

# Accepted **Ouston Allotment Association Rules**

## These Rules shall be in addition to the Allotment Agreement made with Ouston Parish Council

All plot-holders should read this information sheet carefully. The intention of the Rules is that the allotments be worked to a high standard. Members of the Association are encouraged to take responsibility for the overall maintenance of the Allotment area, and to take part in any general tasks which may be required. All should remember that the demand for plots in Ouston is very high: if you are finding it difficult to maintain your plot, please consult with the Committee so that a solution to the problem can be found.

**All members must keep to the Rules of The Association and failure to do so may result in loss of Tenancy.**

**1. All new Plot-holders must be members of the Association, existing Plot Holders as at 26/11/2007 shall be asked to join the Association**

### **2. Plot and Allotments maintenance**

a) Plot-holders must maintain their plots, cultivate them fully and remember that plots are for the cultivation of vegetables, fruit and flowers .at least half (50%) of the plot shall be used for growing vegetables .Fruit and other trees may be grown however they should be no higher than 2.4 metres .

b) Plot-holders are responsible for their paths between plots i.e. maintenance of half of the width and the full length of the path.

c) Plots must be clearly numbered.

d) If a plot-holder is absent or ill for a significant part of the growing season he/she must arrange for someone to look after the plot during the period of absence. If a plot-holder has problems in arranging cover, he/she should contact a member of the Committee.

e) Each plot should have an area for the composting, etc of vegetation-rubbish.

f) Plot-holders must ensure that plastic/paper/metal/glass/wood waste etc does not accumulate on their plots. Rubbish should be removed, not left in common areas

g)Members must inform the Secretary (in writing) if anybody helping them on their plot is not a member of the Association .Members will be held responsible for the actions of their helpers

- h) All the members are expected to help with the maintenance of common areas
- i) Rubbish (non-toxic materials) should only be burned in enclosed incinerators. Open bonfires are not allowed except on certain days between November and April. Members must prevent any nuisance being caused to neighbours by excessive smoke.
- j) Plot-holders shall not dump any refuse or rubbish of any kind on the allotment site nor bring onto the site any refuse or rubbish to store or burn nor shall members store any household equipment (cookers, settees etc.) on the allotment site
- k) Plot-holders shall not keep any livestock on the allotment site, livestock being any goat, cattle, horse, ass, mule, pig or sheep
- l) Members must inform the Council/Committee of any change of name or address
- m) Members must seek permission of the Committee/Parish Council before reassigning plots.

### **3. Permission required - huts, bees.**

- a) Plot-holders wishing to keep bees must first apply in writing to the Committee which would seek the consent of all neighbouring plot-holders.

### **4. Behaviour - pets, children, other plot-holders**

- a) No pets may be kept at the Allotments. Any plot-holder who brings a dog to the Allotments must ensure that the dog is kept on a leash or within the confines of the member's plot. Rabbits ?
- b) Plot-holders who bring children to the Allotments are responsible for their safety and behaviour.
- c) If any plot-holder has occasion to complain about the behaviour of any other plot-holder, the complaint should be made, in writing, to the Secretary

### **5. Facilities** The following facilities are available:

- a) **Water taps** are provided at convenient locations around the Allotments.
- b) **Skips** are provided regularly through the season for the disposal of all rubbish, including wood waste.
- c) **Equipment** Equipment for communal use (e.g. a strimmer) may from time to time be purchased by the

Association. Where the equipment is of a potentially hazardous nature, the Committee will ensure that:

- all such equipment has a clear set of instructions for use, available where the equipment is normally kept
- all such equipment has an annual safety and maintenance check.

Potentially hazardous equipment should not be used by a member who is alone at the plots.

## **6. Plot inspections/Prizes**

a) Members of the Committee will carry out Inspections regularly throughout the growing season, starting in April, to ensure plots are being cultivated to the required standard.

b) Plots are judged by independent judges suggested by the Parish Council for the purpose of awarding prizes for the best plots. Consult the Noticeboard for information on Prizes and judging.

c) Joint tenancy of Plots can be arranged in the event of any Plot Holder deciding that the Plot is too large for them.

## **7. Miscellaneous - sale of crops, plot elsewhere.**

a) Allotments are provided for the personal use of plot-holders. Plot-holders may not sell their produce for commercial gain.

b) No person is permitted to hold more than one plot leased by the Parish Council.

## **8. Termination of Lease/Expulsion of Association Members**

a) All members should be aware that when they sign their "Agreement" each year, they are signing a Legal Document and are required to keep to the Rules of the Association.

b) The Committee may recommend to the Parish Council that a Lease be Terminated after due process as in 8(c) on grounds of inadequate plot maintenance, at any time.

c) If a plot falls below the required standard of maintenance, an initial warning will be sent to the plot-holder by the Secretary of the Association giving 21 days in which to rectify matters. If there is no improvement after this time, this will be followed by a second warning giving a further 14 days. If there is still no improvement, a FINAL WARNING giving a further 7 days will be issued. Following the expiry of this time, the plot-holder will be notified to vacate their plot within 14 days. During this final 14 days period the plot-holder has the right of appeal to the Parish Council. A copy of any appeal letter must be sent to the Secretary of the Association. The warnings given during a season will remain in place until the AGM in November.

d) A right of appeal to the above can be heard by an independent arbitrator.

e) A lease will automatically be terminated for non-payment of Rent by the due date.

f) If any serious complaint/s is/are made against a plot-holder, and the Committee, after investigating the complaint/s, is satisfied of its/their validity then the Committee, by a simple majority of members, can expel the plot-holder from membership of the Association.

g) Following the investigation, the plot-holder will be notified of the Committee's decision and the plot-holder will have the right of appeal within 7 days to the Parish Council. A copy of any appeal letter to the Parish Council must be sent to the Secretary of the Association.

h) Any member who wishes to terminate his/her membership, or who has it terminated, has the right to remove the following from the plot before a new plot-holder takes over.

- Any hut/greenhouse erected by the member
- Any bushes growing on the plot
- Any produce still to be harvested from the plot

#### **9. Committee responsibilities/Changes in Rules etc**

a) These Rules shall not be Amended except at the AGM or at a Special General Meeting called for that purpose of which 14 days notice shall be given and then only by a 2/3 rds majority of the membership present .Notice of Amendments must be sent to the Secretary in writing not less than 7 days before the date of such a meeting.

b) It is the responsibility of the Committee to make all plot-holders aware of the Association's Constitution and to organise Meetings of the Association as required, in particular, the AGM.

c) The Committee undertakes to keep plot-holders well informed about the Association, in particular by means of a Newsletter.

d) Any matter not provided for in these rules shall be dealt with by the committee at their discretion