

Aden Allotments

The Green Book

2027

Contact Details

Email: hello@adenplots.co.uk

Website: adenplots.co.uk

Membership: adenplots.co.uk/membership

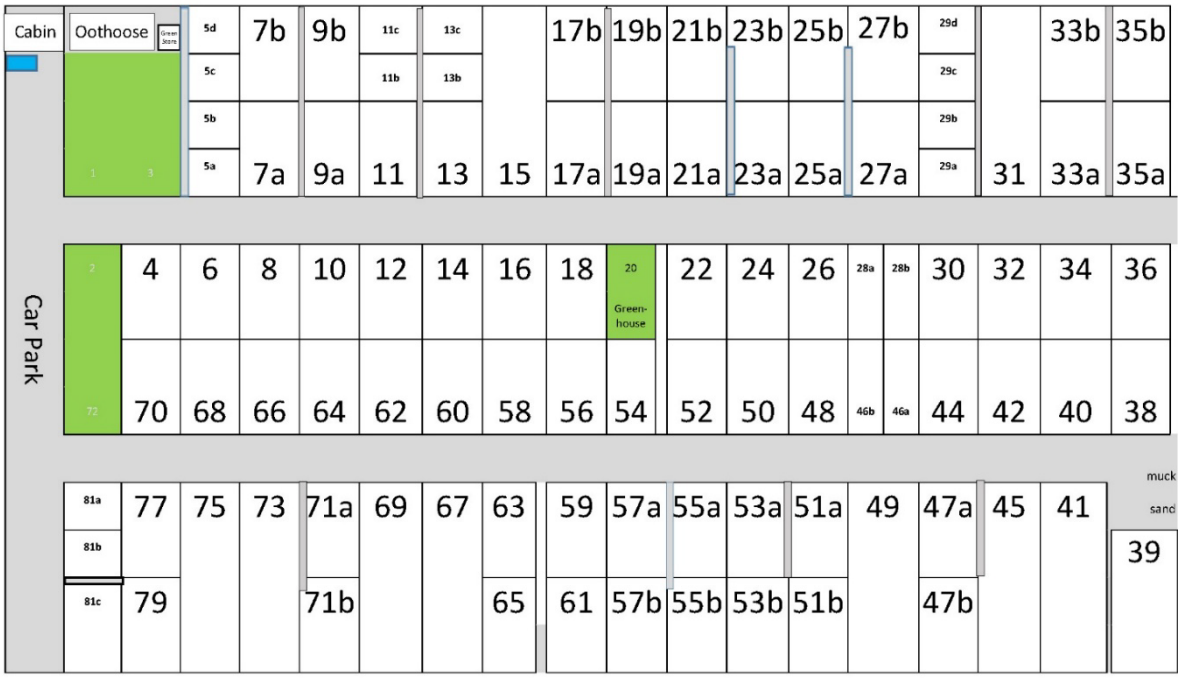
Facebook: facebook.com/adenplots/

facebook.com/groups/548813977085966

WhatsApp/text: 07942 385664

Committee info: adenplots.co.uk/committee

Your Membership with Aden Allotments



The member is the person in whose name the plot is rented. This is the person who signed the agreement form. Only the member has voting rights. Please be aware that membership of Aden Allotments will initially last for one year or until the next General Meeting. New members are required to make full use of their plot to grow fruit and vegetables. Covering large areas of the plot in woodchip or fabric is not normally acceptable. If this is not done or the plot is allowed to become generally overgrown then the member may be expelled by the membership at the next General Meeting.

How to Pay

Rents must be paid by 31st October each year. If payment is a problem, please contact the treasurer as soon as possible. Their details will be shown at the bottom of the payment letter.

It is much easier for us if you can pay by online banking (BACS) or telephone banking to

sort code	83-16-47
account no.	10968907
account name	Aden Community Allotment Association

Always give a reference which identifies you e.g. “A N Other plot 99”

You can also send a cheque to the treasurer at the address given in the payment letter. Make cheques payable to “Aden Community Allotment Association”. Please put your name and plot number on the back.

Payment for other items should be made in the same way, preferably by BACS but it may be possible to pay by cheque or cash.

If you are going to give up the plot please give us as much notice as possible.

Your Allotment

Most allotments come with a shed, water butt and compost bin. Mini plots have a smaller shed and a compost bin. It is your responsibility to look after these while you rent the plot. For example, the shed should be painted regularly with good quality green water-based paint. Paint is provided free of charge. Just ask any committee member. If your shed is in need of repair have a word with the site manager.



We recommend that you fit a lock to the door, although not necessarily a high-quality one as this has attracted thieves in the past. Do not leave valuable items in the shed. There is no insurance cover for these.

Anything you grow is at your own risk. While theft of vegetables and plants is very rare, there have been occasional incidents in the past. The Committee is unable to accept responsibility for, or assist with, any losses.

Please note that the CCTV system covers only the cabins and car park areas. It does not provide coverage of individual plots.

You may make paths as you wish. You should use slabs or woodchip. Hardcore should not be used as the paths may have to be removed when you leave. If using woodchip, be careful that it does not come into contact with the shed or other wooden structures. Wet woodchip can rot wood very quickly

You may erect a small greenhouse or a polytunnel. It should be no larger than 6m^2 or 8ft x 6ft. If you wish to put up any structure a plan must be submitted to the committee for consideration. Please don't start work until you have written approval from the committee. All structures must be erected in such a way that they are easily removed when membership

ceases. Greenhouses and polytunnenels are not allowed on mini plots. If you want to put up a fence higher than 30cm please discuss this with a committee member first.

If you would like a tree make sure it is a dwarf variety which grows no taller than 2m or about 6ft.

Sand and muck, kept at the east end of the site, are available to plotholders. The muck is free but the sand costs £2 per barrowful. Help yourself and pay as soon as possible. Details on how to pay on page 2. All these items are only for use on the allotments.

Please note that the hardcore is not for sale.
You are allowed to use weedkiller but only of the glyphosate type (e.g. Roundup) and it must be applied using a watering can and sprinkle bar. No other type of weedkiller should be used. Ask a committee member if you are unsure.

You are welcome to take your dogs, but they must be kept on a short lead. They must be well behaved and not cause a nuisance. Remember not everyone likes dogs.

Please don't go onto other people's plots unless invited.

Don't put anything close to the perimeter fence which would make it easier for intruders to climb over the fence. Plants should not be grown on the perimeter fence or on the shed. Please also make sure that nothing is stacked up against the shed to allow for airflow.

Tyres and ponds are not allowed.

Helping out at the Plots

Aden Allotments are owned and run by the plotholders themselves under the name **Aden Community Allotment Association SCIO (ACAA)**. We have no connection with the council other than leasing the land from them.

We are part of the larger **Aden Country Park**, with **100 allotments available to rent** to anyone living in Mintlaw and the surrounding area. We are proud to keep our rents as affordable as possible.



To help keep rents low, we try to carry out as many jobs as possible ourselves rather than employing tradespeople. We are always looking for volunteers to help with these jobs. If you are fit and able, we ask that you help out where you can.

There are a number of regular tasks, including **cleaning the toilets, cutting the grass and maintaining the community areas**.

We have rotas in place for toilet cleaning and grass cutting. If you are able to help, simply add your name to the lists in the cabin, or speak to **Charlie (Plot 29a)** or **Emma (Plot 34)**.

For a complete list of jobs and other ways you can help, please visit our Member Area. (https://www.adenplots.co.uk/memberarea)

If you can help with anything at all, please speak to any committee member or email hello@adenplots.co.uk.

The Main Gate



The main gate is secured with an electronic padlock. The code for this was issued to you when you were allocated a plot. The code is changed regularly for security purposes. You are free to come and go to the plots as you wish. We do ask that you keep the gate locked between 5 pm (or 4 pm in the darker months) and 9 am. If there are no cars in the car park, lock the gate at any time. Please make sure that you leave the padlock in such a way that it can be accessed from either side. An emergency powerpack is kept in “The Cabin”. This can be used to open the padlock if the battery is flat. For more details on using the padlock see https://www.adenplots.co.uk/memberarea



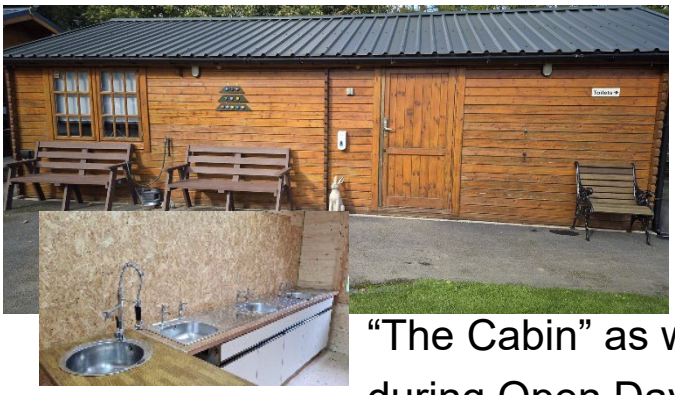
DO NOT ATTEMPT TO CLIMB OVER THE GATE. The top has been painted with anti-climb paint. Please check before locking up that there are no members of the public left on the site.

The Cabin



The cabin in the north-west corner of the car park can be used by any member and their friends. The code is the same as the main gate. A kettle and a microwave are available. Tea, coffee, biscuits are provided free of charge. Make sure that you tidy up afterwards. If you have used the heater, make sure it is switched off. DO NOT LEAVE MONEY IN THE CABIN. Make sure the cabin is locked when you leave.

The Oothoose



This is our newest building costing almost £40,000. The cost was raised entirely from grants and fundraising activities. It is divided into three parts. The first part stores items used in "The Cabin" as well as a washing-up area mainly used during Open Days and other events. Volunteers no longer have to wash dishes in the wind and rain. The middle section is our main storage. The other end houses the toilets. The Oothoose also has a pressurised water system supplying the cabin with hot and cold water.

Toilets



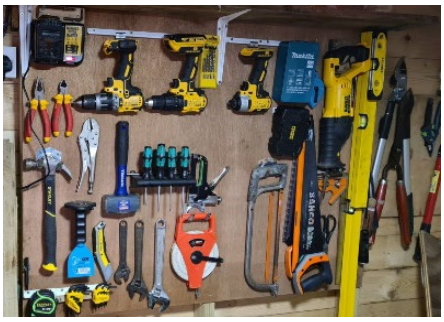
Two toilets, one of them with disabled access, are available in The Oothoose.

The code to use the toilet is the same as the main gate. The disabled toilet can only be accessed using a RADAR or NKS Key available at a small cost from any committee member. Both toilets have small water heaters.

Please leave the toilets clean and tidy. The toilets are looked after by volunteers who are not on the site all the time. If you find that the toilet is not as clean as you would like why not clean it yourself. If we all take a turn it will ease the burden for others. Cleaning materials are kept in the washing-up area.



The Tool Store



We have a small number of tools available for members to borrow. However, you have to undergo onsite training before you can borrow some of these tools such as power drills and the rotavator. If you would like to borrow anything, please contact any committee member in person or by email (hello@adenplots.co.uk). The site manager will arrange for your training if necessary.

Wheelbarrows are available at any time. They are kept at the side of the Green Store. A mini tractor and bogie (trailer) is available for taking heavier items such as muck to your plot.



Greenhouse and Polytunnel



These are located in the centre of the site and are available for any member to use. One space can be reserved on a first come, first served basis. If you are interested simply put your name on the allocation plan which will be available in The Cabin from early November.

PLEASE ENSURE YOUR AREA IS KEPT TIDY WEED-FREE. You should remove everything by the end of October. If you don't do this you will not get a space next season.

Allotment Insurance

The allotments only have very basic public liability insurance. For example, if you or your family left a spade lying somewhere and a member of the public were to trip over it the allotments should be covered. Anyone you employ to help you on your allotment is not covered. The insurance documents are to be found on the website. The certificate is also posted in the cabin.

The Compost Yard

The allotments have permission to put green waste into the council compost yard. Generally speaking most waste on your plot should go into the composting bin on your plot. The exception would be couch grass, docks, tattie shaws (haulm) and other diseased plants. These can go to the compost yard **after all the soil has been removed**. Blighted tattie shaws can be put here as long as you take a fork and bury them. This is better than taking them home to put in your own bin. The heat in the composting pile will kill everything including the spores. Diseased brassica roots are best taken home and put in the general waste bin. Please do not abuse the use of this yard by taking garden waste from home.



Occasionally, woodchip is left in a pile at the left-hand side of the compost yard beside the entrance. You are welcome to take this for your plot. Be aware that woodchip can be a problem if used incorrectly. We have had instances of damp woodchip causing serious damage to sheds.

Wood should not be put in the compost yard although branches up to 5cm diameter are OK.

And, please, never remove any topsoil from your plot under any circumstances.

Cars

The car park is normally large enough to accommodate everyone and all vehicles should be left there. One designated disabled parking space is provided at the east end of the site for Blue Badge holders only.

Please don't park or block the road except for loading or unloading. Please drive very slowly on the site. The speed limit is 5 mph round the one-way road. As well as being for the safety of everyone, especially children, this helps to limit the size of potholes on the path.

Plotholders are expected to look after the road beside their plot. A video on how to fill a pothole is available on our website. You should also remove any weeds – carefully, so that you don't damage the road surface. The committee will arrange for the road and car park to be treated with weedkiller.

The Committee

The Allotment site is managed by a Volunteer Committee.

A new Committee is elected every year in November at the Annual General Meeting (AGM) and any Member is welcome to stand for election.

The Committee oversees the ongoing running and maintenance of the Allotments site as well as providing a focus for ongoing developments which will be of benefit to the member community.

Please come and talk to us if you have any questions about your plot or if you would like to suggest any new ideas which you would like to see developed in the future for Members.

Details of the current committee and sub-committees can be found on the website.

Annual Events

- Seedy Sunday, March - Open to the ‘Gardening Community’ across Buchan and beyond and held in the Polytunnels at Aden Country Park. Although not organised by Aden Allotments this is very useful for seed swaps.
- Spring Soup and Sweet – Meet and Greet - open to all plotholders only.
- Open Day, July or August - open to all plotholders and the Community and held at the allotments.
- Jumper Barbeque, September - open to all Members and held at the Allotments, it might be a bit chilly so wear your brightest and cosiest jumper.
- Annual General Meeting (AGM) held in November.

From time to time, we host other events in The Cabin. You can find out about these in the newsletters. Back copies of the newsletters can be found on the website

If you would like to help with any of these events just tell any committee member or complete the form on the website.

Exact dates will be found in the Calendar section of the website.



These were made at a class held just before Christmas 2023



Open Day 2025

Aden Community Allotment Association (ACAA)
Membership Rules and Regulations

V3.12 20/02/2026

Larger Print Version on website

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 $6m^2$. 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 strim 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.
    - Advisory 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.