

Thomson Terrace Allotments C.I.C. Allotment Rules

OXFORD CITY COUNCIL (the "Council")

THOMSON TERRACE ALLOTMENTS C.I.C. (the "Association")

Note that TTACIC Rules are about individual allotment holders as opposed to the TTACIC Constitution and TTACIC Articles of the Association which are concerned with the association's governance.

These rules are intended to help plot-holders to use their allotments beneficially and to minimise causes of potential conflict.

These rules are also concerned with maintaining allotments in accordance with the requirements of the landlord, Oxford City Council (the Council) and making every reasonable effort that plots are in a fit state to be re-let should a plot-holder relinquish their plot.

The Management Committee will conduct the affairs of TTACIC delegated by the Directors. The Committee consist of a Chair, Treasurer, Secretary, Field Secretary (collectively 'the Officers') and up to five other general members. All members of the Committee must be members of TTACIC.

Members and associate members are welcome to join the committee and support Thomson Terrace Allotments C.I.C.

Note: Rules are subject to approval at the 2026 AGM, October 2026

1 Application

- 1.1 These rules are made under Section 28 of the Small Holdings and Allotments Act 1908, Allotments Act (1950) and the Occupiers' Liability Act (1957), and apply to:
 - a. all plots including any already let; and
 - b. all other parts of the Allotment Site let by the Council to the Associationand the term "Allotment" or "Allotments" includes reference to both a) and b) of this paragraph 1.1 as the context requires.
- 1.2 Associations, and plot holders will abide by the provisions of the relevant Acts, any lease granted by the Council to the Association ("Lease") of the allotment site ("Allotment Site") and these Rules.

2 Rent, Fees, Rules, Plot Holder Agreement and Membership

- 2.1 Individual plot holders must pay all the rent and one-off and fees for their plot when the Association requires.
- 2.2 Individual plot holders become members of the Association upon payment of rent and signed Plot holder Agreement.
- 2.3 Individual plot holders giving up their plot are asked to notify the Secretary and to return all keys to the site to a Member of the Committee.
- 2.4 The rules are issued and agreed to by the plot holder annually with the Plot Holder Agreement. Normally, changes in rules are agreed upon during the annual AGM, as mandated by the Council or extraordinary general meetings.
 - a. Plot holders are required to display the plot number on their plot.
 - b. Members have the right to vote at meetings. Membership is not tied to the size of your plot or the number of poles you manage. Where two names of plot holders appear on a license, only the member is allowed to vote (not the associate member). Members are 'guarantors' with various rights set out in the company's articles. Member's liability is the £1 member subscription.
- 2.5 **Membership** in the Association is compulsory.
 - a. All new plot holders pay a £1 Member subscription their first year.
 - b. Where a plot had two named plot holders, you share a single membership. One is a member, and one is an associate member.

- 2.6 **Plot Rent** covers your access to the plot from 1st September to 31st August.
- a. **For 2026-27, the annual plot subscription is £5.00/per pole, £25 for 5-pole plot and £50 for a 10-pole plot. For 2026-27, the trough replacement/repair charge is £1/per pole.**
 - b. **Annual Rent includes limited access to mains water as outlined in TTACIC's Fair-Use Watering Policy(Appendix One) subject to Local Watering Bans. TTACIC has a "Rainwater First" policy. Plot Holders not installing and utilizing rainwater harvesting systems on their plots by 31st August 2027 are required to pay an additional annual water surcharge of £4/per pole due 1 September 2027.**
 - c. For new plot holders, you pay a full year's plot subscription thru to the 31st of August.
 - d. For new plot holders who begin your plot subscription in June, July or August, provided you have begun to cultivate the plot (see Section 5), you pay a full year's subscription that covers you for 15 months.
 - c. All new plot holders pay a non-refundable key fee.
 - d. All new plot holders pay a one-off non-refundable temporary structure fee based on the number of existing sheds, polytunnels, greenhouses, and henhouses on your plot.
 - e. Rent is paid annually and are due by the 1st Sunday in September or soon after that, as announced by the Committee.
- 1.2 **Required Work Events.** As part of your tenant agreement, you are required to participate in 1 to 4 Work events per year to contribute to the required maintenance of the site.
- a. The number of required Work Events is based upon your total householder pole size and is specified on your plot holder agreement.
 - b. Work event dates are specified at the start of the rent year and are listed on the website. Generally, work events are planned once per month (2 hours) and are either on Saturday morning, Sunday morning or Wednesday evening. If you are not available for these dates, please contact the Field Secretary so he may identify a number of activities you may do on your own to meet this requirement.

3 Site Safety, Security, Duty of Care, Site Audits and Inspections

- 3.2 Members must not cause a nuisance to neighbors on or off the site and must treat others with the consideration and respect with which they would wish to be treated themselves.
- 3.3 Members must not go on to other plots without permission. Taking crops, produce, implements, or other items from other plots is theft and will result in the immediate termination of the membership.
- 3.4 Members have a duty of care to everyone, including visitors and themselves.
- 3.5 Members should be aware that there are beekeepers and hives on the site. Speak to committee members on location if you or your visitors have allergies.
- 3.6 No unaccompanied visitors are permitted on the site.
- 3.7 The Association is not liable for loss by accident, fire, theft or damage to structures, tools, plants or contents on Members' plots - or for injury to anyone. However, incidents of injury, theft and vandalism should be reported to the Committee and to the police when appropriate.
- 3.8 The entrance gates are always to be kept closed and locked after entering or leaving the site. This applies even if the gate is found to be already unlocked on arrival or departure. Repeat failure to lock the gate may lead to action by the Committee.
- 3.9 Only Members' dogs are permitted on site.
- 3.10 Only Committee Members and those trained and authorized by the Committee may use the Association machinery. Any machinery used by Members must be in accordance with the manufacturer's instructions and is at risk to the user.
- 3.11 To comply with the terms of our Public Liability Insurance, the Committee is obliged to conduct an annual health and safety inspection of the site. Any structure or other issue considered hazardous by the Committee must be dealt with, repaired or removed by the Plot Holder a reasonable designated time upon receipt of written notification by the Committee.

- 3.12 **Audits of your plot.** The Management Committee and/or the Council will conduct two audits of your plot and any related structures throughout the year (usually March and August) and one mini-audit during the summer. These inspections serve to verify that your plot adheres to the TTACIC Rules, TTACIC Health & Safety (see 3.11) and compliances with TTACIC Fair-Use Water Policy (appendix one) set forth by TTACIC and the landlord, the Council.
- a. If you are working your plot well, installed and are utilizing rainwater harvesting and complying with rules, you will not receive any communication from us after the audit has taken place.
 - b. If there are any issues with your plot, we will write to you. The intention is to remind plot-holders about certain rules and/or alert members to any specific problem and ask for it to be rectified within a specified time. If there are serious and/or ongoing issues, the ultimate sanction is loss of membership. In most cases, however, matters are resolved. (See 20.7)
- 3.13 **Inspections of your plot.** Any officer of the Association or officer of the Council may enter and inspect any Allotment (and any building on it) at any time upon reasonable notice to the officers of the Association.
- 3.14 If any allotment ground or privately owned structures on it are not found to be in a good and proper state and condition, the Association will give written notice of such defects to the plot holder and the plot holder shall:
- a. make good such defects to any structure within one calendar month of the written notice; and
 - b. make good the state and condition of the ground within six calendar months of the written notice.
 - c. or (in either case) immediately if there is a clear risk of injury or health risk to others.
- 3.15 If any aspects of animal welfare in the keeping of hens, or recognised standards of bee-keeping, are found to be of concern, the plot holder will ensure remedial action is taken immediately. Any serious and ongoing issues should be reported to the appropriate body or authority.

3 Cultivation and Use of Allotments

(The Allotments Act 1922 s22 (1) states: *The expression " allotment garden " means an allotment not exceeding forty poles in extent which is wholly or mainly cultivated by the occupier for the production of vegetable or fruit crops for consumption by himself or his family.*)

- 3.1 The primary purpose of an allotment is for the growth of fruit and vegetables for use by the household of the plot-holder. As a secondary purpose, it is allowed to grow flowers and keep certain livestock (see 9 Livestock and Pets).
- 3.2 Cultivation is maintaining a plot by growing fruit and vegetables along with flowers and herbs. It includes ensuring that any area not currently planted is kept in good condition until it is next planted.
- 3.3 The Allotments must be used and occupied as allotment gardens and for no other purpose.
- 3.4 The Allotments must not be used for any trade or business.
- 3.5 The Allotments must be kept clean, free from rubbish and waste materials, free from weeds, fertile and maintained in a good state of cultivation.
- 3.6 The use of concrete in any form on site is prohibited. The use of bathtubs as planters on site is prohibited.
- 3.7 Plot holders may remove any perennial crop or fruit trees/bushes planted or purchased by them before the end of their occupancy, provided they replace any surface soil disturbed by such removal.
- 3.8 Soft Fruit bushes and Top Fruit trees on dwarfing rootstocks and small hazel trees may be planted by plot holders on the Allotments with the written consent of the Association and subject to any other conditions or restrictions imposed by the Association. No other trees may be planted.
 - a. Fruit trees on dwarfing rootstocks must be of limited height. Fruit trees may be planted no closer than 2 m from edge of plot boundary in any direction. After pruning, fruit trees must be at most 2.5m in height. Shrubs planted as windbreaks or for flowers are acceptable in limited quantities. Height restrictions will refer to heights on January 1st of the tenancy year.
- 3.9 Weed-suppressing covering is allowed but should be used for at most 6 months at a time. The use of cardboard for mulching is acceptable and encouraged. The use of carpet or carpet-like material on the plot is prohibited.
- 3.10 As a general rule, a plot-holder is expected to keep at least 75% of their plot(s) fully cultivated (either planted or prepared for planting)
- 3.11 A plot-holder is required to keep the borders of their plot(s) well-trimmed and maintain the care of all adjacent paths.
- 3.12 Planting a single crop over more than 30% of your plot (i.e. a monoculture) would normally be an indication that the plot-holder is intending to create a surplus for commercial use, which is prohibited.
- 3.13 Plants such as Bamboo that spread uncontrollably are not allowed. If in doubt, the Committee's decision is final.

- 3.14 An individual household would be expected to have plots totaling at most 20 poles (500 sq. m). Where, for any reason, members of a household are plot-holders to more than this maximum, they may be required to:
- demonstrate that they are not using them as part of a commercial enterprise
 - and relinquish excess plots the following annual subscription day. This will apply if there is any waiting list for plots.

4 Pest Control

- 4.1 Control methods should respect other wildlife.
- 4.2 The use of insecticides must not cause problems for essential pollinators such as bees. The use of pheromone-based traps for pests such as raspberry beetle are preferred to the use of insecticide.
- 4.3 Slugs should be dealt with using nematodes, ferric-based slug bait, or traps (such as the traditional beer trap). **It is illegal to use Metaldehyde-based pellets.**
- 4.4 Wasps and rats should be reported to a committee member so that assistance can be given in their removal.

5 Composting

- 5.1 Plot-holders are strongly encouraged to compost waste plant matter. Bringing compostable plant matter from home is allowed. Other household waste, including meat or food with fat content, shall not be composted on-site.

6 Bonfires and Other Restrictions

- 6.1 The Association and plot holders must comply with the Council's Guidance on Bonfires (Appendix Two and as issued by the Council from time to time)
- 6.2 Bonfires on individual plots are NOT allowed on plots at any time.
- 6.3 TTACIC has a shared discarded wood pile (Plot no. 156) which is control burned from time to time by Field Secretary. You may discard your wood here but do not include any trash, plastic, rubber or painted material in the pile.
- 6.4 The Controlled Bonfires on Plot 156 are under strict conditions and must comply with the Council's [Guidance on Bonfires](#) including:
- The Controlled Bonfires on Plot 156 must not be left unattended.
 - The Controlled Bonfires on Plot 156 should only be lit when the weather conditions are appropriate.
 - The Controlled Bonfires on Plot 156 should only be lit at times when the wind will not make the smoke a hazard. As a general rule, winds should be light and blowing into the allotments from where the bonfire is located.
 - Never use flammable material. You should never use oil, petrol, methylated spirits or any other type of flammable material to light a fire or to encourage it, as you could cause harm to yourself and to the environment.
 - Plastics, rubber and painted materials must not be burnt.
- 6.5 No rubbish or building materials may be deposited on the Allotments and the Allotments must be kept in a tidy condition.
- 6.6 No timber, mineral, gravel, sand, earth or clay may be removed from the Allotments without the written permission from the Council.
- 6.7 The Allotments may not be used for any illegal or immoral purpose and plot holders must observe all relevant legislation or Codes of Practice relating to activities they carry out on the Allotments.
- 6.8 Allotment Gardens, under the relevant legislation, are mainly for the purposes of growing food crops. Any benefit to wildlife and flora must be supplementary to this activity and ground cannot be set aside or used for anything other than the prescribed purpose.

7 Head Lease Covenants

- 7.1 The Association and plot holders must observe and perform all conditions and covenants contained in any head lease under which the Council holds the land that applies to the Allotments.

8 Nuisance

- 8.1 The Association and plot holders must not cause or allow any nuisance or annoyance to the Council or to the occupiers of any other Allotment or to the neighbourhood generally. In particular –
- a. No overnight parking or other overnight occupation at the Allotment Site is permitted.
 - b. Noise from mowers, strimmers and other machinery used in maintenance or construction will be restricted to between 8.00am and 8.00pm
 - c. Any bonfire must not cause a nuisance. Note that bonfires on individual plots are prohibited. Only committee members may burn material on Burn Plot, Plot 169.
 - d. No person shall, after being requested to desist by any other person at the Allotment Site or the occupiers of any neighbouring land, make or permit to be made any noise which is so loud or so continuous or repeated as to give reasonable cause for annoyance to other persons by shouting or singing, operating or permitting to be operated any radio, phone, amplifier, tape recorder, or similar device, or the playing of a musical instrument.
 - e. No person shall obstruct any other person from the proper use of their Allotment or behave so as to give reasonable grounds for annoyance to other persons on the Allotment Site.
 - f. The Association and plot holders must observe and perform all conditions and covenants contained in any head lease under which the Council holds the land that applies to the Allotments.

9 Livestock and Pets

- 9.1 No animals may be kept by individual plot holders other than hens and honey bees and then only at the discretion of the Association and in accordance with the provisions of this paragraph 9. You must receive written permission from the Committee to keep any livestock or bees.
- 9.2 Hens may only be kept by individual plot holders at the discretion of the Association and in accordance with the Allotment Act 1950, Section 12; provided that nothing in this paragraph shall authorise any hens to be kept in such a place, manner or number as to be prejudicial to health or a nuisance. Cockerels are not permitted on any Allotment sites.
- 9.3 Hens are allowed but must be well cared for and kept confined subject to written application and permission from the committee. No less than 2 hens and more than 6 hens are permitted per plot holder's household subject to the internal and external space requirements per bird. TTACIC limits the maximum number of number of birds across the allotment site to 24 hens.
- a. The welfare of hens or rabbits is solely the responsibility of the plot holder and all costs involved in the safe keeping and any remediation or removal must be met by the plot holder. Neither the Association nor the Council would be responsible or liable for these.
 - b. Plot Holders must prove by means of an RSPCA or independent vet inspection every 12 months that the animals are kept in a safe, clean and humane way. This cost, if any, must be met by the Plot Holder.
 - c. Plot holder to insure current 'best practice' guidance and regulations are followed (Appendix 3 as updated from time to time by the RSPCA or replacement welfare body).
 - d. Plot holders are required to display 'name and phone details' on the outside of the henhouse.
 - e. Certificates must be submitted to the Committee at the Annual License renewal on rent day.
 - f. **Cockerels are strictly prohibited.**
- 9.4 Honeybees may only be kept at the absolute discretion of the Association and within strict guidelines, relating to best practice for keeping hives in a public place (Appendix 4 as updated by the British Bee Keepers Association (or replacement body) from time to time).
- 9.5 If you wish to keep bees, you must consult and receive written permission from the Committee, who will review your proposal for your hives.
- a. Plot Holders wishing to keep bees must demonstrate successful completion of appropriate training and be current members of the British Beekeeping Association with cover from its Public & Product Liability insurance naming TTACIC as an additional insured.
 - b. No more than two hives will be permitted on any one plot and, ideally, should be sited where there is the least likelihood of interference with the use of other people's plots
 - c. Certificates must be submitted to the Committee at the Annual Plot Holder renewal(Rent Day).

- 9.6 Dogs belonging to plot holders must not be brought into the Allotments unless they are on a lead at all times. Dogs must not cause a nuisance to other plot holders. Excrement should be removed from the site by the owner.
- 9.7 Dogs belonging to anyone other than a plot holder may not be brought on to the Allotments.
- 9.8 No person shall, unless licensed by the Council (in connection to pest control), kill, injure, take or disturb any animal, or engage in hunting or shooting or the setting of traps or the laying of snares.

10 Unauthorised Persons

- 10.1 The Association and plot holders must take all reasonable steps in allowing only the plot holder, or a person authorised by the plot holder (authorised person) onto the Allotments.
- 10.2 Associations should report thefts, criminal damage or other illegal activity to the police, and where appropriate also inform the Council.

11 Paths, Plot Boundaries and Encroachment

- 11.1 Site and plot paths set out by the Council/Association on the Allotments must be kept clear of obstructions at all times.
- 11.2 No person shall encroach on occupied, semi-occupied or vacant plots, or other land outside their Allotment including the through the storage of items or materials or the erection of structures (including boundary features).
- 11.3 No actions must be taken which compromise boundary security and integrity, and plots adjacent to properties are not to be treated as extensions to gardens.
- 11.4 Plot holders must keep the boundary of their Allotment in good repair including cutting shared grass path between plots.
- 11.5 Plot holder must keep the soil level of their plot adjacent to the shared path at the same level of the shared path. Deep edging adjacent to the path undermines the shared path creating a safety hazard and are prohibited.

12 Sheds, Polytunnels, Greenhouses and Enclosures for Hens-Temporary Structures

- 12.1 Plot holders must have the written consent of the Association to erect or replace any sheds, greenhouses, enclosures for hens, or polytunnels and follow the Association's requirements on size, siting and materials for base and construction.
- 12.2 Any sheds, greenhouses, enclosures for hens and polytunnels must not cover (together) more than 20% of any plot in total and any such structure shall not be higher than 2.44m. There shall not be more than two temporary structures on any plot.
 - a. The total footprint of all existing and proposed temporary structures shall not exceed 15 sq.m. for a 10-pole plot or 8 sq. m for a 5-pole plot.
 - b. A plot(10-pole or 5-pole "B" plots) may have a single shed, polytunnel, greenhouse or henhouse. 5-pole 'A' plots may NOT have any new temporary structures included sheds, polytunnel, greenhouse or enclosures for hens.
 - c. The total footprint of all existing and proposed temporary structures shall not exceed 15 sq.m. for a 10-pole plot or 8 sq. m for a 5-pole plot. All written applications for temporary structures should be discussed and made to the Field Secretary in the first instance or the Secretary. The application should have a general plot diagram, approximate location of existing and proposed temporary structures, and an acknowledgement that you have discussed the placement with the adjacent plots, particularly regarding sunlight and that neighbouring plots concur with the placement. The Committee will approve or deny the application within ten days of receipt.
 - d. Sheds are generally made of timber or recycled metal and should not exceed a 6'x8' footprint or 4.5 sq. m.
 - e. Sheds made from block or brick are more permanent, requiring approval from Oxford City Council and are prohibited
 - f. Sheds are for storing hand tools, pots and other gardening goods and should not be used as a 'garden room'.
- 12.3 All such structures must be kept by the plot holder in good repair. No other buildings, tents, caravans or other structures may be erected on plots (and for the avoidance of doubt play or outdoor gym equipment is not permitted on the Allotment Site).
- 12.4 If, after giving notice, under paragraph 3.14, to repair any building or other structure referred to in section 12 for which a plot holder is responsible, the Association or the Council is still not satisfied with the condition of that building or structure, it may order the plot holder to remove the building or structure within three months of receipt of a notice in writing (or immediately in an emergency) requiring them to do so.

- 12.5 Storage of petrol, oil, liquid gas (petroleum and butane) and other such flammable and combustible liquids on your plot is strictly prohibited by the Council and TTACIC. TTACIC Committee is allowed to store the above flammable liquids in containers and buildings up to 30 litres in one place.
- 12.6 Pesticides / other hazardous chemicals must be appropriately stored and used in child and animal proof containers in line with relevant legislation, manufacturer instructions and as detailed in Association rules and must be disposed of appropriately when they reach their use by date.
- 12.7 It is prohibited to bring on to the Allotments any materials or substances which are hazardous to health. Reuse of asbestos already on site (connected to historic use for sheds etc) to build or patch structures such as sheds and animal enclosures is also prohibited.
- 12.8 Plot holders shall not without the written consent of the Association erect any pond on an individual plot.

13 Fair-Use Policy for Water and Rainwater Harvesting

- 13.1 Plot holders are required to install and use methods for rainwater harvesting and to comply with Fair-Use Policy for Water outlined in Appendix One.
- 13.2 TTACIC runs a “**Rainwater First**” policy towards the use of water on site. Plot holders are required to use collected rainwater whenever available before utilizing mains water troughs.
- 13.3 Plot holders choosing not to install and continuously use collected rainwater are required to pay a water use surcharge which will be collected 1st September of the next rental year. (See Section 2: Rent, Fees, Rules, Plot Holder Agreement and Membership)
- 13.4 The water troughs are provided to water seedlings and new plantings. Crops requiring regular watering should be maintained with harvested rainwater collected on their site.
- 13.5 The water troughs are typically turned off from November to April. The use of mains water may be subject to local and national “hosepipe bans”. Plot holders should consider planting and cultivation techniques carefully, introducing water-saving techniques and drought resistant crops to insure a successful harvest.
- 13.6 Absolutely **NOTHING** is to be added to water in the troughs. Do not use troughs for washing. If you wish to wash tools, hands etc., you must use water in a bucket.

14 Trees

- 14.1 No timber or other tree upon the Allotments may be cut or pruned by individual plot holders save in respect of:
 - a. fruit trees grown by individual plot holders;
 - b. fruit trees in any community orchards;
 - c. willows and hazels which are already regularly coppiced or pollarded for pea/bean sticks and other supports
- 14.2 Subject to paragraphs 14.3 and 14.4, the Association may at its own cost:
 - a. enter an individual plot to remove or cut back a tree if it reasonably considers this necessary for the good of the Allotment Site as a whole
 - b. cut back any other tree on the Allotments
- 14.3 Prior to removing any tree the Association must obtain approval from the Council to the removal.
- 14.4 In carrying out the tree works referred to at 14.2, the Association must:
 - a. use an appropriately qualified and reputable tree surgeon who holds appropriate and up to date insurance;
 - b. take photos of the tree before and after the works;
 - c. keep the details at paragraphs (a) and (b) for 6 years and provide them to the Council upon request;
 - d. if the tree works cause damage to the tree the Association will be responsible for removing it at its own cost if it becomes dangerous as a result of the tree works;
 - e. if the tree works cause an immediate health and safety risk and the Council incurs costs in removing or cutting back the tree, the Association will meet the Council’s costs incurred in carrying out such works.
- 14.5 Paragraph 14.4 does not apply to cutting or pruning fruit trees nor to coppicing or pollarding willows and hazels.

15 Use of Chainsaws

- 15.1 No person shall use chainsaws without appropriate qualifications/tickets and personal protective equipment for their use, and appropriate insurance.

16 Blocking and pollution of watercourses

- 16.1 No person shall cause or permit the flow of any drain or watercourse in the ground to be obstructed, diverted, open or shut or otherwise move or operate any sluice or similar apparatus.
- 16.2 No person shall foul or pollute any water course in the ground.

17 Improvements

- 17.1 No compensation for any improvements mentioned in Part I of the Second Schedule to the Small Holdings and Allotments Act 1908 or for any of the improvements mentioned in Part II of that Schedule will be paid unless the prior consent of the Council has been obtained.

18 Weed Control

- 18.1 Good cultivation should limit weeds and ensure that weeds are not allowed to seed. The use of herbicides should follow good practice. Spraying glyphosate-based weed killers such as Roundup is strictly prohibited.
- 18.2 Spraying of herbicides/insecticides must be done so that the spray cannot spread to other plots.
- 18.3 Weeds, plant material or excess soil shall not be left on paths. Over time the material creates uneven surfaces and a tripping hazard. Please compost the material in your own or the shared compost bins throughout the allotment.

19 Parking and Car Access

- 19.1 Parking on the site is limited to the car park spaces at the main gate and the small car park adjacent to the substation.
- 19.2 Temporary parking on other paths adjacent to your plot is strictly restricted for delivering or removal of material from your plot. **Temporary parking is limited to 10 minutes** and the vehicle is to be moved to the parking areas immediately.
- 19.3 Driving on grass paths to deliver or remove material should not be done after long periods of rain or when the ground is soaked. Ruts form by the repeated passage of the wheels of vehicles and may create a health and safety issue.

20 Disputes, Complaints and Breaches of Rules

- 20.1 Disputes between Associations and any one or more plot holders, if unresolved under the Association's own procedures, may be referred to ODFAA for mediation or appeal.
- 20.2 If members are unhappy with the site, the Committee or another member, the Committee will deal with complaint. It will only investigate disputes made in writing to the Secretary. Any person against whom a complaint has been made will be made aware of the problem and has the right to respond in writing or put their case to the Committee in person. All disputes must be referred to the Committee before any outside body (ODFAA) is approached.
- 20.3 If a plot holder has a complaint upheld against them by an Association for a breach of these Rules or for a breach of their plot holder's agreement then, subject to paragraph 20.4, that plot holder shall have no right to be allocated an Allotment on any site owned by the Council.
- 20.4 Paragraph 20.4 only applies if:
- a. the Association determines that the breach is serious enough that the plot holder should not be allocated an Allotment; and
 - b. if the plot holder has referred the matter to the ODFAA appeal panel, the ODFAA has upheld the Association's decision.
- 20.5 The Field Secretary is empowered to give a verbal warning if, in his/her opinion, a plot-holder breaches any rules. The Secretary must be notified immediately if such a warning has been given. The Secretary will then inform the rest of the Committee.

20.6 Breach of Rules

- a. **First Notice of Breach of Rules** Where there has been a breach of any of the rules set, members may be sent a written notice by the Committee asking them to remedy the breach(es) within a reasonable time limit. Note that reasonable time depends on the nature of the breach and may vary between 14 days and 2 months or immediately if there is a clear Health and Safety risk to others.
- b. **Second / Final Notice of Breach of Rules** If the breach is not remedied within the reasonable time limit or the member does not reply to the notice, then the Committee may determine plot holder should not be allocated the plot, on the issue of 14-day final notice delivered either by email, nailed to their plot structure or to their registered address itemising the breach and what they must do to rectify it. If a member's written notice relates to their having excessive materials on their plot and if these are not cleared, the Committee reserves the right to organise clearance itself and reclaim the costs from the member.
- c. **End of Final Notice Period** Failure by a plot-holder to rectify a breach after the end of the 14-day notice will result in forfeiture of their allocation of the plot and Membership.

21 Termination and Dissolution of the Association

- 21.1 Upon dissolution or winding-up of any Association, such assets as remain should be passed to an organisation/organisations with the same or similar purpose and objectives.
- 21.2 Where an Association is unable to continue for whatever reason it may seek to merge with or be taken over by another Association and if necessary management of the site may be entrusted to ODFAA on a temporary basis.

22 Change of Address and Notices

- 22.1 Plot holders must immediately inform the Association in writing of a change of address, email or other contact details

23 Interpretation

- 23.1 In these rules:
- a. "The Council", "OCC": means Oxford City Council, the Landlord under the Lease with the Association
 - b. "The Association", "TTACIC": means the Tenant under the Lease with the Council and where the context so admits also includes any society, trust, company, committee, or association which manages the Allotments on behalf of the Council.
 - c. "ODFAA" is the Oxford & District Federation of Allotment Associations, the recognised representative body.
- 23.2 The headings of these rules are not to affect their interpretation.

24 Directors, Committee Members(To be confirmed at AGM), Contact via WhatsApp TTAA Plot Holders Group **

Frances Willenbrock, Plot 119A, 121 Director, Chair**	Terry Young MBE, Plot 110A, Director, Committee Member**
Kathy O'Donnell, Plot 177 Director, Treasurer**	Edward Pitson, Plot 112, Committee Member**
Kathy O'Donnell, Plot 177, Director, Secretary**	Nela Tait, Plot 105B, 107, Committee Member**
Tom Dyra, Plot 137, 138, Director, Field Secretary	Andy, Plot 119A, 121, Committee Member**

25 Contact details for Field Secretary and Secretary

- 25.1 Where the rules require written application and permission, please contact the Field Secretary or the Secretary.
- a. Field Secretary: Tom Dyra, Plot 137-138, Mobile 07867931487
 - b. Secretary By Email: secretary@ttacic.org
 - c. TTACIC Website: TTACIC.org
 - d. Oxford District Federation Allotment Association (ODFAA): <http://odfaa.com/>
- 25.2 Committee members work at the Shed either Saturday or Sunday, 10-12

Thomson Terrace Allotments C.I.C.

Fair-Use Water Policy and Water Saving Techniques

1 Objective

- 1.1 To ensure long-term water sustainability for the Allotment, this policy mandates the use of harvested rainwater as the primary water source for all plots. Water is a shared resource. By utilizing winter and spring rainfall, plot holders can significantly reduce reliance on the metered mains supply during the critical growing season, troughs running dry during long periods of high temperature and reduce the overall cost of water to the allotment. For 2026-27, all plot holders are required to have a clean and operational rainwater collection system in place by 31st August 2027,
- 1.2 To implement a **“Rainwater First” Policy**, Every plot should have sufficient rainwater harvesting capacity to make harvested rainwater the primary source of irrigation throughout the growing season. Mains water troughs are intended for new seedlings only and as supplementary water during prolonged dry periods or exceptional weather conditions.
- 1.3 **To implement a £4/pole Annual Water Surcharge (£40 for 10-pole plot, £20 for 5-pole plot) for any plot not complying with 1.1 and 1.2 above.** Payment for annual water surcharge will be due 1st September 2027 and 1st September in subsequent years.
- 1.4 To build greater long-term resilience into allotment growing as we experience higher and higher summer temperatures. As the climate changes we are at risk of hose pipe bans, shutting off any access to water for growing.
- 1.5 To promote water-saving innovation, including no-till methods, mulching, drought-resistant crops, and wind barriers. Initiatives will be shared via the TTACIC website and WhatsApp.

2 Purpose

- 1.1 The purpose of this policy is not to eliminate the use of mains water. Rather, it is to ensure every plot has sufficient rainwater harvesting capacity to make rainwater the principal source of irrigation throughout the growing season.

3 Rainwater Collection and Storage Requirements

- 3.1 All plot holders are required to install, maintain and utilize a rainwater collection system as the first source of all watering, “Rainwater First”, on each plot by 31st August 2027. Failure to do so will result in the Annual Water Surcharge (See 1.3).
- 3.2 New tenancies starting after 1st September 2026 will have requirements stipulated in their plot holder agreement.
- 3.3 **Minimum Storage Requirement** The minimum rainwater storage capacity for each plot is based on three principles:
 - a. the size of each plot, which determines typical irrigation demand. Where plot holder have multiple plots, each plot has separate capacity requirements;
 - b. the objective of storing approximately one month's peak summer water requirement;
 - c. the ability of the available roof area (or other approved catchment surface) to refill the storage during the autumn and winter rainfall period.
 - d. This approach provides a fair and consistent method of determining storage requirements while recognizing that different plots have different layouts.

3.4 The required minimum storage capacity is calculated using:

- a. **Required Storage (litres) = Peak Monthly Water Demand × Resilience Factor**

Where:

Peak Monthly Water Demand = 150 litres per pole per month***

Base Resilience Factor = **1.0** (approximately one month's peak irrigation demand but is higher for other plot/watering use conditions. See 3.4d)

- b. This produces the following minimum storage capacities.

Plot size	Minimum Rainwater storage***
5 poles or less	750 litres (rounded to 800 litres min)
6 poles	900 litres
7 poles	1,050 litres
8 poles	1,200 litres
9 poles	1,350 litres
10 poles	1,500 litres

- c. *****Additional Storage Requirements for higher water use demands.** Plot holders to review their personal plot/watering use and increase the **Resilience Factor** in the above formula by the following factors for each of the following criteria:

- extensive cultivation under polytunnel/greenhouse increases irrigation demand-**increase Resilience Factor by .2;**
- poultry require regular water supplies-**increase Resilience Factor by .2;**
- irrigation regularly exceeds the standard estimate of 150 litres per pole per month-**increase Resilience Factor by .2;**
- monoculture plots where any one crop > 30% of coverage -increase Resilience Factor by .2 **increase Resilience Factor by .2;**
- the plot holder wishes to increase resilience during prolonged dry periods- **increase Resilience Factor by as needed;**
- The Committee may make individual plot recommends for increased storage where repeated high water trough use demonstrates that the standard provision is insufficient.

- b. **Additional Storage - Worked Example:**

For a 10-pole plot with a greenhouse(+.2) and hens(+.2), your

Resilience Factor is 1(for Base)+.2(for Greenhouse)+.2(for hens)=1.4

The minimum required storage would be:

10 poles x 150 litres per pole per month x 1.4 Resilience Factor = 2,100 litres.

- 3.5 **Roof Catchment Requirements.** Plot holders should provide sufficient roof or “**catchment canopies**” to replenish the required storage capacity during the winter recharge period.

- a. The minimum **combined roof plus catchment canopies** area shall be:
- for 5-pole plots and smaller: **3m² in area**
 - for plots greater than 5-poles: **5m² in area**

- b. Annual rainwater collection is estimated using:

$$\text{Collected Water} = \text{Annual Rainfall} \times \text{Roof Area} \times \text{Collection Efficiency}$$

Using the long-term average annual rainfall for Oxfordshire of approximately 650 mm and an efficiency of 80%, every square metre of roof can collect approximately:

520 litres per year

- c. For roofs and catchment canopies area, the approximate annual collection is therefore:

Catchment area	Water collected/year
3 m ²	1,560 litres
5 m ²	2,600 litres
8 m ²	4,160 litres
10 m ²	5,200 litres

- d. For plots with no structures or insufficient roof area to meet catchment area: the plot holder must install auxiliary “**catchment canopies**” (e.g., corrugated roofing or tarpaulin frames- to the minimum area collection size – see 3.5a) to ensure winter recharge.

3.6 Technical Standards:

- a. Tanks must be opaque, dark-colored or provided with tank covers to prevent algae growth.
- b. Plot holders are required to maintain permanent rainwater collection structures with fitted with functional, well-maintained guttering connected to the storage tanks to avoid water leaks.
- c. Plot holders are required to annually clean and re-connected to guttering by November 1st each year to capture winter recharge.

4 Usage Hierarchy & Best Practices

- 4.1 **"Rainwater First" Rule:** Rainwater stored water is the primary source for all irrigation. Mains water (water troughs) is reserved exclusively for supplemental use once storage is depleted.
- 4.2 The Committee expects compliant plots to meet the majority of their irrigation needs from harvested rainwater. Mains water trough is intended only to supplement rainwater during prolonged dry periods.
- 4.3 Efficiency Measures:
- a. Watering the soil at the base of plants (under their foliage), using a can, (without rose) will direct more water towards their roots.
- b. If you water in the middle of a sunny day, much of the water will evaporate before reaching your plants. If you can water early (before the ground gets hot) or late (after the sun has set) your plants’ roots will have more chance to absorb the water
- c. **The "Mulch First" Rule:** Plot holders are required to mulch crops (using straw, compost, chop and drop or leaf mould) before the arrival of June to reduce the evaporation of stored water.
- d. Consider no-dig or no-till methods preserve water moisture.
- e. Introduce more diversity in planting so to diminish water demand of found with monoculture planting. Maximum of any one crop is limited to 30% of site coverage.
- f. Keep water trough lids closed to reduce evaporation of tanks.

5 Performance Data (Rainfall Collection vs. Watering Demand)

- 5.1 **Water demand** varies according to weather, soil type and cultivation methods. The estimates below represent a typical growing season using good water conservation practices including mulching and watering directly to the soil.

Plot size	Estimated annual demand	Peak monthly demand
5 poles	2,500 litres	750 litres
10 poles	5,000 litres	1,500 litres

- d. Plot holders using substantially more water may require additional storage or may be encouraged to adopt further water-saving measures. See 3.4c.

5.2 Rainwater collection Calculation

- d. Oxford receives approximately 650mm of rain per year.
Assuming an 80% collection efficiency:

Each square metre of roof can collect approximately 520 litres of water each year. Please note that as monthly rain amount varies throughout the year, you are required to provide the minimum catchment area outlined in 3.5a above to insure you fill the required storage requirements.

6 Compliance

- 6.1 Monitoring: The committee will conduct routine inspections to ensure guttering is functional and tanks are correctly installed.
- 6.2 Enforcement: Failure to maintain the minimum storage capacity or evidence of persistent reliance on mains water troughs without reasonable rainwater harvesting capacity will result in formal warnings. Persistent non-compliance may lead to the loss of tenancy.

Current THE COUNCIL Bonfire Guidelines

NOTE: BONFIRES on INDIVIDUAL PLOTS ARE PROHIBITED

Guidance for TTACIC Bonfires by Committee Only on Burn Plot 169

If you intend to have a bonfire, you are advised to follow these guidelines:

- Let your neighbours know - Check to see if any neighbours have washing out or windows open. A fire could lead to their clothes or home smelling of smoke and prevent them from enjoying their garden. This could lead to unnecessary neighbour disputes. You must not allow the smoke to cause a nuisance to neighbours.
- Consider the size of your bonfire - Can you burn the material in stages or could you use a small garden incinerator? If you reduce the size of the fire it could lead to a more controllable fire with less smoke.
- Only burn clean, dry vegetation - Damp or green material will create lots of smoke that could drift onto your neighbour's property or the highway. Never burn household rubbish, rubber tyres, or anything containing plastic, foam or paint.
- Check your environment - Is there a tree above the fire? Is it near a fence or building? Fires should be set in a cleared area, well away from anything that could catch fire.
- Never use flammable materials - You should never use oil, petrol, methylated spirits or any other type of flammable material to light a fire or to encourage it, as you could cause harm to yourself and to the environment.
- Avoid lighting a fire in unsuitable weather conditions - smoke hangs in the air on damp, still days and in the evening. If it is windy, smoke may be blown into neighbours' gardens and across roads.
- Check current air pollution levels - Avoid burning when air pollution in your area is high or very high. This information is included in weather forecasts or on the [UK Air Quality website](#)
- Be prepared to Stop - If your neighbour does raise a concern over smoke coming onto their property, you should take immediate action to resolve this. You may need to extinguish the fire. You should reconsider other options to dispose of your garden waste. Never leave a fire unattended or leave it to smoulder, put it out.

Keeping Hens on Allotments

Introduction.

Under section 9 of the Animal Welfare Act 2006, a person responsible for any vertebrate animal must take all reasonable steps to ensure they meet all of its welfare needs to the extent required by good practice. This applies to both farm and pet animals and includes but is not limited to:

- Need for a suitable diet.

Continuous ready access to an adequate supply of clean, fresh drinking water. Provision of feed of a type and form appropriate to the age, condition and species of animal, and which is fed in sufficient quantities, and sufficiently frequently, to maintain them in good health and to satisfy their nutritional needs. Such foodstuffs should be properly protected from rodents and other wild animals.

- Need for a suitable environment. Hens must have at least 0.2 m² (2 sq ft) of indoor coop space and 0.8 to 1.0 m² (8.6 to 11 sq ft) of outdoor run space per bird.

Continuous access to shelter, free from sharp edges, protrusions etc which could cause injury, and including a clean, dry, well-bedded lying or roosting (for poultry) area large enough to allow all animals using the shelter to lie down (or roost) together at the same time.

- Need to be able to exhibit normal behaviour patterns.

Additional space and a suitable environment for exercise, feeding, dunging and the expression of natural behaviours

- Need to be protected from pain, suffering, injury and disease.

Competent care and management from those with the knowledge and skill to ensure the animals' wellbeing as well as regular, frequent inspection (at least daily, and more frequently for vulnerable animals such as those that are ill, old or very young) of each animal by a competent person. Suitable steps should be taken to protect the animals on allotments from other animals. Appropriate preventative and/or curative veterinary treatment available at all times. Vaccinations, should be carried out by a veterinary surgeon, who should also advise on worming.

Any allotment holder keeping animals should supply full contact details with a 24-hour phone number on outside of hen house in case of emergencies. Animal owners should supply details of a second contact should they be unavailable. Animal owners should also be encouraged to pass on these details to neighbouring allotment holders who can alert them in case of an emergency.

Suitable arrangements must be made for care of the animals whilst the owner is on holiday or away.

Rearing animals for meat is prohibited.

Allotment holders can contact the RSPCA for either proactive advice on animal welfare issues or to report any concerns about animal welfare.

See website or call Advice Line - 0300 1234 999.

Allotment Beekeeping

Location of Hives

Ideally, a suitable site would be fairly open, light and airy. To avoid being a nuisance bees can be forced to fly above head height by surrounding the hives with hedging, solid fencing or simple screening such as is used for windbreaks. Bees are very precise about their flight paths in order to save their energy and do not generally go off course. It might be a good idea for all bees to be kept in one designated area, rather than spread around the site.

How many Hives?

In a normal situation there is no particular upper limit on the number that can be kept in one place, but on an allotment it is reasonable for this number to be kept at a manageable level. Each situation will be different and there should be an agreed upper limit, but be aware there are some times during the summer when it is part of normal management techniques to temporarily increase colony numbers.

Swarming

All honey bees try to swarm, although not every year. This is the only way they can reproduce and your beekeeper should be aware of how to deal with this. If and when swarming does occur, as it sometimes does despite the best efforts of the beekeeper, there is no need for other allotment holders to be concerned. Despite the 'busy-ness' of the bees, the swarm should settle down in a short time into the normal cluster and can be re-captured if it is safe to do so. Bees are NOT normally aggressive when they are swarming.

Unattended Hives

Beekeepers should not use allotments as storage space for equipment that does not contain bees. Beekeepers should not knowingly put aggressive colonies of bees onto allotments. If you suspect that this is occurring, then the beekeeper should be asked to remedy the situation immediately. All hive equipment should have some sort of identification mark placed on it by the beekeeper and that reliable contact information for the beekeeper(s) is available.

First Aid for stings

Stings may cause swelling and itching for several days, this is normal. Any sign of dizziness is more serious; consult your GP. In the case of sudden fainting/collapse (or of stings inside the nose or mouth) call an ambulance. Stings near eyes should receive prompt medical examination. If possible remove finger rings quickly if stung on the hand.

For further information please see British Bee Keepers Association (BBKA) Leaflet L002 'Bee Stings' which has a separate sheet that can be laminated and displayed in a prominent position. Children who are stung should be observed for an hour or two to make sure there are no adverse effects.

Spraying and pesticides

Honey bees are very vulnerable to the effects of insecticides. You should ensure that any applications under your control are made with due consideration for the bees and that other allotment holders are also aware of the correct procedures. This should still be the case even if there are no bees on your allotments.

Insurance

The BBKA provides third-party insurance cover to all beekeepers who are fully paid-up members. This insurance cover is in respect of their own beekeeping activities. Beekeepers are required to submit annual insurance certificate to committee.