

Aden Community Allotment Association (ACAA)

Membership Rules and Regulations

1. Each allotment shall be let annually - from 1st November – 31st October.
2. Any person wishing to cease their membership of an allotment is required to notify the secretary.
3. Sub-letting is prohibited.
4. The rent shall be paid annually by the end of October each year, or the allotment may be allocated to someone on the waiting list. The rents will differ according to allotment size and will be determined by the Committee.
5. Dumping of ANY waste material is strictly prohibited.
6. If a member is breaking the rules, then the committee will write telling the member what must be done to correct the situation.
7. Members must act in a respectful and responsible manner towards other members and their allotments. Members are responsible for their guests. Children must be always supervised.
8. Barbed wire or anything else likely to cause injury must not be used.
9. The following materials should not be used: carpet, asbestos, concrete, tyres, and hardcore.
10. Weedkiller may be used. It must be glyphosate and must be applied with a watering can and sprinkle bar; **Spraying weedkiller is not permitted.** Long lasting weedkillers such as Path Clear are not allowed even though they may contain glyphosate.
11. Fires on-site are forbidden.
12. Parking is not allowed on any paths or allotments. Members shall not obstruct or permit the obstruction of any of the paths on the site but are allowed to unload at their allotment. There is a one-way system around the site. The speed limit on the allotment site is 5 mph.
13. Each allotment is supplied with one shed. It must be painted green and kept in good condition.
14. The member is allowed to erect one semi-permanent GROWING structures, 1 greenhouse OR 1 polytunnel. The semipermanent structure must be no larger than 6m². If a member wishes to erect such a structure, a fence above 300mm in height, or any other structure they must submit an Aden Allotments Planning application to the Committee for consideration. All structures must be erected in such a way that they are easily removed when membership ceases. These structures along with any paths etc will have to be removed when membership ceases unless otherwise agreed. The use of concrete is prohibited. Structures should be 1 metre from the border with consideration to adjoining plots and pathways.
15. Temporary structures such as fruit cages and cold frames are permitted.

16. Any tools etc. left by the member after termination will be removed and will become the property of ACAA.
17. The use of pig muck will not be allowed on the allotments unless dug in within 5 days of being placed on the allotment or placed within a compost bin.
18. No livestock, bees or poultry of any kind shall be kept on allotments.
19. Dogs taken onto the allotment site must be kept on a lead at all times and they must not cause a nuisance.
20. The member shall cultivate the allotment and shall use it only for the production of fruit, vegetables and flowers for domestic consumption by themselves and their family and friends. **Members must not sell any of their produce** but may donate it for charitable purchases.
21. The allotment shall not be used as a storage facility for items not used directly for the cultivation of the allotment. Trailers must not be left on the site.
22. Members shall take reasonable steps to control and eradicate any disease, vermin or pests.
23. Only Dwarf fruit trees less than 6ft are permitted on allotments. Care must be taken to ensure trees are pruned regularly and are contained within the member's allotment.
24. The Aden Community Allotment Association will try to keep the boundaries, hard standing and paths in good order and will keep and maintain a water supply at the present points. The committee will request help from plot holders
25. No items should be removed from any other allotment whether occupied or otherwise without prior permission. You are not permitted to enter another plot without express permission from the plot holder unless in cases of emergency.
26. A member cannot move to another allotment until their original allotment is in a tidy state.
27. Members should advise the Committee if they are to be absent from the allotments for a significant period of time due to illness, work etc.
28. Items left in the greenhouse and polytunnels should be clearly identified with allotment number or name. Plot holder owned equipment brought onto the allotment is recommended to be clearly marked with the plot number
29. **Topsoil must not be removed from the allotment site**. Any vegetation taken to the council compost yard should have any soil removed from the roots. Acceptable waste includes plant material, grass clippings and small branches (5cm diameter max). Waste should be put to the back of compost area. Planks of wood are not permitted.
30. The Aden Community Allotment Association is not liable for any costs, damage, injury incurred caused by vandalism, theft or acts of God on the allotment site.

31. Allotments must not be allowed to become uncultivated and overgrown with weeds. The committee reserve the right to trim plots without member permission; particularly if weeds are affecting neighbouring plots or thoroughfares. If such does occur the member responsible for such an allotment will be advised as noted below.
 - Warning letter/email, that the allotment is in an unacceptable state and the member will have 14 days from the date on the letter to rectify the situation.
 - Formal letter/email, if there is no improvement in the cultivation of the allotment. stating that the member will have 14 days from the date on the letter to rectify the situation.
 - Final Letter, if there is no acceptable improvement will be sent asking the member to return the allotment to ACAA, thereby giving up his/her membership of ACAA.
32. If after 14 days from the date of the 'final letter', the member has not given up membership voluntarily, the committee will call an EGM or an AGM as appropriate with a view to terminating membership. The member will be given 21 days' notice in writing of such a meeting. Membership will then be terminated subject to the vote of members of ACAA at the EGM or AGM. Pro rata refunds will be given on request but will not be available for the period following 31st May of the year in question.
33. If a member is abusive or threatening to Aden Community Allotment Association Committee, other members or members of the public whilst engaged in allotment activities or when on the allotment site, a written warning will be issued. If, after a written warning, the member continues to be abusive or threatening, the Committee will call an EGM or AGM with a view to terminating their membership. The member will be given 21 days' notice in writing of such a meeting. The membership will terminate subject to the vote at the members meeting.
34. The Committee will not change the rules unless necessary to improve the management of the site and for the benefit of members. Members will be informed of any changes to the rules.
35. If a member believes the rules are being applied unfairly the member may appeal to the Committee, and who will consider the complaint.
36. The Committee will meet at least ten times a year. The meetings will be fully minuted and these minutes will be available to all members within ten days of the meeting. These will be published on the website and a print copy available in the Cabin.
37. Members will be informed of the date, time and venue of the meeting in the minutes. Members may attend a Committee meeting to address an issue only after having given notice of their concern one week prior to the meeting to either the secretary or chair who will decide whether the matter can be added to the agenda.
38. An Annual General Meeting (AGM) shall be held in November each year.
39. The treasurer shall keep proper account of the finances of the Association and shall present written accounts, audited by an independent examiner, to members at each AGM. Any single financial transaction made by a committee member involving a sum of over £20 must be referred to the committee.

40. Allotments shall be allocated according to a waiting list, maintained by the secretary or appointed person, in date order of application. Should there be no waiting list then any existing member (not under notice) may apply to the committee to take up any number of vacant allotments for the remaining part of the year. The committee has final say in allocation. Current waiting list will be published on website and noticeboard
41. All new members who have been allocated an allotment must undertake the induction with, where possible, 2 committee members or appointed persons and pay the rent prior to starting work on the allotment. Membership does not commence until both these steps have been taken.
42. An individual or community group on the waiting list does not become a member until a plot has been allocated and the appropriate annual rent paid.
43. Individuals or community groups on the waiting list have no voting rights at annual general meetings or extraordinary general meetings.
44. An individual who wishes to become a member must live in Mintlaw and the surrounding area. This means they need to live no more than 8 miles from the allotment site. If the 8-mile line passes through a village or town anyone in that village or town would be eligible to apply for a plot.
45. A community group who wishes to become a member must operate in Mintlaw and the surrounding area. This means the group should operate no more than 8 miles from the allotment site. If the 8-mile line passes through a village or town anyone in that village or town would be eligible to apply for a plot.
46. The community group must have public liability insurance in place for their members and must have carried out a risk assessment for working on the allotment site. Copies of which must be passed to the committee. The community group must give the Committee, assurances that the allotment will be tended during the whole year.
47. Linked non-members do not have any voting rights and have no voting rights at annual general meetings or extraordinary general meetings.
48. Linked non-members may apply to the Committee, to become the member for that plot. This is to allow anyone sharing the plot to continue working the plot if the member is no longer able to do so.
49. Any personal information you give to us, whether written or electronic, will be processed in accordance with the General Data Protection Regulation ((EU) 2016/679). Aden Community Allotment Association will use the information only to contact you about Aden Community Allotment Association events and news. The information you provide will not be used for any other purpose other than described above. If you cease to be a member, we are legally obliged to keep your personal details for 6 years from the date your membership ceases.

50. Aden Allotments are a nonpolitical entity that shows no prejudice to any cause other than those which support its purpose as declared to OSCR. As such, political views shall not be conveyed in any form. This includes but not limited to social media posts, website publications, posters, flyers and leaflets. The show of support of political/social views or country on individual plots is therefore not allowed. The plots are to be a harmonious and integrated space. Showing sides may inadvertently cause offence and upset.
51. **Security:** The gates must be kept locked before 9 a.m. and after 5 p.m. even if there are other people at the allotments. The gates can be left open during the day but if there is no one else there, they must be locked. There have been issues with vandalism in the past, so this is to deter them.
- It is also very important that the cabin, the store, the toilet and the tool shed are left locked at all times unless there is someone in them. Please check that they are locked before you leave them.