

## **Allotment Rules**

### **RULES GOVERNING BROOKFIELD ALLOTMENT SITE 2026**

1. The site will be known as Brookfield Allotments
2. The plots will be let to tenants residing in the London Borough of Waltham Forest.
- 3.i. The annual rent for each plot is due on the 30th of September each year. Rents also include charges for use of water supplied to the site. Where rents are not paid by October 31st, it will be presumed that the tenant has voluntarily vacated the plot. It is the tenant's responsibility to ensure that rents get to the Treasurer within this time.
- ii. The AGM will take place within the first two weeks of October.
4. The gates of the site are to be kept locked and the padlock combination tumbled to avoid easy access by the public. The combination of the padlocks must not be passed on to persons who are not Brookfield Allotment plot holders.
5. All paths must be kept clean, and tidy and each tenant is responsible for keeping clear the path at the top and bottom and right-hand side of the plot facing the River Ching. All paths must be easily accessible for a wheelbarrow. There must be clear access to all paths along the top and bottom and middle of the site. All paths must be a minimum of 60cm. (2ft) to comply with Health and Safety Regulations. Tenants must provide their own strimmer to maintain the paths around their plot. Where possible the plot perimeter should be identifiable by keeping the edges trimmed or using raised beds/wooden edging. Plot holders must provide plot number sign(s) for their plot(s)
6. Vacant plots are allocated as follows:
  - i. Existing plot holders who have maintained their plots satisfactorily for at least one year may contact the Committee at [membership.brookfieldallotments@gmail.com](mailto:membership.brookfieldallotments@gmail.com) and place their name on the waiting list to be considered to move to an alternative plot, or if they currently have half a plot, be allocated an additional half plot. Because of long waiting lists for allotments throughout the Borough only one whole plot (or two half plots) per family unit will be allocated. Existing plot holders have priority over new plot holders when applying for another/alternative plot.
  - ii. New people who have contacted the Committee and asked to be placed on the waiting list for a half plot.
7. The approved standard for the maintenance of a plot should be at least two thirds worked. The laying of carpets is not considered an alternative to cultivation. Cardboard or weed exclusion sheeting will be acceptable to keep down unwanted vegetation if there is evidence that the areas covered have already been cleared. The area must be

clear of all blighted crops, weeds in flower or weeds that are in danger of spreading to neighbouring plots.

8. Where a tenant fails to cultivate a plot or maintain it according to the standard approved, he/she will be notified by the Committee indicating the reason for the failure. They will be given a period of 1 month from that date to improve their plot and should that be successfully completed there will be no further action required. If there is no evidence of a response or no reason given as to why they haven't complied they will be asked to vacate their plot by the Committee. However, if there is evidence that some work has been undertaken, that plot holder will be given an extra month to complete the requirements. If at the end of that period the plot holder has failed to carry out the work required, the tenancy may be ended.

Where there are circumstances preventing the plot holders from responding to the time limit, such as illness or family responsibility, they should ensure they inform the Committee by email at [secretary.brookfieldallotments@gmail.com](mailto:secretary.brookfieldallotments@gmail.com) of these circumstances.

9. New tenants taking on a previously neglected plot will be given additional time to reach these requirements.
10. Plot inspections will take place 3 times a year, they will be in March, June, and early October and plot holders will be notified of forthcoming plot inspections. All existing plot holders are welcome to attend these inspections and to assist in the decision-making process.

The criteria for inspections are:

March: Plots should be clear of all perennial weeds, brambles and grasses, trees should be pruned as appropriate and not overhanging pathways. Pathways should be easily identifiable and maintained. Coverings, not carpet, will be acceptable to keep down unwanted vegetation.

June: There will be an expectation that at least 2/3 of each plot will have evidence of crops being grown and the remaining 1/3 be in preparation. Paths should be maintained on a regular basis.

October: The same expectations as on the previous inspection will apply with the understanding that once crops have been harvested that any unnecessary vegetation be either composted or disposed of.

Anyone not being able to bring their plot up to standard must notify the Committee giving reasons.

11. Children are welcome on the site but must be accompanied by an adult and always supervised.
12. Dogs are not permitted on the site.
13. Although not a requirement. Plot holders are encouraged to attend at least two work party groups a year. Those that cannot take part for whatever reason can help in other ways such as in the shop, helping with any social events etc.

Work party groups will take place approximately 6 times a year and plot holders will be notified at least a month in advance.

Plot holders can also contact the SMT ([smt.brookfieldallotments@gmail.com](mailto:smt.brookfieldallotments@gmail.com)) where they have suggestions which will improve the site in any way.

14. We encourage environmentally, organic and nature friendly feeds and fertilizers on site. The use of weed killers and slug pellets may be used on site but these too should be environmentally friendly. These can be purchased from the site Trading Hut.
15. Hosepipes can be connected to the mains water supply to irrigate plots and to replenish static water tanks. Sprayers, sprinklers and irrigation systems cannot be used.
16. All water leakages must be made known to the Site Maintenance Team (SMT) as soon as possible.
17. Where sheds and compost bins are not contained within an individual plot, they must be located around the perimeter of the site, directly above or below the individual's plot unless otherwise agreed by the Committee. These areas are the plot holder's responsibility and should be kept reasonably tidy and not a storage area for rubbish. Plot holders must remove their rubbish from the site regularly.
18. The maximum size for sheds, greenhouses and polytunnels is 8' by 6'. This is stipulated by the London Borough of Waltham Forest from whom the land is leased. The Committee must be contacted for approval of the size and positioning of enclosed structures before sheds, greenhouses or polytunnels are purchased or erected.
19. Trees and large shrubs should be pruned at the appropriate time of year to avoid excessive shading to other plots nearby. The ideal height is 8ft/2.4m but this will depend on the time of year as some can grow considerably in a season. Where mature trees have overgrown extra time will be allowed to reduce them to a manageable size.
20. Dangerous materials e.g. pesticides, weedkiller, broken glass, asbestos, flammable liquids must not be stored on site and lightweight materials must be secured to ensure they do not damage other sites or injure other plot holders in the event of high winds. Dangerous material must be removed if found. Baths, sinks or any other sanitary products are NOT to be brought onto the site for whatever reason.
21. Bonfires are not permitted on individual plots. A bonfire may occasionally be organised by the SMT or Committee to clear appropriate debris.
22. Barbecues are not permitted on individual plots. Occasionally communal barbecues to which all plot holders are invited may be organised by the Committee only.
23. These rules will be reviewed annually by the Committee after the AGM and any recommended changes considered.

**24. ACCEPTANCE OF THE RULES IS A CONDITION OF TENANCY AND APPLIES TO EVERYONE.**

**The Brookfield Allotment Committee January 2026**