



SPEEN ALLOTMENT ASSOCIATION CIO
Registered charity No 1191276

ROLES, RESPONSIBILITIES &
GOOD PRACTICE GUIDANCE

1. Name

The name of the organisation is 'Speen Allotment Association Charitable Incorporated Organisation (SAA CIO)' hereinafter referred to as SAA.

The SAA CIO was registered with the Charity Commission for England & Wales on 14 September 2020 under the registration number 1191276.

2. Object

The object of the SAA, in accordance with the SAA CIO constitution approved by the Charity Commission is:

To further or benefit the residents of the parish of Speen, Newbury, Berkshire and the surrounding area, without distinction of gender, sexual orientation, race or of political, religious, or other opinions by providing allotment facilities in the interests of social welfare for recreational leisure time occupation with the objective of improving their conditions of life.

3. Management of the SAA

The **Board of Trustees** is responsible for the day-to-day management of the SAA which includes liaising with the Landlord to ensure that the terms of the 70-year lease are complied with by both the SAA and the Landlord. The Trustees are responsible for compliance with the provisions of the SAA CIO Constitution and all other matters affecting the site and the well-being of Members and any visitors whilst on the site.

Trustees are unpaid volunteers who are Members of the SAA and who give up their free time to help manage the Allotments for the benefit of everyone.

- a) Trustees will be appointed for a term of two years.
- b) Nominations to join the Trustee Board will be invited from Members prior to the AGM.
- c) The number of Trustees will be at least three (3) but not more than nine (9).
- d) If more nominations are received than places available, a secret ballot will take place at the AGM.
- e) Trustees can resign at any time and the Trustee Board can co-opt a replacement Trustee to run for the remainder of the allotment year if the number of Trustees drops below the minimum of three.
- f) The quorum for Trustee meetings will be three members.
- g) Only one representative from each allotment Membership can become a Trustee

4. Membership of the SAA

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 Trustees and on a first come, first served basis.

There shall be three (3) classes of Members as shown below:

Family Membership entitles the member and one other person who both pay full membership fees to rent an Allotment and to each have a vote at the Annual General Meeting (AGM) or other general meetings that may be called by the Trustees;

Corporate Membership entitles an individual representing an organisation which is not incorporated to rent an Allotment on behalf of the unincorporated organisation. Corporate Members are entitled to attend and participate in the AGM and have a vote.

Honorary/Life Membership is free and is approved by the Trustees in special circumstances. Honorary/Life Members are entitled to attend and participate in the AGM but do not have a vote.

5. Membership fees & charges

Membership fees and charges are liable on an annual basis: membership is from 1 January to 31 December. Fees and other charges are agreed by Members annually at the Annual General Meeting (AGM), including Deposits and Shed rents, and are set out in the **SAA CIO Fees & Charges leaflet**.

Membership will be deemed as starting after the relevant fees and charges have been received. Work should not be undertaken on the designated Allotment until payment has been verified by the Treasurer.

Membership is not transferable.

New Members are required to pay a deposit of £25 (twenty-five pounds) when first taking on an Allotment. Deposits will be refunded upon the end of membership subject to the Allotment being in a satisfactory state of cultivation when it is relinquished.

Each member will be issued with a copy of the SAA's Roles, Responsibilities & Good Practice Guidance document.

6. Annual General Meetings

- a) An Annual General Meeting shall be held in March of each year.
- b) The Secretary will notify Members in advance of the AGM and provide an agenda and minutes of the previous meeting.
- c) At each AGM reports from the Chairperson, Secretary and Treasurer shall be submitted together with a copy of the SAA's accounts.
- d) Special General Meetings (SGM) should be requested in writing, to the Chairperson/Secretary and be supported by at least ten (10) members.
- e) The quorum for the AGM and other General Meetings will be ten (10) members.

7. Roles & responsibilities

All previous Allotment Rules are hereby cancelled and replaced by the following statements on Responsibilities and Good Practice.



The Trustees' responsibilities shall include but are not limited to:

- a) Reviewing the Rent payable per pole as part of the annual budget process and following agreement of Members at the AGM, fixing the Rent for each Allotment having regard to its area.
- b) Preparing a plan showing the Allotments and the location of sheds and give each Allotment and Shed separate identification numbers;
- c) Keeping a register of occupied and vacant Allotments and SAA sheds that are rented;
- d) Keeping a waiting list of people who would like an Allotment;
- e) Not allowing Members who have been asked to leave by the SAA to apply for a new allotment within 2 years from the date of the termination of their tenancy. The Trustees reserve the right to exclude requests to be added to the Allotment waiting list and/or to refuse to enter into an Allotment tenancy agreement;
- f) Allocating Allotments fairly in accordance with the preferences set out below;
 - i. To people resident within the Speen Parish boundary;
 - ii. To people who do not have another Allotment;
 - iii. If more than one person with equal priority would like to take over an Allotment the issue will be determined on a 'first come, first served' basis;
- g) Maintaining and managing the common areas of the Allotment site and vacant plots, with the help of Member volunteers;
- h) Promoting Allotments to prospective members and actively encourage their take-up;
- i) Responding to concerns of Members and visitors;
- j) Identifying and photographing neglected Allotments and giving notice to the Member to cultivate a reasonable proportion of their Allotment within 30 days or relinquish their Tenancy, unless there are mitigating circumstances such as illness, which have been advised to the Trustees;
- k) Issuing no more than two "30 days-notice" letters to the same member for the same plot in any one calendar year. If the member once again leaves their plot neglected after two "30 days-notice" letters their membership will be deemed to have ended and they will be asked to leave;
- l) Allowing a reasonable period of grace agreed with the Member, after being notified of illness, for the Member to bring the Allotment to the required standard as stated above, at which time the plot will be reviewed. If the Member still cannot continue, they will be required to relinquish their tenancy. They may add their name to the waiting list for an allotment plot in the future should their situation change;
- m) Giving Members six (6) months' notice to terminate their membership if the SAA should receive notice from the landlord of its intention to end the lease;
- n) Facilitating Members wishing to relinquish their plots by allowing sufficient time for them to clear produce and personal items from the plots.

8. Members' responsibilities shall include but are not limited to:

- a) Abide by the terms of Membership agreed with the Trustees and observe any guidance and recommendations which may be issued and/or posted on the Notice Board or water tanks from time to time by the Trustees;
- b) Ensure that any family member or friend who may help the Member to look after their allotment have seen a copy of this document;
- c) Keep all gates locked, at all times. This is for the safety of all Members and to ensure that the Allotment site is kept secure. A combination lock is provided and members



will be advised of the combination and when it is periodically changed. A note of the combination will be posted inside the door to the Members' shed (No.4). The combination lock must not be left unattended in an open or closed position with the combination numbers showing except when a Member needs immediate on-going access, i.e., moving items between their car and the site, etc;

- d) Notify the Secretary of any change of their address, telephone number and email address;
- e) Give written notice to the Secretary of the intention to give up an allotment during the year as soon as possible in order for it to be re-let and preferably before the AGM to enable the Allotment to be reallocated.
- f) When relinquishing an allotment, or upon having the tenancy terminated by the Trustees, remove all belongings/arising from the allotment within 14 days or the Trustees may seek reimbursement of costs incurred in clearing the allotment if it is left in an untidy state;
- g) Prior to moving out of the qualifying area confirm in writing to the Secretary that they are able and willing to continue to maintain their plot(s) to be entitled to retain their SAA membership with the Trustees' approval;
- h) Keep their Allotment clean, in good condition and in a good state of cultivation to a reasonable proportion of the total plot. This includes paths around each Allotment which should be kept well maintained to enable the passage of wheelbarrows, etc. No paths are to be obstructed or narrowed. If a path is shared both plot-holders must take responsibility for keeping the path maintained and agree on how this will be managed;
- i) **NOT** sell their produce within the allotment site;
- j) **NOT** dump arisings or rubbish on other Allotments or within the Allotment site or on the area designated as the future emergency access route on the southern border of the site; this includes no fly-tipping;
- k) Report to a Trustee immediately they identify or note that an item of SAA's equipment is damaged and/or temporarily unserviceable to ensure that the item can be examined and repaired/serviced;
- l) **NOT** to undertake any remedial work to repair or otherwise make serviceable SAA's equipment or infrastructure (e.g., padlocks, water storage tanks, fencing, etc.) without first notifying a Trustee and seeking permission;
- m) **NOT to** use hosepipes to distribute 'on site' water from tanks or stand pipes;
- n) **NOT** to wash any produce/tools in the water tanks or the natural water course;
- o) **NOT**, without written agreement from the Trustees, to cut or prune any timber or other trees, or take, sell or carry away any soil or other natural arisings;
- p) **Sheds, greenhouses and polytunnels are NOT allowed on any allotment.** Sheds may be permitted by the Trustees if there is adequate space on the periphery of the site and does not cause any inconvenience or loss of space to another Allotment holder. Storage boxes/containers may be used providing they are not above head-height and do not obstruct pathways or adjacent Allotments;
- q) **NOT** to use barbed wire or any other material that would be likely to cause injury on any area of the Allotment or Allotment site including any fence adjoining any path set out by the Trustees;
- r) **NOT** to keep animals on the Allotment. **NB. Bees are present on allotment H9;**



- s) Keep dogs on a lead within the Allotment site (exceptions will be made for guide dogs, hearing dogs and dogs for the disabled) and when tethered the dog(s) are to be within the boundary of their owner's Allotment and all faeces must be cleaned away and removed from the Allotment site;
- t) Plant fruit trees and bushes only on individual Allotments, preferably from dwarf rootstock and keep all trees to a maximum height of 8ft (2.44m). Care should be taken when planting close to a footpath to avoid possible obstruction/damage to fruit;
- u) **NOT** use any carpet or underlay on the Allotment. Weed suppressant material may be used;
- v) **NOT** burn anything on site during British Summer Time (BST), or outside these dates before dusk, and not leave fires unattended; be aware of wind direction to avoid smoke being blown towards local properties;
- w) **NOT** use any mechanical equipment (e.g., strimmer, lawnmower, & rotavator etc.) on the allotment site before 9:30am at weekends and Bank Holidays, so as to not disturb residents adjacent to allotment sites.

9. General

- a) Nothing is to be attached or fixed to the perimeter fence either on a permanent or temporary basis except by the Trustees who will seek the landlord's permission.
- b) Notices, adverts or guidance are not to be attached or fixed to the Notice Board without the permission of the Trustees.
- c) Any serious, deliberate, or continual breach of these allotment procedures could result in eviction by the Trustees.
- d) Members are to inform the Trustees in the first instance of any incident or problem and, if still not resolved after a reasonable period of time, follow the SAA Complaints & Appeals procedure, a copy of which can be obtained from the Secretary.

Good practice guidance

The Trustees have prepared a Risk Assessment (RA) for the site and Members are encouraged to read it and notify the Trustees of any risks or potential hazards that are not included or which might have changed. A copy of the RA will be provided to each Member. The guidance that follows is based on the risks identified in the RA.

Members and their guests are reminded that they enter the site at their own risk and are responsible for their own actions and those of any accompanying children. Members should ensure that neither they nor their family members/guests cause any nuisance or annoyance to any other person on site.

The footpaths and common areas are uneven and pose risks of slips and trips, particularly when the ground is wet. Members and visitors are expected to take reasonable care whilst on site with regard to their own health and safety.

Children under the age of 16 must be accompanied by a responsible adult at all times.



Use the water available in the water storage tanks on site sparingly during hot prolonged periods of dry weather so as to conserve the supply from the natural water course.

Leave access clearance (a minimum of 1 metre) around the internal perimeter of an Allotment site hedge-line to allow the Trustees to maintain the hedge and adjacent ditches.

The Trustees will monitor the presence on site of uninvited guests (*see below) such as deer, moles, rabbits and rats, etc., and whenever appropriate will take the steps necessary to deal with their presence. Members are encouraged to read any guidance that is issued by the Trustees and to take reasonable steps to protect themselves and their families and friends by making them aware of such guidance, e.g., wearing gloves, etc.

Members are encouraged to cultivate Allotments with regard to wildlife (but see above *regarding pests), the environment and sustainability. The following is not exhaustive and members are encouraged to pass on to the Trustees any tips for good practice to enable this guidance to be broadened.

- i. Pest Control for crops– choose disease-resistant varieties, avoid chemicals, and slug pellets that could harm wildlife;
- ii. Weed Control – pull by hand and use mulch in preference to weed killers;
- iii. Soil Conditioner – the use of peat is destroying peat bogs and leading to the extinction of rare plant and animal species. Use organic compost and manure where possible. The Trustees make manure available to Members each Autumn and make a small charge to recover the cost;
- iv. Use rain water wherever possible and collect as much of it as you can within your Allotment/shed area;
- v. Compost all green matter in a suitable container on your own Allotment or alternatively remove it from the Allotment site. Remove non-biodegradable rubbish such as glass, metal and plastic from the Allotment site

This SAA document will be reviewed annually and Members are encouraged to contribute to this review on a continual basis.