

# PITSTONE ALLOTMENT ASSOCIATION HANDBOOK

## Introduction

Pitstone Allotment Association has been in existence since 2010 and was formed upon the opening of the site. The purpose of PAA is to manage and take care of the day to day running of the site. To that end, from time to time, work parties are organised for specific projects. These have included:

- a) building raised beds for less able allotment tenants
- b) creating a wildlife area and sowing wildflowers along the edges of the site
- c) installing wild bird feeding stations around the site
- d) putting in an all-weather track around the site

PAA also arranges social events for the tenants such as BBQs, wassailing etc

PAA undertake fund raising, organising plant sales, and providing teas at the local show etc. We have also organised donations of surplus produce grown on site for the local food bank.

Information of these activities are published on the PAA website and on the noticeboards.

## Information

Our plots are quarter plot size, approximately 60m<sup>2</sup> or 2.5 poles. Members can have a maximum of 4 quarter plots.

The gate code to the combination lock will be changed annually and will be issued to tenants along with their Tenancy Agreement.

We are members of the National Allotment Society NSALG. Benefits include individual plot insurance and the Kings seed scheme. More information can be found at

<https://www.nsalg.org.uk>

PAA have Health & Safety and Equality policies as well as specific rules for Keeping Chickens, Keeping Bees, Polytunnels, and bonfires, can be found in the Useful Information / Documents at [www.pitstoneallotmentassociation.org.uk](http://www.pitstoneallotmentassociation.org.uk)

Marjory Rankin.  
Secretary PAA  
January 2021.

## **Constitution of Pitstone Allotment Association**

1] The **name** of the association will be Pitstone Allotment Association. (PAA)

2] All **plot holders** will be **members** of the Association.

3] The **Objectives of the Association** will be:

To safeguard and promote the interest of plot holders.

To manage and maintain the allotment site on behalf of its members under license from Pitstone Parish Council in accordance with its terms and conditions.

To undertake projects to improve the site and facilities as identified by the committee and members following consultation with the membership. To raise funding for such projects.

To encourage all members to become actively involved with the activities of the association.

To engage with the wider community and have a presence at local events.

4] **The Committee** will consist of: Chairman, Secretary, Treasurer and 7 general members.

The Chairman, Secretary and Treasurer are elected annually at AGM.

The committee will appoint a site warden.

The Committee will meet regularly throughout the year.

5] An **Annual General Meeting** will be held in June when at least 21 days' notice will be given. Reports will be presented. Voting will be by show of hands with Chairman having a casting vote.

6] The committee is empowered to open a **bank account** in the name of the Association. All cheques will require 2 signatures – signatories will be agreed by Committee.

**7] Dissolution.** The Association may be dissolved at a special meeting called for the purpose at which at least 21 days' notice shall have been given to members.

In the event of dissolution, the Committee shall be responsible for the orderly winding up of the Associations affairs.

After the satisfaction of all debts and liabilities the Committee shall transfer any remaining funds and assets to Pitstone Parish Council for management and maintenance of the allotments.

8] This constitution was adopted on 9<sup>th</sup> September 2021 at AGM

## Rules of the Association

Pitstone Allotment Association are bound by the terms and conditions of its License Agreement with Pitstone Parish Council.

All plot holders are bound by the terms and conditions of their Tenancy Agreement with Pitstone Parish Council.

The following rules must be followed.

1. Members shall comply with Health & Safety laws and exercise a "Duty of Care" towards themselves, other members, and the public.
2. Members shall undertake to keep the soil clean and free from noxious contaminants, livestock carcasses, weeds or any other plant which interferes with the cultivation of the site, and maintain the garden in a state of good cultivation, fertility and condition.
3. No glass (including toughened safety glass), metal sheets or barbed wire allowed on site.
4. The gate must be kept closed when you are on site with the bottom drop bolt fully extended to the ground. It must be locked by the last person to leave. Please do not leave the code showing on the lock.
5. Reasonable amounts of fertilisers and pesticides (herbicide, insecticide, fungicide, slug pellets etc) with statutory approval may be used in accordance with the product label. These must be stored securely.
6. Members shall keep their plot clearly marked with the plot number. A plan of the site is displayed on the notice board, showing the plots by number.
7. The tenant shall not erect any structure (sheds or greenhouses) over the height of 4ft except for poly tunnels, plant supports, fruit cages and chicken runs.
8. 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 not encroach onto paths nor cause over shading to neighbouring plots.
9. Carpet or underlay must not be used on plots to suppress weeds (use recognized horticultural products for this).
10. Members are responsible for guests and family members' behaviour and their health and safety.
11. No power tools to be used by under-16s and no power tools to be used before 10am on Sundays.
12. Paths surrounding your plots to be kept tidy and unobstructed, please cut grass to full width. Verges can be used for parking and temporary storage of delivered materials providing they do not obstruct the track. Take note of any winter track restrictions.
13. Members shall not cause or permit any nuisance or annoyance to any other plot holder.
14. Livestock. Only chickens, rabbits and bees can be kept on site.
15. Members must not bring garden waste or refuse on to the allotment site.
16. Any matters not provided for in these Rules shall be resolved by the Committee.