

BOURTON ROAD ALLOTMENT HOLDERS SOCIETY

BRAHS Rules for Members from 2021

GENERAL RULES.

1. Conduct:

- a. All society members must behave in a friendly, kind and respectful manner. They must be inclusive and supportive to others, respecting different approaches to gardening and all life choices. No form of harassment or discrimination will be tolerated by the society. Penalties for such action may include expulsion from BRAHS.
- b. Any member may be evicted where their actions are deemed not in the best interests of the society or where they infringe on the pleasure of another member. This action must be approved by a two thirds majority of the Committee.

2. Liability:

- a. Cars on Bourton Road Allotments Site are parked at their owner's risk.
- b. Any thefts from sheds to be reported to the police.
- c. If you wish to see the insurance details please contact the Chair. A brief summary of the insurance cover is as follows:
 - No member is insured for use of their own machinery.
 - All plot holders are insured under SECTION THREE of our Schedule of Insurance to use machinery owned by the Society on behalf of members up to the amount of £10 million in any one claim or series of claims arising out of any one occurrence including costs and expenses.
 - Only Allotment Society sheds and machinery are covered.

3. Fees and surcharges for overdue rent:

- a. Rent, as agreed at the AGM, is due before March the 31st each year. No cash payments in respect of rent will be taken. Payments should be made to the account shown below:
- b. Any rent overdue after the 31st March is subject to the surcharges below.
- c. Members are liable to forfeiture of their plot(s) if the rent becomes three months or more overdue.
- d. Members joining part way through a financial year will pay one twelfth for each month (or part of a month) remaining in the current allotment year (1st March to the 28/29th February) .

Bank:	Lloyds Bank PLC	£3 if overdue by more than one month, per plot
Sort Code:	30-91-39	£9 if overdue by more than two months, per plot
A/c Name:	Bourton Road Allotments.	£18 if overdue by more than three months, per plot
A/c No.:	00115286	

4. Deposits and records:

- a. A record of deposits taken will be kept by the Treasurer. If a deposit was made it will be returned at the end of a tenancy, providing the plot is left weed free and cleared.
- b. A record of contact details and plot numbers for BRAHS members will be kept by the Chair, Vice-chair, Secretary and Treasurer. All personal contact details will be destroyed eighteen months after leaving the BRAHS.
- c. Any member may see any entries in respect of themselves recorded in the official data lists or minutes. In their own interest BRAHS members must promptly notify any change of contact details to the Secretary. Failure to do so may result in missed communication.

5. Access:

- a. There is no right of access from private gardens or the park adjoining the allotment site. It is not permitted to use private gates or other spaces in the boundary. Access must be from the gates on the Treefields/Bourton Road path or the gate and driveway on Bourton Road.
- b. Always park with consideration to others and limitations of space.
- c. Do not exceed 5 mph.

BOURTON ROAD ALLOTMENT HOLDERS SOCIETY

6. Allotment allocation and Giving up a plot:

- a. A member shall cease to be a member in the following eventualities: a) The member's death. b) The member's resignation from their plot. c) The non-payment of the annual rent. d) The expulsion of a member under Rule 10 or for misconduct.
- b. If the plot is given up in the mid-year the plot holder will be eligible for a refund for any full months remaining.
- c. Intention to give up a plot should be made to the Committee in writing.
- d. All personal property including rubbish, sheds, etc. should be removed (unless by prior agreement with the Committee and the new tenant) before a deposit is returned.
- e. If there is no waiting list existing tenants may nominate a successor subject to approval by the Committee.
- f. If there is a waiting list the plot may be offered to a member of the existing tenant's immediate family or another plot holder, subject to approval by the Committee.
- g. No subletting will be allowed, unless under exceptional circumstances and with approval of The Committee.

RULES FOR USE OF PLOTS

7: Refuse Disposal:

- a. No member shall deposit the refuse from their plot on the roadways or other parts of the allotments other than those designated and agreed by the Committee. Members are encouraged to compost refuse on their own plots wherever possible.
- b. **No member should bring gravel or tyres onto the allotments for any purpose.** If these are historically located on a plot, that plot holder is responsible for the disposal of any tyres on their plot(s) when giving up their plots.

8. Structures: (e.g. shed, greenhouse or poly-tunnel)

- a. The maximum size of a closed side structure to be erected shall be 8ft x 6ft. Plot-holders may have up to two structures per plot.
- b. Plot holders are responsible for the security and safety of their sheds, greenhouses and other structures.
- c. When the allotment is unattended all tools and equipment must be put away.

9. Footpaths and ground surface:

- a. No permanent non-biodegradable ground surface may be laid down. Concrete or similar products may not be used.
- b. All ground cover, including paving slabs must be removed by the outgoing tenant at the end of their tenancy unless left by agreement with the new tenant.
- c. Each member is responsible for the upkeep of half of any footpath adjoining their plot(s). The grass shall be kept cut on each member's half of any pathway adjoining their allotment.
- d. Footpaths adjoining plots must be maintained at 45cm/18" wide or greater. Edges should be firm and reasonably straight

10. Cultivation of Plots: (PLEASE TAKE PARTICULAR NOTE)

- a. All plots must be regularly maintained through the year. As from March 2005, The Chair and the Vice Chair will review plots that are left un-tended for four consecutive weeks. If the level of cultivation does not meet the required standards (as below) then the procedures for the termination of the tenancy outlined at 16a will be followed.
- b. All plots are to be kept in readiness for growing, or cultivated as appropriate for the season.
- c. Adjoining paths must be kept clear and free from hazards. Plants and equipment must not overhang paths
- d. Pernicious weeds must be controlled to avoid spreading onto adjoining members' plots. Seed heads from weeds must be removed before the seed has set.
- e. Anyone unable to comply with this rule should contact the Committee immediately for alternative arrangements to be made where possible.

BOURTON ROAD ALLOTMENT HOLDERS SOCIETY

11. Mowing and Use of Machinery:

- a. Please keep lawn mowing and use of machinery between the hours of 8am – 8pm.
- b. If using a mower or strimmer belonging to the society, it must be left in a tidy state and any issues reported to the appropriate Committee member.

12. Animals:

- a. Livestock and poultry are not allowed on the allotments.
- b. Dogs are to be kept on a lead at all times and plot holders must clean up after their dog if it should foul the site.

13. Bonfires:

- a. You may have small fires on your own plot. Only burn dry rubbish collected on the allotment and not brought from anywhere else. **Please do not burn plastics, rubber or roofing felt.**
- b. Do not leave the fire unattended and make sure the fire is out before you go home.

14. Pesticides and Herbicides:

Any pesticides and herbicides are to be used with the utmost care, making sure that water butts are not contaminated. Please use clean containers to take water from the butts.

15. Trees:

A maximum of six untrained trees per allotment plot is allowed, and all trees planted should be of M9 series root stock (dwarfing) as the size of the tree when fully grown has been stipulated by our land owners. You may be asked by The Committee to remove all trees when vacating your plot.

16. Suspension and Termination of Tenancy by the Committee:

The Committee may suspend, *without refund*, the tenancy of any member who contravenes any rules of the Society. Where conduct is considered by the Committee to be detrimental to the best interest of the Society. Particular weight is given to Rules 3 and 10.

16a. In the case of rule 10:

- i. Where The Committee has noticed a breach of rule 10, the member concerned will receive a verbal request for improvement from the Chair or Vice-chair and this will be noted in the committee records.
- ii. If there is no improvement within 10 days of the verbal request, a written warning will be sent requesting progress within the next 10 days and this will be noted in committee records. Members wishing to make representation concerning the notice must do so in writing to the committee within this time period.
- iii. If no action is taken within this 10 day period from receipt of the written warning, the member will be sent a further written warning stating that their plot will be forfeited unless it is cultivated to an acceptable standard within 10 days of the second letter.
- iv. If a member should need written warning under rule ten and has already received two written requests to tend their plot in the twelve month prior, they may be asked to vacate their plot and forfeit their tenancy.

16b. For other breaches of the rules:

- i. Where the Committee has noticed a breach of a rule the member concerned should receive a written notice of suspension explaining the grounds for the suspension.
- ii. A date shall be fixed for a meeting of The Committee to consider further action. This meeting must be between seven to sixteen days from written notice of suspension. Members wishing to make representation to The Committee concerning the suspension must do so in writing by the date of the meeting.
- iii. At this meeting the Committee should explain the allegations and causes for the allegations to the member concerned and anyone representing them. The Member concerned should put their case to the committee, with evidence as appropriate. They may bring representatives to support their

BOURTON ROAD ALLOTMENT HOLDERS SOCIETY

case and evidence as appropriate. If requested, an adjournment shall be given in order to enable the member concerned or the committee to prepare a reply, gather evidence or witnesses. The Committee shall retire to consider whether to reinstate the suspended member or to terminate his/her tenancy. In the case of a controversial situation the judgment of the Trustees should be included in the decision making.

- iv. The decision of the Committee shall be communicated in writing to the suspended member within three days.
- v. The member shall have a right of appeal to a General Meeting of the society, whose decision shall be final.

for consultation	March 2021
voted in	September 2021
updated rule 16 -	10 April 2023