



Rules & Constitution of Biggleswade Allotment Association

Objectives of association: To promote the interests of all members in Allotment activities and to take joint actions for the benefit of members

Main Aims:

- Support and advice
- Plant and seed swaps
- Informal neighbourhood watch
- Get to know other allotment holders
- Network for information
- Representation to the Town Council
- Social Occasions

Rules and conditions: June 2020:

1. **Interpretation of Rules and Conditions:** Throughout these terms and conditions, the expression “the Group” shall mean Biggleswade Allotment Association and includes any Committee or Officers of the Group
2. **Eligibility of membership:** Members must be tenants of Allotments let by Biggleswade Town Council
3. **Subscription:** Every member/family shall pay on entry into the group an annual subscription initially five pounds per year, renewable on the 1st October each year.
4. **Arrears:** Any member/family who is one month in arrears with their subscription shall cease to be a member unless explanation in writing is given to the committee of extenuating circumstances.
5. **National Society of Allotment and Leisure Gardeners Ltd:** It is a condition of membership that all members are enrolled in the Society and agree to pay such annual affiliation contributions as may from time to time be prescribed. Currently three pounds which is included in the Association membership subscription.
6. **Officers:** The officers of the Group shall consist of a Chairperson, Secretary, Treasurer, Membership Secretary. They shall be elected at each Annual General Meeting. Retiring Officers shall be eligible for re-election.
7. **Committee:** The affairs of the Group shall be conducted by a committee of Management of not less than Six members. The Committee shall retire at the



Annual General Meeting but shall be eligible for re-election. Casual vacancies shall be filled by the Committee and the members so appointed shall hold office until the next Annual General Meeting. A Quorum shall be four members.

8. **General Meetings:** The Annual General Meeting shall be held at such a time as the Committee or General Meeting shall decide. The Minimum number of voting members in attendance shall be no less than 25% of the membership. At the meeting the audited accounts, Chairperson and Secretary's report shall be submitted for the ensuring year elected. Special General meetings shall be called upon requisition in writing to the Secretary of at least 10 members. No party political or Sectarian discussions shall be raised or resolutions proposed at either Committee or General Meetings
9. **Bank Account:** The groups finances will be held in a Bank account in the name of Biggleswade Allotment Association and all monies received from any source on behalf of the Association shall be paid into this account. Two signatories must sign all cheques.
10. **Auditors:** Two auditors shall be appointed who are not members of the committee, to audit the accounts and report thereon to the Annual General Meeting

Biggleswade Town Council: - Allotments are let at the discretion of the Council to any suitable applicant residing within the Town Council boundary of Biggleswade. As such all the Groups members are tenants of Biggleswade Town Council. We are therefore obliged to adhere to the rules and conditions set by the Council which are re-negotiated from time to time with the Council and Biggleswade Allotment Association. (Reviewed amended and agreed BC Biggleswade Town Council & BB Biggleswade Allotment Association (9th June 2020))

Terms and Conditions: - By accepting and continuing to use an allotment the Tenant agrees to comply with the following Terms and Conditions:

- a. To pay the rent in advance hereby reserved on the first day of September in every year during the continuance of the tenancy without any deductions whatsoever.
- b. To pay a refundable deposit of £50. The deposit will be refunded only if the allotment is handed back to the standard required by BTC
- c. To use the allotment as an allotment and for no other purpose
- d. To keep the allotment clean, free from weeds and well manured and otherwise maintain it in a good state of cultivation and fertility and good condition and to keep any pathway or roadway included therein or abutting thereon reasonably free from weeds ***N.B. The Council is entitled to compensation from the Tenant for any deterioration in the land arising from the Tenant(s) failure to keep it clean and in a good state of fertility.***



- e. Not to cause or permit any nuisance or annoyance to the occupier of any other allotment or obstruct or encroach on any path or roadway set out by the Council for the use of the occupiers of the allotment within the said allotment site.
- f. Not grow any illegal substances anywhere on the allotment site
- g. Not to under-let assign or part with the possession of the allotment or of any part thereof without the prior consent of the Council in writing
- h. Not to erect any building upon the allotment having a floor area of more than four feet square and to ensure that any such smaller building shall be sited at the end of the allotment nearest to the communal roadway.
- i. Not use any covering other than genuine weed suppressant materials on site to cover unused ground.
- j. Not to use a hose-pipe, sprinkler or other long-term watering device to water the allotment, A hose pipe may be used .to top up water butts or similar containers but this concession should only be used in quite periods and if causing an inconvenience and requested by another tenant to stop must do so
- k. To follow site security instruction's and ensure that the gate is locked when you are the last vehicle to leave the main carpark. Regardless if other vehicles are parked on the roadways. **GENERAL RULE IF THERE ARE NO VEHICLES IN CARPARK LOCK THE GATE BEHIND YOU.****
- l. Not to remove any items from allotments unless you have permission from the plot holder or Council. Plots may appear vacant but may still have a sitting tenant.
- m. Not to run any vehicle on the internal roadways when the ground is soft causing rutting.
- n. Not to dump allotment waste on any perimeter area or adjoining land or on any unutilised allotment or in any adjacent waterway.
- o. Compostable waste only may be left on designated areas determined by the council currently the treeline at the top of the site over the bridge and at the end of roadway.
- p. To ensure that any dog brought onto the allotment site is securely held at all times on a leash and that any dog foul is removed.
- q. To notify forthwith the Council of any change of address or contact details of the Tenant.
- r. To yield up the allotment at the determination of the tenancy hereby created in such condition as shall be in compliance with the agreements herein contained



- s. To permit any Officer or other agent or representative of the Council to enter on the allotment and inspect the condition thereof and of any building erected or being erected thereon
- t. To be liable for any damage caused to neighbouring tenants, (or adjoining landowners)
- u. Not to plant any tree or bush or any crop requiring more than twelve months to mature.
- v. Not to use any barbed or razor wire for any fence adjoining any path set out by the Council for the use of the occupiers of the allotment.
- w. Not to keep any livestock or animals of any kind on the allotment.
- x. When using any sprays or fertilisers take on all reasonable care to ensure the adjoining hedges, trees and crops are not adversely affected, and must make good or replant as necessary should any damage occur
- y. To observe and perform any other special conditions which the Council consider necessary to preserve the allotment from deterioration and of which notice shall be given to the Tenant.