Leytonstone Allotment Holders Association

Roding Farm Allotments, Nutter Lane, London E11 2JA

Site Rules & Code of Conduct

A. Use & Maintenance of Allotment Plots

B. Code of conduct

C. Common Areas and Site facilities.

D. The role of the Committee

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N.B. The word 'plot' is used to denote an allotment garden as defined in the Allotment Acts 1908 – 1950
"Member" in this document refers to both "tenant plot holders" and "associate members".

A. Use & Maintenance of Plots.

Members must ensure that:

1. Plots are cultivated to produce vegetables, fruit and flowers for personal and family use only. Produce may be donated for charitable or fundraising purposes, but must not be used for financial gain by way trade or business.
2. Plots are maintained throughout the year in good order, in a good state of cultivation appropriate to the season and planted with crops. Sections or portions of plots shall not be left permanently unused.
3. The Committee shall set the criteria for good cultivation and the inspection regime to monitor them. Any change to those criteria will be brought to the Annual General Meeting for approval. Any written direction by the Committee to remedy an inadequate state of cultivation or poor condition of a plot must be addressed within 28 days from the issue of the letter or email. The tenant must:

   a) Bring the plot up to the required standard.
   b) Demonstrate that work is being undertaken to bring the plot up to the required standard.
   or c) Notify the Secretary of their intention to give up the plot.

   Failure to remedy within the stated period will result in a notice of termination of tenancy.
   Members having a plotholding in excess of one full plot must either maintain the whole plotholding in good order and full use, or relinquish all or some of the additional plots held.
   (The criteria for good cultivation and the operation of the inspection regime to monitor plots by the Committee are set out on the Association website.)
4. All Plots must have the plot number displayed
5. All paths adjoining the plot are kept well maintained, mowed and free from weeds rubbish and trip hazards. The members on each side of any path shall be jointly responsible for upkeep of the path and maintaining paths to the correct width.
6. Any ditches abutting the plot are kept well maintained, scoured and free from obstruction.
7. Greenhouses and polytunnels are used primarily as growing spaces, not for storage.
8. Only small quantities of petrol or other flammable materials are stored on site.
9. Any top fruit or nut trees are only planted as dwarf, cordon or espalier trees. Top fruit and nut trees must be regularly pruned, kept to a reasonable height and not allowed to encroach onto neighbouring plots or site paths.
10. All structures must be soundly and safely built and maintained in good repair and condition. Any broken glass must be removed from site immediately. All materials used in construction must be non-hazardous and suitable. Permanent cemented or concrete bases are not permitted, but small corner anchors secured by postcrete are permitted.

Members are forbidden to:

11. Start bonfires or burn refuse on site. (BBQs and other cooking arrangements are permitted on plots, but must be used in such a way as avoid causing smoke nuisance.)
12. Keep livestock at the site. (Beekeeping is permitted subject to the prior agreement of the committee and compliance with the requirements of the Association beekeeping agreement.)
13. Erect fences or otherwise to enclose a plot, or part of a plot, nor shall barbed wire or similar be used.
14. Plant shrubs, non-fruiting trees, bamboos or ornamental grasses.
15. Bring rubbish, pollutants, interior furnishings, white goods or other materials and items not designed for exterior on to any plot or any other part of the site whatsoever.
16. Deposit plant material or green waste on any other plot or on any other part of the site whatsoever.
17. Plots must not be laid to turf, inorganic surfacing materials, hard surfacing or AstroTurf. Large or permanent children's play equipment is not permitted.

Tenants must apply for permission from the committee:

Permission is required in regard to installing sheds and structures, ponds and wells on the plot. Written application to install any of the following items must be sent in advance to the Secretary by letter or email along with details of the proposed action and the location within the plot.

18. **Sheds and structures**. Permitted structures include sheds, greenhouses and polytunnels. No other structures are permitted.
    Only one shed and one greenhouse or polytunnel may be erected on a plot. With the exception of structures erected prior to 1st January 2024, only commercially manufactured greenhouses or polytunnels are permitted to be erected. Applications may be made to erect 'self-build' sheds but must be accompanied by a full plan and details as to materials and will be required to demonstrate both safety and suitability. Approval of such applications will be entirely at the discretion of the committee.
19. Except in the case of structures erected prior to 1st January 2024, the following **maximum sizes** of structures are allowed:
    On a half plot, a shed (2.7m x 2m x 2.4m high; greenhouse OR a polytunnel (2.7m x 2m x 2.4m high)
    On a full plot, a shed (2.7 x 2m x 2.4m high); greenhouse OR a polytunnel (3.7m x 2.7m x 2.4m high)
20. All Structures must be placed at least 46cm (18 inches) from any site boundary fence, path or border.
21. **Ponds** shall be no more than 2m x 1m in area and 60cm in depth and all ponds must have sloping sides designed to protect wildlife. The use of sanitary ware as ponds is not permitted. All ponds shall have reasonable safety precautions in place. There shall be no use of water from the mains water supply to fill or top up ponds.
22. **Wells.** All ground water wells shall be covered, secured and have reasonable safety precautions in place. Care must be taken with open tanks to protect persons from danger, especially children. Existing ground water wells must not be filled in or removed without the consent of the committee.

B. Code of conduct

Members must:

1. Treat all members and others on the site with respect.
2. Ensure that photography, filming or recording of other persons is permitted only with their consent (or the consent of a parent for minors). No cameras shall be installed or placed on a plot in such a way as to film or record activity outside of a member's own plot boundary.
3. Ensure that all visitors and children coming to the site are supervised and kept safe at all times by the member/s inviting or bringing them. Members shall be responsible for ensuring that all rules are adhered to and that other plots remain out of bounds.
4. Obtain prior written permission from the committee of any works to be carried out by a "Third party" contractor. Workers undertaking work on site must be directly supervised by the member who has engaged them and site gate keys may not be lent out. All contractors or workmen must be fully insured for any damage or injury caused or occasioned
5. Obtain prior written permission from the committee to fly drones on the site.
6. Ensure that dogs brought on site shall be kept on a lead and under control at all times. Owners must pick

up and dispose of all faeces off site and must not permit animals to urinate on plots other than their own.

Members are prohibited to:

7. Take crops or other property from any part of the site without the explicit permission of the owner.
8. Display advertisements, hoardings or displays for commercial gain.
9. Play loud of music or other media.
10. Allow any overnight camping or residence on the site.
11. Lay traps, snares or poison, or engage in hunting or kill, injure or take any animal on the site.

C. Common Areas and Site facilities

Water tanks and supply:

1. Water from the mains water dip tanks may be conveyed only by means of hand-held containers. Siphoning or pumping from the dip tanks and the use of hosepipes are not allowed.
2. Produce and tools must not be washed in the dip tanks and care must be taken not to contaminate the water with garden chemicals or manure.
3. No amendment or addition shall be made to the site water system or dip tanks without the prior written permission of the committee.

Gates, paths, boundaries and carpark:

4. The entrance gate must be kept closed and locked at all times except Sunday mornings or when an attended delivery is imminently expected
5. All persons using the site shall protect from damage and keep secure all fences and gates which are the responsibility of the Association and use only the designated main entrance to the site.
6. Minor grass paths between allotment gardens shall be maintained at the minimum width of 46cm (18 inches). These paths shall not be used as routes for conveying heavy or bulky materials across site. Major grass paths shall be maintained at a width of 1.5m (5 foot) and the Main Roadway at a width of 2.45m (8 foot).
7. Members must not cover or replace the grass paths between plots with any other materials or surfacing.
8. Plot boundary markers must not be moved without the permission of the Committee.
9. Motor vehicles and all other powered vehicles of any kind must keep strictly to the car park area and may not be left on site overnight.
10. Members wishing to have deliveries of private skips or bulk materials made to the site carpark must obtain written permission in advance and ensure their delivery is placed so as to neither obstruct parking areas or to impede access for other deliveries. Loose tipping is not permitted, all materials must be delivered bagged and be removed from the carpark within 14 days.

D. The role of the Committee

The Association committee is to manage the site for the benefit of all members. This includes the responsibility to ensure that the rules are applied fairly and consistently.

The procedure for ensuring Tenants maintain adequate cultivation of their holding and issues arising from **non-cultivation** of plots are set out in **Section A para 1 to 4.**

The following procedures shall relate to all other issues relating to the Site Rules and Conduct other than the non-cultivation of plots.

1. If the committee become aware of an infringement of the site rules and code of conduct one or more members of the committee may be nominated to have an informal discussion with the member/s concerned. Where an informal approach is unsuccessful or inappropriate the Committee may proceed to a formal process :
    - The nature of the compliant will be made in writing to the member/s.
    - The member/s will be invited to respond in writing.
    - The Committee will advise the member/s of the outcome in writing. This may be written warnings to desist or imposition of deadlines for specified remedial actions required to remedy a breach of rules. Any deadlines given shall allow at least 28 days for compliance.
    - If repeated or egregious infringement remains ongoing then issue of a final warning or termination

of tenancy/membership may be considered. Termination of tenancy on any grounds save that of non-cultivation shall require a majority of two thirds of the committee and be supported by at least two of the elected officers.

2. **Dealing with a complaint and/or grievance**. Any member with a complaint or grievance arising from an infringement of the Association Site rules and code of conduct may make a complaint in writing to the Association committee via the Secretary. At the next following meeting of the Committee the meeting will:
    - Nominate a committee member to investigate the complaint, ensuring that the member can act impartially without a conflict of interest arising and is not a direct party to the complaint or dispute.
    - The Nominated committee member will investigate the complaint giving adequate opportunity for all parties to put their case, gathering any available additional evidence, and offering opportunities for an informal resolution to be found.
    - The nominated committee member will report back formally to the committee with detail of all statements, findings and evidence. All such reports will be made via a meeting of the Committee.
    - The Committee will decide what action, if any, is required or appropriate, respond in writing to all parties with a brief summary of findings and outcome and/or a notice of decision as appropriate.

E. Changes to the rules governing tenancy and the site

Any changes to the either the **Conditions of Tenancy Agreement** or the **Site and Rules & Code of Conduct** can only be made by the following:

- By a proposal being submitted in writing and received by the Secretary by the 31st October preceding the Annual General Meeting.
- By a proposal of the Committee where appropriate. Any such proposal shall be voted on by members at the subsequent General Meeting.
- By a Special General Meeting convened in accordance with the Registered Rules of the Association.

Any such proposal must be placed on the agenda for the meeting and distributed to members at least 14 days ahead of the meeting.

Adopted 30th September 2024