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# NOTICE OF MEETING

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## TRAFFIC, ENVIRONMENT & COMMUNITY SAFETY SCRUTINY PANEL

TUESDAY, 11 JANUARY 2022 AT 4PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Jane Di Dino 023 9283 4060

Email: [jane.didino@portsmouthcc.gov.uk](mailto:jane.didino@portsmouthcc.gov.uk)

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

### Information regarding public access due to Covid precautions

Please note that spaces in the public gallery are very limited. If you would like to attend to observe, email [democratic@portsmouthcc.gov.uk](mailto:democratic@portsmouthcc.gov.uk)

- Attendees will be requested to undertake an asymptomatic/ lateral flow test within 48 hours of the meeting. Around one in three people who are infected with COVID-19 have no symptoms so could be spreading the virus without knowing it. Asymptomatic testing – getting tested when you don't have symptoms - helps protect people most at risk by helping to drive down transmission rates. We strongly encourage you to take up the habit of regular asymptomatic testing to help prevent the spread of coronavirus to your colleagues and residents you work with.
  - We strongly recommend that attendees should be double vaccinated, and if eligible, have received a booster.
  - If symptomatic you must not attend and self-isolate following the stay-at-home guidance issued by UK Health Security Agency.
  - All attendees are required to wear a face covering while moving around within the Guildhall, and are recommended to continue wearing a face covering in the Council Chamber except when speaking.
  - Although not a requirement, attendees are strongly encouraged to keep a social distance and take opportunities to prevent the spread of infection.
  - Hand sanitiser is provided at the entrance and throughout the Guildhall. All attendees are encouraged to make use of hand sanitiser on entry to the Guildhall and are requested to follow the one-way system in place.
  - Attendees are encouraged book into the venue (QR code). An NHS test and trace log will be retained and maintained for 21 days for those that cannot or have not downloaded the app.
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## Membership

Councillor Lee Mason (Chair)  
Councillor Matthew Atkins  
Councillor Stuart Brown

Councillor Charlotte Gerada  
Councillor Hannah Hockaday  
Councillor Leo Madden

## Standing Deputies

Councillor Simon Boshier  
Councillor Ryan Brent  
Councillor Graham Heaney  
Councillor Ian Holder

Councillor Lee Hunt  
Councillor Benedict Swann  
Councillor Rob Wood

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(NB This agenda should be retained for future reference with the minutes of this meeting).

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

## **A G E N D A**

- 1 Apologies for Absence.**
- 2 Declarations of Members' Interests**
- 3 Minutes of the Previous Meeting.** (Pages 3 - 14)
- 4 Review into biodiversity enhancement in urban Portsmouth.** (Pages 15 - 34)

The panel will hear from:

Councillor Darren Sanders, Cabinet Member for Housing and Preventing Homelessness  
Fiona Bell, Director of Estates and Campus Services, University of Portsmouth  
Zoe White, Green & Healthy Streets Co-ordinator  
Phil Bentley, Head of Estate Services

Members of the public are now permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting or records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the council's website and posters on the wall of the meeting's venue.

# Agenda Item 3

## TRAFFIC, ENVIRONMENT & COMMUNITY SAFETY SCRUTINY PANEL

Minutes of the meeting of the Traffic, Environment & Community Safety Scrutiny Panel held on Tuesday 14 December 2021 at 4pm in the Guildhall.

### Present

Councillor Lee Mason (in the Chair)  
Matthew Atkins  
Stuart Brown  
Charlotte Gerada  
Leo Madden

**34. Apologies for Absence. (AI 1)**

Councillor Hannah Hockaday sent her apologies as did her standing deputies.

**35. Declarations of Members' Interests (AI 2)**

No interests were declared.

**36. Minutes of the Previous Meeting. (AI 3)**

**RESOLVED** that the minutes of the meeting held on 30 November 2021 be agreed as a correct record.

**37. Review into biodiversity enhancement in urban Portsmouth. (AI 4)**

The Chair read out the views that Ms Mathilde Chanvin had sent in for consideration for this review (these are attached to the minutes as appendix A).

Councillor Lynne Stagg, Cabinet Member for Traffic & Transportation explained that:

There is a clear distinction between biodiversity and greening. Both are important but greening an area does not automatically lead to increased biodiversity. To increase biodiversity, the right conditions need to be created including ensuring that the soil is appropriate for the chosen plants.

She does not think the council does enough to create ecosystems.

She has requested that a continuous wildflower verge be created from the roundabout near Farlington Marshes to Milton. This could be created when the works to improve the shared pedestrian and cyclists path has been completed. As part of this work to make the path safer, a hedge will be removed and in mitigation, a green fence will be erected in its place and more trees planted on the other side of the road.

As old bus shelters are taken down, they will be replaced with new ones with green rooves as part of a rolling programme. The first ones will be installed in London Road. This is part of a rolling programme that will see bus shelters with green roofs installed all over the city.

In low traffic neighbourhoods, planters are used rather than bollards. The intention is to install planters in as many roads as possible.

When allotment plots are given up and tyres used as planters left, she asked that these be given to her to use as planters elsewhere.

The Sikh community recently planted hundreds of trees on the roundabout near Farlington Marshes.

She would like to see more trees along roads, but the maintenance cost is up to £5,000 per tree. Underground services cables and any possible nuisance from fallen leaves must also be considered.

Weeds between paving stones along paths can be a trip hazard. The council is using less pesticides

Rewilding generally is a great thing. In allotments, careful management is essential to prevent problems for neighbouring plots.

A new ecosystem could possibly be created in the road verge in the middle of the M27 near the port. It would require very little maintenance.

The large shadow that the new university building that will be built next to Victoria Park is a concern. Perhaps a woodland ecosystem could be created there that would thrive in the shade.

In response to questions, she further explained that:

It is important that the type of trees and their possible maximum height is considered before planting trees in residential roads to ensure that they do not block daylight.

Planting the right plants, shrubs and trees for the right soil is essential so that they will thrive. Work needs to be done with the Planning Department to ensure the Local Plan clearly stipulates this.

In Sydney, Australia there was a multistorey carpark with many plants hanging off the edges with a self-watering system. It was very attractive and absorbed lots of particulates.

Parklets can bring lots of benefits to an area including increasing biodiversity and providing people with a green space to relax in. However, they can be very expensive.

In Iceland, all pupils take part in the weeding of the verges near their schools. Getting young children between 5 and 7 involved in planting is essential to spark a lifelong passion.

Green fences have wires to support the climbing plants and the one that will be erected on Eastern Road will help reduce the traffic noise for the residents

at the caravan site. It will also give oxygen and absorb carbon dioxide and particulates.

She did not know if young trees also absorb benzene.

The Clean Air Zone only tackles nitrogen dioxide levels not carbon dioxide levels.

An interesting documentary called The Air We Breathe conducted an experiment where a busy road in Birmingham was closed for 24 hours and trees were brought in planters all along the road. Carbon dioxide levels reduced by approximately 58% and the trees had absorbed a significant quantity of particulates.

During the discussion that followed, members noted that communication between the council and Colas is not always clear. When trying to deal with one complaint about a planter, neither the council nor Colas accepted responsibility for the issue.

Doug Gray, Grounds Maintenance Manager explained that:

280 hectares of council land is mown. There are different regimes depending on the location and type of grass. The frequency has decreased over the years; it was average of 16 per year and is now 9-12.

The grass in parks and cemeteries are mown fortnightly. Grass in sports fields is cut as and when in Winter and fortnightly during the rest of the year.

A list of the council's 13 urban meadow areas are attached to these minutes as appendix B.

There are three types of wildflower meadow areas: the first type is annual cultivated urban meadows with the colourful displays the other two types are annual meadows with cultivated cycle associated with farming (annual sow, cut down harrow self-seed) and then perennial wildflowers.

In the last 4-5 years, 24 meadow areas have been created with colourful wildflower mixes covering 2,500m<sup>2</sup>

In response to questions, he explained that:

The three types of urban meadows one is with perennials and the other two types are with annuals.

There is no formal monitoring of the areas. There have been no complaints therefore other areas will be considered.

Reducing the frequency of mowing, saves money and carbon emissions and also increases biodiversity.

The creation of wildflower meadows is not part of a council strategy. It is simply ad hoc. There are no specific policies regarding rewilding or urban meadows.

Removing paving stones on some paths could be considered to create meadow pockets in paving subject to any funding.

He would be happy to trial sowing wildflowers along the fence line, near Wimbledon Park.

The Housing Department may be involved in the creation of pocket parks.

They are aiming to have a even distribution of urban meadows across the city.

#### Action

A map showing the border between council and Portsmouth Water land in Portsmouth Road, Cosham near the MacDonald's will be sent to the Ward Councillors.

Ashley Humphrey, Allotments Manager gave an introduction which included the following points:

He carries out the inspections of all the allotment sites.

There are ten sites in the city and one outside, near Rowlands Castle used by Leigh Park area residents.

Demand for allotments has grown, particularly during the pandemic.

The aim of the allotments is to give people space to cultivate. Up to 25% of a plot may be uncultivated but it must be managed so as not to be a nuisance to the other plot holders. The 25% can also include space for a shed or seating area.

In response to questions, he explained that:

The rules are uniformly applied across all sites. He carries out all the inspections and has a background in horticulture. He also has his own plot so he can understand the challenges that plot holders face.

He listens to people to understand what they are trying to achieve with their plots. Each case is determined on its own merits.

The new allotment holder signs a written agreement and receives a full set of rules.

Inspections are carried out mainly during Summer, normally from mid-March. All the sites are visited. Any holders with an unworked plot, receive a Dirty Plot Letter. They are given 28 days to correct issues or to explain any extenuating circumstances. 28 days later, a follow up inspection is carried out. If the issues have been corrected, the plot holder is told that if there any

further issues in the following 12 months, they will be evicted. If the issue has not been rectified, they will receive a notice to quit letter. Their right to appeal is explained and they are given 7 days to clear their property. The plot is then cleared and relet.

#### Action

The following information will be sent to the panel:

- A link to the allotment holder rules.

The number of Dirty Plot Letters issued and the number of notice to quit letters is attached to these minutes as appendix C.

On the allotments section of the PCC website, the rules and guidance are set out.

Information about rewilding is available from organisations including the Royal Horticultural Society.

He has a colleague who deals with the administration and Doug's team clears repossessed and vacated plots which is a big drain on resources.

Tyres are sometimes used as planters and if they are left on vacated plots, the disposal is very expensive for the council. They should not be used for growing vegetables as there is a high risk that the tyre could break down and leach contaminants into the soil.

The 25% uncultivated rule was determined by the council and is clearly explained in the rules.

The use of pesticides on allotments is left to the individual. Slug pellets have been withdrawn now. People are expected to act responsibly and use as per the manufacturers instructions. Pesticides sold to the general public are pre-mixed now which prevents some over-use. Most people only use them as a last resort. There are many more younger allotment holders now; they tend to be more ecologically responsible.

There is a lot of biodiversity on the allotments.

The council's policies seem to be about right.

There is very limited scope for the creation on new sites. If one was identified, the water supply and facilities would need to be installed, the plots laid out and prepared. The costs would be very high. Much land has been contaminated in the past and so would not be suitable.

A 250m<sup>2</sup> plot will be divided into three when it is given back to the council. Smaller, more manageable plots are very popular with younger plot holders. The number of plots has increased from 1,600 (approximately 2010) to 1,800. Post meeting actual number is 1884 in Portsmouth plus 64 at Rowlands Castle.

Some people grow native edible plants. One person planted a poplar tree which they coppice every year and use the leaves for tea.

Waiting lists.

The 3 Milton sites: 4.5 years.

Hilsea Lane, Stamshaw: 18 months - 2 years.

Stamshaw & Tipner: 2 years

Long Meadow: 2 - 2.5 years

Moneyfields: as above

Salisbury Road: 2.5 years

Knowsley Road (7 plots) there are 24 people on the waiting list.

North Harbour: 18 Months.

When you apply, you indicate which site you would like; any/ all/ some. You can even indicate your preferred plot. If you turn down an offer, you will be deferred on the list for 12 months, not just dropped to the bottom.

During the discussion that followed, the panel considered the following points:

They would like to hear the view of the other Chairs of Allotment Associations who weren't able to attend the previous meeting, plus the views of representatives from council residents associations and housing blocks. A series of questions were agreed.

Trees must be maintained and not permitted to overgrow. Younger trees absorb more carbon dioxide and particulates than older ones. The council's arboriculture officer will be invited to a future meeting.

Information on bus companies' policies regarding wheelchair users and people with pushchairs and prams using the same space on the bus was received and is attached to these minutes as appendix D.

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Councillor Lee Mason  
Chair



## **Appendix A**

### Views from Ms M Chanvin, Portsmouth resident.

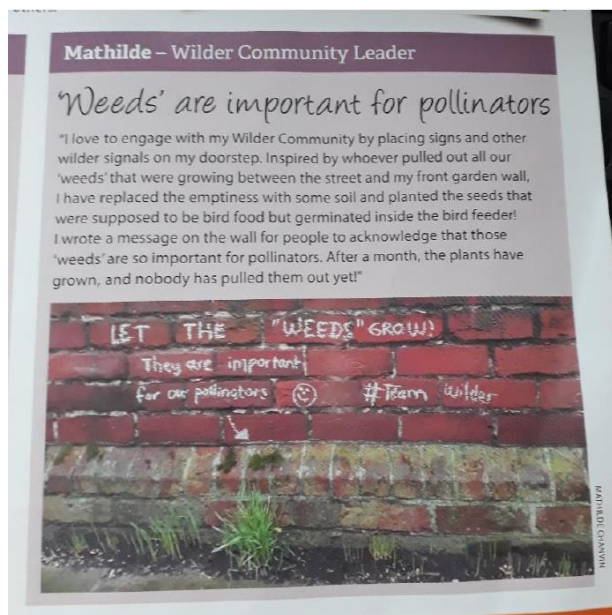
Dear members of the cross party biodiversity scrutiny panels

Please find my personal views about the current policies around greening in Portsmouth for the meeting held on Tuesday 14th December 2021.

I am a resident of Portsmouth since 2012 and I call this place Home. As a nature lover and an active member of various local environmental groups (Portsmouth and Southsea Wildlife Watch, Zero Waste Portsmouth, Wilder Portsmouth, and rewilding Brambles school and nursery), I have witnessed an increase / took part in amazing local actions and initiatives to improve/create green spaces and enhance biodiversity protection across the city. These initiatives, combined with the progress made by the City Council on various occasions (beautiful wildflower beds in Milton or Bransbury parks, new trees planted across the City) are to be celebrated.

There is an improvement, but I personally believe that more can be done, and especially with companies working with PCC about managing our green spaces. We are in desperate need of more green spaces in Portsmouth. We need more verges, grass, wildflower, and green corridors for bees and butterflies and other wildlife to thrive. Any action counts if we want to stop the disastrous effect of climate change on biodiversity.

I would like the panel, and especially Colas, to listen to local communities when they complain about the verges being cut in the parks and our “weeds” being cut and spread right in our front door (it happens every time in front of my house (especially on Earth Day in 2021!) although I have put a sign to leave it! – see pictures below), the grass being mown in cemeteries. I feel really concerned about the weed cutting and whether pesticides are used to get rid of the plants in our streets. Pesticides are harmful to us, wildlife (especially pollinators) and plants and I hope there is a way to stop using it all together.

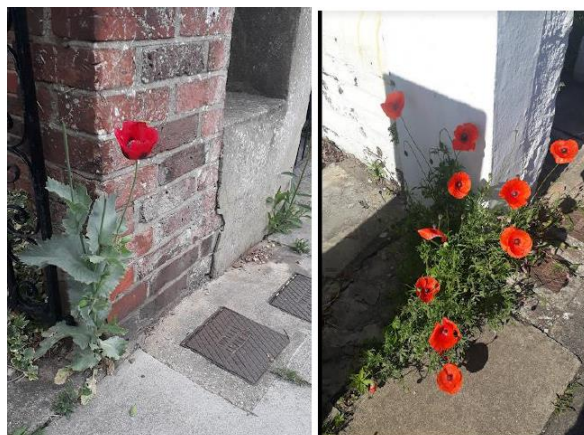


My front wall with “weed growing” space and sign featured in the Wild Life magazine (Hampshire and Isle of Wight Wildlife Trust). – March 2021



My front wall empty of grass and soil due to Colas’s intervention – April 2021.

There is nothing more beautiful than a poppy growing and blossoming within the crack of a street pavement. Such a pleasure for our eyes and a fantastic pit stop for a bee. Here are some poppies flowering in Spring time in my street.



Having green bus shelters, more trees and wild plants in the streets, wildflower beds in streets, each roundabout or across cemeteries, or letting the flowers and “weeds” grow wherever it is possible (street and allotments) would be such an improvement to make our city, my home, a better place to live, breathe and walk, and for biodiversity to thrive.

I wish that Colas would just leave the weeds growing if people wish to keep them thanks to signs.

Local communities, groups, councillors, employers, we all need to be on board to protect the existing and increase biodiversity space across Portsmouth. Let's work and collaborate together for a Wilder Portsmouth.

Thank you,

## Appendix B

### A list of the council's urban meadow areas

Site	Pockets	Total areas
College Pk - NE corner circle bds	2	28
Althorpe Drive - grassed areas crossing point - 4 sections	4	114
Copnor Bridge Shrub Bed 2 beds south side of the bridge	2	91
Prison Corner	1	22
Tamworth Park + 20sqm memorial planting	3	46
Hempstead Green	8	299
Portsmouth Road, Cosham	2	150
Bransbury Park 20m2 memorial planting	3	20
Zetland Field - Zetland/ Fitzherbert Rd mound	1	20
Bransbury Grds	2	110
Clarendon Gardens, Southsea	3	75
Western Prd	4	189
Pembroke Triangle - vandalised memorial	1	3
Pier Rd RAB planters	7	5
Rock Garden Frontage	5	123
Southsea Castle - Moat (Create wildflower area to left of bridge in moat).	1	60
Ladies Mile - western strip length of wall (3 colour mix cosmos with height)	1	97.5
Canoe Lake 'dig for victory' bed area 2019	1	36
St James Green	1	395
Kingston Recreation Ground - Play area (perennials)	3	0
Lake Road, Buckland	4	288
Mills Road, Stamshaw	2	108
Milton Pk (within West contract)	2	175
Queen Street, Portsea	1	245
		2,399.5m <sup>2</sup>

## **Appendix C**

### Information requested from the Allotment Manager.

Over the past three years 579 Dirty Plot letters were issued, 92 plots were dispossessed from these and a further 59 were dispossessed for failing to work the plot properly within the following 12 months so total repossessions over the last 3 years were 151.

Issuing of DP letters was suspended during the pandemic due to shielding and restrictions between July 2020 and June 2021.

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# Portsmouth Allotments and Leisure Gardens Rules

Reviewed 2015 - version 5

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)



Over recent years the demand for allotments has greatly increased and the waiting list is long, with waiting times over two years.

We do not have any surplus land in Portsmouth, so we have taken several measures to ensure we use the land we have as efficiently as we can. This has included creating more plots by subdividing large plots when they become vacant, and introducing a stricter regime of inspection and repossession when plots become neglected.

The following rules set out what is expected of tenants and are for the benefit of all allotment holders. Failure to abide by the rules may result in the loss of your allotment plot.

## Tenancy

A plot is let to an individual person (the tenant), and cannot be let as a joint tenancy.

No allotment plot may be sub-let.

Plots will be let only to people living in Portsmouth (PO1-PO6 postcodes). The one exception to this rule is the council's allotment site at Durrants Road, Rowland's Castle.

A tenant may register one co-worker on their plot. This registration must be in writing to the Parks Service. Once a co-worker has been registered for one year (three years at Milton allotments and Salisbury Road allotments), they will gain the right to take over the tenancy when the existing tenant surrenders the plot. Note this rule will not apply if the plot is repossessed for non-cultivation.

There will normally be no objection to the transfer of a tenancy to a family member, provided the plot has been held for one year (three years at Milton allotments and Salisbury Road allotments).

If a tenant is temporarily unable to tend their plot for any reason they should notify the Parks Service in writing, and make suitable arrangements for their plot to be looked after.

The Parks Service must be notified of any change to the tenant's address and email address (if they have one). The use of email for correspondence is encouraged as it saves money.

The tenant must not cause or permit a nuisance in their use of the allotment.

## Cultivation

Plots must be kept in a tidy, safe, productive and cultivated state.

No more than 25% of a plot should be left uncultivated. Uncultivated areas might include lawns, paths, sheds, fallow areas or wildlife meadows.

Weeds must not be allowed to reach the stage of setting seed. It is the responsibility of the tenant to keep weeds under control on their plot.

Cultivation includes digging, mulching, pruning and weeding and should be for the production of vegetables, fruit, herbs, flowers or other ornamental plants. It is not sufficient simply to clear weeds without using the area to produce a crop.



If you have a larger plot, and are finding it hard to maintain the whole area, please consider giving up a portion of your plot so that it could be made into a plot for someone else.

The Parks Service will carry out regular inspections of allotment plots; normally these will be joint inspections with the allotment associations.

If your plot is found to be uncultivated, we will write to you and will require you to cultivate your plot (a 'dirty plot letter'). If, after one month, your plot is still uncultivated the plot will be repossessed. You will be given seven days notice to remove your possessions ('notice to quit'), after which your tenancy will be terminated.

If your plot is found to be uncultivated again within 12 months of a dirty plot letter your plot will be repossessed. In these circumstances you will not be given one month to tidy your plot, you will be given seven days notice to remove your possessions, after which your tenancy will be terminated.

## **Structures**

Tenants may erect one shed and one greenhouse on their plot.

In addition, tenants may erect a compost bin and a cold frame on their plot.

No additional structures (including poly-tunnels) may be erected without written permission of the Parks Service.

Sheds must be temporary in structure and should be of sectional design in timber or metal.

No permanent foundations are to be laid.

The maximum size of a shed or greenhouse is 8ft x 6ft (2.4m x 1.8m). Sheds or greenhouses should not exceed 7ft (2.1m) in height.

Greenhouses may be glazed with horticultural glass or rigid polycarbonate. For safety reasons we recommend the use of polycarbonate glazing rather than glass; it is also more resistant to accidental damage or vandalism.

All structures must be maintained in good condition. If a structure is found to be in a poor state of repair, or to be dangerous it must be repaired to the satisfaction of the Parks Service. Any dilapidated, dangerous or unauthorised structure may be removed by the Parks Service without notice and costs recovered.

Fences should not exceed 1m in height.

## **Disposal of waste**

Waste items must not be abandoned, tipped or dumped anywhere on the allotment site.

Failure to abide by this rule may result in loss of your plot. In addition, you may be committing an offence contrary to Section 2 of the Refuse Disposal (Amenity) Act 1978 and Section 33 of the Environmental Protection Act 1990.

The accumulation of excessive amounts of waste, debris and items of no horticultural use on a plot may be considered to have breached the rules regarding cultivation of the plot, and as such may be subject to the dirty plot letter procedure as outlined above.

Portsmouth City Council will not remove any green waste. It is the responsibility of the tenant to compost all green waste on their plot or to arrange for its disposal. The use of compost bins on plots is encouraged.

## **Pernicious weeds**

If pernicious weeds are not controlled they will spread and are often difficult to eradicate either by physical or chemical methods. The plants should be removed from the soil and disposed of.

The fact that many pernicious weeds are often not destroyed by composting, means that they are not suitable for adding to traditional compost bins or heaps.

Examples of pernicious weeds:

Bindweed

Dock

Mare's tail

Creeping thistle

Ground elder

Certain diseased plants should also be treated as pernicious, such as blighted tomatoes or potatoes.

How to dispose of pernicious weeds and blighted crops from allotment sites:

- either: store the plant material in black bags on the plot, and burn in November (your allotment association will need to apply for permission to have a fire)
- or remove the plant material from the allotment site and dispose of it at the local amenity tip

## **Bonfires**

The lighting of fires is prohibited on allotment sites in Portsmouth. This includes bonfires and fires in braziers.

The one exception to this rule occurs on or around 5<sup>th</sup> November. Allotment associations may apply to Portsmouth City Council events department for permission to hold an annual bonfire. Provided the association meets the requirements of the event application with regards to risk assessment and public liability insurance, they may light a communal bonfire at a suitable place in the allotment site. It is strongly recommended that associations make their application well in advance, and that the Fire and Rescue Service are informed.

## **Water**

Mains water is normally turned off between October and March.

The use of sprinklers is prohibited. Hosepipes may be used provided they are not left unattended.

Any leaks from water pipes or unexplained flooding must be reported to the Parks Service (see contact details below).

## **Trees and hedges**

Trees and hedges in the vicinity of the allotments shall be preserved as far as possible in their present condition.

Hedges on the perimeter of plots must not exceed 1m in height.

Trees and hedges must not be allowed to obstruct or encroach on paths and roadways.

## **Animals**

No fowl or animals may be kept on an allotment plot, except as provided by the Allotments Act 1950 or any statutory modification thereof.

The keeping of bees on allotment plots is prohibited with the exception of those plots supervised and maintained by Portsmouth and District Bee Keepers Association.

Dogs must be kept on a lead and any dog excrement must be picked up and removed from the allotment site.

## **Security**

No unauthorised persons are allowed on allotment sites.

Tenants must take responsibility for the security of the allotment sites and ensure that gates are kept locked at all times.

Keys are issued by the allotment associations. A charge is made for keys.

The council is not liable for loss by accident, fire, theft or damage of any structures, tools or other possessions kept on allotment sites. Tenants are advised not to store any items of value on their plot. Tenants should report incidents of theft and vandalism to the police.

## **Paths and roadways**

Paths between plots are the shared responsibility of the adjacent plots and should be kept clear, and grass neatly cut.

Paths should be kept wide enough to allow easy pedestrian access to neighbouring plots.

Roadways are for access only. Cars should not be parked so as to obstruct the roadway, and should be moved once loading and unloading is finished.

## Plot numbering

Tenants must ensure that their plot is correctly identified by clearly displaying the plot's number so as to be visible from the main path or roadway.

This is essential to ensure that plot inspections can take place properly, and to avoid dirty plot letters being sent to the wrong tenant.

## Removal of soil

No soil, mineral, gravel, sand or clay may be taken away without the permission of the Parks Service.

## Charges

Tenancies last for 1 year only, and must be renewed annually at the start of the letting year.

Starting in November 2011 the letting year will run from 1 November to 31 October.

Tenants will be invoiced for 12 months in advance in October / November.

The cost of renting an allotment plot will be set and published 12 months before the payment is due. Charges are based on the size of plots, and are the same across all Portsmouth City Council allotment sites.

If a tenant takes on a plot part way through a letting year, they may qualify for a reduced rate for the remainder of the year as follows:

Tenancy starts	Reduction
1 Nov - 29 Feb	no reduction
1 Mar - 31 Jun	33% reduction
1 Jul - 31 Oct	67% reduction

Tenants who do not pay when invoiced will be sent a reminder, but if payment is not received within 6 weeks of the original invoice, the tenancy will be terminated and the plot re-let to a new tenant.

Tenants whose plots are repossessed for non-cultivation will not receive a refund for the remainder of the letting year.

Tenants who give up their plot voluntarily and terminate their tenancy will not normally receive a refund for the remainder of the letting year.

## Concessions

People aged 60 or older qualify for a reduced rate (currently a 37% reduction).

Tenants must be 60 or older on 1st November to qualify for a reduction in any given letting year.

People who have a Portsmouth leisure card qualify for a reduced rate (currently a 40% reduction)

You must quote your leisure card number when applying for a reduced rate.

Tenants may only receive one concession. If you are 60 or over and hold a Leisure Card you will receive the greater reduction (currently 40%).

## Huts

Council owned huts in communal areas are available at the following sites:

- Longmeadow allotments
- Milton allotments
- Moneyfields allotments
- North Harbour allotments
- Salisbury Road allotments

Charges depend on the size and type of the hut, and tenancies run for 1 year in the same way as for allotment plots. Concessions apply to hut rental in the same way as allotment rental.

If a tenant takes on a hut part way through a letting year, they may qualify for a reduced rate for the remainder of the year as follows:

Tenancy starts	Reduction
1 Nov - 29 Feb	no reduction
1 Mar - 31 Jun	33% reduction
1 Jul - 31 Oct	67% reduction

Tenants are responsible for the security of their huts.

At North Harbour allotments, some plots have a council owned hut situated on the plot itself. The plot and the hut are let together as one tenancy, and an additional charge for the hut is made on top of that for the allotment.

Huts will only be let to people with an allotment plot at the same site.

## Other rules

The council's officers may enter a plot at any time.

Tenants must abide by all reasonable directions of the Parks Service.

## How to contact us:

### By Post:

Directorate of Culture,  
Leisure and Regulatory Services  
Core 3, Floor 5  
Civic Offices  
Portsmouth  
PO1 2AD

**Telephone:** 023 9268 8070

**Email:** [allotments@portsmouthcc.gov.uk](mailto:allotments@portsmouthcc.gov.uk)



Portsmouth  
CITY COUNCIL

Directorate of Culture  
Leisure and Regulatory Services  
Core 3, Floor 5  
Civic Offices  
Portsmouth  
PO1 2AD

Telephone: 023 9268 8070  
Email: [allotments@portsmouthcc.gov.uk](mailto:allotments@portsmouthcc.gov.uk)

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

You can get this  
Portsmouth City  
Council information  
in large print, Braille,  
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language by calling  
023 9268 8070.



Corporate member of  
Plain English Campaign  
Committed to clearer communication.

**264**

Telephone: 023 9268 8070  
E-mail: allotments@portsmouthcc.gov.uk

«Tenant»  
«Tenant\_Address1»  
«Tenant\_Address2»  
«Tenant\_Address3»  
«Tenant\_Town»  
«Tenant\_Post\_Code»

Date: 16 December 2021

Dear «TenantShortName»

**DIRTY PLOT LETTER**

**ALLOTMENT SITE: «SiteName» Plot number «PlotSortOrder»**

Following a recent inspection it was found that your plot is not being sufficiently cultivated, which is in contravention of the Allotment Rules and Agreement.

Your plot will be re-inspected in four weeks. If there is no significant improvement, we will give you one week's notice to remove your belongings, and your tenancy will be terminated.

If on re-inspection your plot is cultivated sufficiently you will hear nothing further from us. However, if non-cultivation is repeated within a 12-month period you will receive one week's notice to remove your belongings, and your tenancy will be terminated.

If there are exceptional circumstances why you have been unable to work your plot, or you wish to terminate your tenancy immediately, please let us know.

Yours sincerely

*The Allotments Team*

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«Tenant»  
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**Directorate of Culture  
Leisure & Regulatory Services**

Floor 5, Cores 3-4  
Civic Offices, Guildhall Square  
Portsmouth  
PO1 2AL

Tel: 023 9268 8070

Email: [allotments@portsmouthcc.gov.uk](mailto:allotments@portsmouthcc.gov.uk)

Date: 16 December 2021

**RECORDED DELIVERY**

Dear «TenantShortName»

**NOTICE TO QUIT**

**ALLOTMENT SITE: «SiteName»**

Further to my correspondence to you regarding your plot number «PlotSortOrder» at the above site. It has been found that your allotment is still in a neglected condition.

The Allotments and Leisure Gardens Rules stipulate that you must keep your plot in a tidy and cultivated state. I therefore have no alternative than to terminate your tenancy one week from the date of this letter. Anything remaining on the plot after xxxxxx **will be disposed of.**

If you need to contact me regarding this letter, you can:

- Telephone the number above
- Email [ashley.humphrey@portsmouthcc.gov.uk](mailto:ashley.humphrey@portsmouthcc.gov.uk)

Please note that there is no facility for you to call in person at the Civic Offices for allotment issues.

Yours sincerely

**Ashley Humphrey**  
**Parks Contract Supervisor**

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Chair, North Harbour Allotment Association views submitted to the Traffic, Environment & Community Safety Panel.

1. We support Biodiversity in principle and practice with many plots being totally organic and peat free.
2. We have a healthy population of wildlife with a considerable number of birds , we also have resident bee hives on the site which belong to the Portsmouth Bee-Keepers Association.
3. There is an abundance of other insect life on the plots and in some cases far too many blackflies and aphids.
4. We do not believe that allotments should be included in Re-wilding as there are more than enough people on the waiting list for them to be used in this manner, and there is plenty of natural re-wilding taking place when plots are not re-let promptly causing other plot holders problems .
5. We welcome the use of wildflower beds and landscaping in appropriate place large green spaces like Port Solent Green where a good number could be introduced without detriment to the overall utility of the space and most beneficially on the "Motorway Hills " to the west of the M275.
6. Consideration to regular grass cutting so that Dog Walkers can effectively clean up behind their dogs.
7. Finally I wrote a considerable time ago about the restricted access to Port Solent Green Space for Wheelchair users and less able walkers who cannot climb over stiles and the reclamation of the area which was fenced off to enable the MOD Fence to be renewed and as far as I am aware has not been restore to the original boundary.

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## ***Response from the Chair of Long Meadow Allotments.***

### **Biodiversity Questionnaire for Allotment Associations**

The Council, through its Transport, Environment and Community Safety Scrutiny Panel, is conducting a review into biodiversity enhancement in urban Portsmouth with the aim of positively contributing to re-wilding and support for other approaches to re "greening" Portsmouth.

The views of allotment holders are very important to us, so please keep reading and please do complete our short questionnaire on behalf of your Association.

Biodiversity is the variety of living things on earth, from the smallest insect to the largest mammal and tree. Allotments, especially those in a compact city such as Portsmouth, are important habitats for wildlife as they provide food, shelter and breeding sites for many species of insects and wildlife. By growing food and gardening in harmony with nature, we benefit as much as pollinators and wild creatures.

**In your experience what proportion of allotment holder members of your association:**

(please tick relevant box):

	<b>None</b>	<b>Some</b>	<b>Most</b>
Add compost to soil (helping to increase earthworm activity and improve soil life)			√
Rotate vegetable crops (to maintain nutrient balance)			√
Grow a range of fruit, vegetables and herbs (to offer nectar to bees/ other insects throughout the seasons)		√	
Have fruit/ orchard trees on their allotment (to offer nectar to bees/ other pollinators)		√	
Grow companion plants (to reduce disease and increase pollination)		√	
Include a pond/ pond in a pot to provide shallow water (for wildlife)		√	
Provide food and shelter for wildlife in autumn (eg. leaves raked into netted container)		√	
Avoid the use of chemicals and pesticides		√	
Provide nesting boxes/ insect hotels/ bee blocks/ bird feeders		√	
Avoid the use of peat-based compost		√	
Have a log pile or bug houses (to provide a home to insects/wildlife)		√	
Include a <u>maintained</u> wild area within their allotment for wildflowers and/ or wild grasses?		√	
Please add any comments about other activities your allotment holders take to improve biodiversity:  Many members already plant flowers on their plot to encourage bees, along with vegetables which require pollinating in order to produce i.e., beans, pumpkins, marrows and peas.			

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**In the communal areas of your allotment site, do you:**

(please tick relevant box)

	Yes	No
Use fences as frames for climbers/ivy (to create wildlife havens)?	√	
Grow hedges around the perimeter of the site (to encourage wildlife)?	√	
Cut grass only when it is 5cm+ long (leaving it for more than 2 weeks in the summer)?	√	
Have a <u>maintained</u> wild area?		√
Have a log pile?	√	
Provide nesting boxes/ hedgehog houses?		√
Please provide comments about other activities your Association undertakes to improve biodiversity on your allotment site:  Some members encourage foxes to stay on site because of their catching and eating rats on site.		

**Thinking about your Association and its allotment holder members:**

	Yes	No
Is your Association in favour of areas of rewilding on individual plots?		√
Do you feel that there is a problem with dirty plots?	√	
Do you think it would be helpful for your members to receive more information about the role they can play in increasing biodiversity on their allotment?	√	
Would you like help/ advice/ training on identifying biodiversity opportunities?	√	
Are there any projects you have in mind which would enhance the biodiversity of your site?		√
Please expand on your responses here:  The problem with rewilding plots is that of a weed spreading problem caused by seeds spreading throughout the area. Plot holders have enough problems with this as is, often being accused of dirty plots because of fast growing weeds, without close by plots being turned into weed havens.		

If you have any other comments about biodiversity enhancement, please include them here:

**Thank you very much for contributing to our review.**

If you would like a link to the review report when it is published in March 2022, please insert your email address in the box below:

My email address is: <b>REDACTED</b>
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You can also follow the progress of our review by keeping an eye out on the Portsmouth Council website at [Browse meetings - Traffic, Environment & Community Safety Scrutiny Panel Portsmouth City Council](#) or subscribe for updates at [Logon to Subscribe to Updates Portsmouth City Council](#)

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## Cotswold House.

### **Biodiversity Questionnaire for Chairs of Council Residents' Associations and Housing Block Representatives.**

The Council, through its Transport, Environment and Community Safety Scrutiny Panel, is conducting a review into biodiversity enhancement in urban Portsmouth with the aim of positively contributing to re-wilding and support for other approaches to re "greening" Portsmouth.

The views of council residents' associations and block representatives are very important to us, so please keep reading and do complete our short questionnaire on behalf of your organisation.

Biodiversity is the variety of living things on earth, from the smallest insect to the largest mammal and tree. Allotments, especially those in a compact city such as Portsmouth, are important habitats for wildlife as they provide food, shelter and breeding sites for many species of insects and wildlife. By gardening in harmony with nature, even in the smallest of spaces, we benefit as much as pollinators and wild creatures.

#### **In your experience, what proportion of resident members of your association:**

(please tick relevant box):

	<b>None</b>	<b>Some</b>	<b>Most</b>
Grow plants or vegetables in tubs, containers, hanging baskets or planters, window boxes on their patio or balcony	none		
Provide a water source for wildlife.	none		
Provide nesting boxes/ insect hotels/ bee blocks/ bird feeders on their patio or balcony	none		
Please add any comments about other activities your residents take to improve biodiversity:			

#### **In your communal gardens and areas, do you:** (please tick relevant box)

	<b>Yes</b>	<b>No</b>
Provide communal space for residents to grow fruit and vegetables?		x
Use fences as frames for climbers/ivy (to create wildlife havens)?		x
Grow hedges around the perimeter of the site (to encourage wildlife)?		x
Grow native trees and/ or fruit trees within your communal areas?		x
Cut grass only when it is 5cm+ long (leaving it for more than 2 weeks in the summer)?		x
Have a <u>maintained</u> wild area for wildflowers and/ or wild grasses?		x

Think about enhancing biodiversity when planting children's play areas (if relevant)?		x
Have a log pile?		
Provide nesting boxes/ hedgehog houses/ insect hotels/ bat boxes/ bird feeders?		
Please provide comments about other activities your Residents Association undertakes to improve biodiversity on your site:		

**Thinking about your association and its residents:**

	Not at all	A little	Quite a bit	A lot
To what extent would you say residents in your association/ block are concerned about biodiversity?	x			

	Yes	No
Has the issue of improving biodiversity been raised by residents?	x	
Do you think it would be helpful for your residents to receive more information about the role they can play in increasing biodiversity in their outside spaces?	x	
Would you like help/ advice/ training on identifying biodiversity opportunities for your Residents' Association?	x	
Are there any projects you have in mind which would enhance the biodiversity of your site?	x	
<p>If yes, please provide a summary of what your project idea and any problems you are facing in achieving your aims:</p> <p><b>We had our own garden club that help with planting but got fed up with the pcc garden team Grass seeding the borders and cutting up the plants we planted.</b></p> <p><b>So they decided to give up with planting the borders and wasting there time.</b></p>		
If you have any other comments about biodiversity enhancement, please include them here:		

**Thank you very much for contributing to our review.**

If you would like a link to the review report when it is published in March 2022, please insert your email address in the box below:

My email address is: <b>Redacted.</b>
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