

Kelvinside Allotments Association
Information on Facilities, and Rules of the Association
Amended April 2016

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 the West End of Glasgow 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.

1. Plot and Allotments maintenance

- a) Plot-holders must maintain their plots and cultivate them fully.
- b) Paths must be kept clean and weed-free. Plot-holders are responsible for their paths between plots, and half of that portion of the main path which adjoins their plot. For paths between plots, the responsibility of a plot-holder 1) at Kirklee is for the path nearest the south side 2) at Julian Avenue, for the path nearest Julian Avenue.
- c) Plots must be clearly numbered.
- d) If a plot-holder is absent 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. Only small bonfires essential for disposing of plant waste are permitted. These must be: on the member's plot, lit only if neighbouring members do not object, controlled at all times, and extinguished before the plot-holder leaves.
- 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, or along the fences.
- g) All the members are expected to help with the maintenance of common areas.

2. Permission required – trees, huts, greenhouses, bees, weedkillers, pesticides

- a) Plot holders should not normally use pesticides or weedkillers. If, exceptionally, a plot-holder sees a strong need for the use of pesticides or weedkillers, the matter must be referred to the Committee for consideration.
 - b) Trees must not be grown on plots, with the exception of fruit trees on root stock appropriate to the site (preferably dwarfing or semi-dwarfing). Fruit trees and bushes must not be allowed to grow taller than 2.5m and must not cast shade onto other plots. If a plot-holder wishes to plant a fruit tree, they must inform the neighbouring plot holders and the Secretary, specifying the variety and root stock they intend to use and the proposed position on the plot. If a neighbour objects, both parties must try to reach an agreement. If they cannot do so, either party can appeal to the committee by writing to the Secretary. The committee will decide whether or not to approve the proposed planting, or assist the parties to reach a compromise. If problems appear later, the committee shall reserve powers to intervene as required.
- (c) *“Applications for a shed or greenhouse can only be made after a plotholder has worked their plot for one growing season”* If a plot-holder wishes to erect a hut or greenhouse on their plot, these steps must be followed:
- 1. the member sends written details (with a fee of £5) to the Secretary of the size (which must be under 2.0m high), position (on a boundary fence or along a main path), materials and colour (inconspicuous) of the hut or greenhouse; *“ensuring that any doors do not obstruct a common path”*
 - 2. the Secretary posts the information on the notice board and sends copies to members holding immediately adjoining plots (i.e. with a common boundary);

3. any member who wishes to comment on the proposal does so by writing to the secretary within 14 days of being notified of the proposal;
4. the Secretary notifies the committee at their next meeting of the application, and of any comments received from members;
5. the Committee decides whether or not to accept the application, taking account of the size, position, materials, colour of the proposed hut or greenhouse, and the comments received.
6. the Secretary informs the member who applied of the Committee's decision, and also posts that on the notice board.
7. the plot holder will agree the delivery of materials for the hut or greenhouse with the Secretary, and will ensure that no large vehicles are driven onto either allotment site.
8. new huts or greenhouses are only permitted on half plots if they have a floor area of less than 2.25 square metres.

d) A pond on a plot can enhance biodiversity especially water plants and amphibians, but ponds should not present a safety hazard. Plotholders may construct a pond of up to about 1 m² area and a depth when full of about 30 cm. Ideally, the pond should have sloping, rather than steep/ vertical sides, and should have a mesh cover, especially if small children are frequent visitors to the plot. If a plotholder wishes to construct a pond significantly different to this recommendation, he/she should apply in writing to the Secretary, giving the planned dimensions, reasons for a pond of the proposed kind, and the result of consultations with near neighbouring plotholders. The Committee's decision will be final concerning such an application.

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

3. 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 within the confines of the member's plot.
- 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.
- d) members of the Association should ensure that the membership secretary has for them an up-to-date address, telephone number and ideally, email address.

4. Facilities The following facilities are available:

- a) **Water taps** are provided at convenient locations around the Allotments. Please note that what appear to be drains under the water taps are merely sumps. Mud should not be washed into them or they will clog up. The water supply is turned off over the winter to protect the pipes.
- b) **Skips** are provided regularly through the season for the disposal of all rubbish, including wood waste.
- c) **Manure** The Committee arranges for manure to be brought as often as required. Plot-holders should keep a note of the number of barrowloads of manure used each season. They will be charged a nominal sum for this, along with rent and subscription. Plot-holders who use manure are all responsible for the tidy maintenance of the manure heap.
- d) **Wheelbarrows** Communal wheelbarrows are kept for plot-holders use. Please report any problems with the barrows to a member of the Committee.
- e) **Noticeboards** Noticeboards are available at both plots. They are available for all plot-holders to use.
- f) **Huts/Portacabin/Toilets** Padlocked huts are available for the storage of tools. Plot-holders should ensure their names are on their tools, and that tools are stowed tidily in the huts.
At Kirklee, there is a rain-shelter hut: please ensure this is kept tidy. This also houses a compostible toilet which is maintained by the Committee.
At Julian Avenue, maintenance of the Portacabin is the responsibility of all plot-holders. The Portacabin houses the Allotment's plumbed-in toilet.
- g) **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.

5. Plot inspections/Prizes

- Members of the Committee will carry out plot and ground inspections every month from April to September to ensure plots are being cultivated to the required standard.
- Plots are judged by independent judges suggested by the City Council for the purpose of awarding prizes for the best plots. In addition, the City Council organises an annual competition for the St Mungo Prize. Consult the Noticeboard for information on Prizes and judging.

6. Miscellaneous – sale of crops, plot elsewhere, vehicles

- Allotments are provided for the personal use of plot-holders. Plot-holders may not sell their produce for commercial gain.
- No person is permitted to hold more than one plot leased by the City Council.
- Vehicles: because of the narrowness of the main paths, vehicles should be kept to the main entrance areas, unless absolutely necessary for loading or unloading.

7. Plot transfers

Plot transfers: Plot-holders may wish to consider a change of plot. This may be e.g. because their plot is too small, too large or too shaded. Some may be finding their plot temporarily too demanding, and wish to give up for a time, but to take up a new plot at a later date (without going to the bottom of the waiting list).

Anyone wishing to transfer or give up temporarily should make their wishes known to the Membership Secretary, who will keep a register of such requests. Those wishing to change (either to upsize or downsize) will be given first refusal of any such plots that become available.

Anyone wishing to give up temporarily should contact the Membership Secretary as soon as possible. After giving up the plot, such members should indicate to the Membership Secretary when they wish to be placed on the transfer register. Since the transfer register is composed of existing members, when a plot becomes available for letting, it will be offered in the following order of priority: A: transfer register members who gave up their original plot temporarily, and who have notified their desire to be allocated a new plot; B: transfer register members who wish to consider a change of plot; C: waiting list members who were unable to take a plot when they reached the top of the waiting list but declared their wish to take a plot at a future date, and have subsequently informed the Membership Secretary that they wish now to take a plot; D: waiting list.

8. Termination of Lease/Expulsion of Association Members

- All members should be aware that when they sign their “Missive” each year, they are signing a Legal Document and are required to keep to the Rules of the Association.
- The Committee has the power to Terminate a Lease after due process as in 7(c) on grounds of inadequate plot maintenance, at any time.
- If a plot falls below the required standard of maintenance, an initial improvement notice 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 improvement notice giving a further 14 days. If there is still no improvement, a FINAL IMPROVEMENT NOTICE 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 City Council. A copy of any appeal letter must be sent to the Secretary of the Association. Improvement notices in place at the end of the season will remain in place for the start of the following growing season.
- A lease will automatically be terminated for non-payment of Rent and/or Association Fees, by the due date.

- e) 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.
- f) 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 City Council. A copy of any appeal letter to the City Council must be sent to the Secretary of the Association.
- g) 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) It is the responsibility of the Committee to revise these Rules and Information points as required, and to ensure that all plot-holders are aware of them.
- 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.