



## Useful Information for

## New Plot Holders

Welcome to your new plot we hope you have an enjoyable and productive time at Kidbrooke Park Allotments. The first months are an exciting time and there always feels like there is lots to do and many questions about how to do it. To help answer the questions you may have and provide general site information we have written the following guidelines. If you are not sure about anything or have further questions please do not hesitate to ask your neighbours or a member of the Committee.

**The Association:** The Kidbrooke Park Allotment Association (KPAA) manages the allotment facility on behalf of The Royal Borough of Greenwich (RBG). As a plot holder you are a member of the Association which is governed by the Constitution. As laid out in the Constitution the day to day management of the site is run by an active Committee of volunteers. The Committee meets quarterly and minutes of the meetings are posted to the website for plot holders. In addition there is Annual General Meeting which plot holders are encouraged to attend. This meeting votes in the Committee, provides a key opportunity to hear about site plans, raise issues and ask questions. Details of AGM including agenda are emailed to all plot holders a month in advance. Please do come along.

**Contact details:** If you have any questions or need help with any matter related to the site or your plot you can contact the Committee in the following ways:

- Have a chat on site!
- Email: [kpaa.info@gmail.com](mailto:kpaa.info@gmail.com)
- Facebook: <https://www.facebook.com/groups/KidbrookeParkAllotment>
- Website: [www.kpaa.org.uk](http://www.kpaa.org.uk)

**Shop:** We have a shop which is open most weekends during the growing season. It is managed by John - pop in and say hello! The shop provides compost, manure, canes and other items as requested. There is also a limited range of tools that plot holders can borrow to help maintain their plot and paths when the shop is open.

**Toilet:** There is a toilet and wash basin beside the shop building. There is also a drinking water available. Please leave this facility in a clean and tidy state for others to use. You will have been given a key to the toilet when you took on your tenancy please look after it.

**Website:** The KPAA website can be found at [kpaa.org.uk](http://kpaa.org.uk). Here you will find information relating to the site and your tenancy. If you have any feedback about the website please email us at [kpaa.info@gmail.com](mailto:kpaa.info@gmail.com).

**Facebook:** We run an active Facebook group that is a useful way of keeping in touch with what's going on. It is also a good forum to raise any questions you may have about the site. Fellow plot holders will be happy to answer and help out. Join the group here: <https://www.facebook.com/groups/KidbrookeParkAllotment>

**Email and newsletters:** We occasionally send email updates to plot holders. As an organisation run on a voluntary basis this is often the quickest and most cost effective means of sharing important information and news. Please ensure that you provide us with your current email address. We also endeavour to ensure plot holders without access to email receive all key information and updates in the form of notices on site. The noticeboard is on the side of the shop building.

**Rent:** All plots are measured in rods. One square rod is the equivalent of about 25 square metres, which means a 10 rod site is 250 square metres and a 5 rod plot is 125 square metres. Rent is calculated per rod and based on site overheads in conjunction with RBG. The current rent is £15 per rod. Concessionary rates are available for certain personal situations. Please contact the Committee as soon as possible if you believe you may be eligible. You will be asked to provide documented proof. Rent falls due on 1st April each year. We will remind all plot holders of this and the amount due one month in advance. Please ensure that you have paid your rent by the due date. Failure to do so may put your tenancy at risk.

**Accessing the site:** Please look after your gate key carefully and report any difficulty or fault with the gate padlock to a member of the Committee. A deposit of £25 is required for the gate key. There have been some issues with security in the past and items have been stolen from sheds so we ask that all plot holders keep the gate locked. Plot holders must not give their allotment key to anyone on a long term basis nor have additional keys cut. In addition, plot holders should be careful allowing anyone else access to the allotments unless you know they are a fellow plot holder.

**Lost keys:** If you have lost your gate or toilet key please let a member of the Committee know immediately. Replacement keys can be ordered and there is a charge for them.

**Maintaining your plot:** As a new plot holder it can be quite daunting to cultivate a large area. The job is more manageable if you divide the plot in sections and tackle each on in turn. We've provided some useful links for hints and tips on the website. Please share your successes and challenges on our Facebook group so that we can all learn together. You are required under the terms of your tenancy to keep your plot in good order and under cultivation. Failure to do so may put your tenancy at risk. If you are unsure about anything or have questions about maintaining your plot do ask fellow plot holders or members of the committee for help.

**Water:** The use of hose pipes on site is banned. Our water is metered and the use of automated irrigation and hosepipes is prohibitively expensive. Please use water butts to collect rainwater or watering cans from your nearest water point.

**Weeds:** Weed seeds should not be allowed ripen and blow across the site onto neighbouring plots. Perennial weeds should be dug up regularly. Bindweed should be controlled and not

allowed to spread from plot onto paths or neighbouring plots. If your plot or areas of it have bindweed present please do not rotavate. Unfortunately the only way to remove this pesky weed is by digging it out and vigilance.

**Trees:** If you any plant trees please ensure they are on dwarf rootstocks only and prune regularly to maintain health and size. Do not plant trees on your plot where they may obstruct paths and access.

**Fencing:** Fencing is not permitted around plots.

**Sheds:** A single shed of up to 2.4m x 1.5m is permitted on your plot. If you wish to erect greenhouses or polytunnels please seek the advice of the Committee and refer to your tenancy agreement.

**Paths:** The paths around your plot should be kept clear for easy access around the site. Please do not plant close to the paths so that during growing season access is limited. Significant obstructions will be removed.

**Path maintenance:** Each plot holder is responsible for keeping the length of tarmac path next to their plot clear of weeds and obstructions. Paths between plots must be at least 600mm (2 feet) wide and the centre line of the path should align with the middle of the stone markers at the end of the plot. You are responsible for maintaining the edge of the path and you should not undercut the edge to cause it to become unstable. Paths should not be obstructed as this will impede other plot holders' access. You are responsible for cutting the grass along your eastern boundary and at the back of your plot.

**Livestock:** Domestic livestock of any kind cannot be kept on the plots.

**Dogs:** Plot holder's dogs should be kept under control, ideally on leads, and off neighbouring plots at all times. Please be aware there are many foxes living on the site and these may alarm your dog.

**Chemicals and Pest Control:** Only pesticides and herbicides available commercially for domestic gardening are permitted to be used on site. Please only use in accordance with manufacturers guidelines and take good care in their application. If your neighbouring plots are used by children please try to let their carers know in advance of your intended use. Avoid spraying flowering plants and weeds wherever possible to protect pollinators. Ensure all chemicals are stored safely and according to guidance provided.

**Bonfires:** Bonfires are not allowed on weekdays as they cause a nuisance for the School and the Recall offices. Bonfires may be lit at the weekend, on bank holidays and during the evenings after 5pm providing the smoke does not affect neighbouring plot holders. Fires must be put out when leaving and not left to burn on their own. Inflammable fluid of any type must not be used to start fires.

Rubber, plastic and old carpet should not be burnt; this type of rubbish should be removed by the plot holder and taken to the local recycling centre or placed in the skip if there is one onsite at the time.

**Mulching the ground/Carpets:** Carpet should not be used as a means of suppressing weeds. The breakdown of synthetic material causes toxins to be released into the soil. Soil can be mulched with either manure, black plastic or horticultural fabric.

**Rubbish:** Rubbish from plots should not be left on communal areas or neighbouring plots. Woody and diseased material should be burnt and other green matter composted. A site skip is provided once or twice a year in order to assist with the management of non-compostable waste in site.

**Health & Safety:** It is important that you always take care when working on the allotments. If you feel there is a Health & Safety issue you should report it immediately to the Health & Safety Officer, Eve Hoyte (Plot 11). A first aid kit is kept in the toilet facility, however, even though we aim to keep this fully stocked regularly, we do advise all plot holders to make sure they have basic first aid supplies with them onsite.

Key Health & Safety points to remember:

- Don't run around the allotment site
- Drive very slowly onsite due to children being present
- Keep any chemicals either locked up on site or take them home with you
- Don't leave tools lying on the ground especially pathways
- When using canes to support plants always never force them into the ground and keep your face clear. After inserting the cane, place a cap or water bottle on the top to prevent eye injury.