

Kelvinside Allotments Association Information on Facilities, and Rules of the Association

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.
- 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, 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) Cultivation of trees is not permitted without the consent of the Committee.
- c) Plot-holders wishing to erect a hut or greenhouse must apply in writing to the Committee, for forwarding to the City Council. Only the City Council has the authority to permit huts/greenhouses to be erected.
- d) 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.

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

- a) Members of the Committee will carry out Inspections regularly throughout the growing season, starting in April, to ensure plots are being cultivated to the required standard.
- b) 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

- a) Allotments are provided for the personal use of plot-holders. Plot-holders may not sell their produce for commercial gain.
- b) No person is permitted to hold more than one plot leased by the City Council.
- c) 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. Termination of Lease/Expulsion of Association Members

- a) 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.
- b) 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.
- c) If a plot falls below the required standard of maintenance, an initial warning 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 warning giving a further 14 days. If there is still no improvement, a FINAL WARNING 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. The warnings given during a season will remain in place until the AGM in November.
- d) 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.

8. 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.

(Rules and Information Sheet Revised November 1997 and further amended November 2001)