

Kelvinside Allotments Association
Information on Facilities, and Rules of the Association
Amended November 2018

All members should read this Information and Rules sheet carefully. The term member includes the lease-holder and any second member associated with a plot. This document focuses on the practice of managing your plot, while the Association's Constitution concentrates on how the association is run. 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) Members must maintain their plots and cultivate them fully.
- b) Paths must be kept clean and weed-free. Members 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 toilet hut; 2) at Julian Avenue, for the path nearest Julian Avenue.
- c) Members should not normally use pesticides or weedkillers. If, exceptionally, a pesticide such as slug pellets is used, it should be done so as to minimize harm to other wildlife e.g. by application under cover.
- d) Plots must be clearly numbered, with the number showing in a conspicuous place.
- e) If a member 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 member has problems in arranging cover, he/she should contact a member of the Committee.
- f) 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 member leaves.
- g) Members 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.
- h) All the members are expected to help with the maintenance of common areas. Where the site boundary is separated from an adjacent plot by a main path, the boundary trees and bushes are considered part of the site's common areas. However, if a member wishes to use such an adjacent boundary to plant flowers, or locate a hut etc, that may be permitted after consultation with the committee. Where a plot abuts directly on to the site boundary, the member is expected to maintain the plot side of the boundary by trimming vegetation. Trees that form part of the site boundary are not covered by section 2a.

2. Permission required – trees, huts, greenhouses (including polytunnels), bees

- a) **Trees:** Only fruit trees on root stock appropriate to the site (preferably dwarfing or semi-dwarfing) can be grown on a plot. Fruit trees and bushes should not be allowed to be taller than 3.0m at the start of the growing season and must not cast shade onto other plots. If a member wishes to plant a fruit tree, they must inform the neighbouring plot members 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. Trees other than fruit trees should not normally be grown on plots.

(b) **Huts, Greenhouses and Polytunnels:** Applications for a hut, greenhouse or polytunnel can only be made after a member has worked their plot for one growing season. NB This rule does not apply to small dismantlable polythene covered 'greenhouses'. If a member wishes to erect a hut or greenhouse or polytunnel on their plot, these steps must be followed:

1. The member sends written details (with a fee of £5) to the Secretary providing the size (see 2b8), position (on a boundary fence or along a main path), materials and colour (inconspicuous) of the hut or greenhouse; the

position should ensure that any doors do not obstruct a common path. For all new or refurbished greenhouses, the panes should be of plastic, not glass because of the hazards arising when glass panes are broken.

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 or polytunnel, 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 member will agree the delivery of materials for the hut or greenhouse or polytunnel with the Secretary, and will ensure that no large vehicles are driven onto either allotment site.

8. The maximum height for huts, greenhouses and polytunnels should not be significantly more than 2.0m. On a full plot, the maximum floor area should not be significantly more than 6.3 m²; on a half plot, not more than 2.3m². If a member wishes to have **both** a hut and a greenhouse (or polytunnel), the member should discuss plans with the Secretary. In general, the area occupied by the combined hut and greenhouse should not exceed 6.3m² (full plot). Half plots may have only a hut or greenhouse (or polytunnel), not both.

c) **Ponds:** A pond on a plot can enhance biodiversity especially water plants and amphibians, but ponds should not present a safety hazard. Members 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 member 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 plot-holders. The Committee's decision will be final concerning such an application.

d) **Bees:** Members wishing to keep bees must first apply in writing to the Committee which would seek the consent of all neighbouring members.

3. **Behaviour - pets, children, other plot-holders**

a) No pets may be kept at the Allotments. Any member, or visitor who brings a dog to the Allotments must ensure that the dog is kept on a leash and within the confines of the member's plot or the main paths.

b) Members who bring children to the Allotments are responsible for their safety and behaviour.

c) If any member has occasion to complain about the behaviour of any other member, the complaint should be made, in writing, to the Secretary (see the Association web-site for full Complaints Policy).

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. During periods of drought/low rainfall, members may attach a hose to the nearest tap, but only if other members are not requiring it to fill watering cans. Hoses should not be left attached, unattended.

b) **Skips and Green Cages** may be provided by the City Council at the committee's request for the disposal of non-compostable rubbish, including wood waste. The Committee will arrange for one waste disposal container at each site at the end of each growing season. Members must ensure that only the appropriate waste materials are deposited in these containers. Other waste should be taken to the nearest Household waste recycling depot.

c) **Compost/Soil Conditioner** The Committee may arrange for compost to be brought to our two sites from time to time. Members should keep a note of the number of barrowloads of such compost used each season. They will be charged an appropriate sum for this, along with rent and subscription. Members who use the provided compost are all responsible for the tidy maintenance of the compost heap. Since the supply of good compost in bulk is not reliable, members are advised to make their own arrangements.

- d) **Wheelbarrows** Communal wheelbarrows are kept for members' 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 members to use.
- f) **Huts/Portacabin/Toilets** Padlocked sheds are available for the storage of tools. Members should ensure their names are on their tools, and that tools are stowed tidily in the sheds.
 At Kirklee, there is a toilet hut: please ensure this is kept tidy. This houses a compostible toilet which is maintained by members.
 At Julian Avenue, maintenance of the Portacabin is the responsibility of all Julian members. The Portacabin houses the Allotment's plumbed-in toilet.
 Other facilities such as rain shelters may also be provided as common facilities.
- 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

Members of the Committee will carry out overall plot and ground inspections **four times** during the growing season; the first inspection in early/mid April will identify any plots on which little progress has been made with starting cultivation. The second and third inspections over the period June to August will check on whether plots are being fully cultivated in accordance with Association rules. The fourth, in September/early October, will check that a good start has been made on pre-winter clearing. Where any plot has been identified as unsatisfactory at any stage, an improvement notice will be issued to the member, as detailed in the Constitution (section 4b) and additional inspections of that plot will be carried out.

6. Prizes

The procedure for the award of Association prizes is announced to members via the Newsletter early each year. In addition, the City Council organises an annual competition for the St Mungo Prize. Consult the Noticeboard for information on Prizes and judging.

7. Miscellaneous – sale of crops, vehicles

- a) Allotments are provided for the personal use of members. Members may not sell their produce for commercial gain, but produce may be sold at Association Open Days for the benefit of the Association.
- b) **Vehicles:** because of the narrowness of the main paths, vehicles should be kept to the main entrance areas.

8. Plot transfers and Temporary Leave of Absence

Plot transfers: Members 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).

Any member 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.

Temporary Leave: 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.

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 members are aware of them. Changes to this document may be made at any time, and are then conveyed to the members through the Association's newsletters and website. Changes made during the

year, and any further proposed for the following year will be brought to the AGM as a Committee sponsored motion, so that members can discuss them.

- b) It is the responsibility of the Committee to make all members 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 members well informed about the Association, in particular by means of a Newsletter and by email.