

Brook Road Allotment Association

Site address:-

Brook Road, Kinson, Bournemouth, Dorset

Objects and Rules of Association

Sixth printing January 2012

This Sixth amendment was adopted - 15th January 2012

Brook Road Allotment Association

Brook Road, Kinson, Bournemouth

[First amendment—adopted 12th January 2003]

OBJECTS OF THE ASSOCIATION

- ◆ To bring an active management to the allotments to enable them to flourish.
- ◆ To be a non-profit making Association dedicated to creating an allotment site for the benefit of plot holders, its members, thus enabling members to enjoy the use of the land for cultivation.
- ◆ Brook Road Allotment Association will comprise of those tenants who have paid allotment rental for the current year.
- ◆ From the membership there will be elected, at the Annual General Meeting of the Association, a Chairman, Vice Chairman, Honorary Secretary, Hon. Treasurer, Honorary Membership Secretary, Site Manager, Assistant Site Manager, Web Master and six committee members, or such number that the members of the association may from time to time decide.

DUTIES OF THE MANAGEMENT COMMITTEE

Chairman & Vice Chairman

To initiate and control committee meetings to ensure the correct running of the Association. The frequency of these meetings will be determined, but normally the committee meets at least six times a year. The Chairman, or Vice Chairman, will represent the Association to any outside organisation, or delegate as appropriate. The Chairman will ensure that the Officers of the Association discharge their duties. The Chairman, or Vice Chairman, will provide an appeal or review route to the membership in the event of a dispute between members of the Association, or its Officers, if required.

Secretary

The Secretary will maintain correspondence on general matters, other than financial, attend meetings and keep simple minutes for acceptance, or amendment, by the committee.

Treasurer

The treasurer will maintain all financial records and control the income and expenditure from all sources, and be primarily responsible to the Association for prudent, solvent operation of the Association. The Treasurer will pay all accounts, promptly, on satisfactory presentation of invoices, and will prepare the accounts for presentation to the Association at the Annual General Meeting. Provided the Association's turnover does not exceed £4000 per annum, a simple financial statement of the accounts, checked by another member of the Association, shall suffice. This member will report to the Association at the Annual General Meeting, either in person or in writing to the Chairman. **TWO** signatories will be required at **ALL** times, out of a panel of three signatories selected at the Annual General Meeting, for the signing of cheques.

Site Manager

The Site Manager will be primarily responsible for good order on the allotment site and will be the main source of contact on a regular basis for the membership. The Site Manager will try to ensure that the plots are properly worked, vacant plots are attended to from time to time, and that abuses, or contravention of the rules are brought to the attention of the Management Committee. The Site Manager may take direct action, where required, on any plot in order to prevent the setting of seed to the detriment of neighbouring plots. The Site Manager will write to the affected tenant to inform him or her of the intended action. Non-acknowledgement of the letter within 14 days will constitute acceptance of this action. The Association will not accept any responsibility for loss or damage to crops as a result of this action.

Assistant Site Manager The Assistant Site Manager shall assist the Site Manager.

Membership Secretary The Membership Secretary shall be responsible for maintaining an up to date register of Members of the Association and will manage the waiting list of members of the Association. The Membership Secretary will also be responsible for sending out renewal notices to members of the Association prior to the end of the year.

Web Master The Web Master shall be responsible for maintaining and updating the web site or sites of the Association and ensuring that all costs and subscriptions due are

paid in due time by the Honorary Treasurer.

The Management Committee

Within the terms of the lease between Bournemouth Borough Council and the Brook Road Allotment Association, the officers of the association will:-

Keep a record of tenants and their payments.

N.B. Details of the records of tenants are, however, subject to a confidentiality rule whereby only the Honorary Secretary, Honorary Membership Secretary and the Site Manager are privy to the details. No information will be transmitted to any other tenant or any outside source, other than required by law.

Provide a checked, simple, financial statement of income and expenditure Pay the site charges for rent, water, insurance(s) and other Committee approved expenditure on time and maintain a solvent organisation. The financial year will run from the 1st January to the 31st December. The Chairman will call an Annual General Meeting on the THIRD SUNDAY following the year end, to which all officers of the committee will report.

Committee meetings should be held on a date agreed at a previous committee meeting and any requests for cancellation must be made through the chair of the committee and with the consent of the majority of the committee members.

Apologies for non attendance at a committee meeting must be received 24 hours before the meeting except under extreme conditions. All apologies will be minuted and accepted [or otherwise] by the committee. Any committee member / officer not attending TWO committee meetings, without accepted apologies, would be asked to stand down and new member/s co-opted as required.

A list of current committee members and the number of meetings attended that year should be made available at the AGM.

The Management Committee have the right to co-opt members to enable proper representation at all times.

- ◆ The Annual General Meeting will discuss the reports and will accept or reject them. Upon rejection, the Annual General Meeting will decide upon any amendment, alternative, or course of action that is legal.
- ◆ The Annual General Meeting will elect Officers and Committee members.
- ◆ A written record of the proceedings will be taken and the record kept for a minimum of five years.
- ◆ The Annual General Meeting, after the presentation of the accounts, will set the plot rental for the following year.
- ◆ The Annual General Meeting will adopt and/or amend, as necessary, these rules of the association.
- ◆ Acceptance of Rule changes will be by a two-thirds majority of members voting.
- ◆ The Chairman may accept proxy votes.

Provide a place where a person may cultivate the allotment to produce vegetable, fruit and flowers, without interference.

Keep grass, on roads within the allotment site, cut from time to time in the growing season, and to keep the boundary hedges and vegetation within bounds.

Use its best endeavours to keep unoccupied plots tidy.

Promote the letting of vacant plots.

Maintain the water supply, and, funds permitting extend the system to eventually have

each plot with a metered tap.

Provide a trading post and arrange supplies of manure, fertilisers, seeds, sets etc.

MEMBERS RESPONSIBILITIES

1. Tenants will pay the dues promptly at the end of the year, the sum announced at the previous Annual General Meeting.
2. Cultivate the plot.
3. Prepare the soil by early spring, weather permitting, incorporating humus in the form of compost or manure.
4. Cultivation shall be by approved methods.
5. Topsoil and subsoil are not to be mixed. Subsoil should not be brought to the surface, unless, temporarily for the construction of plant supports, i.e. bean trenches, cordons, fruit supports, etc.
6. There will be no paths between plots, unless required by individual neighbours. If you do have a path, then please keep it trimmed, if laid to grass.
7. In some circumstances, there is a designated road bordering a plot. This road is to be kept UNOBSTRUCTED.
8. **Be prudent with the use of water.**
9. If required by the tenant for his/her own use, **pay** the optional hose pipe charge for watering with a **hand held** hose only. The use of automatic sprinklers is not allowed. **DO NOT LEAVE TAPS AND HOSES UNATTENDED WITH WATER DISCHARGING!** Hosepipes may be used to fill water tanks on plots without a water standpipe nearby at no charge.
10. Exercise caution with bonfires, and under no circumstances cause smoke to blow onto neighbouring properties or annoy other allotment tenants. *Bournemouth Borough Council recommends that bonfires should only be lit after 6pm.* Brook Road Allotment Association endorses this recommendation.
11. When a bonfire is lit, ensure that it is dry material that burns fiercely with a flame and that it is always attended until burnt out. Bear in mind that no one will complain about bonfires on November 5th!
12. Stay off other plots unless invited to enter.
13. Regardless of circumstances, thieving of crops will not be tolerated.
14. Do not park vehicles on the main paths, particularly at busy periods. Drop off your equipment and park out of the way. Avoid obstructing the passage of other drivers.
15. Pests and weeds:-
Net brassicas against pigeons. Try and keep down caterpillars, white fly and other pests. Ask for advice if you are unsure what to do. There will always be weeds. Weeds must be dealt with before they set seeds. The Site Manager may require a tenant to deal with an area of seeding weeds.
16. No permanent structure may be constructed on the plot/site. Compost and manure containers are allowed. Please keep them to a reasonable size [not normally exceeding 2m x 2m x 1m high].
17. The allotment site is not a dump. Dumping of topsoil, old ironwork, rejected rotten timber structures; useless junk of all kinds is NOT permitted. Professional gardeners in particular and all tenants in general, should be aware of the anti-dumping rules. Compostable material may be acceptable with the agreement of the Site Manager. Cost of removal and disposal of material brought onto the site in contravention of these rules will be recoverable from the offending tenant. Dumped material shall be removed within 14 days of a written notification from the association.
18. Removal of topsoil from the site is not permitted.

19. When placing into bags, weeds for disposal, note that white rhizome rooted couch grass and fleshy rooted perennial plants should be cleaned of earth before so doing. Fibrous rooted plants should be buried or composted.
20. It is recommended that glass is not used on the plot for soil warming or crop protection. Also sheets of plastic and old carpets left for months on the plot create an eyesore on the plot and site in general.
21. Children, pets and visitors are permitted on the site when accompanied by a Brook Road Allotment Association Member and are the responsibility of the member at all times. Access is only permitted to the Members plot or the communal site areas, unless invited by another member onto their plot.
No ball or similar games are permitted on the site.
Pets must be kept on a hand held lead or may be tethered on the Members own plot. Fouling of areas other than the Members own plot, including rough boundary areas, must be immediately picked up and subsequently taken off site for disposal. The Site Manager may require unruly persons and pets to be removed by the responsible Member from the site.
Where an infringement of this rule is observed by or is reported to the Site Manager a warning letter will be issued to the responsible Member. Any subsequent infringement of this rule by a Member will be considered by the Management Committee which may take appropriate action up to and including termination of the Members tenancy.
22. Heavy equipment, heavy vehicles and tools and/or equipment exceeding the capacity of a car or small van are not permitted on the site, unless previously agreed with the Site Manager. Cost of damage caused by non-compliance of this rule will be recovered from the offending tenant.
23. Security:- A key to the main gate of the site will be supplied at the start of a tenancy upon receipt of a refundable deposit. This key also opens the lock on the toilet. A communal tool lock up area is provided in the container at the owner's risk. The association regrets it cannot accept responsibility for losses of tools, however caused. A key for the container can be obtained from the Site Manager, following payment of a refundable deposit. All keys remain the property of the association. They must be returned on termination of tenancy, for whatever reason. The key deposits are refundable, if requested, by the departing tenant. A receipt would be issued accordingly. The amount of deposit payable will be set from time to time by the Management Committee.

General security requires vigilance by all tenants.

24. **CLOSE the main gate**, after you have passed through. A lock has been introduced to enable this gate to be locked at all times.
Whilst taking care of personal safety, please endeavour to escort uninvited people to the exit.
All instances of theft and vandalism must be reported to the Dorset Police and also to the Site Manager and/or the Secretary.
Police report forms are available on site: and from the Site Manager and/or the Secretary.
Each tenant experiencing theft or vandalism should complete a form.
If several plots are attacked, a form is required for each tenant involved. The Police will issue a crime number for each form they receive.
The general rule for telephoning the Police is as follows: -
Dial 999 for personal attacks or robberies in progress.

Dial 552099, the Bournemouth control room, when there is a possibility that the offenders are still in the area.

Dial 581134 for all other reports of incidents. This is the number for the Community Beat Officer. This number may be an answer phone. If so - leave your name, contact number, and time and date of the call. In every case, please complete a report form and take the form to your nearest Police station. Obtain a copy and inform the Site Manager accordingly, please.

25. Please have a word with the Site Manager if working of the plot is becoming too much for you. A smaller plot may be available, and would be a good idea before your plot becomes unmanageable.
26. Please advise the Site Manager if you intend to vacate your plot.

CONTRAVENTION OF ASSOCIATION RULES

- A.. New Members:- All new members of the Association will be required to sign a tenancy agreement which will include, amongst other things, a three month probationary period. If, at the end of the three month probationary period, they have not tended their plot sufficiently or have contravened the Rules of the Association their tenancy shall be terminated immediately with no refund of rent paid.
- B. Given due regard to the personal circumstances of a plot tenant, the committee may require an absent or non-complying tenant, to vacate the plot and terminate their tenancy. The committee shall satisfy the Chairman, or Vice Chairman, that this action is unavoidable. Following this, the plot will be re-let.
- C. The Secretary shall write, by ordinary first class post, to the last known address of the tenant, requiring the tenant to take immediate action and/or meet with the Chairman or Vice Chairman, to resolve the problem, within a period of 14 days. In the event of an unsatisfactory response, this shall be followed by a 14 days "Notice of Termination of Tenancy", in writing, sent by first class post to the tenant.
- D. Any meeting, taking place at any time of year, between the Chairman, Vice Chairman, and a tenant, shall take place at the Site Office. The Site Manager may be present if either party so request, as an independent witness. A tenant with a record of "good cultivation" will not be evicted as a result of temporary absence due to ill health or having to work away from home or similar reasons. However, a tenant at his or her earliest opportunity must inform the Site Manager of his or her extended absence and arrange for suitable action to prevent a plot becoming overgrown.
- E. The Chairman or Vice Chairman shall create an "appeal" route for disputes, as Bournemouth Borough Council is no longer concerned with site management. The "appeal" route may delay or withhold enforcement, if it is considered that by so doing, a tenant will resume cultivation of the plot.
- F. If at the end of October, the committee has decided that a plot has been abandoned, the Secretary will send a letter advising of termination of tenancy, as of 31st December of that year. This notice of termination of tenancy will replace the Renewal Notice and invitation to attend the Annual General Meeting of the association. Following this the plot will be re-let.

The decision of the Chairman, or Vice Chairman will be final. There will not be any reimbursements.

- G. **Life Members:-** Qualification will be automatic upon normal retirement from the allotment site or after 5 years of tenancy in the event of retirement due to ill health.
- H. **Associate Members:-** may be appointed by the Site manager on payment of a nominal subscription to the Association set by the members at the Annual General Meeting.

Winding up of Brook Road Allotment Association

After settling any outstanding matters, the Management Committee shall dispose of any surplus funds to any succeeding Allotment Association or failing that, to any local charities or educational establishments, particularly those with an interest in horticulture or with links to the Association.

Under the rules of the association, all members will be bound by the rules, once these are accepted and formally adopted at the Annual General Meeting. Acceptance at the Annual General Meeting, will be by a two-thirds majority of members voting.

Demands for rule changes, deletions, additions or amendments should be submitted by members, in writing, to the Secretary of the association before 31st October of that year, thus enabling consideration for the demand at the Annual General Meeting.

Demands for an **EXTRAORDINARY MEETING** will require 28 days notice and the signed approval of at least 10 members.

Amendments / Additions - 2005

The following three additions were proposed by the Management Committee and accepted unanimously at the 2005 AGM held on the 9th January.

1. Apologies for non attendance at a committee meeting must be received 24 hours before the meeting except under extreme conditions. All apologies will be minuted and accepted [or otherwise] by the committee. Any committee member / officer not attending TWO committee meetings, without accepted apologies, would be asked to stand down and new member/s co-opted as required.
2. A list of current committee members and the number of meetings attended that year should be made available at the AGM.
3. The Management Committee have the right to co-opt members to enable proper representation at all times.

Note: During late 2005 the toilet door was modified so it can be opened with the same key as the main gate enabling use by all members.

This third amendment of the rules and objectives was passed by unanimous vote at the 2006 Annual General Meeting of the Brook Road Allotment Association held on Sunday 9th January and became effective thereon.

Amendments / Additions 2010

The following additions were proposed and accepted unanimously at the 2010 AGM held on the 17th January 2010 .

1. A.. New Members:- All new members of the Association will be required to sign a tenancy agreement which will include, amongst other things, a three month probationary period. If, at the end of the three month probationary period, they have not tended their plot sufficiently or have contravened the Rules of the Association their tenancy shall be terminated immediately with no refund of rent paid.
2. From the membership there will be elected, at the Annual General Meeting of the Association, a Chairman, Vice Chairman, Honorary Secretary, Hon. Treasurer, Honorary Membership Secretary, Site Manager, Assistant Site Manager, Web Master and six committee members, or such number that the members of the association may from time to time decide.

Assistant Site Manager The Assistant Site Manager shall assist the Site Manager.

Membership Secretary The Membership Secretary shall be responsible for maintaining an up to date register of Members of the Association and will manage the waiting list of members of the Association. The Membership Secretary will also be responsible for sending out renewal notices to members of the Association prior to the end of the year

Web Master The Web Master shall be responsible for maintaining and updating the web site or sites of the Association and ensuring that all costs and subscriptions due are paid in due time by the Honorary Treasurer.

The Management Committee

Within the terms of the lease between Bournemouth Borough Council and the Brook Road Allotment Association, the officers of the association will:-
Keep a record of tenants and their payments.

N.B. Details of the records of tenants are, however, subject to a confidentiality rule whereby only the Honorary Secretary, Honorary Membership Secretary and the Site Manager are privy to the details. No information will be transmitted to any other tenant or any outside source, other than required by law.

3. 23.Security:- A key to the main gate of the site will be supplied at the start of a tenancy upon receipt of a refundable deposit. This key also opens the lock on the toilet. A communal tool lock up area is provided in the container at the owner's risk. The association regrets it cannot accept responsibility for losses of tools, however caused. A key for the container can be obtained from the Site Manager, following payment of a refundable deposit. All keys remain the property of the association. They must be returned on termination of tenancy, for whatever reason. The key deposits are refundable, if requested, by the departing tenant. A receipt would be issued accordingly. The amount of deposit payable will be set from time to time by the Management Committee.

This fourth amendment of the rules and objectives was passed by unanimous vote at the 2011 Annual General Meeting of the Brook Road Allotment Association held on Sunday 17th January and became effective thereon.

Amendments / Additions 2011

The following addition was proposed and accepted unanimously at the 2011 AGM held on the 16th January 2011.

Committee meetings should be held on a date agreed at a previous committee meeting and any requests for cancellation must be made through the chair of the committee and with the consent of the majority of the committee members.

This fifth amendment of the rules and objectives was passed by unanimous vote at the 2011 Annual General Meeting of the Brook Road Allotment Association held on Sunday 16th January and became effective thereon.

Amendments / Additions 2012

The following additions was proposed and accepted unanimously at the 2012 AGM held on the 15th January 2012.

21. Children and pets are brought on site at their owners' responsibility. They must be kept under supervision at all times when on the site and kept off other plots. The Site Manager may require unruly children and pets to be removed from the site

should be amended to read;

21. Children, pets and visitors are permitted on the site when accompanied by a Brook Road Allotment Association Member and are the responsibility of the member at all times. Access is only permitted to the Members plot or the communal site areas, unless invited by another member onto their plot.
No ball or similar games are permitted on the site.
Pets must be kept on a hand held lead or may be tethered on the Members own plot. Fouling of areas other than the Members own plot, including rough boundary areas, must be immediately picked up and subsequently taken off site for disposal. The Site Manager may require unruly persons and pets to be removed by the responsible Member from the site.
Where an infringement of this rule is observed by or is reported to the Site Manager a warning letter will be issued to the responsible Member. Any subsequent infringement of this rule by a Member will be considered by the Management Committee which may take appropriate action up to and including termination of the Members tenancy.

This sixth amendment of the rules and objectives was passed by unanimous vote at the 2012 Annual General Meeting of the Brook Road Allotment Association held on Sunday 15th January and became effective thereon.