hart's Green Garden, you are becoming a member of a diverse community and you commit to:

- Treating the garden, other gardeners, neighbours, and visitors with dignity, respect and consideration.
- Working together with other members and the Management Committee to resolve any disagreements.

The Management Committee will not tolerate any unfair discrimination, victimisation or harassment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Please inform the Management Committee if you are concerned that this may be taking place [Countryside@hart.gov.uk](mailto:Countryside@hart.gov.uk)

The Management Committee is committed to:

- Promoting equality and inclusion of people from diverse backgrounds. Each of our organisations has its own equality policy.
- Eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Equality Act 2010.
- Ensuring that grievances are dealt with in a fair and consistent manner, and in line with policies.
- Actively promoting good relations between different individuals within the garden by organising at least one social event per year and providing opportunities for garden members to share produce, knowledge and skills for mutual benefit.



## **Explanation of terms:**

### **Equality**

Equality is about ensuring that every individual has an equal opportunity to make the most of their lives and talents. It is also the belief that no one should have poorer life chances because of the way they were born, where they come from, what they believe, or whether they have a disability.

Equality recognises that historically certain groups of people with protected characteristics such as race, disability, sex and sexual orientation have experienced discrimination.

### **Diversity**

We are all different. We come from different backgrounds, have different family structures and relationships, come from different geographical places, have different faith and belief systems, see the world differently and have different abilities. These differences can be very obvious but some can't be seen.

### **Inclusion**

The extent to which people feel valued and included.

### **Discrimination**

Direct discrimination refers to less favourable treatment against an individual because of that person's protected characteristic.

Indirect discrimination is when a provision, criterion or practice is applied in a way that creates disproportionate disadvantage for a person with a protected characteristic as compared to those who do not share that characteristic, and this is not a proportionate means of achieving a legitimate aim.

### **Harassment**

Unwanted conduct related to a protected characteristic that has the purpose or effect of violating a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

### **Victimisation**

If a person has made or is making an accusation of discrimination in good faith, it is unlawful to discriminate against them for having done so, or because they intend to do so or it is suspected that they intend to do so. People must be able to act against unlawful discrimination without fear of reprisals.

# Environment and Sustainability Policy

## Introduction

This policy addresses what is and is not acceptable on Harts Green Garden in order to promote and encourage wildlife and care for the local environment.

## Supporting wildlife

We encourage and promote the use of

- bird/bat/hedgehog houses.
- supplementary feeding of garden birds, especially during the winter and spring.
- wildlife friendly gardening.

## Reduce, Reuse and Recycle

### Water

In line with the sustainability policy, Hart District Council encourages plot holders to collect water to be used on plots. Individuals may position water butts on their plot, however, they must be situated so that they do not negatively impact adjoining plot holders e.g. shade, overflowing of butts

The Tenant shall have consideration at all times for other tenants when extracting water from water points.

Individual plot holders may use hoses/syphons on their own plots however these must under no circumstances ever be used on the water troughs.

Troughs must be kept clean and uncontaminated in order to preserve the water system. No vegetables or tools should not be washed in the troughs.

Strictly no bathing in the troughs.

### Composting

The large composting bays at the top of the site are for Hart Countryside Service use only.

Tenants will be permitted to use the compost produced in these bays and dates will be given when this becomes available.

In line with the sustainability statement, Hart District Council encourages plot holders to

compost green refuse on their own plots. Individuals may position composting bins on their plot if desired. However, they must be situated so that they do not negatively impact adjoining plot holders e.g. shade.

Hart District Council has teamed up with [Getcomposting.com](https://www.getcomposting.com) to offer home compost bins at special offer prices from only £22.50 (RRP £39). To see what's available, visit the [Getcomposting website](https://www.getcomposting.com) or call 0844 571 4444.

Diseased or infected plants (such as plants infected with potato/tomato blight) must not be disposed of in composting bins as this could affect the quality of the compost and destroy future crops. The diseased or infected plants must be put into plastic bags so as not to spread the disease and removed from the site for further disposal (such as burning or putting into the refuse bins). Plot holders are requested to notify the committee of any plant diseases they encounter.

Peat based composts are banned. Please see the Sustainability and Environmental Commitment for more information.

All non-compostable waste shall be removed from the plot by the Tenant.

### **Bonfires /fires/incinerators/chimineas**

Due to health and safety reasons, (risk of burning, drifting of smoke, environmental issues) Individual bonfires are not permitted on the site.

The use of incinerators (and other stoves/chimineas or other forms of open fire or outdoor heating) are prohibited.

Disposable BBQs are banned as these do not comply with the Sustainability and Environmental Commitment.

Hart District Council will consider requests for open fires. But no unauthorised fires are permitted on Hart's Green Garden.

### **Cooking**

#### **Small Charcoal BBQs (with lids)**

Tenants are permitted to use small charcoal BBQs on their own plots provided that due consideration is given to other tenants present at the time (regarding drifting of smoke etc). Only BBQs that have a lid (or metal cover) may be used (so that it can be closed/covered if it starts to spark and pose a risk to others or their property). The BBQ must be attended at all times, and it must be fully extinguished after use. Hot coals must not be disposed of near any combustible materials (e.g. near sheds, pallets etc), they must be kept on the tenant's own plot until cool. Spent coals must be removed from the site and must not be discarded at any place within Hart's Green Garden. Matches and firelighters may be used to light the BBQ and these may be stored on site as long as they are stored in a suitable metal container (such as a tin). BBQ coals may be stored out of sight on the site. Flammable liquids must not be used to light the BBQ. (The use of flammable liquids on BBQs is considered to be too dangerous and if stored on site could provide easy fuel for vandals). Gas BBQs are

permitted but after use gas bottles must be removed from the appliance and must not be kept on site.

## **Camping stoves**

Small butane or propane gas camping stoves may be used on site. After each use the gas must be turned off at the bottle. For security and safety reasons gas bottles must not be kept on site.

## **Safety measures**

Tenants who perform any cooking on site (charcoal BBQs as well as camping stoves) are required to have a supply of water on hand (such as a full watering can) or a fire extinguisher BEFORE lighting the appliance/BBQ. The cooking equipment must be placed on a solid, level non-combustible surface so that if the equipment topples over it will not ignite combustible materials nearby such as sheds/dry grasses etc. Tenants must be vigilant at all times during and after use (in the case of hot coals) and take appropriate emergency procedures quickly if the fire gets out of control.

Tenants are responsible for the equipment in use and are responsible for other family/tenants in attendance at the time. It is recommended that tenants also bring a supply of fresh water with them and/or a first aid box which can be used to immediately treat any burns that may be sustained.

## **Use and storage of chemicals & flammable liquids.**

Hart District Council strongly discourages the use of potentially harmful chemicals on plots and promotes organic alternatives (such as non-toxic slug pellets). Only commercially available products from garden or horticultural suppliers shall be used for the control of pests, diseases or vegetation.

When using any sprays or fertilizers the tenant must:

- take all reasonable care to ensure that adjoining hedges, trees and crops are not adversely affected and must make good or replant as necessary should any damage occur and
- select and use chemicals, whether for spraying, seed dressing or for any other purpose whatsoever, that will cause the least harm to members of the public, game birds and other wildlife, other than vermin or pests and
- comply at all times with current legislation on the use of such sprays and fertilizer.

The storage of chemicals and fertilizers on site (either inside or outside of sheds/buildings) is not permitted.

Oil, fuel, lubricants or other inflammable liquids may be used on site but shall not be stored in any shed or container or left on site.

## **Plant approvals/restrictions and trees**

The tenant shall not without the written consent of the Council cut or prune any trees, apart from carrying out the recognised pruning practices of fruit trees.

The tenant shall not plant any trees other than dwarf fruiting trees and or fruiting bushes without the prior consent of the Council.

Hart District Council needs to ensure that items planted on plots will not have a negative effect on the surrounding area. For this reason, non-native plants will not be permitted (e.g. Rhododendrons, Bamboo etc).

The tenant shall not plant any trees other than dwarf fruiting trees and or fruiting bushes without the prior consent of Hart District Council.

No tree or fruiting bush may be taller than 6 feet/2 meters high, should be kept pruned so as not to stick out over plot boundaries and must not be planted within 1 meter of any adjoining plot to avoid shading. Tenant shall not without the written consent of Hart District Council cut or prune any trees, apart from carrying out the recognised pruning practices of fruit trees.

A dwarf fruiting tree is defined as a fruit tree using a dwarf root stock and can grow to 2m high and 1 metre wide.

### **Hedges, paths and fences**

The tenant shall keep every hedge that forms part of the boundary of their plot properly cut and trimmed, all pathways between plots trimmed and well maintained by each adjoining tenant, keep all ditches properly cleansed, maintained and keep in repair any other fences, gates or sheds on their plot.

Public paths and haulage ways (roads) must be kept clear at all times.

All paths must be kept a minimum of 1 meter wide according to the Equality and Diversity Act 2010

### **Manure**

The tenant must cover any manure on which has not been dug in.

### **Overnight sleeping/camping**

No overnight sleeping or camping is permitted at any place on the site.

### **Rubbish and refuse**

The tenant shall not deposit or allow other persons to deposit on the plot any rubbish, refuse or any decaying matter (except manure and compost in such quantities as may reasonably be required for use in cultivation) or place any matter in the land, hedges, ditches or dykes in or surrounding the Community Garden.

All non-compostable waste shall be removed from the Allotment Site by the Tenant.

The tenant shall not deposit or allow other persons to deposit on Hart's Green Garden any rubbish, refuse or any decaying matter (except manure and compost in such quantities as may reasonably be required for use in cultivation) or place any matter in the hedges, ditches or dykes in or surrounding the site.

## **Hard landscaping materials**

Hard landscaping materials are not permitted on plot with the exception of slabs (made of materials such as concrete) that may be used for the base for a shed or greenhouse. Other hard landscaping materials such as gravel/shingle are not permitted due to the associated removal problems.

The tenant shall not utilise carpets or underlay on the plot. The use of carpets on the plot (perhaps as a weed suppressant) is not allowed due to toxic chemicals that could leech out of the carpet and contaminate the soil. Weed suppressant capillary matting material is advised.

## **Vermin**

Any incidence of vermin on the site must be reported to Hart District Council.

## **Tyres and artificial drass**

Tyres and artificial grass are banned from site due to the risk of leeching into the soils.

## **Unused allotments**

Hart District Council will endeavor to plant wildflowers/insect attracting/pollinating plants on any long-term vacant plots.

## **Policy implementation**

Hart District Council will appoint a member of the Management Committee to oversee this policy.

## **Enforcement**

Regular checks will be made to ensure compliance in line with the inspection schedule.

## Inspection schedule

**Site inspections take place three times a year in April, July and November**

Definition of cultivated: Ground broken and free of weeds

Definition of cultivation of crops: Ground broken and free of weeds and planted

Extract from tenancy agreement:

*'3.3.6 The Tenant shall have at least 25% of the Plot under cultivation of crops after three months and at least 75% of the Plot under cultivation of crops after 12 months and thereafter'*

### Carry out inspection

**Garden cultivated to a reasonable standard** – no further action

**Garden not cultivated to a reasonable standard** – tidy email, 21-28 days to tidy

**Genuine reason given for non-cultivation** – reinspection date agreed with tenant

**Reinspection after 21-28 days** (if surrender form not received)

**Plot cultivated to a reasonable standard** – no further action

**Small area of plot tidied** – second tidy email sent, 14 days to tidy. Reinspection after 14 days. If garden cultivated to reasonable standard, no further action.

Little or no further cultivation, termination email and letter (recorded delivery) given.

**No contact, no work started** – termination notice served by email and letter (recorded delivery) giving 28 days to vacate the plot