

Horsell Allotment Association

Rules

ASSOCIATION

1. The Association shall be called the “Horsell Allotment Association”. The association comprises two sites, Bullbeggars and Littlewicks.
2. The objects of the Association shall be to carry on the business of hiring land for the purpose of letting the same as garden allotments to members of the Association, being inhabitants of Horsell and District, and shall include dealings in seeds, manures, garden materials and implements etc. and to promote a good standard of horticulture in all its aspects among the members.
3. A President shall be elected at the AGM for a three (3) year term. The President shall conduct the AGM. Vice-Presidents may be appointed by the Committee in recognition of services to the Association. A Vice-President may act for a President should the latter be unavailable.
5. If, following agreement by the membership in meeting or other cause, it becomes necessary for the Association to be dissolved, all assets and liabilities shall be realised and any remaining asset or liability shall be apportioned equally amongst the plot-holding membership of the Association as at the date of the decision to dissolve the Association.

COMMITTEE

6. The affairs of the Association shall be managed by the officers, a Chairman, Secretary, Treasurer and a Committee. All of these appointments will be subject to annual election at the AGM.
7. The Committee shall consist of up to fourteen (14) members drawn from both the Bullbeggars and Littlewicks sites. Included within that number are the Chairman, Secretary and Treasurer. Five members shall form a quorum. Any officer or member of the Committee may be removed by Resolution of the majority of members present at a General Meeting called by notice containing an intimation of the intention to propose such Resolution. In the event of a casual vacancy occurring, the Committee shall have the power to co-opt a member. The President and Vice-Presidents shall be ex-officio members of the Committee.
8. At the first committee meeting after the AGM the following posts will be allocated to the committee members:
 - Assistant Treasurer
 - Plot Inspection Manager
 - Assistant Plot inspection – Bullbeggars
 - Assistant Plot inspection – Littlewicks
 - Trading Hut Manager
 - Assistant Trading Hut
 - Seed Ordering

Site Manager – Bullbeggars – responsible for identifying site tasks needing action and the “hedging and ditching” day

Site Manager – Littlewicks – responsible for identifying site tasks needing action and the “hedging and ditching” day

9. The Committee shall have power to decide the amount of the Association membership subscription and to fix the rent to be paid for the plots of land and to decide who shall be accepted as tenants and in respect of which plot or plots of land. The Committee shall also decide all matters that may arise as to meetings, speakers, purchases of requisites etc. and shall be empowered to deal with all matters of detail for the proper management of allotments and shall deal with all applications for transfer of plots and shall decide in the case of dispute as to the amount of compensation (if any) to be paid by the incoming to the outgoing member and shall settle all disputes which may arise between members of the Association. The decision of the committee shall be final, except that the same right of appeal as stated in rule 10 shall apply.

10. The Committee shall have power to expel without notice and without compensation, any member who, in the opinion of the Committee, shall be guilty of wilful damage, or who shall fail to cultivate their holding in a satisfactory manner, or whose conduct is such as may, in the opinion of the Committee, be detrimental to the Association. Members will have the right to appeal and if requested, the right to be represented at such an appeal, against any decision made by the Committee. An appeal will be heard by two Vice- Presidents not party to the original decision to expel.

AGM

11. The Annual General Meeting of the Association shall be held in February in each year at which Reports and independently examined accounts shall be submitted for the approval of the members and the officers for the ensuing year elected. A quorum at a General Meeting shall consist of twelve (12) members plus the officers of the Association.

12. Any Member entitled to vote at a General Meeting may vote by proxy. A Member present by proxy may not vote on a show of hands. The instrument appointing a proxy shall be signed by the appointer and must direct the proxy as to the manner in which their vote is to be cast.

13. An Extra-Ordinary General Meeting of the Association shall be called by the Secretary on the requisition in writing of not less than twelve (12) members or on the instigation of the Committee. At least seven clear days’ notice shall be given of every General Meeting and, in the case of an Extra-Ordinary General Meeting, the purpose for which it is called.

14. In the case of an equality of votes on a motion, whether on a show of hands or on a poll, the motion will be deemed to have failed and shall be referred to the Committee for future consideration.

SECRETARY

15. The Secretary shall keep a record of all meetings and minutes and shall arrange all meetings and other matters as instructed by the Committee. The Secretary shall also keep the records of the members and the waiting lists for the sites.

TREASURER

16. The Treasurer shall keep the books of the Association and will receive all money and deal with all liabilities on behalf of the Association.

17. The Accounts shall be independently examined by two members of the Association, elected for that purpose at the Annual General Meeting. These two members shall not include Officers or Committee members of the Association. If no independent examiners may be found from within the Association, others may be appointed subject to approval at the AGM.

18.

a) All plot rents are set for each calendar year or part thereof and are due for renewal on 2nd January of that year or payable on such date that membership commences if after the renewal date.

b) Rental invoices for the forthcoming year will be issued on or before 20 November.

c) Rents paid between 20th November and 2nd January may be subject to a discount the amount of which and decision to apply such a discount will be agreed in advance by the Committee and notified to members.

d) Rents paid after 3rd Jan and before 14th January shall be levied at the full rate the amount of which will be agreed in advance by the Committee and notified to members.

e) Any member whose rent has not been paid by the 14 January shall, in the absence of a reason satisfactory to the Committee, be served with a written or email notice terminating their tenancy with immediate effect.

f) All members are encouraged to use on-line direct bank credit transfer.

g) There shall be no recompense for a part year membership.

PLOT INSPECTIONS

19. The chair of the plot inspection sub-committee, in conjunction with other committee members will undertake regular plot inspections.

20. Members whose plots are found to be below a reasonable standard will be sent a letter by the Secretary detailing the committees concerns and a time period for these to be rectified. Guidance on the standards required for plot cultivation is at Annex A.

21. If a member receives three such letters in a calendar year the Committee have the right to disqualify the member from the Association subject to appeal by the member concerned to the Vice-Presidents contained in Rule 10

22. The member will be required to attend such an appeal. If attendance is not possible then the member should provide written notice of any extenuating circumstances they wish to be considered. The decision of the Vice-Presidents is final.

MEMBERS

23. Members shall not sub-let or assign any plot of land held by them except with the previous sanction of the Committee signified in writing under the hand of the Secretary.

24. Termination of members' tenancies shall be by mutually agreed notice on either side except for provision under rules 10, 18 and 21.
25. Payment of rent signifies acceptance of the Rules and Bye-laws by the member of the Association.
26. Members will be held fully responsible for the conduct, health and safety of any guests, family (including minors) or helpers they invite on to the site. Any actions that are detrimental to the Association, the site or other Members shall, for the purposes of the rules of the Association, be regarded as though conducted by the Member concerned, which may result in the termination of the membership and tenancy of that Member in accordance with Clause 10 of these Rules.

GENERAL

27. The foregoing rules shall not be altered or added to except by a resolution passed at a General Meeting, called by notice in which particulars of the proposed alterations or additions shall be given.
28. The Committee will be empowered to deal with all matters not covered by the rules.

Dated 10th February 1999 Amended 2 February 2005, 8 February 2006, 14 February 2007, 3 March 2010, Feb 2013, 6 Feb 2014, 8 Feb 2018

Definitions in use throughout this document:

Full members are deemed as those who rent plots from the Association for the purposes of cultivation. Full members are eligible to vote in Association meetings provided their rents are not in arrears.

Associate members are those on the waiting list and others entitled to use the Trading Hut. Associate members are ineligible to vote in Association meetings.

Hugh Richardson

David Inns

March 2018

Guidance on plot standards required for plot cultivation.

1. It is essential for the pleasure of all allotment gardeners that plots are maintained to a minimum standard of cultivation. This procedure states how and why non-cultivated plots will be managed by the Horsell Allotment Association committee. Why do we need to manage non-cultivation ?
2. Waiting list: The length of the waiting list is directly related to the standard of cultivation expected of existing tenants, and the measures taken to enforce those standards. It is unfair on people on the waiting list if existing plots fall behind minimum standards set by the association.
3. Existing members: Poor cultivation of plots results in the spread of weeds and diseases to members who work hard to keep their plots well cultivated. Poorly cultivated plots reduces the enjoyment resulting from the natural beauty of the site.
4. Council: It is a requirement of the agreement between Woking Borough Council and Horsell Allotment association that reasonable standards of cultivation are to be maintained. It is also a requirement of the tenancy agreement and local rules. Poorly cultivated plots can make the site appear to be not fully occupied to the council . This may distort their view as to the necessity of current or new allotments in the district.

Minimum standards of cultivation

5. In order to be fair to other tenants, all plots must be cultivated in a way that does not interfere with the enjoyment of neighbouring tenants throughout the growing season. In order to achieve this the following minimum standards apply, the time-frame and area of plot these apply to are identified in the next section:
 - a. Removal of weed seed-heads before the seed has set
 - b. Control of pernicious weeds, such as those that spread through the extension of roots, (eg. Couch grass, ground elder, bindweed and mares/horsetail) or by permitting the generation of new plants from growing tips in contact with the soil (eg. Brambles);
 - c. Removal of long grass and detritus.
 - d. Keeping paths free of hazards to allow free and unimpeded access and to ensure grass paths are mown and trimmed and gravel paths are weed free.
 - e. Removal of waste, noxious or hazardous materials.
 - f. Maintain fertility of soil.
 - g. Edible produce and flowers is being grown on at least $\frac{3}{4}$ of the plot during the growing season.
6. Plot holders are expected to maintain the above standards over 25% of the plot within three months of the start of the tenancy and 75% by the end of the first year and on all subsequent years unless the committee agrees otherwise when you take on your plot. If there are personal issues preventing you from maintaining these standards please inform the committee as soon as you are aware of the problem so that help and advice is given.
7. As a rough guide, the amount of time that might be needed to cultivate a plot depends on many factors but members may expect to spend 5 hours per week in the growing season for each half plot in order to maintain cultivation.

Enforcement

8. Plots will be checked by the committee to assess whether sufficient progress is being made to reach and maintain the cultivation standards in this document. If the

cultivation standards are not met then a warning letter will be sent to the plot holder with a timescale for rectification.

9. If a member receives three such letters in a calendar year the Committee have the right to disqualify the member from the Association subject to appeal by the member concerned to the Vice-Presidents contained in Rule 10.

Bye-Laws

Communal Areas

1. New huts will not be allowed unless of approved style (maximum of 6ft x 4ft of wooden construction covered in preservative in a uniform colour, apex or flat roofed) and placed on approved perimeter sites. Display your plot number on your shed, so that in the event of a problem we can contact you.
2. Key access to the sites is controlled, keys remain the property of HAA and should be returned when no longer required. The gates should be locked at all times and the locks should not be removed, except when the trading hut is open or manure deliveries are expected.
3. Motor vehicles are to be parked in the car park only and entry to the main paths is only permitted by arrangement through a Committee member for vehicles carrying or pulling trailers, containing significant loads such as manure or new sheds. Cars parked in the car park are at owners risk, the Association can accept no responsibility.
4. Do not put your rubbish and weeds in other peoples compost bins, on their plots or on the common grassed areas. It is your responsibility to dispose of rubbish and weeds from your plot by either using your own compost bin (on plot or at home) or disposing via the council dump or the municipal collection service. The common areas need to be mown/strimmed and access is required to the fence for maintenance.
5. In accordance with the Council guidelines, bonfires may only be lit during the period 1st October to 31st March. All material must be dry and due consideration is to be given to neighbours. Where possible, material should be composted rather than burnt. The plot-holder should not leave the fire unattended and water is to be on hand to extinguish the fire if required. The Committee have the power to extinguish any fires that do not conform to these or Council guidelines. (Transgression of this by-law can be dealt with by the Committee under the terms of rule 10).
6. Plot holders are required to assist with “hedging and ditching”-(site maintenance) annually during the Autumn/Winter. The dates will be notified to all plot holders and representatives of the Committee will supervise the work. Plot holders should assemble at the respective huts with their own tools. Cultivation of plots is not permitted during the work period.
7. Ensure that any tools which are borrowed from the site hut are returned in a clean state. This includes the wheelbarrows. The use of the tools is at own risk, the association can accept no responsibility, appropriate footwear, gloves and if necessary goggles and ear defenders should be worn and the sign sheets must be completed.
8. Respect other plot holders property, their plots and their produce. Ensure that children are supervised at all times and do not go off wandering on other plots or in the tool stores. (Transgression of this by-law can be dealt with by the Committee under the terms of rule 10).
9. Hedges, common grassed areas and made up paths will be the responsibility of adjoining plot holders to maintain, mow and keep weed free.
10. No dogs are allowed on site with the exception of guide and assistance dogs.
11. Permission for lopping trees must be obtained from the Committee Secretary.

Individual Plots

12. Plot holders should report any loss of produce, tools etc. to the Committee who will be empowered to take whatever action they deem necessary.
13. Replace your plot number post after digging etc. so that your plot is clearly displaying its number.
14. Water may only be obtained by bailing out.
15. Do not wash vegetables, tools or anything in the water tanks, they will fill up with mud and silt. Use a bucket.
16. If you drop mud or dirt in the site hut, please sweep up after you, do not leave it for others to clean up after you. Do not use the sink in the hut for washing vegetables or tools.
17. If you use the toilet facilities, please ensure they are left in a clean state.
18. In order to control club root disease ALL roots of brassicas, when lifted, must be burnt on individual plots or removed from site.
19. Glazed/polythene frames, storage boxes and the like must not exceed 2 feet (600mm) in height. Fruit cages, compost bins and temporary structures exceeding 600mm are permitted.
20. No trees or saplings shall be planted or allowed to grow, but soft fruits, such as gooseberries, blackcurrants, raspberries, loganberries etc. are permitted and their appropriate supporting structures.
21. Fruit trees of certain root stocks will be permitted in the Orchard area under the guidelines contained in the Orchard Regulations at Annex A.
22. No new carpet be introduced at either site with effect from 8 February 2018. Both sites are to be carpet free by 8 February 2019. Members are encouraged to use a suitable ground covering weed suppressing membrane.

Despite all these Bye-laws do enjoy your allotment and please share with your neighbours what grew well and what did not.

Hugh Richardson

David Inns

March 2018

Dated 10th February 1999 Amended 2 February 2005, 13 February 2008, 3 March 2010, and Feb 2013, 8 Feb 2018

Regulations for Growing Fruit Trees at HAA

Fruit trees may not be grown on individual plots (HAA Bye-Law 20), however, Plot holders may request permission to grow a limited number of trees in a designated “orchard” area. The positioning of the container within the allotment orchard must be agreed with a committee member and at Littlewicks, with the Apiary Manager

The following conditions must be complied with:-

- 1.** All trees are to be grown in a suitable plastic or terracotta container with handles or having the means to be moved, having a maximum diameter of 50cm and height of 50 cm. All containers must be buried to between 50% and 75% of the containers height.
- 2.** All fruit trees must be grown on dwarfing rootstock. Apples on M27, Pears on Quince C and Plums, Nectarines and Peaches on Pixy, Other fruits must be on a suitable rootstock for growing in a container. Trees must be purchased from a reputable supplier who can certify the rootstock and guarantee that the tree is suitable for growing in a container. Suitable trees may be described as super-columns, minarettes or dwarf/miniature/midget patio trees.
- 3.** Trees on dwarfing rootstock need a supporting stake which must be planted in the container. No stakes or the like are permitted in the surrounding ground.
- 4.** Each tree can grow to a maximum height of 2.5m and width/diameter of 1m.
- 5.** All trees must be clearly labelled with the plot number.
- 6.** The cultivation and maintenance of each tree is the plot-holder’s responsibility.
- 7.** Summer pruning is recommended to control vigour and to encourage fruiting.
- 8.** Plot-holders with fruit trees will be expected to help with the general maintenance of the orchard including regular grass cutting, besides keeping their tree plot tidy including edges to the pathways.
- 9.** Trees will be included in regular plot inspections. If trees become too large or out of control, the committee will take action including the possible removal of the offending tree.
- 10.** Plot-holders should arrange to remove their tree/s if they cease to have an allotment at Bullbeggars or Littlewicks. Alternatively, with the agreement of the committee, they may pass their trees on to another plot-holder who will assume responsibility, however, please note where due to demand there is a

shortage of tree plots a maximum will be imposed which may not be exceeded.

Additional Regulations for Littlewicks

- 1.** The orchard area is shared with the Littlewicks Apiary. Fruit tree owners are asked not to approach the hives, to take care around bees, and are reminded that bee stings can be dangerous. You enter the site at your own risk. If bees are acting aggressively, or if a swarm occurs, contact the Apiary Manager immediately. The number will be on the Apiary gate.
- 2.** Tree plot size will be approximately 1.2m x 1.0m
- 3.** Grass cutting and strimming in the summer months must be coordinated with the Apiary Manager to avoid risk of bee stings, and to avoid disturbance to the hives.
- 4.** Trees and bee hives should be kept separate to avoid risk of bee stings, and to avoid disturbance to the bee hives. Trees should be placed on the eastern side of the site, between the main gate and the beekeepers hut. Beehives will be kept to the western side of the site, beyond the beekeepers hut.

Guidelines for Beekeeping at the Littlewicks Apiary

1. Acceptance of these rules is mandatory for all beekeepers, with, or applying to keep bees at Littlewicks. Anyone not complying with these rules will be told to remove their bees and equipment elsewhere or they will be disposed of.
2. All Beekeepers with bees at Littlewicks must be fully paid up members of a local Division of the Surrey Beekeepers Association, and must be adequately insured with BDI (Bee Diseases Insurance).
3. Only wooden hives are to be utilized (i.e. no polystyrene or plastic hives – these cannot be flame sterilized and are therefore less hygienic).
4. No bees (including swarms) or equipment are to be taken to Littlewicks until the following criteria are met :-
 - there is a site available in the Apiary. The site will only support a finite number of colonies. When this number is reached a waiting list will be started.
 - before any bees are transported onto the Littlewicks site, their brood must have been inspected by either a Bee Inspector or an appointed association adviser. Swarms must initially be hived off the Littlewicks site for a period of one month in order to see that the swarm is healthy and not carrying disease.
 - A new swarm must be inspected at the end of the month before being brought onto the site.
5. At the discretion of the Apiary Manager, it may be necessary that all colonies at Littlewicks are “Shook Swarmed” in the Spring of each year and the brood destroyed. The Bee Inspector / Apiary Manager will oversee this manipulation. This will only be necessary if Foul Brood becomes a problem.
6. Appropriate Varroa treatment (Apiguard or Api-Life Var) must be applied by hive owners in Aug / Sept. each year. Oxalic acid treatment in winter is recommended. Treatments should be done on the same day on all hives. This means that hive owners will need to agree with the Apiary Manager on a date for the treatment.
8. Any equipment not currently in use must be taken home and not left in the apiary where it could harbour disease. In the autumn of each year any redundant equipment found will be disposed of.
9. Apiary Hygiene – strict observance of the following basic rules is essential in any communal apiary for the benefit of all – neighbours and beekeepers alike:-
 - Do not leave old comb, frames or hive scrapings lying on the ground - it can start robbing and also spread disease.
 - Do not use leaky feeders or spill syrup on the ground – this can have a similar outcome.
 - It is strongly recommended that a bucket containing a strong solution of washing soda be taken on every visit to the apiary and used to wash the hive tool and gloves between each hive being inspected.
 - Bee suits and boots should also be washed regularly.
 - Swarm control must be exercised to prevent inconvenience and alarm to neighbours.

10. Hive owners should make every 7 to 9 days inspections of their hives during the swarming season, April to September. This will enable potential swarming to be prevented or managed. If a hive owner is likely to be unable to make weekly inspections, for example because of being on holiday, then they should inform the Apiary Manager and make arrangements for the hives to be inspected by a competent person.

11. All infrastructure faults, e.g. fencing problems, should be reported as soon as they arise to the Horsell Allotment Committee.

12. Mowing and strimming in the apiary and orchard during the summer months should be done by hive owners. This is to reduce the risk of non-owners getting stung during mowing.

13. All enquiries regarding these rules and/or putting bees at Littlewicks should in the first instance be addressed to the Apiary Manager.

HORSELL ALLOTMENT ASSOCIATION

Shed Rental Policy

1. Private sales between members are permissible
2. If a shed is offered to the Association, agreement on payment will be sought between the two parties.
3. Association sheds are rented to members at an annual charge of (£5 or £2 depending upon age of shed). Rent is charged for a calendar year or part thereof, payable with the annual subs.
4. In the event of theft, the tenant is responsible for the replacement cost of tools, other contents or locks. The Association's insurance policy will cover any damage.
5. Rented sheds revert to the Association when the member either fails to pay the annual rental or relinquishes the shed.
6. The tenant is responsible for maintenance of the shed for the duration of his/her rental term.
7. There will be an annual inspection of the condition of Association owned sheds on "Site Clearance" day. The tenant will be given two weeks to rectify any defects. Failure to do so will result in the shed tenancy being withdrawn.

May 2013
David Inns