

Croftburn Allotments Association Rules

All plot holders should read these rules carefully, note and observe them

All members should be aware that, when they sign their missive of let, they are signing a mandatory document and are required to keep to the Rules of the Association. There is a very high demand for plots in Glasgow; plots that are not maintained and cultivated, as per the Association Rules, will be considered for re-let.

The rules are intended to aid plot holders and maintain Croftburn Allotments to a high standard. If you have difficulty sustaining your plot, please consult with a member of the Committee to find a solution. A current copy of the rules is provided to each new member via Facebook and available on the Croftburn Allotment web site www.croftburn.org They will also be displayed in the communal cabin. Members of the Association are encouraged to take responsibility for the overall maintenance of the Allotment site, and to take on any general tasks that may be required.

1. Plot Maintenance

- a) Plots must be numbered. All plots must be work in progress by end of March of each calendar year. Plot holders shall ensure plots are maintained in a cultivated, weed free and tidy manner throughout the season.
- b) Plots must be cultivated and maintained by the registered plot holder, or a member of their family.
- c) Plot holders must maintain paths adjacent to their plots. The paths must be kept clean and in good condition of repair, providing clear access. No materials shall be stored on pathways.
- d) Divisions between plots will be maintained as per original fencing feature, or an open style fence of a maximum height of 50 cm. Shading of adjacent plots from growth of plants should be avoided with no hedging being planted or permanent barriers being erected with the exception of a fruit cage.
- e) All plot holders shall ensure that all biodegradable waste material e.g. green materials; cut flowers, fruit and vegetable etc. and brown materials; paper and cardboard items, etc. shall be suitably composted. Plot holders must ensure that plastic/paper/metal/glass/wood waste does not accumulate on their plots. Non-compostable waste must be removed from the allotment site.

- f) Plot holders are allowed to grow fruit canes and fruit trees. The latter should be of the dwarf variety, the most suitable being M105 root stock, or trained in espalier design.
- g) Communal compost bins are not to be used for the disposal of pernicious or seeding perennial weeds or any other rubbish from the plots.
- h) The burning of rubbish on a plot is only permitted between the months of October to March, inclusive, and no fire should be left unattended.
- i) No waste material, rubbish or rubble is allowed to be tipped or dumped on the perimeter area surrounding the plots or any other common area.
- j) No plot holder shall bring material onto their plot that cannot be used.
- k) The allotment or any structure erected thereon shall not be used for the storage of any goods, materials or supplies other than those used directly in the cultivation and maintenance of the allotment. Construction materials, paving and timber for infrastructure work must be used within three months of being brought onto the site. Quantities in excess of the above will be regarded as unacceptable and the plot holder requested to remove them. Failure to do so may result in the materials being removed with the plot holder being charged with the cost and notice of termination given.
- l) No carpets underlay or other flooring materials should be used on common paths, on plots, on paths within plots or on compost bins or heaps, to ensure that certain chemicals do not leach into the soil.
- m) If a plot holder is absent for a significant part of the growing season the plot holder must arrange, with the consent of the committee, for someone to look after the plot during his or her absence. If the plot holder has problems arranging cover they should contact a Committee member.
- n) Plots, common paths and adjacent areas will be kept free of pernicious and seeding perennial weeds e.g. 'mare's tail' and 'ground elder' without the use of ecologically harmful chemicals.
- o) All members are expected to routinely help with the maintenance of common areas. All members are required to contribute a minimum of six hours per year of activity to routinely help with the maintenance of common areas. These hours will be recorded on the Facebook page.
- p) Water is a valuable resource and it is important to reduce the consumption of mains water. All plot holders shall collect and conserve water. Hoses shall be used with due consideration to other plot holders.

- q) Hose pipes attached to sprinklers systems are prohibited. Hose pipes may be used to water directly if hand held or fixed to personal water butts. Water supplies will be turned off in the winter months (November to March).
- r) Communal tools are stored in the cabin and are available for all Members to use. These tools should be cleaned after use and returned to the cabin. Please do not store in your hut.
- s) All new Members will be provided with a small trial plot for a minimum period of six months. Please also refer to Rule 4 (b).

2. Permission required

- a) Plot holders should strive to grow organically and no chemical substances including weed killers, pesticides or herbicides are to be used on plots. However, if a plot holder sees a strong need for chemical control, the matter should be referred to the Committee for consideration.
- b) No plot holder shall trespass on another members plot without agreement from that plot holder.
- c) No pets shall be permitted on the allotments.
- d) The keeping of poultry, pets or other livestock on allotments is not permitted.
- e) Permission to keep bee hives will be required from the Committee and the hives will have to be located in a designated area as agreed by the Committee.
- f) All allotment supplied sheds will be treated with wood preserver of a designated colour determined by the Committee.
- g) Under LES Regulations to Allotment Plots, the only large structures permitted on plots are greenhouses and poly tunnels and these are restricted to a maximum size of 2.5m x 3.0m (8ft x10ft). No plot holder shall be permitted to erect any green house or poly tunnel on their plot without prior consent from the Committee. Plot holders must submit plans detailing size of any structure and its location on their plot to the Committee for consideration.

3. Behaviour

- a) No alcohol is allowed to be stored or consumed within the boundaries of the allotment except during organised events.
- b) Smokers are reminded of current legislation. This will be in force on the allotments. Cigarette filters are not readily biodegradable; please dispose of your litter carefully. Cigar/cigarette ends must be extinguished thus avoiding the possibility of accidental fires removed from the site.
- c) No plot holder will grow illegal substances.
- d) The use of homemade weed killer, which is illegal, is not permitted.
- e) No flags are permitted to be flown on site either on a plot or any other structure.
- f) Excessive noise will not be permitted on the plots, including the playing of sound systems, shouting and/or abusive language. This is not an exhaustive list. Please respect your neighbours on and surrounding the allotment.
- g) Plot holders who bring children to the allotment are responsible for the children's safety and behaviour.
- h) No member shall enter or leave the allotments other than by the authorised gateway.
- i) Gates must be locked on entering and leaving the allotments, at all times.
- j) Plot holders who bring visitors to the site will be responsible for their safety and behaviour. Visitors must not be allowed to walk around the allotments unaccompanied.
- k) If any plot holder has occasion to complain about the behaviour of any other plot holder or any visitor, they should try and resolve the matter amicably. If this is not possible the complaint should be referred to the Secretary.

4. Plot Inspections

- a) The Inspection Committee will be elected annually at the AGM. It will carry out inspections quarterly, starting in March of each calendar year. The criteria for the plot inspections will be available for all Members to view on the Croftburn Allotment web site and will also be displayed in the communal cabin.

5. Miscellaneous

- 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 Glasgow City Council.
- c) A First Aid box is located in the communal cabin. If any item is used from the First Aid supplies, please inform a Committee Member so that it can be replaced.
- d) If a member would prefer contact by text or post they should declare this on their application form.
- e) If a Member's contact details change they should inform the Secretary. These details will also be reviewed at the AGM.

6. Termination of Lease / Expulsion of Association Members

- a) The Committee has the authority to terminate a lease (see 6 b) on the grounds of inadequate plot maintenance, or any other reason that causes the Association to be brought into disrepute, at any time.
- b) If the plot falls below the required standard of maintenance, which is, the plot is being worked and is cultivated, it is generally weed free, paths within the plot are in good repair and the common path is being maintained then:
 - 1) A letter of Encouragement will be communicated to the plot holder, by the Secretary of the Association, giving 21 days in which to rectify matters to reach the required standard.
 - 2) If there is no improvement after this time, this will be followed by a Warning communication giving a further 14 days to reach the required standard.
 - 3) If there is still no improvement a Final Warning communication giving a further 7 days to reach the required standard will be issued.

4) If there is no improvement, after the above time period, the member will have their membership of the Association terminated and they will be given 7 days to collect any items as listed in f) i) to iii) below.

5) Plot holders must reply to communication 1) from the Association Secretary, stating their intentions to improve their plot. If no reply is received within five working days, from the initial communication, then the Association will send a Final Warning, 3) above, by email and letter post to the member's recorded address.

Following the expiry of this time the plot holder will be given notice to vacate their plot within 14 days. During this final 14 day period the plot holder has the right of appeal to Glasgow City Council. A copy of any appeal letter must be sent to the Secretary. The warnings given during a season will remain in place until the AGM.

c) Any new member will be subject to a six month probationary period during which the conditions of Rule 6 do not apply. If the Committee determines that the plot is not being maintained or cultivated, the member will be requested to resign from the Association with immediate effect without recourse to rule 6.

d) A lease will normally be terminated for non-payment of rent payable to Glasgow City Council and or any Association Fees, by the due date in each calendar year.

e) If any serious complaint is/are made against a plot holder(s), and the Committee after investigation of the complaint/s, is satisfied of its/their validity then the Committee, by a simple majority can expel the plot holder from membership of the Association. 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 Glasgow City Council. **A copy of any Appeal letter must be sent to the Secretary of the Association.**

f) Any member who wishes to terminate their membership, or who has it terminated, has the right to remove the following from the plot, within 7 days, before the new plot holder takes over:

- i) Any cultivating material belonging to the plot holder
- ii) Any cultivating equipment belonging to the plot holder
- iii) Any produce still to be harvested.

7. Applications

Any prospective member must declare if, previous to applying for a plot in Croftburn Allotments, they have had a plot, either on a council or private site. They should also state the reason why they left this site.

8. Committee responsibilities

- a) It is the responsibility of the Committee to propose the revision of these rules as required for ratification at the AGM, and to ensure that plot holders are aware of them.
- b) It is the responsibility of the Committee to make all plot holders aware of the Association Constitution and to organise Meetings of the Association as required, in particular the AGM.
- c) Members contact details will be available to only the Chairperson, Secretary and Treasurer.

9. Subscriptions and Fees

- a) The joining subscription to Croftburn Association is £25, which must be paid within four weeks of joining the Association.
- b) The annual Association fee is £20, payable by the end of March each year
- c) A fully refundable deposit of £10 is required for a key to the communal cabin.
- d) Any Member who fails to pay their annual fee within the agreed timescale will be requested to leave the Association and will have to forfeit their plot without recourse to Rule 6

10. Rules and Constitution

All members are required to sign a form, available after the AGM, that they have read, understood and agree to abide by the Rules and the Constitution (either may be altered or amended by the Members at the AGM).

*Adopted and ratified at the AGM held on 25th November 2017 on behalf of
Croftburn Allotments Association.*

Signed: _____

Chairperson

Name: David Finlay

Date: _____

Signed: _____

Secretary

Name: Elizabeth Bea

Date: _____

