

WHITEHILL ALLOTMENT SOCIETY

ARTICLES OF THE CONSTITUTION OF WHITEHILL ALLOTMENT ASSOCIATION

As voted for unanimously by Members of the Association attending a General Meeting on October 2006 After the previous articles were found to have been misplaced.

1) The name of the association shall be **'Whitehill Allotments Association'** (hereinafter 'the Association').

2) The objectives of the Association shall be:

- i) To promote the interests of the Members with regard to the proper cultivation, good management and enjoyment of the Allotments.
- ii) To maintain and improve facilities which will help Members to pursue these activities.
- iii) To maintain and improve the condition of the site as a whole and to encourage and educate others to do the same.
- iv) To take measures to protect Members and the site against damage, trespass and theft.
- v) To conduct negotiations with Stockport Metropolitan Borough Council and, wherever possible, to co-operate with them, other allotment groups and other organisations and individuals in furtherance of Articles 2.i-iv.

3) Membership of the Association shall consist of:

- i) Tenants who have paid the appropriate annual subscription ('paying tenants').

4) Committee of Management

- i) The affairs of the Association shall be conducted by a Committee of Management, comprising a minimum of a Chair / Secretary and Treasurer, though other officers may be elected, if considered appropriate by a General Meeting.
- ii) Tenure of any post on the Committee, and of all other offices voted for at a General Meeting, whether permanent or temporary, shall be voluntary, unpaid and open only to Members of the Association.
- iii) These Officers shall be elected for the ensuing year by majority vote at each Annual General Meeting of the Association, or via voting papers cast as per the requirements of section 3 of the procedures manual.
- iv) Officers shall be eligible for re-election each year.
- v) In exceptional circumstances, following the tabling of a specific agenda item to the effect, Officers may be dismissed by a majority vote at a general Meeting, with a quorum of twenty votes cast.
- vi) The Committee shall meet to discuss issues relating to the Allotments, no less than once each quarter - although monthly on the second Sunday of that month is the accepted norm unless voted differently due to circumstantial needs.
- vii) The Chair/Secretary, Treasurer and other elected members of the Committee shall keep accurate records of their dealings on behalf of the Association which shall be available for inspection by Members.

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5) Association meetings.

- i) Members of the Association shall be eligible to vote at General Meetings.
- ii) An Annual General Meeting shall be held, at such time as the Committee or a General Meeting shall decide. This being October annually on the Second Sunday at a venue organised by the preceding committee.
- iii) Special General Meetings may be called if considered desirable by a minimum of ten Members, and the Chair / Secretary shall advertise the date and agenda according to Article 5.v.
- iv) At least 21 days' advance notification of the date and agenda of any General Meeting shall be circulated to the Members, via posting of such information on the site notice boards at the entrance gates.
- v) Items for the agenda of the next General Meeting shall be communicated to the Secretary a sufficient time in advance to allow preparation for the meeting.
- vi) At the Annual General Meeting, the accounts and Secretary's report shall be submitted.
- vii) No discussions shall be raised or resolutions proposed at General Meetings which are sectarian or illegally discriminatory in purpose or effect.

6) Bank account

- i) The Committee shall maintain a bank account in the name of the Association and all monies received from any source on behalf of the Association shall be paid into that account.
- ii) Records and accounts of all transactions shall be kept by the Treasurer and shall be available for inspection by Members.
- iii) A summary of the accounts for the preceding year shall be presented at the Annual General Meeting.
- iv) Cheques shall be signed by a minimum of two signatories.

Dissolution

If the General Committee, by a simple majority, decides at any time on the ground of expense or otherwise it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association who have the power to vote, of which meeting not less than 21 days notice stating the terms of the resolution to be proposed thereat shall be posted in a conspicuous place or places in the area and given in writing to Stockport Metropolitan Borough Council and any National body to which the Association is affiliated. If such a resolution shall be confirmed by a simple majority of those present and voting at such meeting the General Committee shall have the power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the tenants of Whitehill Allotments – Whitehill Street West, Reddish, Stockport as the General Committee may decide.

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Section 2 Committee

These positions are mandatory and act as a minimum for the running of the society

Chair person.*

Treasurer.*

Secretary.*

2.1 Other Positions

The following positions can be appointed or the duties given to other officer positions:

Plot Allocation Officer.*

Wildlife Officer

General Member

(a general member must be a person willing to offer some form of assistance to running the site, no matter how small to enable the committee to discharge duties effectively and show commitment to the running of the site)

*indicates officer of the committee.

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3.0 Committee Election Process

The committee is to be elected from the membership *by* the membership annually on the Second Sunday in October at the Annual General Meeting.

The election process is as follows:

A ***minimum*** period of 30 days notice of the AGM to be displayed on notice board(s) on site with the location and time.

The position to be elected displayed (as detailed in section 2.1) with roles and responsibilities clearly identified.

Election forms posted to enable persons to poll / submit votes and to send them to the secretary for collation and recording.

A definite submission cut of date to be included in posters so to allow time to collect all the results ready for the AGM. This usually at the end of a set calendar period containing no less than three sets of successive weekends to be included, to ensure votes are cast and opportunity to do so made to the membership.

The results of these voting forms to be used to define the next year's committee at the AGM and recorded in the minutes as required.

An officer of the committee or general member is deemed to have forfeited any voting rights and shall cease to be involved in the committee business if:

- Over the period of one year has missed three consecutive monthly meetings
- Has not offered apologies for three meetings throughout the year

Or

- Is called into question by three members or officers of the committee for rule breaches or other situations that are contrary to the transparent and honest & impartial running of the society committee.

Refer to the appendices for the documentation in relation to this section.

WHITEHILL ALLOTMENT SOCIETY

4.0 Membership

Membership of Whitehill Allotment Society (thereafter called 'the society') is open to all persons, refer to section 1 of this document, and is so via an annual fee and security key deposit.

Persons do not have to reside in Reddish to obtain an allotment or poultry plot only be willing to adhere to a set rules.

The membership fee is reviewed and approved every October at the AGM and is on a sliding scale as the year progresses to ensure a fair application of these rents to persons starting later in the year.

4.1 New Tenants Pack Information

The new member is to receive a 'new tenant's pack' from the plot allocation officer or person assigned by the committee to discharge this task.

The pack is to contain the following documentation:

- Rules and regulations of the society
- Shed and greenhouse application to erect form

The tenant must fill in their contact details at the time of handing over monies and keys on the included form and a receipt issued to this person.

NO keys or plots to be allocated unless this document is completed and funds handed over. The form must be placed into the appropriate filing system as soon as possible afterwards for record purposes.

Refer to the appendices for the documentation in relation to this section.

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5.0 Disputes / Rules Breach

The committee shall as part of its duties undertake regular walks around the site to fulfil health and safety as well as rule requirement checks.

Any plot found to be in a dangerous state or being either under utilised or left in a state that is not as per the requirements of the rules is to receive an improvement notice.

5.1 Improvement Notices

These notices are issued to members who have not been on the site for a considerable amount of time *or* have plots that fall short of the required standards and rules.

Improvement notices are to itemise the issues / problems along with rules broken and set a reasonable time limit for remediation.

The notice must also include a request to either telephone a committee officer or leave correspondence on site in the post box if there are legitimate reasons that the plot is falling below standard.

However Safety critical items cannot be left and as such this must be stressed.

All correspondence of this nature is to be via 'recorded delivery' status.

If a member is unhappy about the correspondence and attends site to discuss the contents this must be in the presence of **TWO** committee officers. If only one is present then that officer must decline to discuss the matter and arrange a suitable time for a separate meeting.

This is to act as a safe guard in relation to individual officers safety and also to ensure that any conversations are clearly understood and cannot be subject to questioning about what was stated at a later date.

5.2 Notice to Quit

Failure to attend to items in Improvement Notice

If a member fails to act on an improvement notice and does not contact the committee then there is no alternative but to issue a 'Notice to quit'.

Any notice to quit must be voted on by a majority of the committee in a meeting.

Copies of the previous correspondence and a copy of the original improvement notice and the society rules must be included when this notice is sent, via recorded delivery to the recipient.

The notice must include a final date for the member to leave the site and any extra conditions if monies are involved or items need moving to release any funds owed to that person etc.

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There is a separate detailed list of procedures adopted from SMBC guidelines for this matter held to assist which it is advisable to act upon in these instances.

As with the improvement notice policy – no individual officer is to hold discussions with the party concerned for both clarity and safety.

5.3 Appeals

If an appeal is given against any of the two types of notice then the committee can arrange a mutually agreeable time for the member to meet with them on site with as many members / officers present as possible, but no less than three.

The member is entitled to representation of no more than two others to assist them in putting across reasons for the notice to have arisen.

However no officer or general member of the committee is obliged to remain in any meeting where foul, abusive or any other anti social behaviour is manifested and this must be made clear to the member concerned at the outset of the meeting.

For further guidance, if required contact Stockport council and ask for the legal department who will support all notices if the records show this is done reasonably.

Refer to the appendices for the documentation in relation to this section.

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6.0 Health and Safety

6.1 Inspections

The monthly meetings shall include the provision of discussion of matters arising in regard to H&S via the site walk round.

The rules cover this provision and procedures are detailed in regard to member's breaches in section 5.0

6.2 Tools and Machinery

The committee hires out various items to members for a token fee. The person hiring out these items must ensure that persons are fluent in the safety of these devices and have read and understood the society risk assessments in relation to the item they are using.

The risk register must be signed by the person using the equipment to show they have read and understood the contents.

Personal Protective Equipment relative to the equipment must be issued where possible – otherwise the hirer must prove they are in possession of such before they can use it (protective footwear being a good example as the society would not issue these but does so in the case of Goggles / Glasses – ear defence etc)

THIS IS A SEPARATE FOLDER AND IS LOCATED IN THE OFFICE AREA.

6.3 Insurances

The committee is obliged to annually ensure that the site is covered by the correct insurances and to that aim this must cover liabilities such as tools, equipment and personal liabilities to members and others who may be affected on site.

The regular inspections as per the monthly meetings also ensure that the site is reviewed and actions taken as appropriate once they become aware of any potential problems.

Refer to the appendices for the documentation in relation to this section.

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7.0 Meetings

The committee shall convene a meeting on site every second Sunday of the month unless there is no alternative but to cancel, move the date or miss it due to illness, injury, holidays etc.

No meeting can take place with less than three committee members / officers present.

All meetings are to follow the set agenda.

The chair shall control the meeting and there shall be time limit on items that do not reach or look set to go over into other items – this by mutual consent dependent on the issues being discussed.

An officer of the committee or general member is deemed to have forfeited any voting rights and shall cease to be involved in the committee business if:

- Over the period of one year has missed three consecutive monthly meetings
- Has not offered apologies for three meetings throughout the year

Or

- Is called into question by three members or officers of the committee for rule breaches or other situations that are contrary to the transparent and honest & impartial running of the society committee.

Refer to the appendices for the documentation in relation to this section.

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8.0 Assets

The disposal of any assets must be decided upon by majority vote at a regular or special meeting and such monies paid immediately into the society funds.

No one person from the society with or without any voting privilege and / or officer of the committee can decide the sale value of any assets without consultation.

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APPENDICES

- 1 - Roles and Responsibilities
- 2 - AGM Agenda
- 3 - Voting Form
- 4 - New Tenant Pack (Including Rules)
- 5 - Improvement Notice
- 6 - Notice to Quit
- 7 – Safety Inspection
- 8 – Monthly Meeting Agenda

WHITEHILL ALLOTMENT SOCIETY

Roles & Responsibilities

CHAIRMAN

- To call and chair ALL MEETINGS - who's (The Chairman's) ruling on all matters must be accepted and obeyed by all concerned.
- Holds the Casting Vote.
- To ensure that the Association's Rules and Object are followed.
- To keep in mind the interests of the members and be prepared to initiate changes in policy to meet changing circumstances.
- In expecting 100% all-round support he should himself lead by example.
- Get things done by consent and with the help of members.

SECRETARY

- Carry out the decisions of the Committee. Be responsible **ONLY** to the Committee. Act always in accordance with the decisions taken or where an emergency arises, between Committee meetings, then with the Chairman's agreement.
- Deal with all correspondence and other matters promptly.
- Keep an up to date list of the names and addresses of all members. In conjunction with the plot allocation officer.
- Prepare Agenda in consultation with the Chairman.
- Maintain an up to date Minute Book and Attendance Record.
- Be the expert in the affairs of the Association.
- Keep the Chairman and Committee informed and up to date on all matters.
- To lead by example

TREASURER

- Take charge of all monies paid to the Association.
- Collect Rents at the annual due dates and be available for such duties.
- Carry out the decisions of the Committee. Be responsible **ONLY** to the Committee
- Pay all bills.
- Open and maintain a Bank Account in the Association's name.
- Ensure that the Secretary has sufficient Petty Cash for stamps, stationery, etc.
- All cash collections to be suitably recorded by the giving and taking of receipts.
- All transactions must be recorded and traceable to the person responsible.
- Keep proper accounts.
- Produce a Statement of Income and Expenditure for Auditors to approve for AGM.
- Maintain the stores and ensure sums available to smoothly operate them and keep them well stocked
- To lead by example.

PLOT ALLOCATION OFFICER

- Collate and maintain a register of the ploholders details including contact telephone numbers and full address including postcodes.
- Keep a register in strict rotation of all applicants for plots for example - waiting lists.
- Be available to show prospective members around the site at reasonable times and give advice to them on the society, it's aims and the rules thereof regarding tenancy , rules and rents etc
- Liaise with both the Chairman and Secretary in administration of the position: including regular reports of the availability of plots and any changes to tenancies on site.

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ANNUAL GENERAL MEETING MINUTES AGENDA

- 1) Chairman's opening remarks.
- 2) General plot allocation overview – plot allocation officers summary
- 3) Secretary's report
- 4) Treasurers report

Part 4- 5 of this meeting are based on received official nomination forms as counted by committee secretary as per the posted notifications on site.

- 5) Election of officers

| | |
|-----------------|---|
| Chairman | - |
| Secretary | - |
| Plot Allocation | - |
| Treasurer | - |

- 6) Election of General members

- 7) Proposed future projects (from floor or elected committee for discussion).

- 8) Rent Collection and Rent pricing for following year.

| | |
|--------------|-----------------------------|
| Full Plot | Leisure passes Discount 1/2 |
| Half Plot | No Discount |
| Poultry Plot | Leisure passes Discount 1/2 |

- 9) AOB / Date of next meeting

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ELECTION OF OFFICERS AND COMMITTEE

NOMINATION FORM

Positions for consideration.

Chairman, Treasurer, Secretary, Plot Allocation Officer, General member (see notices on board)

Name*
(Print)

Position for nomination

Signed

Proposed by (Print)

Plot No.

Signed by Nominee

Proposed by (Print)

Plot No.

Signed by Nominee

Proposed by (Print)

Plot No.

Signed by Nominee

Proposed by (Print)

Plot No.

Signed by Nominee

*Please note: Each person nominated must sign the nomination form to stand for election

**ALL NOMINATIONS TO SECRETARY:-
OR POSTED IN SITE POST BOX:-
NO LATER THAN -
After this date no more nominations can be accepted.**

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**WHITEHILL
ALLOTMENT
SOCIETY**

**PLOT
TENANCY
PACK**

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SOCIETY RULES

1. Lease of plots is from 1st November until 31st October.
2. Rents are to be paid by 30th November. The onus is on the plot holder to seek out the Treasurer in order to pay rent.
3. **Plots will be re let if the rent is in arrears after this date.**
4. Full plot to be 300 Square Yards or thereabouts.
5. Plots will be re-let if any breach of conditions affecting the cultivation of the plot after 3 months have elapsed since commencement of tenancy.
6. Plots shall be used for garden purposes only and shall be kept free from anything, which may, in the opinion of the Committee, be or become a nuisance or annoyance or in any other way unsightly.
7. **THE USE OF HOSEPIPES IS FORBIDDEN AT ALL TIMES.**
8. No undesirable refuse shall be brought onto the site
9. Tipping of garden refuse near to the main gate or on any ground around the site is strictly forbidden.
10. The plot holder shall bury or compost his/her own vegetable refuse on his/her own plot and shall not permit this refuse to be a nuisance or annoyance to other plot holders.
11. Plot holders shall not obstruct or block any pathway.
12. Each plot holder shall keep the right hand plot path and his/her half of the main roadway free from weeds.
13. Vehicles **MUST NOT** be parked on the main roadway inside the site. **THE MAIN GATE MUST BE KEPT CLEAR AT ALL TIMES TO ALLOW EMERGENCY VEHICLES ACCESS TO THE SITE.**
14. **ALL SITE GATES MUST BE LOCKED ON ENTRY AND/OR EXIT FROM PLOTS**
15. All broken glass must be removed from the site. This is the responsibility of the plot holder.
16. Anyone found removing anything belonging to other plot holders or the Committee, without permission, will be given notice to quit the site and will forfeit any outstanding rent and produce on his/her plot. This includes matter such as minerals, gravel, sand, turf, soil or anything similar.
17. Plot holders shall keep his/her plot free from weeds and well manured.
18. **All poultry pens, sheds, greenhouses and fences surrounding the plots must meet the quality and design stipulated by the Council and be kept in good repair.**
19. ANY CHANGES OF TENANCY OF ALLOTMENT PLOTS / HEN RUNS MUST BE SUBMITTED TO THE COMMITTEE. THE COMMITTEE'S DECISION IS FINAL (NO SUB LETTING OF PLOTS IS ALLOWED)
20. Plot holders shall permit the Council or it's representative, via the Committee, to enter the plot or building to inspect the condition of same.
21. The Committee/Council cannot be held responsible for any damage / theft of property or any injury sustained on site.
22. All poultry plot holders shall keep poultry houses clean and to the standard set down by the Ministry of Health.
23. Plot holders will not, without written permission from the Council, via the Secretary, erect any buildings or fences on his/her plot. Where consent has been given buildings must be placed not less than 6 feet from any main roadway and 3 feet from a dividing path and in line with any other buildings. Fences must be a maximum of 3 feet high round buildings and 2 feet high around plots.
24. Any wells must, from a safety viewpoint, be covered with a secured lid.
25. A charge for a gate key will be levied to all plot holders, which is refundable on vacation of the plot / hen run.
26. **ALL DOGS MUST BE KEPT ON A LEAD AT ALL TIMES WHILST ON THE SITE AND ANY EXCREMENT DISPOSED OF BY THE OWNER OF THE DOG.**
27. Plot holders on plots 4-27 are requested NOT to build compost bins or suchlike within 4 feet of the perimeter fence. It is also the responsibility of those plot holders to keep the fence clear of weeds etc at all times.
28. Permission to plant trees must be sought, via the committee from the council and if given, trees must be planted 10 feet from any boundary fence or main pathway and 6 feet from plot pathway and must not exceed 7 feet in height or cause danger to any other plot holder.

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29. PLOT HOLDERS WILL BE GIVEN NOTICE TO QUIT FOR ANY FAILURE TO COMPLY WITH RULES 5,6,9,10,11,12,13,18,24 & 26

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CONDITIONS AND SPECIFICATIONS FOR ERECTION OF BUILDINGS ON ALLOTMENTS

SPECIFICATIONS:

1 Greenhouses

Detail of construction -

Base of brick, timber, concrete or metal

Glazed with clear horticultural glass or rigid plastic - not polythene sheeting

Pitched roof to be adopted in all cases

| Size | Maximum |
|--------------|----------------|
| Length | 5.5m (8.15ft) |
| Width | 3m (9.9 ft) |
| Ridge Height | 2.4m (7.92 ft) |

2 Tool sheds

Detail of construction -

Sheds to be of wood

Pitched roof to be adopted in all cases

| Size | Maximum |
|--------------|---------------|
| Length | 2.4m (7.92ft) |
| Width | 1.8m (5.94ft) |
| Ridge Height | 2m (6.6ft) |

GENERAL CONDITIONS:

The maximum specifications above are for buildings on a full plot - for a part plot; please refer to your site committee or where there is no committee, the Allotments Officer

Allotment holders wishing to erect a greenhouse or shed should make application to the committee of their local Association on this form.

A committee representative should then forward the application and plan to the address below.

A sketch plan or manufacturers drawing, giving full details should accompany the application. Where there is no committee on the allotment site, applications should be sent direct to the Allotments Officer at the Community Services Division, 4th floor, Stopford House, Piccadilly, Stockport, SK1 3XE.

Before any building is erected or sited, Authority approval must be given.

Material used in the construction of a greenhouse or tool shed must be new or good quality reclaimed timber as approved by the Authority and the sides of tool sheds must not be covered with felt to hide imperfections. All timber must be treated or painted with approved products.

If the allotment site committee is not satisfied with the condition of any building on the allotment site, then the secretary should report the matter to the Authority.

Regulations governing the erection of buildings will be strictly enforced and in order to avoid misunderstanding, ploholders should adhere to all conditions. The application must be signed by the ploholder and witnessed by the site secretary.

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Application for the erection of a Greenhouse/ Tool shed

Name.....

Address.....

.....

.....

Allotment Site.....

Plot No.....

I hereby make application to erect a greenhouse/ tool shed on the above allotment site. I undertake that if permission is granted, to build it according to the specification and conditions stated, on the understanding that should notice be given to remove the structure at any time, no compensation will be payable by the Authority.

Signed.....
(Plotholder)

Signed.....
(Secretary)

Date.....

For office use only

Date Received.....

Allotments Officer.....

Comments

WHITEHILL ALLOTMENT SOCIETY

DECLARATION

Allotment Details:-

Name of Association: Whitehill Allotment Society

Location: Whitehill Street West
Heaton Norris
Stockport

Plot Number:

Receipt issued Y / N (Circle)

Key Monies Paid Y / N (Circle) Amount £.....

Society Rules Issued Y / N (Circle)

Full Name and Address / Contact Details of Plotholder (Block Capitals)

.....
.....
.....
.....
.....

Tel (Mobile & Landline).....

E-Mail

I being the above named person and the undersigned hereby declare that I have signed and received a Plotholders Tenancy Agreement in relation to the plot referred to above and agree to comply with the terms and conditions contained therein including the society rules for the site.

Signed (Plotholder)

Witness(Committee Member)

Date

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REDDISH
STOCKPORT

PLEASE POST ANY CORRESPONDENCE INTO THE POST-BOX ON THE COMMITTEE HUT.

DATE ____/____/____

Dear Tenant

It has been noted that your plot (Plot Number) has items and areas of concern that require attention.

The committee has reviewed the plot and discussed this at the regular meeting and require that you, as tenant, undertake your commitment and responsibility under society rules to ensuring the continued improvement and safety of the site by addressing the following remedial actions *and* continue to thereafter maintain a plot of adequate safety and standards-

Enclosed is a copy of the site rules (as posted on notice boards and issued on start of tenancy for your information and reference)– breaches are referred to in relation to the rule number(s) below.

| Rule | Remedial Action Required |
|------|--------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Please carry out this work within the next 3 weeks and complete by the following date at the *latest* ____/____/____

You may however wish to give up the plot due to other pressures. Please post correspondence as indicated above within the next 21 days so that, if necessary, the plot can be re-let without delay and refund of key monies then arranged.

If you have a legitimate problem that reasonably prohibits you from complying with this request or wish to vacate the plot please contact the following committee member:

_____ Position: _____ as soon as possible on _____

Failure to comply with these requests and persistent recurrence of problems with the plot could lead to actions to terminate the tenancy under society rules and procedures.

WHITEHILL ALLOTMENT SOCIETY

For and on behalf of the members and committee of Whitehill Allotment Society

WHITEHILL ALLOTMENT SOCIETY

Whitehill Street West
South Reddish
Stockport
Cheshire

Mr X
XX Road
XX
XX
SKX XFN

SeptemberXth 200X

RE Tenancy termination

Dear

In view of the lack of communications to the committee and the fact that earlier agreements decided some months ago in the presence of both you & tenants representing you as well as the committee itself, have not been forthcoming this leaves the committee with no alternative but to issue a 'Notice to Quit' in relation to your tenancy of plot XX.

This action was agreed by the committee at the last meeting held on the XX/XX/XX.

The committee therefore respectfully notify you that this notice to quit shall be final on the Sunday XX/XX/XX and either on this date or prior to shall require the returning of the keys etc for releasing of funds outstanding to you in respect of this letter.

For and on Behalf of

Whitehill Allotment Committee

Health and safety on allotments: a management guide

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Allotment Site Hazards Checklist

Familiarise yourself with this form, in conjunction with the Risk Assessment Form. Tick the boxes as you check each hazard as part of the risk assessment.

- Asbestos:** Found on buildings, fencing, and hidden on derelict plots. Contact local authority for disposal advice (regulations apply): do not touch.
- Boundary:** Overhanging trees/obstacles from outside site. May have shared responsibility with other landowner.
- Communal paths/roadways:** May be uneven, slippery when wet/icy weather (grit)/steep gradient. Are pedestrians at risk from vehicles colliding/speeding/turning. Check for fuel leaks and potholes. Is a speed limit needed?
- Fuel storage:** See "Trading Hut" (below). Insist ploholders store own supply of fuel, e.g. paraffin, bottled gas or coal, in non-flammable container away from structures.
- Gates:** Check for loose hinges, awkward locks, unsafe structure, ease of use.
- Hedging:** Gaps create access for intruders. Overgrown/thorns? hedges contain nesting birds that restrict when brush cutting can take place).
- Perimeter fencing:** All metal fencing requires an annual inspection to ensure that it is safe and in good condition. Barbed wire not recommended and is not permitted next to public thoroughfare - razor wire never permitted. Anti-vandal paint must have signage. Gaps create access for intruders.
- Ponds:** No concealing vegetation on pond surface or at sides.
- Refuse:** No rubbish causing risk to wildlife or people.
- Signs:** Legible. No sharp edges or nails exposed. Emergency contact details clearly displayed and safety information provided where useful.
- Taps:** Ensure non-return valve fitted. Tanks at safe height or covered.
- Toilets:** Toilet Paper. Hand washing facilities should be in good condition.
- Vermin:** Check for evidence of vermin, e.g. burrows/droppings/sightings.
- Water supply:** Cover drains.
- Water storage:** No sunken containers or stagnant water. Secure covers.
- Bonfires:** Insurance may have specific rules. Ensure ploholders are aware of local

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bylaws and association rules re. timing/materials/location/extinguishing/nuisance.

- Compost bins/manure storage:** Should not contain any hazardous materials. Check for any evidence of vermin, e.g. burrows/droppings/sightings.
- Fencing between plots:** See 'perimeter fencing'. Barbed wire is not permitted. Discourage sharp-edged metal. Check heights and condition.
- Glass:** Check for broken glass at ground level in greenhouses or cold frames and trip hazards leading into glass structures.
- Trip hazards:** Could include hidden glass/rusty metal objects, potholes/unfilled holes or uncoiled hosepipes.
- Structures (sheds/greenhouses):** Check all foundations, roof, doors, windows, walls, floor are safe. Chemicals and fuel should be safely stored. Should not contain broken glass or other hazards.

Trading hut/meeting hut/other building

- Access:** Accessible safely, including by disabled people.
- Fertilisers:** Storage/supply/sale conforms to Fertilisers Regulations and Agricultural Industries codes of practice.
- Fire prevention: Fire extinguishers in good order**
- Fixtures/fittings:** Check access/exit doors, guttering/down pipes, shelving/storage units, counters, cupboards, security shutters and floor surface (level/not slippery).
- Fuel:** Storage should conform to Control of Pollution (Oil Storage) Regulations (England). If in Northern Ireland, Scotland or Wales consider these regulations as best practice guidelines. Emergency plan should be developed and staff instructed regarding fire/spillage.
- Kitchen:** If ever used for sale of food, consult Environmental Health.
- Pest control/vermin:** Check for signs, e.g. droppings or signs of gnawing on electrical cables. Consult Environmental Health Dept. Ensure staff are aware of procedure for control/reporting.
- Pesticides:** Storage/supply/sale should conform to regulations. Develop an emergency plan and instruct staff regarding spillage of pesticides.
- Safe structure:** Foundations, walls, lintels, windows, floor, asbestos (see above).
- Water supply:** Clearly marked to show whether suitable for drinking or not. Ensure water supply for drinking is monitored to avoid pollution.

IS THE RISK ASSESSMENT FOLDER IN THE OFFICE - IS IT SIGNED AND USED?

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SMBC 'Most improved site in borough 2007'

WHITEHILL ALLOTMENT SOCIETY

Committee Meeting Agenda

The meeting is to be preceded by a walk around the site by the committee to note any item of concern. These concerns to filter into the minute's sections as described below.

Meetings to take place from 10.00am every 2nd Sunday of the month. Assemble by the committee hut.

- 1) Plots Let / Plots vacant/ Plots vacated or terminated
- 2) Individual Plot concerns / Rule breach concerns
- 3) Poultry plots issues
- 4) Site wide (including site repairs / maintenance issues)
- 5) Council
- 6) Plot holder issues (including greenhouse / shed applications)
- 7) Committee issues
- 8) Expenses
- 9) Stores / Tool maintenance
- 10) Proposed future projects
- 11) AOB / Date of next meeting