

PITSTONE ALLOTMENT ASSOCIATION HANDBOOK

The allotment site is owned by the National Trust and leased to Pitstone Parish Council for the purpose of providing Allotment Gardens. Pitstone Allotment Association has accepted a range of formal duties from the Parish Council. This gives the allotment holders greater control over how the site is operated, more responsive day-to-day management, more opportunities for volunteers to utilise their skills and expertise and a greater sense of pride in the site.

The Allotment Association will provide allotment holders with support and assistance, especially during the first year, to ensure that you get the maximum benefit from your allotment plot and to help resolve any problems you face. The Association will also conduct the day-to-day management of the site, some site maintenance and ensure that the terms and conditions are being upheld. The Association's Aims, Objectives, Rules and Constitution include the rules which say how the Association must conduct itself and some additional rules for tenants.

PAA committee meetings are held from time to time throughout the year.

The committee doesn't just oversee the site; more often than not it is ordinary members volunteering, using their own skills, experience and initiative to get things done. Helping in whatever way you can is also a way to get the most out of your PAA membership.

Marjorie Rankin

PAA Secretary

October 2012: Revised August 2017

Aims and Objectives

The Association shall be known as the Pitstone Allotments Association (PAA) and its aims are:-

- i) to control, manage and maintain the allotment site entrusted to it by the Council of Pitstone, within the terms and conditions of the licence, and to promote the good cultivation of its members' allotments and gardens.
- ii) to promote the spirit and concept of allotment gardening.
- iii) to undertake projects to improve the facilities and/or attractions of the Pitstone Allotments Association, which shall be discussed and agreed at a properly convened general meeting, and financed out of funds.
- iv) to share among Association members the responsibility for all common tasks.
- v) to make best efforts to involve the local community via open days and special events whenever possible.
- vi) to maintain good communications by means of notice-boards, newsletters and any other suitable means.

Constitution

1. The Association shall consist of Members who shall be all of the current tenants.
2. The committee shall comprise a Chairman, Secretary and Treasurer, to be elected individually at the AGM, and up to six other members. Out-of-pocket expenses to be recompensed.
3. The Annual General Meeting of the Association shall be held at the end of June in each year at which reports of the Association Officers shall be received, all accounts presented and, where applicable, the Association's Committee elected. The management committee may call a special general meeting at any time. The Secretary shall give not less than 14 days' notice of the meeting.
4. Voting on resolutions at all meetings shall be by show of hands. Simple majority to decide. Chair to have casting vote if required.
5. The annual Membership subscription of the Association shall be payable by all of the Council's tenants, together with all rents due to the Parish Council, at such time as those rents are payable. Failure to pay these monies within 40 days of their being due in accordance with the Conditions of Tenancy shall render the Member liable to termination of the tenancy. No rents shall be accepted unless accompanied by all due Membership Subscriptions.
6. Before signing a Tenancy Agreement every prospective tenant shall have received a copy of the Association Rules.

7. All monies received by the Association shall be banked by the Treasurer in accounts which shall be maintained in the name of the Association and shall be withdrawn by the Treasurer and the Secretary or one approved committee member conjointly (any two from three)
8. The Committee shall act as managing agents of the Association by undertaking the following.
 - the day to day maintenance and management of the site
 - the management of the waiting list
 - the maintenance and provision of proper records and statistical information
9. The Site Manager shall supervise the day to day management and maintenance. The Secretary will maintain proper records of plot sizes and the names and addresses of tenants.
10. The Secretary of the Association shall remain the main contact with the Pitstone Parish Council.
11. In the event that the association should decide to close, after payment of any debts any remaining monies shall be paid to the Pitstone Parish Council for management and maintenance of allotments.
12. This constitution can be modified at any Annual or Special general meeting by simple majority of those present.

Rules

1. Every gardener to comply with the Health & Safety laws, and exercise a "Duty of Care" towards themselves, other members and the general public.
2. Bonfires contained in incinerators are permitted on site. The incinerator must have a lid with a chimney. Please refer to the Rules for lighting Bonfires sheet.
3. No glass (even toughened safety glass), metal panels or barbed wire allowed on site.
4. Reasonable amounts of fertilisers may be stored on site but must be stored in safe containers. Pesticides or weed killers (slug pellets etc) with statutory approval may be used in accordance with the product label but must not be stored on site.
5. The gate must be kept closed when you are on site with the bottom drop bolt fully extended to the ground, and it must be locked by the last person to leave. Please do not leave the code showing on the lock.
Tenants should not enter or attempt to enter the site other than by means of the gates. The code to the combination lock will be changed annually and will be issued to tenants along with their Tenancy Agreement.
6. Dogs only allowed if on a lead and on your plot.
7. Plots must be well maintained and as weed free as possible;
8. The tenant shall keep their plot clearly marked with the plot number. A plan of the site shall be displayed on the notice board, showing the plots by number.
9. The tenant shall not erect any structure (eg sheds or greenhouses) over the height of 4ft with the exception of plant supports, fruit cages and chicken runs.
10. The tenant shall not erect any form of permanent fence around the allotment garden or part thereof. Other fencing should be approved prior to installation.
11. All items associated with a plot including compost bins or heaps, and water butts, must be kept within the marked boundaries (corner posts) of the plot.
12. Any fruit trees planted on the allotment garden shall be grown on dwarfing rootstock. Having regard for the mature size of the tree they should be positioned and pruned so as to not encroach onto paths nor cause overshadowing to neighbouring plots.
13. Carpet must not be used on plots to suppress weeds (use recognized horticultural products for this).
14. Please pick up and remove any litter that you see on the car park, paths, tracks or verges.
15. Nothing may be removed from any other plot than your own without permission.
Any member, or any person being a guest of that member, or in their family found removing items from a plot without the consent of the plot tenant, or from a vacant plot without the consent of the Secretary or Site Manager, may have their membership terminated immediately. The Members are to be held responsible for such guests and family members' behaviour and health and safety.
16. No power tools to be used by under-16s and no power tools to be used before 10am on Sundays.
17. Paths verges and track enclosing or crossing between your plots to be kept neat, tidy, safe and unobstructed, the tenant shall not encroach on or over any path or roadway set out for the use of the occupiers of the allotment gardens.. Seeding with grass is recommended.
Verges can be used for parking and for temporary (up to two weeks or so) storage of delivered materials.

18. The tenant shall not cause or permit any nuisance or annoyance to the occupier of any other allotment garden.
 19. The tenant shall not keep any livestock on the allotment garden without the written consent of the allotment association.
 20. Each tenant shall keep their plot in a neat and tidy condition and appearance and shall deposit no refuse on the allotment site (with the exception of organic material reasonably required for cultivation).
 21. The tenant undertakes to keep the soil clean and free from noxious contaminants, livestock carcasses, weeds or any other plant which interferes with the cultivation of other parts of the site, and maintain the garden in a state of good cultivation, fertility and condition.
 22. The tenant shall notify the Site Manager for any matters concerning the use of the allotment garden and the Parish Clerk for any matters relating to the Tenancy. Any notice given to the tenant may be served personally, by post or by fixing the notice in some conspicuous manner on their allotment.
 23. The maximum space to be cultivated by any one Member to be is 4 plots (roughly 250m²).
 24. Any matters not provided for in these Rules shall be resolved by the Committee.
- Further information can be found at www.pitstoneallotmentassociation.org.uk
Supplementary information can be found in the PAA beekeeping, henkeeping and bonfire rules.