

Dereham Allotment Sites

These are the locations to each site if the emergency services are ever required:

Site Name	Post Code	What Three Words ///
Cemetery Road	NR19 2EU	spaces.rotations.splash
Dumpfield	NR19 2EU	risks.cavalier.breeze
Cherry Lane I	NR20 3AU	topmost.link.plankton
Cherry Lane II	NR20 3AU	price.cassettes.farm
Toftwood	NR19 1UE	racing.valley.foot
Southend	NR19 1PA	Clinic.safest.double
Scarning	NR19 2BJ	chats.germinate.deaf

Useful Websites

National Allotment Society: www.nsalg.org.uk/

Garden Organic: www.gardenorganic.org.uk/

What Three Words (for emergency location): what3words.com/



Dereham Town Council
Assembly Rooms
Ruthen Place
Dereham
NR19 2TX

Tel: (01362) 693821

E:mail: generalenquiries@derehamtowncouncil.org

Website: www.derehamtowncouncil.info

Office Hours: Monday-Friday, 8.30am-4.30pm

Dereham Town Council



Allotment Gardeners Information Leaflet

This allotment gardeners leaflet provides useful information to all those gardening on Dereham Town Council's allotment sites.

This leaflet is a summary of what you can and cannot do on your plot. *Updated August 2026.*

Who Can Apply?

Anyone who lives in the Parish of Dereham can apply for an allotment. Residents of neighbouring parishes are welcome to apply but priority is given to Dereham residents. A tenant can hold a total of 40 Rods of allotment land.

Waiting Lists

When sites are full, with all plots let, Dereham Town Council will keep a list of people interested in renting a plot. When a plot becomes available Dereham Town Council will offer it to the person who has been waiting the longest, with priority being given to Dereham residents.

Your Allotment Tenancy Agreement

The agreement is between The Council and you, the tenant. When you sign your tenancy agreement you are agreeing to take a yearly tenancy and to look after your plot and allotment site. You are agreeing to abide by the conditions in the agreement.

Your Rent

As an allotment tenant, by signing the Tenancy Agreement, you are agreeing to pay your annual rent in advance at the rate set by the Council. There is usually a small increase in rent each April. Rent is due on 10th October and invoices are issued in September. Rent can be paid by card over the phone, or by cash or cheque (made payable to Dereham Town Council).

Statutory Notices

In special circumstances the Council may be required to give notice to tenants, E.g when rents change or to terminate an agreement. Any Council Officer can sign the notice and these would be served in one of the following ways:

- (a) by writing to you at the last address on record;
- (b) by putting a notice in a prominent place on the allotment site.

Respect for Other Gardeners

Dereham Town Council encourages gardeners to cultivate allotment gardens and enjoy their gardening - Please respect other allotment gardeners and keep your plot tidy.

Allotment Bonfire Rules

Allotment tenants must adhere to these rules **at all times** when having a bonfire:

- It is not illegal to have a bonfire but creating smoke that causes a nuisance is an offence under the **environmental protection act 1990**.
- Bonfires must only be lit on 'still' days so as not to cause a nuisance to nearby properties and other allotment tenants. If smoke is blowing towards residential areas, or causing a nuisance to other allotment tenants or neighbouring residents, then the bonfire must be **extinguished immediately**.
- Bonfires must **never** be left unattended. Embers must be **fully extinguished** before leaving the allotment plot.
- You are only permitted to burn dry waste generated from your allotment plot. Under **no circumstances** must rubbish generated elsewhere be brought onto your plot.
- If we experience a period of extremely dry weather / drought, **do not light any bonfires whatsoever**, for the safety of all allotment tenants and surrounding properties. In this case, you must await a substantial and prolonged period of rainfall before considering lighting a bonfire.

If these rules are not followed then Dereham Town Council may decide to ban bonfires on selected or all allotment sites, as well as for individual tenants.



Beginners Guide to Gardening!

- **Dig early** - The best time for digging is during a dry spell in late autumn or early winter if you plan to sow in the spring.
- **Sow at the proper time** - Books and seed packets will provide advice, but it is the soil and weather conditions that will determine the exact time. Seeds should be sown in rows to easily distinguish them from new weeds!
- **Thin promptly** - Remove weeds and thin the seedlings as soon as they begin to sprout, firm plants after thinning and gently water.
- **Buy good seeds and plants** - Store seeds in a cool place inside a tin with a tight lid.
- **Rotate crops** - Soil troubles start when crops are grown in the same spot year after year.
- **Sow non-storage crops little and often** - Several vegetables, including lettuce and radish, cannot be stored. Therefore, for a continual supply, you should sow a short row every few weeks.
- **Pick most crops early and often** - Some crops are best harvested when the vegetable is quite small, providing peak flavour and tenderness. With crops such as marrows, cucumber, peas and beans it is essential to pick regularly as just a few mature fruits or pods left on the plant can bring cropping to an end.
- **Speak to other allotment holders** - Many allotment tenants are experienced gardeners and would be able to provide useful hints and tips on getting the most out of your plot.



Dogs/Livestock

Dogs must be kept on a lead at all times and should not be allowed to roam. In the interest of hygiene, please clear up after your dog. You **must not** keep livestock on the Allotment without permission of the Council.

Change of Circumstance / Relinquishing Tenancy

Please notify the office if you change address/contact details as records must be updated. If you decide to relinquish your tenancy, you will need to complete a 'Giving up Form' and submit this to the Town Council Office. If there is a waiting list for the site, we will offer the plot to the next person on the waiting list. Therefore, you must not pass a plot on to your family/friend directly. Please advise if your family/friend wishes to take on the plot, we *may* be able to arrange a new agreement with them, however conditions apply. Unfortunately, due to administration costs, Dereham Town Council is unable to refund rent for any part of the year remaining when you give up your plot.

Watering

Water is a precious and expensive commodity. You must not use any sprinklers. Hosepipes may be used for filling water tanks, containers or water butts, but are **not to be used for watering crops directly**. Taps are turned off during the winter months to avoid the pipes freezing. We encourage all tenants to install water butts on their plots for the collection of rainwater.

Repairs & Enquiries

Dereham Town Council maintains boundary fences, gates and paths. If you spot a damaged fence, leaking water tap or have difficulty opening the gate to your site, please ring the office asap so we can arrange the repair.

Right of Entry

Councillors, Officers of the Council and others employed by the Council may enter, inspect and carry out maintenance work on allotments without notice, for example if there is a burst water pipe or damaged fence on your plot.



Sheds, Greenhouses & Polytunnels

Permission should first be obtained from the Town Council. Sheds and greenhouses **up to 2.45m x 1.85m (8' x 6')** are normally permitted, polytunnel sizes vary. Building must be within the plot boundary and not obstructing paths, and must be positioned to avoid shade falling on adjoining plots.

Wet-pour cement/concrete to create a permanent floor is not permitted (pre-formed/pre-cast slabs are allowed).

Plot Fences & Paths

You must not use hazardous materials such as barbed wire, doors or windows with glass panels as these often break, and you should avoid brightly coloured materials as they could cause offence to neighbours.

Grass growing on paths between plots is the responsibility of the allotment gardeners on each side of the path, each being responsible for half.

Fruit Trees

Any new fruit trees must be planted at least **3m** in from any plot boundary and must be of dwarf fruit stock.

Soil & Minerals

Allotment gardeners must not take away or sell soil, earth, sand or gravel from the allotment site.

Disposal of Allotment Rubbish

You need to make your own arrangements for disposing of all rubbish from your plot. Bonfires should be used as a last resort and should never be left unattended – See bonfire rules.

Carpet and tyres are **not** permitted on the allotment site.



Organic Growing & Composting

Most organic matter such as vegetable waste, grass cuttings, hedge trimmings, and even weeds can be used in a compost heap (leave weeds to dry out in the sun to make sure they are dead when you add them to the heap and avoid fleshy perennial weeds such as bindweed as they may continue to grow in your compost).

Have two or more heaps so you can be adding to one while using another. Layer different materials and keep the heap open to allow air to circulate, essential if the compost is to rot down quickly. Cover the heap with black plastic sheeting to keep heat and moisture in, which will help kill weed seeds and spores in the compost, and turn the heap to let air in and keep the compost rotting.

It takes approximately six months to break down into a useable compost which forms an essential part of every organic gardener's plot, is cheap and easy to make, with the benefit of giving a supply of organic matter to restore the soil and feed and mulch your crops.

Crops & Rotation

Allotment gardeners may grow vegetables, flowers and fruit on their plot. Fruit trees and bushes should be planted at least 3m in from any boundary, and should be of a dwarf fruit stock.

Growing the same type of vegetable in the same place each year depletes the soil of nutrients and encourages pest and disease to increase.

Consumption of Produce

Any fruit or vegetables grown on your plot should be for you and your family's consumption. You are not permitted to run your allotment plot as a business; or sub-let your plot.