

COMMUNITY GARDEN PROJECT- CASTLEROCK COMMUNITY ASSOCIATION

The Community Garden is the title given to a project to;

- Redevelop the Association's Polytunnel at the Hezlett House and make it more accessible
- Promote gardening and growing skills by way of a Workshop Programme – 'Gardening Through The Year In A Polytunnel.

Castlerock Community Association have invested some of their own funds in the project along with a sum secured from the Public Health Agency.

The Association have adopted the following Guiding Principles and believe that;

- Gardening can contribute to improved mental health and well - being
- All Polytunnel users have a right to participate in an environment that is safe, inclusive and where all feel respected, valued and that there is a shared sense of belonging and community.
- Plot holders within the Polytunnel are encouraged to participate and be prepared to share knowledge and assistance.

A .THE POLYTUNNEL

What Will The Redeveloped Association Polytunnel Comprise?

The redeveloped Polytunnel will comprise;

- 12 new plots in raised beds, (NB, 2 of the 12 plots are assigned to the National Trust and a further 2 are designed and designated for persons with limited mobility) – up to 10 plots are available for applicants in accordance with the Guiding Principles and Eligibility Criteria set out below.
- Gardening Equipment store and table for potting use.
- Social area with table and chairs, (NB At certain times of the year the Association may utilise this area for the purpose of Village Beautiful and associated activities).
- Watering facilities are shared with the adjoining National Trust Polytunnel.

Part 1: How Do I Apply For A Plot In The Polytunnel?

Please read the Eligibility criteria set out below and if your circumstances make you eligible then please complete the Application Form below.

Eligibility:

- a) The Polytunnel is for the use of residents of Castlerock village and its immediate environs, (e.g. within 1 mile of the village settlement of Castlerock)
- b) 1st preference for those seeking a plot within the Polytunnel is for those people who currently do not rent an allotment from the National Trust on the Hezlett House site.

- c) The creation of two new additional plots to make 12 in total enables these new plots to be prioritised for residents as above in (a) who the Committee may determine the fee be reduced or waived

Application Form:

To apply for a plot within the new, redeveloped Polyunnel please read the Polyunnel Licence Agreement and the accompanying Code of Conduct, (see below), and then complete the attached Application Form and return it before **28th October** to;

Castlerock Community Association
Community & Visitor Information Centre
2A Circular Road
Castlerock
BT51 4XA

Winter Opening Hours for the centre are: Wed, Thur ,Fri & Sat -11am to 3pm*
(* Subject to availability of volunteers)

Or put it into the post-box to the right of the centre's door, marked **2A** by **28th October**.

All applications for plots will be considered by the Community Association Committee and applicants and it would be our intention to advise all applicants by **25th November** as to the Committee's decision in respect to the allocation of Plots.

Fees:

The fee for a CCA Plot within the Polyunnel for the period 1st Nov 20- 30th Oct 2021 is £15. Fees are payable to Castlerock Community Association at the time of signing the Polyunnel Licence Agreement, (Annex A).

Part 2: Polyunnel Licence Agreement

All those who are offered the opportunity to rent a plot within the Association's Polyunnel will be required to;

- a) Sign a Polyunnel Licence Agreement (Annex A)
- b) Comply with the Polyunnel Code of Conduct (Annex B)

Part 3: Code of Conduct

The Code of Conduct sets out for those who are issued a Polyunnel Licence Agreement, (please see Annex A), the minimum operating requirements.

B. WORKSHOP PROGRAMME-‘ A YEAR OF GARDENING IN A POLYTUNNEL’

‘A Year of Gardening In A Polytunnel’ is a Workshop Education Programme designed to encourage people to learn a new skill or revive a previous hobby and make best use of the redeveloped Association’s Polytunnel.

Commencing on **Saturday 7th November at 11am**, the workshop programme will run on a series of Saturday mornings and will be delivered by Don Kerr, National Trust Gardener and cover such topics as;

- Soil preparation, plant and seed selection
- Plant maintenance and growing across the year

There will be no charge for the workshops and places will be limited to ensure the environment is “COVID Compliant” as required at the time.

Are You Interested in Having Access To A Plot In The Redeveloped Community Association Polytunnel & or The Workshop Programme ‘A Year of Gardening In A Polytunnel’?

To apply for either a Plot in the Polytunnel and/or the Workshop Programme please complete the Application Form and return it before **28th October** to;

Castlerock Community Association
Community & Visitor Information Centre
2A Circular Road
Castlerock
BT51 4XA

Winter Opening Hours for the Community & Visitor Information Centre are: Wed, Thur, Fri & Sat -11am to 3pm* (* Subject to availability of volunteers)

Or put it into the post-box to the right of the centre’s door, marked **2A** by **28th October**.

Applications for Plots :will be considered by the Community Association Committee and applicants and it would be our intention to advise all applicants by **25th November** as to the Committees decision.

Applications for a place on the Workshop Programme: applicants will be notified by phone call or e. mail by 5pm on Mon 2nd Nov as to the outcome of their application.



APPLICATION FORM – FOR A PLOT IN THE POLYTUNNEL & /OR A PLACE ON THE WORKSHOP PROGRAMME, ‘A YEAR OF GARDENING IN A POLYTUNNEL’

I would like to participate in and contribute to the Community Garden Project and apply for;

	Please Tick
A Plot in the Association’s Polytunnel And,or	
A Place on the Workshop Programme -‘A Year Of Gardening In A Polytunnel’	

Please ensure you answer all of the questions-thank you!

Name:	
Address:	
E mail:	
Age Group (Please circle one of the age groups)	Under 40 40 to 50 50 to 60 60 to 70 70+
Telephone: Home Mobile	
How Many People Live In Your Household?	

Please complete the Application Form and return it by **12 noon on 28th October** to;
Community & Visitor Information Centre
2A Circular Road
Castlerock
BT51 4XA

Winter Opening Hours for the centre are: Wed, Thur, Fri & Sat -11am to 3pm*
(* Subject to availability of volunteers)
Or put it into the post-box to the right of the centre’s door, marked **2A** by **12 noon on 28th October**.

Applications for a Plot: will be considered by the Community Association Committee and and it would be our intention to advise all applicants by 25th November as to the Committees decision.

Applications for a place on the Workshop Programme: applicants will be notified by phone call or e. mail by 5pm on Mon 2nd Nov as to their application.

(Annex A) POLYTUNNEL LICENCE AGREEMENT – CASTLEROCK COMMUNITY ASSOCIATION

A Licence for the use of the Plot designated as below in the Castlerock Community Association Polytunnel located at Hezlett House, Sea Road, Castlerock for the period from..... to.....between Castlerock Community Association, (hereinafter referred to in this licence as the Association), and (hereinafter referred to in this licence as the Tenant).

Plot Number:

Period of Licence (12 months from date of issue):

The tenancy is subject to the following terms and conditions and will be subject to review on an annual basis from the date of issue;

- 1.Polytunnel Code of Conduct:** The Tenant shall comply with the Code of Conduct,(Annex B), as issued by the Association and attached to this Polytunnel Licence Agreement.
- 2.Payment of Rent:** Rent will be payable in advance and will be fixed for the duration of this Licence Agreement , (NB 12 months), at: £15.
- 3.Cultivation:** (a) The Tenant shall keep the plot in 'cultivation', to only include the growing of vegetables, fruit and / or flowers or under control.
(b) The growing of vegetables, fruit and/or flowers for commercial purposes is not permitted.
- 4. Termination Procedure:** In the event of the allocated plot not being sufficiently 'cultivated', but no earlier than 6 months following the date of the Licence Agreement. The Association shall issue a warning notice given 3 months for the Tenant to comply. If the Tenant does not comply by the end of the notice period, the Association shall serve a 1 month Termination Notice.

I HAVE READ THE ABOVE POLYTUNNEL LICENCE AGREEMENT AND THE POLYTUNNEL CODE OF CONDUCT, (ANNEX B-AS ATTACHED), AND AGREE TO ABIDE BY THE TERMS ,INCLUDING THE CODE OF CONDUCT,(INCORPORATING THE GUIDING PRINCIPLES & MINIMUM OPERATING REQUIREMENTS), AND PAYMENT SCHEDULE SET OUT THERIN.

SIGNED by Applicant:

Date:/...../.....

Name in Block Letters:.....

SIGNED by: **For the Association**

Date:...../...../.....

NOTE: One signed copy of the Polytunnel Licence Agreement to be retained by the CCA and One signed copy with attached Polytunnel Code of Conduct to be issued to applicant.

BC 3rd Oct 20

(Annex B) POLYTUNNEL CODE OF CONDUCT – CASTLEROCK COMMUNITY ASSOCIATION

The Code of Conduct sets out for those who are issued a Licence, (see Annex A), for use of the CCA Polytunnel both the Guiding Principles and the Minimum Operating Requirements.

Guiding Principles:

As a community association we believe that;

- Gardening can contribute to improved mental health and well - being
- All Polytunnel users have a right to participate in an environment that is safe, inclusive and where all feel respected, valued and that there is a shared sense of belonging and community.
- Plot holders within the Polytunnel are encouraged to participate and be prepared to share knowledge and assistance.

Minimum Operating Requirements:

1.Social Distancing: During the current pandemic the requirements in operation at the time in respect to Social Distancing and all matters relating to the COVID Pandemic must be maintained at all times.

2.Community Ethos: Plot holders within the Polytunnel are encouraged to participate and be prepared to share knowledge and assistance to other plot holders.

3.Conservation: Plots shall be cultivated in an environmentally friendly manner making best use of organic methods, (**NB the use of pesticides is not permitted**).

4.Maintenance of Plot: Please ensure that your plot is;

- a) Utilised only for recreational purposes including the growing of vegetables, flowers and fruit, (NB. commercial cultivation is not permitted).
- b) Kept in a neat and tidy condition throughout the year. The depositing of rubbish/materials on and vacant plots or within the Polytunnel is not permitted.
- c) The removal of any crops from another plot or materials from a vacant plot are not permitted.
- d) Any diseased plants/seedlings must be removed asap to avoid spread and contamination to other users and taken off site for disposal.
- e) At the end of the season it is very important that all dead plants are removed from the plot/Polytunnel and taken off site for disposal.

5.Equipment: Where equipment is provided by the Association it is for the sole use of those permitted to utilise the Polytunnel and it must not be loaned out or removed from the site.

6.Car Park: Access to the site is via the designated entrances and the car park is in the ownership of the National Trust who lock the gates outside of their normal operating hours. The overnight parking of cars or trailers is not permitted.

7.Tenancy: A Polytunnel Licence Agreement, (see Annex A), will be issued to all those allocated a plot within the Polytunnel and;

- a) It will be valid for a period of 12 months from the date of issue.
- b) The Polytunnel Licence Agreement will be renewed subject to compliance with the above Code of Conduct and payment of the required fee at the time of renewal.
- c) The sub- letting of plots by a Polytunnel Licence holder is not permitted.

BC

3rd Oct 20

