

**SPEEN ALLOTMENTS ASSOCIATION
ALLOTMENT RULES AND REGULATIONS 2017**

- 1. The name of the Association shall be 'Speen Allotment Association'**
- 2. The object of the Association shall be:**
 - to promote the interest of all members in gardening activities
 - to liaise with the landowner for the use of the land for gardening activities
 - to maintain and improve the general condition of the site
- 3. Membership**

Priority shall be given to people who live within the Parish of Speen. In order to maintain full utilisation of the site it may be desirable to let plots to residents who reside out of the area. This shall be at the discretion of The Committee and on a first come, first served basis. One name will be registered as SAA member e.g. Mr & Mrs (either name can be used). Where two people share a plot, both names will be registered and both parties will be required to pay a membership fee.
- 4. Subscriptions**

Every member shall pay on entry into the Allotment Association an annual subscription of £1.00 payable at the yearly AGM in March of each year. This will be allocated to provide prize monies /vouchers for the competitions and for the improvement/maintenance of the site.
- 5. Plot Rentals**
 1. All members shall pay the appropriate rental for their plots as derived by The Committee. All rents will be invoiced and shall be paid annually either at the AGM or immediately thereafter.
 2. All plots are let on an annual tenancy commencing on an allotted day in March when the AGM is held.
 3. Non-payment of rent within one month of that date will mean the termination of tenancy.
 4. In the event of the Speen Allotment Association receiving notice to terminate the site, each tenant shall receive six months notice to terminate.
 5. The Committee reserves the right to give one months notice in writing or refuse to renew rental should allotments not be considered by The Committee to be **adequately** cultivated and kept tidy. Exceptional cases such as illness will be considered sympathetically.
 6. Any member who wishes to give up their plot during the year is urged to give notice as soon as possible, in writing to the Secretary in order for the plot to be re-let. Relinquishing of plots to be made in future by 1st March so new plot holders can cultivate early in the growing season and before the AGM.
 7. Plot Holders should notify change of address with telephone number and an email address. If the association cannot contact you then the plot will be allocated.
 8. Rental increases will be reviewed annually by the Committee. Any proposed increases will need the approval at the next AGM before being implemented.
 9. No member will be able to rent more than 10 poles on the allotment. Existing members who already have more than 10 poles are exempt from this rule.
 10. Upon receipt of notice to give up a plot, plot holders should remove their property within two weeks. Any property remaining on the plot after this time will become the property of the SAA and the committee will determine any action regarding its disposal.
- 6. The Committee**
 1. The committee will be appointed for a term of two years.
 2. Nominations to join the committee will be sought from members before the AGM.
 3. The committee will comprise between 4 to 7 members.
 4. If more nominations are received than places available, a secret ballot will take place at the AGM.
 5. The officers (Chairman, Vice Chairman, Treasurer, and Secretary) will be elected by the members at the AGM annually by the committee. On the event of a tied vote the Chairperson has second casting vote.
 6. Committee members can resign at any time and the Committee can co-opt a replacement committee member to run for the remainder of the allotment year, if the membership drops below the minimum of four.
 7. The quorum for committee meetings will be three members.
 8. Only one representative from each plot can sit on the committee
- 7. Annual General Meeting**
 1. An Annual General Meeting shall be held in March.
 2. The Secretary will notify the members and provide an agenda and minutes of the previous meeting.
 3. At the meeting the accounts and Chairpersons/Secretary's Report shall be submitted.
 4. The Officers will stand every two years.
 5. Only the registered member/members will be entitled to vote at the AGM.
 6. Annual subscriptions and fees will be collected by the Treasurer.
 7. Special General Meetings should be requested in writing, to the Chairperson / Secretary and be supported by at least ten members.
 8. The quorum for the AGM will be ten members.

8. Bank Account

- The Committee shall maintain a banking account in the name of 'Speen Allotment Association' and all monies received from any source on the behalf of 'The Association' shall be paid into such account. One of two signatories (from the Officers) shall be required to withdraw money.

9. Insurance

- A liability disclaimer will be emailed to members and posted on the SAA Notice Board highlighting the SAA's limitation of liability. This disclaimer will deem to have been read and agreed by all members.
- Members and their guests enter and use the allotments at their own risk

10. General Regulations

1. All plots are to be cultivated and **kept tidy**. Weeds should be kept to a minimum.
2. The area surrounding a plot must be kept tidy and any grass kept cut by the plot holder.
3. Outside plots are responsible for maintaining any hedges.
4. No rubbish should be deposited on paths or other areas of the site or on adjacent ground.
5. For Health & Safety reasons paths should not be obstructed with shed doors and tools, whilst working on a plot.
6. All paths should be kept well maintained to an approximate width of 18 inches to enable the use of wheelbarrows etc. No paths may be obstructed or narrowed. If the path is a shared path, both plot holders must take responsibility for keeping the path maintained and agree on how this will be managed.
7. Allotment plots cannot be sublet.
8. Any request to erect a shed must be put in writing to the committee for approval. These may only be erected around the perimeter of the allotments, with the exception of row H. A waiting list for sheds will be held by the Secretary.
9. Compost bins may only be erected on a plot and the Committee may request removal of any bins not complying with this rule to protect movement around the site, etc.
10. Livestock may not be kept on the allotments; however, bees will be considered by the Committee on receipt of an application.
11. Please be advised that bee hives are currently present on the allotment site
12. The lighting of bonfires is not allowed from the 1st May to the 30th September. Outside of these dates, bonfires are allowed after 6pm with the exception of Bank Holidays and Sundays. During winter months they may be lit at dusk. Members are asked to be considerate of the neighbourhood. .
13. The maintenance of the roadside hedge and the hedge adjoining the 'ditch' will be undertaken by volunteer members of The Association on request.
14. Dogs will be allowed on the site providing that they are kept under strict control and deterred from roaming the site. Any mess created must be cleared **immediately** by the owner
15. Children are encouraged to participate in gardening activities on the site and for Health & Safety reasons must stay on pathways and be supervised at all times.
16. The existing water supply is very limited and members are requested to use it sparingly and to follow any rules displayed.
17. The use of hosepipes to distribute 'on site' water from sumps, tanks or stand pipes is forbidden. If any plot-holder or their representative misuses the water supply the Committee will decide on an appropriate course of action.
18. During hot weather, water should only be used before midday and after 6pm in order to conserve the water for all.
19. The use of buckets to fill individual tanks or to water plots is banned during the summer months.
20. Watering cans can be used to fill tanks on plots during the winter months.
21. The allocation of allotments shall be at the discretion of the Committee.
22. In order to maintain an ethos of harmony, mutual co-operation and respect on the allotments, animosity between plot-holders will not be tolerated. The Committee will seek appropriate action.
23. The SAA accepts no responsibility for loss or damage to any personal property. It is for the individual plot holder to arrange their own insurance.
24. Association-owned petrol driven mowers and strimmer-s are available for use on payment of a small contribution. A member of the Committee should be notified immediately if Association equipment is damaged in use or is found to be in need of repair. The correct fuel must be used in the equipment at all times – at the Committee's discretion, plot holders may be charged for repair of equipment when it is caused by misuse.