



Trowbridge Town Council

Working for your Community

Allotment Information and Lease Pack



Trowbridge Town Council

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Allotment Information and Lease Agreement Pack

Prepared in accordance with the Allotments Acts 1908-1950

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WE UNDERSTAND THAT SOME ITEMS MAY NOT BE RELEVANT TO YOUR SITE BUT MAY BE RELEVANT ELSEWHERE.

Introduction

1.1 The Council has the power to make rules to regulate the arrangements for the letting of individual allotments on its allotment sites.

1.2 When those rules are brought into operation they apply to all such allotments, even if they were held under a tenancy agreement before the rules came into operation.

1.3 These rules apply to all the Council's allotment sites.

1.4 We may need to amend these rules from time to time. If we plan to do so, we will consult allotment users in accordance with our consultation policy at the time before making any changes.

1.5 If amended rules are implemented, a copy of these will be provided to those directly affected as soon as is reasonably practicable. We will also provide a copy of the current rules on request.

1.6 We understand that not all of these rules may be applicable to your site but may be for other sites.

2. Interpretation and definitions

2.1 Where one part of the rules needs to be read in conjunction with another, we have shown this by cross-referencing the other part: however, they need to be read as a whole in order to understand their full effect.

2.2 The headings and cross-referencing we have used are for convenience only and do not affect the interpretation of the rules.

2.3 The meanings of the following words have been set out here:

- *We/us* means Trowbridge Town Council and/or any staff responsible for its allotment service.
- *You* means the tenant of a particular allotment.
- *Allotment* means the particular allotment garden plot let exclusively to a tenant.
- *Allotment site* means all the land held by us for allotment use on a particular site, including all the allotments exclusively let (or available for letting) to particular tenants, as well as the shared facilities, tracks, paths and other areas not let exclusively.
- *Family member* means somebody who is related to you (by blood, marriage, civil partnership, adoption or other legal formality) or with whom you live as husband and wife or civil partner, provided they have lived with you as part of your household for at least one year before your death.
- *Structure* means building, shed, greenhouse, shelter, and animal run or hutch, polytunnel, pond or other similar construction on an allotment.

3. Allocation of tenancies and other allotment users

3.1 All new tenancies shall be allocated by us in accordance with our waiting list procedure, which is set out in Appendix 1.

3.2 Family members have a limited priority to take on allotments if the tenant dies, as explained in the Appendix. Otherwise, the outgoing tenant's particular circumstances or wishes have no influence over the allocation when the tenancy ends.

3.3 You may allow other people to come on to the allotment site and/or help you cultivate your allotment. However, subject to paragraph 3.4, you must not:

- assign your tenancy
- sub-let or otherwise part with possession of or pass on your allotment (or any part of it) to anybody else
- in any way, charge others for permission to use your allotment (or any part of it).

3.4 You are responsible for the conduct and activities of anybody you allow onto the allotment site in accordance with paragraph 3.3.

4. Tenancy preliminaries

4.1 The tenancy of your allotment runs indefinitely, rather than for a fixed time. In legal terms, it is a yearly tenancy and continues running year by year from 1st April to 31st March until it ends in accordance with part 13.

4.2 It is not practicable for us to provide a plan identifying the precise boundaries of each allotment we let. Any dispute about boundaries may be referred to us and our decision will be final (see paragraph 12.8).

4.3 Before your tenancy begins we will remove any structure which is unsound.

4.4 Subject to paragraph 4.5, you may use any remaining structure on your allotment but you will be responsible for maintaining it thereafter (see paragraph 8.2). You should therefore ensure you are prepared to assume that responsibility before you accept the tenancy offer or ask us to reconsider our decision not to remove the remaining structure.

4.5 We previously provided and maintained sheds on some allotments but no longer do so. Any such sheds therefore fall within paragraph 8.2 (remaining structures for which you are responsible). In some cases, use of those sheds is shared with neighbouring tenants. If this is the case, any responsibility for maintenance is also shared.

5. Rent

5.1 When your tenancy is due to begin, we will notify you of the rent for the remainder of the current year (until 31st March) which you must pay immediately. At the commencement of your tenancy, you are required to pay a £50.00 deposit to the Council. This deposit will be reimbursed at the end of your tenancy, provided the allotment plot is left in a reasonable condition as determined by Council Officers.

5.2 Thereafter you must pay your rent on or before 1st April each year.

5.3 We will write to you at least three weeks beforehand to notify you of the rent due for the coming year and details of how it can be paid.

6. Use of your allotment

6.1 You must use your allotment wholly or mainly for the production of fruit and vegetables for you and your family or household.

6.2 You must not use your allotment for trade or business, camping or staying there overnight.

6.3 You must cultivate your allotment and maintain it in reasonable condition, with weeds kept under control and respecting the rights and safety of all allotment users. You must comply, in particular, with the requirements of parts 7 to 12 and the conditions and guidance set out in Appendix II.

7. Boundaries and access

7.1 You must maintain all hedges and other boundaries so as not to be a nuisance to other users of the allotment site or owners or occupiers of neighbouring premises.

7.2 You must not:

- use barbed wire at all and/or fencing of more than two metres (6 feet 6 inches) high
- obstruct paths and other means of access that are reasonably required by other tenants to get to and from their allotments
- enclose your allotment to such an extent that it is inaccessible for inspection by us. In exceptional cases we may agree to have a key in order to obtain access where it would otherwise be inaccessible. Paragraph 12.1 deals with our right of access
- go on to other allotments except with the permission of the tenant (see paragraph 10.3)

7.3 Paragraphs 4.2 and 12.8 deal with resolution of boundary disputes.

7.4 You must allow access through your allotment to other tenants where that is their only reasonable means of access to get to their allotment.

8. Structures

8.1 You must not install any structure (see definition in paragraph 2.3) on your allotment unless you:

- get our written permission to do so
- comply with the conditions and guidelines for doing so
- maintain it in reasonable condition.

8.2 You must also maintain any structure that was not installed by you but remained on your allotment when your tenancy began. Paragraphs 4.3-5 deal with structures at a change of tenancy.

8.3 Appendix III deals with the factors to be taken into account regarding permissions, conditions and guidelines for installations.

8.4 If you fail to comply with paragraphs 8.1 and 8.2 we may:

- ask you to remove it
- remove and dispose of it ourselves if you fail to do so

and

- re-charge you for these costs.

8.5 As well as, or instead of, proceeding in accordance with paragraph 8.4, we may enforce these rules in any other way, including, if we consider it necessary, by ending your tenancy (see parts 12 and 13).

8.6 The above requirements for installations of structures also apply to alterations of structures if what is proposed would make the structure substantially different (as opposed to works of maintenance and repair).

9. Livestock

9.1 The only kinds of livestock you may keep on your allotment (subject to paragraph 9.2) are hens (but not cockerels), rabbits and bees.

9.2 You must obtain written permission from us to keep bees, inform us of your intention to keep hens or rabbits, and (in each case) comply with the conditions and guidelines for doing so.

9.3 Appendix IV deals with the factors to be taken into account regarding permissions, sets out the conditions, and provides further information about guidelines.

9.4 If you fail to comply with paragraph 9.2, we may:

- ask you to remove livestock
- remove and dispose of them ourselves if you fail to do so
- re-charge you for these costs.

9.5 We may also proceed in accordance with paragraph 9.4 if it is necessary in the interests of public safety, for example, to contain the spread of disease.

9.6 As well as, or instead of, proceeding in accordance with paragraph 9.4, we may enforce these rules in any other way, including, if we consider it necessary, by ending your tenancy (see parts 12 and 13).

10. Use of the allotment site

10.1 You only have rights in respect of your allotment and the shared facilities of the allotment site.

10.2 You must:

- respect the safety of other users of the allotment site
- have regard for the security of the allotment site, including locking any gate where appropriate

- drive at a speed that is appropriate to the site conditions: we recommend a speed of 5mph (8km/h).

10.3 You must not:

- go on to other allotments except with the permission of the tenant
- dump anything (including green waste) on vacant allotments or other parts of the site
- extend, alter or make any changes to the perimeter of the allotment site, any on-site amenities, or to any areas beyond your designated plot, without obtaining prior permission from the Allotment Officer.
- in any other way make use of or cultivate vacant allotments or other parts of the allotment site
- have firearms (including air guns) or explosives on the allotment site.

10.4 You may only:

- use the shared facilities for the purposes for which they are intended. For example, you must not use the water supplies for car washing. Appendix II deals with restrictions on watering your allotment
- have dogs on the allotment site if you keep them on leads and clear up any dog fouling.

10.5 You must take into account the guidance concerning wildlife set out in Appendix V.

11. Nuisance and annoyance

11.1 You must not do anything on your allotment or behave on the allotment site in a way that is (or is likely to be) a nuisance or annoyance to other people. Whilst it is not possible to list everything that is a nuisance or annoyance. Listed below are some of the most common examples.

- Rowdy behaviour, including excessive noise, shouting or swearing.
- Failing to maintain boundaries in accordance with part 7.
- Failing to keep livestock in accordance with part 9.
- Failing to comply with the rules as to use of the allotment site in accordance with part 10.

11.2 You must not harass, intimidate or abuse anybody else on the allotment site.

11.3 Harassment includes offensive behaviour directed at people because of their age, gender, disability, racial group, sexual orientation, religion or belief; and indirect threats towards or making malicious allegations against people.

11.4 Remember that you are responsible for other people you allow on to the allotment site (see paragraph 3.4).

12. Enforcement and disputes

12.1 We may visit your allotment at any time to inspect it. Paragraph 7.2 requires you to make your allotment accessible.

12.2 During the first three months of your tenancy, we appreciate that it may take some time to bring your allotment up to standard.

In the first three months of growing season, usually March to May, at least 25% (a quarter) of the plot should be cultivated, from then on the following applies:

- after six months of the growing season up to 50% (half) of the plot would expect to be cultivated
- after 1 year 75% (three-quarters) must be cultivated
- from the second year onwards, 75% or more of the plot must be cultivated during the growing season
- areas of a plot which are covered for example by tarpaulin or cardboard are not considered to be cultivated

If you are temporarily unable to cultivate it, you should tell us in order to avoid premature enforcement action.

12.3 In fairness to those on the waiting list, if it appears that you are not cultivating your allotment or you have failed to pay your rent on time, and you have not contacted us to give a reasonable explanation, we will take immediate steps to end your tenancy. Paragraph 13.3 explains how we may do this. Please note that a lack of time due to work, travel, children, or other commitments are not valid reasons for failing to meet acceptable standards of cultivation.

12.4 We will not tolerate persistent or serious breaches of any of these rules and will take action accordingly, by ending your tenancy, if we consider it necessary.

12.5 We may re-charge you for any costs we incur in taking action to deal with any breach of these rules.

12.6 If you are not satisfied with the service we provide, you can use our complaints procedure. If a problem cannot be resolved under our own complaints procedure, you can refer the matter to the Local Government Ombudsman.

12.7 Disputes between tenants about the implementation of these rules and related matters may be referred to us by any interested party for resolution. Our decision is final.

13. Ending the tenancy

(A) By you

13.1 If you wish to end your tenancy, you may do so, with immediate effect, by giving us written notice accordingly (but we can manage the allotment site and the waiting list more efficiently if you give us advance notice).

(B) Death

13.2 If you die during your tenancy, the tenancy ends immediately upon us our being notified of or ascertaining the death. Part 3 and Appendix I, which supplements it, deal with the limited priority of your family members for a tenancy in these circumstances.

(C) By us

13.3 We may end your tenancy by re-entry at any time after giving you four weeks written notice if:

- the rent (or any part of it) is unpaid 30 days after it is due
- we are reasonably satisfied there has been any other breach of these rules (provided that, if the breach relates to cultivation of your allotment, at least three months has elapsed since the beginning of your tenancy) following the guidelines of 2 warning letters, 4 weeks apart have been sent. (3rd warning removal). The first 2 warning letters will be held on file for a period of 6 months from date of issue, after which they will be disregarded if no further issues occur in that time.
- you are not currently resident in our administrative area or within one mile of the boundary (as explained in Appendix 1, you must be resident in the area when you take up an allotment tenancy).

13.4 We may end your tenancy by re-entry at any time after giving you two months' written notice if the allotment is required for some other purpose.

13.5 We may end your tenancy, in any circumstances, by giving you written notice, and provided that the notice

period expires in the winter months (either on or before 6 April of any given year or on or after 29 September of any given year).

14. Matters arising at the end of tenancies

14.1 At the end of your tenancy, you must hand your allotment back to us in reasonable condition in compliance with these rules. You must also return the key to the allotment site.

14.2 You may remove any structures that you have installed. Any that remain once the tenancy has ended will be removed by us or passed on to the next tenant (see paragraphs 4.3 and 4.4) at our discretion.

14.3 Anything else (including livestock) that remains once the tenancy has ended may be removed by us.

14.4 We may re-charge you our costs of putting right anything arising from your failure to comply with paragraph 14.1.

15. Giving formal notice

15.1 When we need to give formal notice to you about your tenancy we must do so in writing and by any one of the following three methods.

- Handing it to you in person or using the email address you have provided.
- Posting or delivering it to your known address.
- Leaving it on your allotment in a sealed transparent envelope so it is clearly visible.

15.2 Remember that your address is the one that you last notified us of in the context of your allotment (see paragraph 2.3). It is your responsibility to notify us of any change of address during your tenancy.

15.3 When you need to give formal notice to us about your tenancy you must do so in writing and by any one of the following three methods.

- Emailing it to our allotments inbox – allotments@trowbridge.gov.uk
- Handing it to one of our allotment staff in person.
- Posting or delivering it by hand, for the attention of the Allotments Officer, Trowbridge Town Council, Civic Centre, St. Stephen's Place, Trowbridge BA14 8AH, or any office used by us at the time for the provision of our allotment service.

APPENDIX I

ALLOCATION OF TENANCIES AND OTHER ALLOTMENT USERS:

WAITING LIST PROCEDURE

NB Numbers in bold refer to the main rules not the paragraph numbers in the Appendix.

1. The Appendix is supplementary to Part 3 of the rules and should therefore be read in conjunction with that part.
- (1)** Registering on the waiting list
2. Please access the 'My Trowbridge' app to register your interest in an allotment in Trowbridge.
3. If you are unable to use the app, or experience any technical issue then please email the Allotments team at allotments@trowbridge.gov.uk and we will be able to assist you.
4. Applicants may register for a tenancy offer at up to three of our allotment sites. A list of sites and locations are available on our website www.trowbridge.gov.uk or on request.
- (2)** Priority for offers - explanations and preliminaries
5. For the purpose of making offers (as explained in the next section of this Appendix)

the following provisions apply:

6. The tenant conditions are that prospective tenants are:
 - Individuals (applications for the benefit of companies associations or other organisations must therefore be made on their behalf by a named person, who would remain responsible throughout the tenancy)
 - Over 18
 - Residents of Trowbridge (within our administrative area)
 - Not people about whom we hold information that would give us reason to believe they would be unsuitable tenants (in other words, evidence that they may not comply with these rules if offered a tenancy).
7. If there is more than one family member the tenancy may be offered to (following the death of the last tenant), we will consult with them but our decision as to whom we offer the tenancy is final.

8. A person is only considered to have an allotment tenancy already if the size of the plot they have a tenancy for and the tenancy they would be offered, when combined, is more than a standard-sized allotment. As a general rule the standard size is 140 square metres but the exact size varies from site to site.

(3) Priority for offers

9. Subject to the explanations and preliminaries (as explained in the last section of this Appendix) and local discretion and flexibility (as explained in the next section), tenancies will be offered in the following order of priority.

If the last tenancy of an available allotment ended (in accordance with paragraph 13.2) because the last tenant died, it will be offered to a family member (as defined in paragraph 2.3) provided that:

- The allotment is in reasonable condition and the last tenant has complied with these rules

and the family member:

- Asks us to do so before we have offered the tenancy to a person on the waiting list who would otherwise be entitled.
 - Meets the tenant conditions
 - Does not already have an allotment tenancy.
- (4)** If the last tenancy of an available allotment did not end because of death or no qualifying family member accepts an offer, it will be offered to the person who has been on the waiting list for the site the longest, provided they:
- Meet the tenant conditions
 - Do not already have an allotment tenancy.

Local discretion and flexibility

10. We retain discretion to operate allocations with a degree of flexibility in order to meet local circumstances. We will do this to help make sure that those without an allotment tenancy and on the waiting list have a fair opportunity of being offered one.
11. When an allotment becomes available, we may offer more than one tenancy (in other words we may offer two or more tenancies of what will then be smaller allotments). We will take into account the length of the waiting list.

(5) Removal from waiting list

12. Applicants will be removed from the waiting list when either they have accepted an offer or they have refused three offers. But in either case (immediately or anytime thereafter) applicants may re-register on the waiting list (as new applicants with no accrued priority).

APPENDIX II

USE OF YOUR ALLOTMENT: CONDITIONS AND GUIDELINES

NB: Numbers in bold refer to the main rules, not the paragraph numbers in the Appendix.

This Appendix supplements Part 6 of the rules and should be read in conjunction with it.

Storage and Materials

- Only store items intended for allotment use.
- Do not store vehicles or excessive plant/organic waste.
- Compost green waste wherever possible.
- Prohibited items include chemical-based weed killers, asbestos products, carpet, underlay, and concrete (except pre-cast products laid on a loose bed).
- Store timber or scrap materials sparingly; remove unused items within six months.
- Do not remove soil, gravel, sand, stones, or minerals from the plot.

Bonfires

- Only permitted between 1 October and 31 March, 9am to sunset.
- Use enclosed containers and only burn dry, organic waste from your plot.
- Do not use accelerants or leave fires unattended.
- Check for wildlife (e.g. hedgehogs) before lighting.
- Burning of plastics, carpets, and imported waste is strictly prohibited.

Watering

- Use watering cans only, unless hosepipe use is explicitly approved during extreme heat.
- Sprinklers are not allowed.
- Use the water supply solely for your allotment.

Trees

- Only plant edible fruit or nut trees.
- Permission required to plant more than three trees.
- Plant trees at least two metres from any boundary.
- Maintain tree growth to prevent canopy overhang onto neighbouring plots.

Traps and Snares

- Permitted only for catching/killing rats.
- Must be regularly checked and safe for people, pets, and wildlife.

Allotment Numbering

- Display your plot number visibly to aid in reallocation and inspections.

Public Liability

- Tenants are responsible for plot safety.
- Public liability insurance is advised.

CCTV Policy for Allotment Plots

Trowbridge Town Council permits the installation of CCTV systems by tenants under the following conditions to ensure privacy, data protection, and site security:

1. Permitted Coverage:

- CCTV must only record within the tenant's leased plot.
- Recording of neighbouring plots, paths, or shared areas is prohibited.

2. Notification and Signage:

- Tenants must display signage stating CCTV is in use and identifying themselves as the data controller.

3. Responsibility and Legal Compliance:

- Tenants are responsible for compliance with UK GDPR and the Data Protection Act 2018.
- The Council has no obligations regarding CCTV systems beyond granting permission.

4. Use and Sharing of Footage:

- Footage must only be shared if it relates to criminal activity or tenancy breaches.
- Only the Council or police may view such footage.

5. Retention and Deletion: All footage should be retained only for a reasonable period. Ideally it should be deleted regularly or automatically, or both. Ultimately, all footage should be deleted when the equipment is withdrawn from use or at the end of the period of the allotment tenancy agreement.

6. Additional Guidance:

- Tenants are encouraged to read ICO guidance on domestic CCTV:

ICO / For the Public / CCTV Systems

- CCTV use must not infringe on the rights of others.

Failure to comply with these CCTV rules may lead to enforcement action under Parts 12 and 13 of the Agreement.

This revised Appendix II is part of the updated Allotment Lease Agreement issued by Trowbridge Town Council and supersedes previous versions of Appendix II.

APPENDIX III

STRUCTURES: PERMISSION, CONDITIONS AND GUIDELINES

NB Numbers in bold refer to the main rules not the paragraph numbers in the Appendix.

1. This Appendix is supplementary to part 8 of the rules and should therefore be read in conjunction with that part.
2. The meaning of a structure for these purposes is defined in paragraph 2.3.
3. Your application for permission to install a structure must be accompanied by a specification of the proposed structure including dimensions and a sketch or picture.
4. You must check if any other permission, such as planning permission, is required in addition to our permission as owner of the site.
5. No more than 15 per cent of your allotment may be used for structures.
6. Structures must be placed at an appropriate edge of the allotment and in such a way as neither to interfere with boundaries or access, nor to cause a nuisance or annoyance to other users of the allotment site or owners or occupiers of neighbouring premises.
7. Buildings should be sectional and constructed of either new or sound second hand materials (no bricks).
8. Water capture equipment should be attached to all structures where possible.
9. Asbestos and concrete must not be used anywhere on your allotment.
10. Part 14 deals with matters arising at the end of tenancies and has particular relevance to removal of structures and potential re-charges.

APPENDIX IV

LIVESTOCK: PERMISSION, CONDITIONS AND GUIDELINES

NB Numbers in bold refer to the main rules not the paragraph numbers in the Appendix.

1. This Appendix is supplementary to part 9 of the rules and should therefore be read in conjunction with that part.

(1) Permission for keeping bees

2. Each application for permission will be considered on its particular merits.
3. We will consider the numbers of hives already kept nearby and the particular situation of your plot. Allotments next to roads, public footpaths or cycleways are not suitable.
4. If we consider it necessary we will consult with neighbouring allotment tenants or owners or occupiers of neighbouring premises.
5. You must be able to demonstrate that you would be able to comply with the conditions for keeping bees providing, where appropriate documentary evidence of qualifications, registration and insurance.

(2) Conditions

6. The conditions for keeping all three kinds of livestock (hens, rabbits and bees) are that you:
 - Comply with all animal welfare legislation
 - Make sure they have adequate housing, diet and water
 - Arrange for them to be checked at least once per day (except bees, which need checking less often depending on season, location and risk, e.g. vandalism)
 - Provide us with two emergency 24-hour contact telephone numbers
 - Comply with any restrictions or regulations imposed by the Department for the Environment, Food and Rural Affairs (DEFRA)
 - Dispose of carcasses in accordance with legislation and do not bury them on your allotment (or elsewhere on the allotment site)
 - Remove all livestock and related equipment at the end of your tenancy.
7. The additional conditions for beekeeping are that you:
 - Have a formal beekeeping qualification or have performed competently in both an approved theory and practical course and have a minimum of one year's experience of beekeeping
 - Display emergency contact numbers on your allotment

- Register with the National Bee Unit
 - Maintain public liability insurance of £5 million
 - Produce documentary evidence of your qualifications, registration or insurance within seven days if required by us to do so
 - Only carry out handling at times when the number of people close by is likely to be minimal
 - Ensure hives are sited at a safe distance from neighbouring premises and enclosed within a two metre (6 feet 6 inches) high screen or barrier.
8. You must ensure that your arrangements for keeping any of the three kinds of livestock comply with all parts of these rules. You should bear in mind, in particular, that you must:
- Use your allotment for production mainly of fruit and vegetables (see paragraph 6)
 - Not use it for trade or business
 - Not cause a nuisance or annoyance.
9. You must also ensure that all structures for keeping any of the three kinds of livestock comply with part 8 and Appendix III. Remember that:
- You must get written permission to install structures
 - No more than 15 per cent of your allotment may be used for structures.

The number of animals you keep must be limited to the space available so as to meet welfare requirements and comply with all relevant legislation and regulations.

(3) Guidance

10. If you keep any of the three livestock, we will provide you with further guidance as to compliance with the above conditions.
11. Keeping livestock carries particular responsibilities. Failure to meet animal welfare standards may be a criminal offence and result in prosecution.
12. Remember that we may come on to your allotment at any time and you must give access where necessary (see paragraph 12.1).

APPENDIX V

GUIDELINES CONCERNING WILDLIFE ON ALLOTMENT SITES

1. Allotment sites may contain wildlife that is protected by law. In most cases, the presence of protected species will not affect your normal allotment activities.
2. All wild birds and their eggs and nests are legally protected, and it is an offence to kill them or deliberately destroy or disturb their eggs or nests.
3. All native British reptiles are legally protected against deliberate killing or collection. Slow-worms and grass snakes are the species most likely to occur on allotments. Both species are harmless to humans, and slow-worms are beneficial as they eat slugs and other garden pests. If found they should be left alone.
4. All native British amphibians have some legal protection. In the case of the three most likely to be found on an allotment (common frog, common toad and smooth newt), this only applies to preventing them being offered for sale. The much rarer great crested newt has a higher level of protection and it is an offence to intentionally kill, disturb or destroy the habitat of this species.
5. The hedgehog, another beneficial animal that eats garden pests, is often found on allotments and it is an offence to deliberately kill or injure one.
6. If you discover a bee swarm or wild colony on the allotment site you must tell us as soon as possible.

Trowbridge Town Council's commitment to all Leaseholders

We will, to the best of our abilities, at all times provide:

- *A regular means of communication to discuss any issues*
- *A regular water supply through the installation of water troughs*
- *Maintenance of publicly accessible grassed areas, and any entry/exit to the site*
- *A professional and effective means of dealing with any issues arising during the course of the lease*
- *A readily available and constantly updated waiting list for other potential users*
- *Regularly scheduled site inspections with the further provision of any necessary action plan pursuant to any matters arising*
- *The control of an accountable audit process with regard to any receipts/expenditures.*