



## **Rules & Regulations**

Please read these carefully as they include important information. The rules are in place to ensure continued enjoyment and minimum inconvenience to all plot holders and local residents. Each plot holder is responsible for ensuring the rules are adhered to by everyone.

### **1 Committee**

The Committee will be made up of association members in line with current trust deed and be voted in at the Annual General Meeting (AGM). The Committee will meet on the first Thursday of the month, at least six times a year, and may also meet on an ad hoc basis to deal with urgent activity.

Additionally, members will be invited to at least two open meetings during the growing season (1st April to 30th October) to deal with any general points needing discussion or problems which have arisen, and also to arrange for any work which needs to be done by the members on the allotment site.

Operational decisions taken by the Committee are final.

### **2 Allocation of an allotment**

A waiting list of potential plot holders is held by the Committee. The waiting list comprises of Hesketh Bank residents.

When a plot becomes available, the Membership Secretary will offer an allotment to those on the list in strict waiting list order. Allocation is restricted to one plot per household. Co-workers do not have the automatic right to continue with the tenancy of the plot.

Occupancy of the plot will commence on the signature of a tenancy agreement and payment of the annual plot rent. Occupancy of the plot will cease if payment of annual fees does not take place by 23<sup>rd</sup> January each year. Fees will be confirmed at the AGM.

Keys to the access gate and water will be issued on receipt of a key deposit.

If a plot becomes available on the allotment site, a plot holder may request a plot change, and this will be decided at the discretion of the Committee.

New plot holders should work to the following targets:

- 25% of the plot to be cleared and cultivated within 3 months.
- 50% to be cleared by 6 months, with 75% cultivation by 12 months.

If the new plot holder, not less than 3 months after commencement of the tenancy, has not observed the above conditions, an Eviction Notice can be issued.

### **3 Maintenance of the allotment**

Each plot holder must keep their plot in a condition which meets the standards set by the Committee. This means that approx. 75% of the ground will be cultivated, seeds or plants will be established, trees will be no more than 2.5m tall and paths and structures will be

maintained. It is the responsibility of the plot holder to maintain sheds and fences in a tidy, useable condition and ensure the plot is clearly numbered.

Each plot holder will be expected to contribute to the general upkeep of the entire site. The Committee will decide annually on works to be carried out. Plot holders, at the discretion of the Committee, may opt to have a friend or relative carry out their portion of a work.

All plots and allotment areas are encouraged to be maintained on organic principles including weed and pest control. Any weed or pest controls must be treated with due care, have appropriate licenses in place, not allow application by children under the age of 18, restrict application to own plot, and may not be stored on the allotment.

The plot holder should keep the plot clean and free from spear thistle, creeping or field thistle, curled dock, broad-leaved dock, ragwort and other noxious weeds. The plot holder agrees to keep the plot free from other weeds in as far as is reasonably practical.

Plot holders are responsible for hedges on their boundaries, except for external boundaries. Vegetation should be cut back so as not to encroach on footpaths, side paths or neighbouring plots. Hedges should be pruned, outside bird nesting season (February to August). Willow "Fedges" are not allowed on site and any Willow tree species on allotments should be removed. Bamboo, of any kind, should not be planted on site and existing clumps should be removed when possible.

To reduce nuisance to our neighbours no mechanical devices should be used before 9am and after 9pm or dusk if earlier (10am until 7pm on Sundays).

#### **4 Inspection (Annex A)**

A minimum of three Committee members will inspect all allotments three times a year (May, August and October). The purpose of the inspections is to ensure that the allotments are kept tidy, in a safe condition and are cultivated to an acceptable standard. The term "acceptable standard" means that the allotment must adhere to the rules, be kept free of invasive weeds and be under obvious cultivation.

The holders of allotments who do not meet the standard expected will be notified immediately in writing of any defects. They will be given 3 weeks to correct matters. If the points notified are not corrected within 3 weeks, and no acceptable reason or future assurance is given, then the Secretary will write to the plot holder advising them that if matters are not corrected within 2 weeks of the date of the letter, then the Committee will proceed to terminate.

Termination will be automatically applied if the plot holder fails the inspection during the following growing season, there will be no period of grace.

Plot holders shall have the right of appeal to the Parish Council.

#### **5 Refuse**

The plot holders should compost all soft vegetative material on the allotments. Plot holders are responsible for providing and maintaining their own composting facilities which will be subject to the same conditions as the rest of the plot. Plot waste must not be disposed of in any part of the site, including ditches and the perimeter.

Bonfires are not encouraged and should not take place **between 1 June and 30 September**. This is because of issues with air quality, smoke plumes, and additional

drought fire risks. It is important to consider the impact on our neighbours of what may be considered an unsocial activity. Please consider wind direction if you are lighting a fire to ensure smoke does not travel to our neighbours.

Use of an incinerator bin is preferred to an open bonfire. No fires should be lit in communal areas. The fire must not be in such a position that it may risk damaging any surrounding structures, fencing, hedging etc. Any fire must not be left unattended at any time or leave it to smoulder – douse it with water if necessary. Let your neighbours know when you are going to light it and where it is.

Only burn dry material and only material grown on your allotment. No material may be brought onto the site to burn. Never burn household rubbish, rubber or anything containing plastic, foam or paint.

All hard waste must be removed from the site. No waste should be brought from outside and left in the allotment area.

## **6 Plot holder vacating their allotment**

If a member decides to give up their allotment for any reason other than extenuating circumstances (e.g. illness, death) then that member must leave the allotment in clean and tidy condition. Within 2 weeks of the occupancy ceasing, the shed must be emptied and rubbish removed. The committee reserve the right to pass on any costs associated with any failure to meet these requirements.

If occupancy ceases, the rent is non-refundable as it is calculated to ensure that all running costs for the site are met annually.

All keys issued for the access gate and water must be returned to the Secretary or Treasurer on termination. If this does not occur, the plot holder will forfeit their deposit.

## **7 Allotment structures**

A greenhouse or poly tunnel, and shed, can be erected using the following measurements. The position of any such structure must be agreed in advance with the committee.

Shed (one per single plot)

- Length - maximum 8ft
- Width - maximum 6ft
- Height – maximum 7ft

Greenhouse (one 12 x 8 or two 6 x 8 per single plot)

- Length - maximum 12ft
- Width - maximum 8ft

All structures must be kept in a safe state of maintenance and repair. Dangerous buildings will lead to warnings and potential eviction. No glass should be used on plots

Any structures, paths, fence or gate on the allotment must be temporary (no cemented foundations) and maintained in safe order with an appropriate external appearance and condition. If the Committee is not satisfied with the state of any structure, fence or gate, the plot holder must either repair it or remove within one month of instruction to do so. If the structure is not removed, the Committee may remove it and charge the plot holder the full cost of removal and disposal.

Solid fences should not exceed 1 metre in height and wire and trellis fences should not exceed 2 metres in height.

## **8 Keeping livestock**

The keeping of livestock (including hens and/or bees) is not allowed without the written consent of the Committee. Suitability of site, length of time on your allotment, animal welfare, stocking densities, stock hygiene, appropriate training, flood risk, and insurances, will all be considered prior to the issuing of consent.

## **9 Water**

Water charges are the responsibility of the entire site. The water will be turned on late March/early April and will be turned off late October, depending on weather forecasts. Mains water is expensive.

Sprinklers and hoses must not be used on plots. All plot holders should collect water wherever possible on their allotments and should use this valuable resource responsibly.

## **10 Dogs**

Dogs must be on a lead at all times on shared spaces. If plot holders have dogs off lead on their allotments, the plot must be securely fenced and gated. Fouling must be removed immediately from all areas.

## **11 Security**

Everyone involved with allotments has a duty of care to ensure that all sites are as safe as is reasonably practical. This includes the closing and locking of gates and water cupboards.

## **12 Hygiene, Disease and Cleanliness**

After the Pandemic, we have all become aware of the importance of basic hygiene and cleanliness. At the very least, ensure you wash your hands well after visiting site and definitely wash hands before eating, drinking, or smoking. All plot holders should if required use the toilets on the playing fields site, key is on the wall adjacent to back gate of No. 68.

Further information about diseases and illnesses associated with gardening and allotments is widely available on the National Allotment Society, RHS, and NHS, web sites.

## **13 Vehicular access**

Car parking is available at the front of the site. Vehicular access is available to plot holders with a key. The gate must be locked on entering and leaving. Access by car is allowed for the sole purpose of delivering and collecting from owner's plot. Cars must be returned immediately to car park and should not be kept on site for prolonged periods. Cars are only permitted on perimeter road (summer only) and on the central drive, no other path or areas should be used.

## **14 Communal equipment**

Wheelbarrows, trolleys and a hose are provided for communal use. These communal facilities should not be exploited and any damages reported to the committee immediately.

ANNEX A    Inspection Record

Date: \_\_\_\_\_

Plot No	Name	Date joined	Inspection Checks (Compliant = C Non-complaint = N)												Action last insp.	Letter required	Date issued	Comments
			1	2	3	4	5	6	7	8	9	10	Other					
1																		
2																		
3a																		
3b																		
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### Inspection Checks

1. Plot number visible
2. 75% cultivation (unless new plot holder)
3. Trees pruned to less than 2.5m tall
4. Fence in place and well maintained
5. Hedges on boundaries maintained to allow access
6. Shed within size guidelines and well maintained
7. Greenhouse within size guidelines and well maintained
8. Composting facilities in place
9. Water collection in place and connected
10. No hard or household waste on site