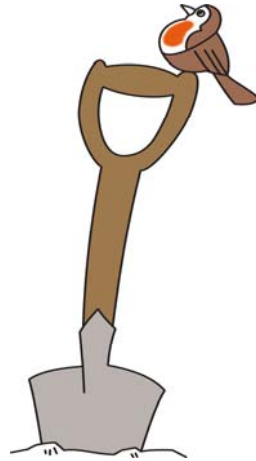


BOWBROOK ALLOTMENT COMMUNITY (BAC)



CONSTITUTION, RULES & OVERVIEW of the BOWBROOK ALLOTMENT COMMUNITY (BAC) (Issue 3)

BAC MISSION STATEMENT

"We aim to provide an attractive, friendly and safe environment for members and their children, to grow and harvest fruit and vegetables, in harmony with the wildlife that surrounds us.

We shall endeavour to develop our green areas into orchards, meadows and rest areas and to encourage the use of organic practices and the recycling of green waste."

John Hazzard (BAC Chairman)
March 2011

www.bowbrookallotments.co.uk

BOWBROOK ALLOTMENT COMMUNITY OVERVIEW

Shrewsbury Town Council owns a series of allotment sites in the town, including Bayston Hill, Castlefields, Harlescott East and West, Monkmoor New and Old, Column, Greenfields, Washford Road, Vicarage Road, Stanley Lane and Sutton Lane. The latest addition is an allotment at Bowbrook, which is known as the "Bowbrook Allotment Community" (BAC).

Local Authorities have a statutory obligation to provide allotments for the use of rate payers as part of the "Small Holdings and Allotments Act (Section 23)". This became law in 1908.

In Shrewsbury, some of the allotment sites are run directly by the Council; a committee on behalf of the Council runs others like the Column and the Bowbrook allotment sites.

The BAC is situated on the B4386 (Mytton Oak/Montgomery Rd) opposite Oak Lane and consists of 68 half plots. This is a relatively new site and plots were released in April 2009. The area is security fenced and also has the added benefit of a composting toilet, large car park, and two community sheds. There are several standpipes and water butts for the use of plot holders.

As with most sites in town, there is already a waiting list, which will be monitored and controlled by the BAC Membership Secretary.

The BAC financial year runs from January to December with the AGM being held in March. Although rents are not due to be paid to the Council until March each year, fees for rents and subscriptions to the Committee will be collected from April, the previous year. These funds will be held in a BAC bank account controlled by the Treasurer.

The original BAC committee was formed following a meeting held at the Guildhall on Wednesday 27th May 2009, which was chaired by Mr Gary Farmer (Shrewsbury Town Council Operations Manager).

MEMBERSHIP OF THE BOWBROOK ALLOTMENT COMMUNITY

When you join the BAC, you will be asked to complete a single or joint (for couples) membership and tenancy agreement form. You then have to pay a community subscription plus rent for your plot. Subscriptions and rents are payable annually at a date decided by the Committee at the AGM in March each year.

You will be asked to abide by the rules of the BAC and in particular, the plots must be well maintained. Whilst it is accepted that not every member has the time to keep their plot in perfect order, all plots should as far as possible, be kept tidy and under cultivation. If you are unable to do this for whatever reason, and you cannot make arrangements for the work to be carried out on your behalf, please let the Committee know in writing so that they may relet the plot to someone on the waiting list.

The Committee has the right to conduct regular inspections of plots to ensure that this condition is adhered to. (See Rules 50a & 50b)

THE BAC COMMITTEE

Chairman - John Hazzard (Plot 64) John_Hazzard@sky.com
Secretary- Alison Pearson (Plot 18) alison@fishrecords.co.uk
Treasurer-Pete Bradbury (Plot 47) ptbradbury@gmail.com
Membership Sec- Tracy Tomlinson (Plot16) bac@moggy.me.uk
Minute Sec- Jo Whitmore (Plot 48) jowhitmore@hotmail.co.uk
Greenspace-Malcolm Mollart (Plot 37) malcandjude@btinternet.com
Audra Jervis (Plot 18) audrajervis@yahoo.co.uk
Ian Davies (Plot 17) iandavies62@hotmail.co.uk
Peter Haycox (Plot14) pete-haycox@hotmail.co.uk
Di Higgs (Plot 26) Dinah.higgs@talktalk.net

A list of current committee members and their plot numbers is posted on the notice board in hut 2.

Committee meetings will be held once a month (excluding winter) and the minutes will be posted on the notice board. If you have an issue that you would like raised, please contact a Committee member or make an entry in the comments book, which is located in hut 2.

BAC WEB-SITE

The BAC web-site is www.bowbrookallotments.co.uk

NEWS LETTERS

The Committee produces a quarterly newsletter entitled ***"DIG IT"*** to keep members informed of what is happening. In order to reduce postal costs, the Committee encourage all members to provide an e-mail address. Where this is not possible, news letters will be left in the hut 2 for collection. Items for inclusion should be posted/e-mailed to the Editor, Malcolm Mollart (Plot 37)

ACCESS TO THE SITE

There are no public rights of way across the site. Thus the only access is via a gate opposite Oak Lane, which has a combination lock. The combination number is known to all members but the Committee may wish in future to change this for security reasons should the need arise. Access to the toilet and community sheds is by key and all new members should purchase a key from the Membership Secretary to access these facilities.

Members first to use the site in the morning should open the gate/s then re-attach the lock to the slider, closing the pin and **re-scrambling the numbers**. The last person to leave the site should ensure that the toilet/community huts are locked (keys are hanging up in hut 1 next to toilet) and that the main gate is secure with the **combination number scrambled**. Any problems, please contact Tracy Tomlinson who has paper details on how the lock can be operated. **Never leave the site un-secure** –‘phone for someone to lock up if you cannot, for whatever reason. Committee members’ details are displayed on the notice board in Hut 2.

PARKING

BAC provides excellent free parking facilities for several vehicles. A heavy duty communal trolley is located in hut 1, to assist members transporting goods from the car park to their allotment.

SHEDS

Planning permission for sheds was granted in December 2009 to all 68 plots to erect a single apex timber shed no larger than 6’ x 8’. The apex height should not exceed 2.0m.to conform to council planning regulations.

COMMUNITY HUTS

Smoking is not permitted in the huts.

There are two large community huts (1 & 2) on site for member’s use. Hut 1 is reserved for storing garden machines & tools and thus has increased security. This also houses the first aid box and a list of first aiders. Members who use these facilities should ensure that their tools and equipment are clearly marked with their names and plot numbers. The BAC Committee accepts no liability for lost or damaged equipment when stored in these facilities.

Hut 2 is used for meetings, as an information centre, library, comments & suggestions book and also the BAC post box

Please note there is no electricity on site, thus no lights or power points.

TOILET

Smoking is not permitted in the toilet.

A compost toilet block is provided for member's use. Instructions on the use of both the sit down and urinal facilities are posted on the walls. Please ensure that you leave the toilet, as you would wish to find it. There is a vinegar and water spray available to use as an anti-bacterial agent should you wish to clean the seat or spray clean the urinal.

STANDPIPES & WATER BUTTS

These are distributed around the site for members to water their plots. The butts are to be shared between adjacent plots. Please ensure that the spout faces onto the path so that all members can use them. The use of hosepipes is allowed, but these must be hand held and not attached to a sprinkler. As an allotment, we are not affected by hosepipe bans; however, when such a ban is announced, please use water sparingly and use watering cans fed from the water butts. The water supply will be turned off during winter months.

SITE LAWN MOWER

Instruction on the use and safety of the mower will be posted on hut 1 notice board. However, before using the mower, members must sign a form confirming that:-

1. The mower is in their control, and that they have been given operating and safety instructions on the use of the mower, and have read the relevant John Deere manual.
2. They understand that the Bowbrook Allotment Community has "Public Liability Insurance" cover, but that "Personal Accident Insurance" cover is their own responsibility.
3. Petrol will be provided from Committee funds sourced from the subscription levy.

GRASS PATHS AND PLOT SURROUNDS

Members are responsible for keeping paths and surrounds tidy. As all BAC allotments are half plots, the dividing path should be maintained by both parties and there should be no obstructions. No barbed wire may be used on the allotment.

GREEN SPACES

We are fortunate enough to have a number of green spaces around the site. It is not the Committee's intention to convert these to more plots. Instead, we are in the process of developing them to provide meadowland, orchards, homes for wildlife, safe play areas and nature trails for children and relaxing places for adults.

Any personal belongings/ materials/tools/equipment should be stored within the confines of each members plot boundaries. Any materials found to be on the green spaces will be required to be removed. This includes pathways surrounding the plots near the fence perimeters.

COMPOSTING

All members are encouraged to compost as much waste material as possible on site, using either home made or plastic "dalek" type units. Grass cuttings, cardboard, shredded paper, raw vegetable waste, egg shells, ground coffee and used tea bags are just some of the things that can be sourced from home and used in your composter.

MANURE

The Committee will endeavour to arrange for manure to be delivered on site in spring and autumn. Members may purchase this at an agreed price per barrow load. However, whilst every effort will be made to ensure that the manure is free from herbicides, the Committee accepts no liability for this.

SAFETY

No hazardous chemicals should be brought on site. Any broken glass should be taken home for disposal. All structures should be solidly built to avoid collapse.

BONFIRES

Bonfires are not permitted. If garden waste cannot be composted, it should be taken home and disposed of responsibly.

BBQs

The use of "off the ground" barbeques is permitted, but guests should be restricted to small groups. BBQs should not be used after dusk and coals should be fully extinguished before leaving the allotment.

TREES

Allotments are mainly for growing vegetables, soft fruit and flowers for cutting. If you would like to plant a tree(s), fruit or ornamental on your plot, it is essential that you gain written consent from the Committee before proceeding.

NATIONAL SOCIETY OF ALLOTMENT & LEISURE GARDENERS LTD.

BAC is a member of the National Society of Allotment & Leisure Gardeners Ltd (NSALG) and our membership number is 53151S. The benefits are varied and include organising insurance, taking advantage of the Kings Seed Order Scheme and providing us with support in case of disputes.

John Hazzard (BAC Chairman)
March 2011

www.bowbrookallotments.co.uk

CONSTITUTION OF THE BOWBROOK ALLOTMENT COMMUNITY.

NAME & OBJECTIVES

1. The allotment will be called the "Bowbrook Allotment Community." (BAC)
2. This name will be used in all correspondence.
3. The objectives of the BAC are to promote gardening as a recreational activity and to encourage home grown food. But just as important, it also encourages a friendly and helpful community spirit where fun and family involvement are seen as an important part of the allotment way of life.
4. BAC will be a non-profit making organisation and all surplus funds will be used to support our objectives and to improve the site.

DAY TO DAY MANAGEMENT

5. Governance of the BAC will be vested in the General Meeting.
6. Day to day management will be delegated to the Management Committee.
7. The Management Committee will negotiate with Shrewsbury Town Council (STC) in matters associated with the site.

MANAGEMENT COMMITTEE & OFFICERS

8. The Committee and the Officers will be appointed at the Annual General Meeting (AGM).
9. The Committee will consist of a Chairman, Secretary and Treasurer together with up to 12 additional members. All Committee members will be Society members. Additional Committee roles include Minute Secretary & Membership Secretary.
10. The Committee may co-opt members to assist in its work but this will not give them voting rights on the Management Committee, nor will they be counted towards a quorum.
11. Vacancies on the Management Committee will be advertised to all members and may be filled on an "as and when" basis. Newly

appointed members will be given full voting rights and will be counted towards a quorum.

12. Any member of the Management Committee may be removed by a simple majority of the Committee following an open discussion, which gives the member an opportunity to put their point of view. Votes may be secret, but the voting numbers and results will be noted in the minutes.

MEETINGS OF THE BAC MANAGEMENT COMMITTEE

13. The Committee will meet at regular monthly intervals.

14. A quorum for such meetings will be 5, or as decided at an AGM.

15. The Chairman and Treasurer and/or Secretary may take any emergency actions required where it is not practicable to present the action to a normal meeting. Such actions will be reported at the next regular meeting.

16. At all meetings of the Committee, every question shall be decided by a simple majority. In the case of an equal number of votes being cast both for and against, the Chairman will have the casting vote. If the Chairman is absent from the meeting, an Acting Chairman will be voted in and will preside at that meeting.

17. The Membership Secretary will, on behalf of the Management Committee, keep a list of both members and those people on the waiting list. These lists will be regularly updated, and contain the name, address, phone number and email address of members, and the date of receipt of rents and subscriptions.

MEMBERSHIP

18. New individual or joint members will consist of Allotment and Leisure Gardeners living or working within the town of Shrewsbury and holding a half plot within the site, or of such other persons as the committee may admit.

19. The Committee will have the power to elect honorary members.

20. Members will be required to pay such annual subscriptions as are determined at the Annual General Meeting.

21. Members are required to pay rent as determined by the Committee when STC notifies it of the revised annual charges.

22. All resignations from the BAC Committee or BAC members should be made in writing to the Secretary.

23. If, in the opinion of a two-thirds majority of the Committee, the conduct of any member be injurious to the character and interests of the BAC, that member shall be expelled. Any members so expelled will have the right of appeal to the Committee. Notice of intent to expel a member will be sent to him/her in writing to the address kept in the members list, at least one month before the meeting considering such expulsion.

The Committee will then have the right, after due warning has been given, to take possession of the allotment plot from the tenant.

24. With effect from March 2011, all **new** tenants must only hold one allotment within Shrewsbury. If they hold a plot elsewhere in Shrewsbury they must resign it before being able to hold one at BAC. Any member found to be flouting this rule subsequently will be given one months notice to quit unless they obtain a letter from the secretary of the other site stating that they have relinquished their plot.

FINANCE

25. The Treasurer will take care of all money and goods belonging to the BAC. The BAC's funds will be deposited with a bank agreed by the Committee and disbursed on instruction from the Committee. Any two signatures are required on cheques from the following officers: Chairman, Treasurer & Secretary.

26. The Treasurer will give a report to the regular meetings of the Committee, and this will be noted in the minutes.

27. The Treasurer will present a written report to the AGM. Any receipts or expenditure related to any grants will be recorded separately.

28. The Treasurer will close the accounts on 31st December each year, and prepare income and expenditure statements and balance sheet for presentation to the auditor.

29. The auditor will be appointed in advance at the AGM.

30. Audited accounts will be circulated at the AGM.

GENERAL MEETINGS

31. The Annual General Meeting (AGM) will be held in March of each year. Members will receive at least 14 days notice of the date, time and place of the meeting, and of any special business.

32. At the written request of at least 10 members, the Chairman will call an Extraordinary General Meeting (EGM) for a specific purpose. All members will receive 7 days notice of such a meeting with details of the agenda.

33. The Constitution and Rules will not be amended, without sanction by the majority of the members present at an AGM or EGM.

34. Agenda items for the AGM must be sent in writing to the Secretary before February 10th.

35. Any member present at the AGM and not disqualified shall have one vote. Where the votes cast are equal, the Chairman will have a deciding vote in addition to his/her normal vote. Proxy votes will not be permitted. A teller will be appointed at the AGM before proceedings are started.

36. The Chairman of the Management Committee will preside at the AGM or EGM.

37. The quorum for an AGM or EGM will consist of 10 members.

38. No political or sectarian issue will be raised or discussed at either an AGM or EGM.

AFFILIATION

39. BAC is affiliated to, and a member of the National Society of Allotment & Leisure Gardeners Ltd (NSALG). Membership No. 5315S.

DISSOLUTION OF THE SOCIETY

40. The Society may be dissolved at any time by the consent of three quarters of the members, testified by their signatures to an

instrument of dissolution. This should set out clearly what is to happen to any assets and residual cash after payment of expenses.

COPIES OF RULES AND CONSTITUTION

41. A copy will be given or emailed to every new member on joining. Further hard copies may be provided at a cost not exceeding £1.

DUTIES OF MEMBERS

42. Any member one month in arrears with either the subscription or rent will be removed from the list of members and lose any benefit from such membership. A person so dismissed may be reinstated at the Committee's discretion.

43. No member may sub-let a plot, although sharing is allowed. Each member will be held responsible for the state of the plot. In the event that the official member of that plot is either forced to give up the plot by the Committee, for whatever reason, or they resign from the BAC, then the sharer will forfeit the plot and have no rights to stay.

44. Joint membership for friends/partners, will each be charged the community subscription fee, but at a reduced rate. The advantage of this arrangement is that in the event that one of the joint members cannot continue, for whatever reason, then the other partner may keep the plot.

However, this then becomes a single tenancy plot, and the remaining partner may not create another joint tenancy. They may share on an informal basis but the new partner will have no membership rights. Should the formal member resign, the plot is then offered to someone from the waiting list.

45. A member is responsible for notifying the Membership Secretary of any change of address, telephone number or email.

46. Rents and subscriptions are due in advance and invoiced in April each year. Members joining part way through the year will pay the full subscription if joining before October, half if joining after.

47. No member may encroach on any path or roadway. All paths and roadways must be kept clear of rubbish.

48. An allotment holder will not cause any nuisance to any other plot holder.

49. Planning consent has been given for all 68 half plots to erect an apex shed constructed of timber, with a base no larger than 2.40m x 1.80m with a roof ridge height of 2.0m maximum. The colour must be natural/brown and the shed situated on the section of the plot as submitted to the Planning Department. If you have any doubts on this, please contact a Committee member.

50a. Any plot holder viewed by the majority of the committee to be struggling to keep a plot under cultivation will be contacted informally by one member of the committee to investigate the issue as a first step. If improvements are not forthcoming or satisfactory explanations given within 14 days, Rule 50b will apply.

50b. As far as possible, a plot must be kept under cultivation. If, in the opinion of a majority of the committee, a member fails to do this, the secretary (on behalf of the committee) will write a letter to the member asking them to improve the plot. If after 30 days, no satisfactory improvement has been made nor acceptable reason given, 14 days notice to quit will be served on the member. If a member has already received two such warning letters and it is found for a third time that they are not maintaining their plot, then 14 days notice to quit will be served on that member without a further warning letter.

51. No livestock will be kept anywhere on the site.

52. No member may remove or cause to be removed any soil from the site, without obtaining permission from the Committee.

53. Dogs are prohibited from the entire allotment site, with the exception of guide dogs.

54. Members bringing children onto the site are responsible for their safety and good behaviour.

55. If a member wishes to plant a tree(s), fruit or ornamental, on their plot, they must obtain written consent from the Committee before proceeding.

56. With the exception of "Blue Badge" holders, no vehicle will be driven or parked on the green space areas.

ATTENDANCE AT MEETINGS

57. Any Committee member who has failed to attend two meetings in any year for any reason unacceptable to the Committee will cease to be a Committee member.

DUTIES OF TREASURER

58. The Treasurer will keep an up to date record of all income and expenditure related to the BAC's financial transactions, and where practical these should be supported by receipts or vouchers which show the date, the total amount paid and the purpose for which payment was made.

BAC MEMBERSHIP

59. The BAC membership is open to anyone who requests a plot, irrespective of disability, gender, age or ethnic background, providing they observe the rules. Membership is conditional upon the subscription and annual rent being fully paid by the date set by the Committee of the BAC.

60. No individual or group will be permitted to put the general membership at a disadvantage through their views or activities on the site.

61. Each member is reminded that they have a duty of care towards other members, and any members of the public who may be on site.

INSURANCE & INDEMNITY

62. The Committee will arrange Public Liability Insurance.

63. Principal officers and Committee members will be indemnified out of the assets of the BAC against any losses or liabilities incurred by them, in respect of the conduct of their office, provided always that they were acting for and on behalf of the BAC, by and with the advice and express consent of the other principal officers and the Committee, at the time any such losses or liabilities (as the case might be) were incurred.

John Hazzard (BAC Chairman)
March 2011

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