

## KEIGHLEY TOWN COUNCIL



Mr. Joe Cooney  
Town Clerk to the Town Council  
14<sup>th</sup> February 2020

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a Meeting of the Allotments & Landscapes Committee to be held in the Victoria Meeting Room, Keighley Civic Centre **on Monday 24<sup>th</sup> February 2020 at 6:00pm.**

Mr. Joe Cooney  
Town Clerk

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### **COMMITTEE MEMBERSHIP**

Mayor or Deputy Mayor (Ex-Officio)  
Cllr J. Kirby - Chair  
Cllr E. Bernardini – Vice-Chairman  
Cllr N. Ali  
Cllr M. Dowse

Cllr C. Graham  
Cllr L. Maunsell  
Cllr A. Walker  
Cllr L. Wrench

\*Committee Terms of Reference are contained within the Scheme of Delegation.

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### **ADJOURNMENT FOR PUBLIC PARTICIPATION**

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting:

- Members of the public wishing to speak are to have given three working days' notice to the Town Clerk; this may be waived at the Chairman's discretion.
- Any member of the public shall not speak for more than five minutes.
- In the event of more than three members of the public wishing to address the Council then priority will be determined by the Chairman, based on subject matter.
- A question asked by a member of the public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided after the meeting.

Recording at Council Meetings Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

## **AGENDA**

### **1. Fire safety Announcement**

### **2. Apologies for absence**

Members are asked to receive and approve apologies for absence for this meeting.

### **3. Declarations of Interest**

To receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

- i) Declarations of Interest from Members
- ii) Declarations of Interest from Officers

### **4. Public Question Time and Participation**

Members of the public are advised that they are welcome to ask questions about items on the Agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

### **5. Minutes – For Approval**

Members are asked to approve the minutes of the Allotments and Landscapes Committee held on Monday 11<sup>th</sup> November 2019 and ex-ordinary meeting held on Thursday 8<sup>th</sup> January 2020.

Copies attached

### **6. Allotment Officer's Report – For Decision**

Members are asked to make decisions on the recommendations in the Allotment Officer's Report attached.

### **7. Use of Pesticides Policy – For Decision**

Members are asked to approve the attached draft Pesticides Policy.

Copies attached

### **8. Asset Transfer – For Noting**

Cllr L. Maunsell to give a verbal update on the Asset Transfer.

### **9. Future Agenda items**

Members are asked to notify the Clerk of any matters for inclusion on the Agenda of the next meeting.

### **10. Date of next meeting**

The next Allotments and Landscape Committee meeting is Monday 27<sup>th</sup> April 2020 at 6pm.

## KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Allotments and Landscapes Committee held in the Victoria Room, Keighley Civic Centre on Monday, 11<sup>th</sup> November 2019

**Present:** Councillor Kirby, Chair  
Councillor Bernardini (from 18.17)  
Councillor Corkindale, ex-Officio  
Councillor Dowse  
Councillor Wrench

**Also Present:** Phil Hanson, Allotments & Landscapes Officer  
Nichola Powell, Minute Secretary

### 041/2019 (ALL) Fire Safety Announcement

A fire safety announcement was given at the start of the meeting and there was no fire drill scheduled to take place during the meeting.

### 042/2019 (ALL) Apologies for Absence

**RESOLVED** to receive apologies of absence from:

- Councillor Graham, annual leave
- Councillor Maunsell, sick leave

### 043/2019 (ALL) Declarations of Interest

**RESOLVED** Councillor Dowse expressed a pecuniary interest in item no

**RESOLVED** there were no declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from the Officers.

### 044/2019 (ALL) Public Question Time and Participation

There were no members of the public present.

### 045/2019 (ALL) Minutes

**RESOLVED** to confirm the minutes of the meeting held on Monday, 9<sup>th</sup> September 2019 be confirmed as a true record of the proceedings and signed by the Chair.

### 046/2019 (ALL) Allotments and Landscapes Matters

The Allotments & Landscapes Officer tabled his report and highlighted the following:

- Guardhouse Allotments - the Pear Mapping system would shortly be made available to the Allotments & Landscapes Officer which would assist in defining the boundaries of the plots.
- Hard Ings Road - members agreed that Dean Taylor from pest control be invited to attend the next meeting to update members regarding the rat infestation on the site.  
**Action:** *the Chair and Allotments & Landscapes Officer to discuss the pest control contract before 18<sup>th</sup> November 2019.*

- Town Hall Square Benches - the Allotments & Landscapes Officer to request quotations for 6 bespoke benches for the next meeting.

**46.1 National Allotment Society**

**RESOLVED** that the Allotments & Landscapes Committee agreed to the continuing membership of the National Allotment Society at £55 per annum plus VAT.

**46.2 Pesticides Course**

**RESOLVED** that the Allotments & Landscapes Committee agreed for the Allotments & Landscapes Officer to attend a 2 day pesticides course and assessment to eradicate Japanese knotweed and other hazardous weeds at a cost of £510.

**46.3 Cenotaph Cleaning**

**RESOLVED** that the Allotments & Landscapes Committee agreed a fixed price of £4,800 including VAT for cleaning the cenotaph for the next 3 years.

**46.4 Fenced Area in Church Green**

A request from a parishioner had been received regarding fencing off an area in Church Green for children with swings/slides, however, as the land belonged to Bradford MDC Keighley Town Council could not agree to this request.

**46.5 Applegarth Homes**

The owner of Applegarth Homes had erected a perimeter fence, ramp and access to Westfield Crescent allotments at his own cost and had requested a contribution from Keighley Town Council.

**RESOLVED** that the Allotments & Landscapes Committee contribute £1,250 to Applegarth Homes for the erection of a perimeter fence, ramp and access to Westfield Crescent allotment.

**46.6 Reducing Trees Around Plot SJ08**

**RESOLVED** that the Allotments & Landscapes Committee agreed to the reduction of branches around plot SJ08 at a cost of £420 including VAT.

**46.7 Tree Planting**

**RESOLVED** that the Allotments & Landscapes Committee provide £2,000 for the planting of 2,000 trees in North Dean Nature Reserve and Damems Nature Trail.

**46.8 Guardhouse Fencing**

The Allotments & Landscapes Officer informed members that 9 companies had been contacted to provide quotations, 4 had undertaken a site visit, however, to date only 2 had responded:

- Company A - £20,000 inc VAT plus £50 per extra-long post where required
- Company B - £33,000 inc VAT

**RESOLVED** that the Allotments & Landscapes Committee agree that Company A be appointed to undertake the fencing at the back of Guardhouse allotments to prevent fly tipping and to enable some more allotments for vegetables for £21,000 but any monies remaining would be reinstated to the Committee's budget.

The Allotments & Landscapes Officers report was received by the Committee.

**047/2019 (ALL) Finance**

No finance report was available, therefore, it was agreed that this item be deferred to the next meeting.

**048/2019 (ALL) Remembrance Plaque in Town Hall Square**

**RESOLVED** that, following discussions, the Allotments & Landscapes Committee agreed not to pursue the installation of a remembrance plaque in Town Hall Square.

**049/2019 (ALL) Merlin Top Primary School**

The Chair informed members that a request had been received for the installation of a waste bin in the play area which would be funded from Councillor Kirby and Councillor Bernardini's Ward Improvement Funds.

**Action:** *The Chair to speak to Bradford MDC to request the bin be included on the waste collection service.*

**050/2019 (ALL) New Railings for RHS of Town Hall Square**

The Chair informed members that the company had commenced making the fencing and it would be installed in the near future.

**051/2019 (ALL) Asset Transfer**

**RESOLVED** that the Allotments & Landscapes Officer would obtain ownership documents for all assets owned by Keighley Town Council for discussion at the next meeting.

**052/2019 (ALL) Award for Steve Thorpe**

Members discussed the outstanding work which Steve Thorpe undertook on behalf of the Town Council and agreed that some recognition should be made by way of a Community Award.

**RESOLVED** that the Allotments & Landscapes Committee request the Community Project Coordinator send out a communication asking for a nomination for Steve Thorpe to receive a Community Award.

**053/2019 (ALL) Matters to be Tabled Relevant to this Committee**

There were none.

**054/2019 (ALL) Future Agenda Items**

- Financial Reports
- Asset transfer - Land Registry documents
- Invitation to Dean Taylor from pest control to attend the next meeting

**055/2019 (ALL) Date of Next Committee Meeting**

**RESOLVED** to note that the date of the next scheduled meeting of this committee will be Monday, 24<sup>th</sup> February 2020 at 6.00pm in the Victoria Meeting Room, Keighley Civic Centre.

There being no further issues raised the Chair closed the meeting at 19.40 and thanked all for attending.

**Signed** ..... **Date** .....  
**Chair**

## KEIGHLEY TOWN COUNCIL

Minutes of an extra-ordinary meeting of the Allotments and Landscapes Committee held in the Victoria Room, Keighley Civic Centre on Thursday, 9<sup>th</sup> January 2020

**Present:** Councillor Kirby, Chair  
Councillor Bernardini (from 18.17)  
Councillor Corkindale, ex-Officio  
Councillor Dowse  
Councillor Graham  
Councillor A Walker

**Also Present:** Joe Cooney, Town Clerk  
Phil Hanson, Allotments & Landscapes Officer  
Nichola Powell, Minute Secretary

One minutes silence was held in remembrance of Councillor Barry Thorne and Gary Pedley.

### **056/2019 (ALL) Fire Safety Announcement**

A fire safety announcement was given at the start of the meeting and there was no fire drill scheduled to take place during the meeting.

### **057/2019 (ALL) Apologies for Absence**

**RESOLVED** to receive apologies of absence from:

- Councillor Maunsell, sick leave
- Councillor Wrench, sick leave

### **058/2019 (ALL) Declarations of Interest**

**RESOLVED** Councillor Dowse expressed a pecuniary interest in the fencing at Guardhouse Allotments.

**RESOLVED** there were no declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from the Officers.

### **059/2019 (ALL) Public Question Time and Participation**

There were no members of the public present.

### **060/2019 (ALL) Budget 2020/21**

Members discussed the miscellaneous budget codes and agreed that these should be set to zero.

Discussions took place regarding budget code 1325 Income - Town Hall Square Bradford Council.

**Action:** *The Town Clerk to make enquiries into the monies received from Bradford MDC for the allotments.*

The Town Clerk informed members he was chasing Bradford MDC for a copy of the Service Level Agreement (SLA) for Town Hall Square as it was unclear as to what was covered.

Members discussed the budget which the Allotments Officer had suggested and agreed the following:

New access gates for Guardhouse	£2,000
Clearing the land at Guardhouse allotments for tree planting	£2,000
Clearing Japanese knotweed from two allotments approx	£1,000
New benches for Town Hall Square approx	£12,000
Making hard paths at Arncliffe Road allotments	£3,000
Clearing space for 10 allotments at Arncliffe Road allotments approx	£3,000
Clearing and dividing new allotments at Guardhouse allotments approx	£12,000
Painting railings at Town Hall Square approx	£3,000
New equipment for Allotments Officer approx	£500
New sign for Hard Ings Allotments (No Parking)	£40
Hedge trimming at all allotments approx	£3,000
Cutting back laurel hedge at Oakworth allotment approx	£700

Members reviewed each budget heading and agreed the following budgets for 2020/21:

Budget Code	Budget Heading	Budget 2020/21
4350	Allotments Maintenance/Repair	£3,000
4355	Allotments miscellaneous	£0
4360	Town Hall Square maintenance	£15,000

**RESOLVED** that a budget of £60,240 for the Allotments & Landscapes Committee be agreed less £16,000 income from the allotments.

#### **061/2019 (ALL) Future Agenda Items**

- Councillor A Walker's bench in Town Hall Square
- Sponsorship for Town Hall Square benches

#### **00625/2019 (ALL) Date of Next Committee Meeting**

**RESOLVED** to note that the date of the next scheduled meeting of this committee will be Monday, 24<sup>th</sup> February 2020 at 6.00pm in the Victoria Meeting Room, Keighley Civic Centre.

There being no further issues raised the Chair closed the meeting at 19.55 and thanked all for attending.

Signed ..... Date .....

Chair

# KEIGHLEY TOWN COUNCIL **Item 6**

## REPORT TO ALLOTMENTS AND LANDSCAPES COMMITTEE



<b>REPORT AUTHOR</b>	Phil Hanson Allotment and Landscapes officer
<b>EMAIL</b>	<a href="mailto:phil.hanson@keighley.gov.uk">phil.hanson@keighley.gov.uk</a>
<b>Date</b>	24 <sup>th</sup> February 2020

<b>SUBJECT</b>	<b>Allotment officers report 24/02/2020</b>
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### **PURPOSE:**

1. To provide members with an update on the work of the Allotment & Landscapes Officer.
2. To seek members guidance and decision on a number of issues pertaining to Allotments and the Town Square.

### **RECOMMENDATION(s):**

3. That permissions be granted for an accessible gate be installed at Guard House Allotment site.
4. That the request for reduction in rent from allotment holder not be agreed to.
5. Agree to amend the tenancy agreement to set the limit on the number of animals allowed on a plot at no more than 4, which must be for personal use.
6. Agree the removal of an unauthorised gate installed at xxxxxxxx and the original fence be reinstated.
7. To approve the new Allotment contract as outlined in Appendix A.

### **REASONS FOR RECOMMENDATION:**

8. To ensure the Guardhouse site remains accessible for all users, including weekly cabbage club sessions.
9. Isn't in accordance with the agreed Council Policy.
10. To ensure the tenancy agreement reflects the needs of the Council.



11. To remove an unauthorised development.
12. To ensure the tenancy agreement reflects the needs of the Council.

### **SUMMARY OF KEY POINTS:**

#### **Guardhouse Gate**

13. Wherever possible the Council should ensure its facilities are accessible to as many people as possible. The weekly Cabbage Club currently has approximately 25 regular users. The installation of an accessible gate will ensure the session can continue to grow and attract new participants.
14. The cost of installing a gate would be £850 + VAT which will be met from the Allotment Repairs and Maintenance Budget

#### **Reduction in Rent**

15. An allotment holder would like a reduction in rent due to flooding. Flooding is only an issue now as the holder had a large amount of chickens and ducks that are compacting the soil, meaning it is taking excess water longer to soak away.
16. The reduction for rent is not in accordance with the agreed Council Policy and we cannot avoid flooding from storms or poor weather.

#### **Limiting Number of Animals Allowed on Plots**

17. Wherever possible the Council should ensure it is compliant with the National Allotment Society and stick to the 4-chicken maximum per plot and to ensure that they are only held for personal use.

#### **Removal of Unauthorised Gate**

18. A gate was fitted at the bottom of xxxxxx allotments by a tenant who said he got permission from the previous allotment officer, it is believed this not to be the case as there is no record from previous meetings and it is cutting off access to the allotments.
19. This gate is to be removed and the original fence is to be reinstated.

#### **New Allotment Contract**

20. The allotment tenancy agreements need to reflect the needs of the Council. The draft tenancy agreement attached, Appendix A, is in far more detail so that tenants get a better understanding of what is expected of them and vice versa.

### **FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

21. The accessible gate at Guardhouse Allotment site will cost £850 + VAT.

**POLICY IMPLICATIONS:**

22. This would require that the council agree to the rule changes in the contract for allotments.

**DETAILS OF CONSULTATION:**

23. None Required

**BACKGROUND PAPERS:**

24. Appendix A – New Allotment Contract

**FURTHER INFORMATION PLEASE CONTACT:**

Phil Hanson – Allotments and Landscapes Officer

[Phil.Hanson@Keighley.gov.uk](mailto:Phil.Hanson@Keighley.gov.uk)

01535 872126

07766 402539

Keighley Town Council  
Keighley Civic Centre  
North Street  
Keighley  
BD21 3RZ



## Keighley Town Council

### TENANCY AGREEMENT FOR AN ALLOTMENT GARDEN

THIS AGREEMENT made on the 1<sup>st</sup> day of January 2016 between:

Keighley Town Council  
Civic Centre  
North Street  
Keighley  
BD21 3RZ

and

The Tenant

By which it is agreed that:

1. The Council shall let to the tenant the Allotment Garden situated at Keighley Allotments and referenced as \_\_\_\_\_ in the Council's Allotment Register ('the Allotment Garden').
2. The Council shall let the Allotment Garden to the tenant for a term of one year commencing on the 1st day of January 2016 and thereafter from year to year unless determined in accordance with the terms of this tenancy.
3. The tenant shall pay a yearly rent whether demanded or not which shall be payable in full on the 1st day of October and for every year after the first year of the tenancy.
4. The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by him/her and his/her family.
5. The tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetable and flowers in the Allotment Garden.
6. There is a one off fee for admin charges upon registration, of £5 and a small charge for a key where it is required of £3.50 (this is returnable at the end of the tenancy on provision of the return of any key(s))
7. Animals are only allowed to be kept on certain allotments with written consent



# Rules of the Allotment

## 1. The Allotment

The allotment plot shall be kept clean; in a good state of cultivation and free from rubbish/debris

During the tenancy the tenant shall:-

- a) Not assign the tenancy, nor sub-let or part with the possession of any part of the Allotment Garden
- b) Keep any fencing around their plot in good state of repair
- c) Not erect a new fence where none has been before without written permission
- d) Not erect any structure (see schedule 1) without written permission
- e) Not plant a hedge or plant trees or shrubs on the plot without written permission and shall keep these low and trimmed so as not to cause a nuisance to other plot holders
- f) Shall keep any previously planted hedges, trees or shrubs in decent order
- g) Not fell or prune any tree, hedge or shrub to the boundary of the allotments but let the Allotment officer know of any problems with these.
- h) Be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to his/her property (see attached risk assessment and observe the Actions/Instructions).
- i) Permit an inspection of the Allotment Garden at all reasonable times by the Council;
- j) The joint paths should be kept clean; obstruction free and clear of weeds/ long grass (it is the duty of all tenants to keep these clear at all times)
- k) Failure to keep the garden cultivated (more than just cutting grass and weeds) will result in 30 days' notice to cultivate followed by a notice to quit within 7 days should the first letter be ignored
- l) No carpets will be permitted on a plot for the purposes of suppressing weeds. Weed suppressant, or black polythene is allowed

## 2. The Tenancy

- a) The tenancy shall be for 12 months from April 1<sup>st</sup> to March 31<sup>st</sup> of each year
- b) The price for a full plot with water will be £60
- c) The price for a half plot with water will be £40
- d) The price for a full plot without water will be £40
- e) The price for a half plot without water will be £30
- f) Concessions are available upon proof such as age ( over 60 if plot held by that person since 2005 or over 65) or claiming benefits (proof will need to be sent each year you qualify) either £10 or £20 for half plot or full plot
- g) Concessions will only be given for one plot so if you have more than one plot only one will have that discount
- h) Shall live within the Keighley Parish boundary
- i) If the existing tenant lives outside the boundary then they will be charged a fee of £25 extra

- j) If a tenant moves out of the boundary they will forfeit their allotment garden and it will be given to the next person on the waiting list
- k) Animals are only allowed with written consent and upon completion of the animal register
- l) The tenant shall observe additional rules that the Council may make or revise for the regulation and management of the Allotment Garden by the Council.
- m) The tenancy may be terminated by the council serving on the tenant not less than 12 months' written notice to quit, expiring on or before the 6<sup>th</sup> day of April or on or after the 29<sup>th</sup> day of September in any year
- n) The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Garden.
- o) The tenancy may be terminated by the council by serving one months' notice on the tenant if:
  - i. the rent is in arrears for 40 days or;
  - ii. three months after the commencement of the tenancy the tenant has not observed the rules referred to in clause l); or
  - iii. the tenant lives outside Keighley Parish
- p) If the tenant shall have been in breach of any of the foregoing clauses or on account of the tenant becoming bankrupt, the Council may re-enter the Allotment Garden and the tenancy shall thereupon terminate but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re- entry but remaining unpaid.
- q) The termination of the tenancy by the Council in accordance with clause p) or after re-entry by the Council in pursuance of its statutory rights shall not prejudice the tenant's statutory rights to compensation.
- r) The tenancy may be terminated by the tenant by serving on the Council not less than two months' written notice to quit.
- s) On the termination of the tenancy, the tenant shall remove any shed, greenhouse or other building or structure erected in the Allotment Garden unless the Council agrees otherwise which shall be confirmed in writing to tenant.
- t) Any written notice required by the tenancy shall be sufficiently served if sent by post to or left at the parties' address. Any notice to be served by the tenant shall be addressed to the allotment officer or the Town Clerk
- u) Tenants must not discriminate, harass, bully or victimise any other person/s on the grounds of race, colour, ethnic or national origin, social origin, language, religion, political or other opinion, belief, gender, marital status, age, sexual orientation, sexuality, medical condition, disability, or disadvantaged by any condition which cannot be shown to be justified.
- v) Not use or permit the use of the allotment garden or any buildings thereon for any illegal or immoral purposes or for the consumption of intoxicating drink or gambling in any form.
- w) Not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Allotment Garden

### 3. Animals

- a) Only chickens; ducks; geese and rabbits are allowed to be kept on allotments (the only exceptions are those of existing tenants)
- b) A reasonable number of chickens/ducks kept on one plot are as follows: (full plots only) up to 12 chickens or up to 8 ducks or a mixture of the above up to 10
- c) Tenant to be made aware that the more chickens and ducks on an allotment the less vegetation there will be, and the land will become a quagmire during wet periods of the weather
- d) A charge of £5 per year will be paid for keeping animals (chickens, ducks, geese or rabbits) Goats, sheep or pigs will no longer be accepted for new tenants
- e) No cattle or horses/ponies allowed (horse only for existing tenants at Bracken Bank allotments)
- f) Animals shall be in good health and comply with the **Allotment And Animal Welfare Act 2006:-**
  - **Need for a suitable diet;**
  - **Need for a suitable environment;**
  - **Need to be able to exhibit normal behaviour patterns;**
  - **Need to be housed with or apart from other animals and**
  - **Need to be protected from pain, suffering, injury and disease.**
- g) Bees can only be kept on allotments if the tenant:
  - a. Has written confirmation from The Council.
  - b. Has been trained (proof needed)
  - c. Has an allotment away from houses
  - d. Has experience of keeping bees
  - e. Is a member or is going to be a member of the British Beekeepers Association or local branch of the sameShould have their own public liability insurance (proof required)  
The hives or skeps should be sited so that only the beekeeper can approach them, and arrangements should be made so that bees are forced to fly above head height when leaving their hives/skeps
- h) Dogs are not allowed on the allotments unless they are properly controlled and any faeces they make are cleaned up promptly

### 4. Bonfires

- a) Bonfires are a last resort for disposing of waste generated on a plot (where there is no green waste collection on site). Bonfires are permitted for the burning of dry, diseased plants, perennial weeds, stalks and pruning's. Use of an incinerator or 'burning barrel' will be required for all bonfires between April and October. When leaving your plot ensure the fire is completely extinguished. Bonfires must never be left unattended
- b) Bonfires are not permitted at any time for the burning of manufactured materials such as plastics and rubber (which give off toxic fumes that aggravate asthmatic

and pulmonary medical conditions); these should be disposed of at the designated rubbish depositing area, or civic amenity site.

- c) Tenants should take into consideration local householders and whether people have windows open or washing on the line which is likely to be affected by smoke.
- d) Smoke from a bonfire, which could be a nuisance to neighbours by interfering with the use and enjoyment of their garden or property, or could affect the comfort or quality of life of the public could result in action under the Environment Protection Act of 1990. Tenants who light a fire within 50ft (15.24m) of the centre of a highway may be guilty of an offence under the Highways Act 1980. The council reserves the right to prohibit bonfires on a specific plot and/or group of plots.

## **5. Rubbish and recycling**

- a) Rubbish from external sources may not be deposited on the allotment garden or any other part of the site including any designated rubbish depositing area. Abuse may result in prosecution.
- b) Some sites have waste/recycling bays, separation of materials is important. Green waste bays are for perennial weeds, old plants, pruning's and stalks.
- c) All non-diseased vegetative matter shall be composted and used on the tenant's allotment. Diseased plants and perennial weeds can be burned in an incinerator.

## **6. Water**

- a) Sprinklers are prohibited. Hose pipes may be used to water directly if handheld or to fill water butts, provided this does not prevent other tenants having access to water supplies. Water supplies will be turned off in the winter months (November to March).
- b) You must ensure all proper care and diligence to prevent waste of water from any pipe standpipe or tap provided by the council and in particular not to turn on any water supply which may have been shut off by the council.
- c) You must report any leakage of water to the council without delay so arrangements can be made to repair the leak and minimise cost to yourself and other tenants.
- d) Where a plot has its own water tap – this must be maintained and repaired where necessary by the tenant. Water taps not inside individual plots will be maintained by the Council.

## **7. Cultivation**

The tenant must ensure that:

- a) A minimum of 50% of the plot is use for cultivation of vegetables; fruit or show flowers, growing the produce under glass or in polytunnels will qualify for this;

- b) A further 25% of the plot area is in some form of productive use which can be used for keeping animals (chickens; ducks and geese) n.b. only on authorised sites with permission from the Council
- c) The last 25% can be used for recreational purpose (lawn and seating) or extra animal compounds; sheds or storage of waste plant material (compost bin)

## 8. Structures

Maximum Dimensions of Structures = Length X Width

Greenhouse	Shed/Fowl House	Rabbit Hutch	Polytunnels etc.
12ft x 8ft	8ft x 8ft	3ft x 2ft	Max 6M X 4M
8ft x 8ft	6ft x 6ft	4ft x 2ft	
6ft 6ins x 6ft 6ins	6ft 6ins x 6ft 6ins	5ft x 2ft	
8ft 6ins x 8ft 6ins	8ft 6ins x 8ft 6ins		
Chicken compounds			
Max size 12ft X 12ft			

- a) No building may be erected, nor existing building altered, until application accompanied by sketch giving dimensions and specifications of the proposed building or alterations has been made to the Allotments Officer of the Council, and written approval received.
- b) Any structure on the allotment must be temporary and maintained in safe order with a neat external appearance and condition. If the council is not satisfied with the state of the structure the tenant must either repair it to the council's satisfaction or remove the structure within one month of instruction to do so. If the structure is not removed, the council may remove it and charge the tenant the full cost of removal and disposal.
- c) Any structures erected on the allotment shall not be made from hazardous materials (e.g. asbestos) and the colour shall be in keeping with the natural environment.
- d) All structures must be adequately secured to the ground to prevent uplift.
- e) All structures must be kept within the boundary of the allotment and must not be constructed over underground utilities (e.g. water supply pipes). Contact the Allotments officer if unsure of location.
- f) All buildings must be sectional and constructed of either new or perfectly sound second-hand material.
- g) Bases, if constructed, should be of sleepers, paving slabs or loose bedded brickwork.
- h) h). Compounds for hens should be constructed of wire netting and substantial timber posts to be a maximum size of 12ft x 12ft.



- i) The use of corrugated iron, sheet metal, hardboard and floated concrete in bases or floors is prohibited.
- j) No brick buildings are allowed.
- k) Any building erected and found upon inspection to be unsatisfactory or unsightly will be required to be removed.
- l) You may not use more than 45 square yards of your allotment area for buildings or for a fowl compound.
- m) All buildings must be erected at the rear of the plot.
- n) If served with a termination notice, outgoing tenants must remove any buildings belonging to them within one month of the date of letter. Any buildings not removed after one month, become the property of the Council, who may dispose of it as they see fit without financial

# Tenants Declaration

I/We the undersigned state that I/We have read the rule and understand them (for joint tenants both parties need to sign)

If it is a shared plot you must register the partner as well

Name 1	Name 2
Address 1	Address 2
Email address 1	Email address 2
Phone Number 1	Phone Number 2
Mobile number 1	Mobile number 2

Signed.....

Signed.....

Date.....

Date.....

# KEIGHLEY TOWN COUNCIL **Item 7**

## REPORT TO ALLOTMENTS AND LANDSCAPES COMMITTEE



<b>REPORT AUTHOR</b>	Joe Cooney Town Clerk
<b>EMAIL</b>	<a href="mailto:joe.cooney@keighley.gov.uk">joe.cooney@keighley.gov.uk</a>
<b>Date</b>	24 <sup>th</sup> February 2020

<b>SUBJECT</b>	The next Allotments and Landscape Committee meeting is Monday 24 <sup>th</sup> February 2019 at 6pm in the Victoria Meeting Room.
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### **PURPOSE:**

1. To inform members on a new Council policy covering the use of Pesticides on Council land.
2. To seek members approval of the policy.

### **RECOMMENDATION(s):**

3. That the draft Use of Pesticides Policy be recommended to Full Council for approval.

### **REASONS FOR RECOMMENDATION:**

4. To ensure the Council has the required policy for the handling of pesticides.

### **SUMMARY OF KEY POINTS:**

5. The policy covers the use, type, storage and recording of pesticides use on all Council owned land.
6. The Allotment and Landscapes Officer has recently undertaken training on the handling and use of Pesticides safely.
7. Previously the Council didn't have any policy covering the use of pesticides. To ensure any use is undertaken safely it is prudent for the Council to adopt a policy covering all the key areas such as type to be used, storage, handling and the safe disposal. The Policy also covers adequate record keeping.
8. The Allotment and Landscapes Officer under the supervision of the Town Clerk will be responsible for ensuring the policy is adhered to in all circumstances.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

9. N/A

**POLICY IMPLICATIONS:**

10. The policy will be included in the Council's full policy list and will be reviewed periodically or following any changes in law or regulations.

**DETAILS OF CONSULTATION:**

11. None Required

**BACKGROUND PAPERS:**

12. Appendix A – Draft Use of Pesticides Policy

**FURTHER INFORMATION PLEASE CONTACT:**

Phil Hanson – Allotments and Landscapes Officer  
[Phil.Hanson@Keighley.gov.uk](mailto:Phil.Hanson@Keighley.gov.uk)  
01535 872126  
07766 402539

Keighley Town Council  
Keighley Civic Centre  
North Street  
Keighley  
BD21 3RZ



# Keighley Town Council

## Pesticide Policy

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### APPENDICES A

None

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#### 1. General

1.1 The Council is committed to undertaking maintenance of its allotments, open spaces and other areas of responsibility by using methods which have minimum damaging impact on the natural environment. In keeping with this the Council will:

- Keep pesticide use to a minimum, and only used if absolute necessary.
- Increase the use of green recycled waste as mulch, reducing the need for the use of herbicide on shrub beds and hedge lines.
- Reduce the need for chemical application by using horticultural techniques and actions in the first instance, reducing the need of chemical application.

#### 2. Weed Control

2.1 It is a legal requirement and Good Practice that those who use pesticides aim to minimise pesticide use in public spaces. Herbicides are the primary plant protection products used in the UK. Glyphosate has been used to control weeds for over three decades and is the predominate herbicide applied in the amenity sector.

2.2 Glyphosate herbicide will be used to suppress weeds on hard surface areas, shrub beds, obstacles and fence lines and is effective only on weeds that have already emerged above ground level. The herbicide is absorbed through the leaves into the plant. It is inactivated when it comes into contact with soil; it is not easily leached and is unlikely to contaminate ground water and does not harm wildlife or pets if used in accordance with the manufacturer's instructions. An alternative herbicide may be sought if a different treatment is required for a specific problem.

#### 3. Approved Pesticides

3.1 The Council will only use UK government approved pesticides and comply with the Plant Protection Products (Sustainable Use) Regulations 2012 governing the use of pesticides. Pesticides will be checked against a database of authorised pesticide products on the Pesticides Register Database which can be accessed on The Health and Safety Executives website.

#### 4. Training

4.1 Any employee engaged to apply pesticides will have the correct formal training and specified certification to apply pesticides properly and safely complying with Health and Safety legislation.

## **5. The Grandfather Rights Exemption**

5.1 Under the previous UK legislation governing pesticide use, only those born before 31 December 1964 who used an agricultural product on their own or their employer's land were exempt from the requirement to hold a certificate of competence. Since 26 November 2015 everyone who uses a professional product, including those who previously relied on "grandfather rights", must hold a specified certificate.

## **6. Storage, Handling and Disposal**

6.1 The Council will take reasonable precautions to ensure that: storage, handling and disposal of products, their remnants (old products and unused tank mixes) and packing; and cleaning of equipment do not endanger human health or the environment. The following measures will be undertaken:

- In the case of non-professional products - following instructions on storage and disposal of the product in accordance with instructions on the product label.
- In the case of professional products - identifying and mitigating any risks; and following good filling, storage and disposal practice.
- Limited stock will be held on any pesticide product to ensure that it is used by the expiry date.
- Any unused mixes will only be kept for a short period (two or three days) afterwards and/or poured into an empty container with the same product name and disposed of at a waste disposal site that takes chemicals
- Any pesticide product found to be identified as being withdrawn from use will be used prior to other products serving the same purpose that are authorised for use, up to being withdrawn from use.
- Should a product become withdrawn from use, any remaining product will be disposed of via an authorised hazardous waste carrier.

## **7. Record Keeping**

7.1 Records of pesticide applications will be kept for a minimum of 3 years and will detail: date, location, area covered, calibration sheets, operator and weather conditions.

7.2 Risk assessments will be tailored for each site and generic risk assessments will be reviewed annually and as and when necessary

## **8. Future Design and Planning Considerations**

8.1 Where opportunity exists to influence the design of new features or modify existing ones on Council property, control of weeds will be considered when determining materials, siting, angles etc. This may include ground covering plants and using asphalt instead of paving slabs.