

HEADINGTON AND DISTRICT ALLOTMENT ASSOCIATION

RULES

1. The allotment sites are owned by Oxford City Council, and are leased, on behalf of the Allottees by Headington and District Allotment Association [HDAA].
2. HDAA is subject to the Oxford City Council's Allotment Rules.
3. Individual leases run annually, with rents due in the spring each year.
4. HDAA is a group of allotment sites who have joined together to form a partnership.
5. The Association shall comprise the allotment sites at:
 1. Brasenose Farm
 2. Eden Drive
 3. Marston Road (John Garne Way)
6. HDAA shall have three trustees.
7. HDAA shall be managed by the Officers supported by the Committee:
 1. Chair
 2. Treasurer
 3. Secretary
 4. Field Secretary from each site
8. The Committee will comprise
 1. The Officers, as above
 2. Two allottees from each site
 3. The three Trustees
9. Five of the above shall be deemed a quorum for decision-making purposes. These roles are voluntary and do not attract payment.
10. It is the responsibility of the Trustees, Officers and Committee members to ensure that these rules are adhered to and to promote the welfare of HDAA at all times.
11. The Officers and Committee shall meet regularly to facilitate good management of the sites, and to deal with the issues arising.
12. The Chair, without losing sight of accountability to the Committee, shall ensure that leadership is provided to the Committee to accomplish its role successfully.
13. The duties of the Treasurer shall be to receive all monies, to keep the accounts of the association, and to keep the Committee informed as required. The Treasurer shall advise the committee on long term financial strategy and planning, and how this impacts on annual budgets and rents. An audited balance sheet shall be presented to the Annual General Meeting (AGM) each year. Cheques drawn on the Association's bank account must have at least two signatories.
14. The Secretary shall deal with any correspondence as required, keep relevant records, make minutes of HDAA meetings, and present an annual report to the committee at the AGM.
15. The Field Secretaries are responsible for the day-to-day management of the site. They are also responsible for the annual rent collection. All rental monies and other income should be recorded and transferred to the Treasurer. The Field Secretary for each site should establish a site committee that meets regularly to help in the day-to-day running of the site.
16. In the event of a vacancy arising during the course of a year, the Committee shall have the power to appoint a replacement until the next AGM.

17. The tenancy of each plot is granted on an annual basis, on the strict understanding that the tenant shall honour and uphold the responsibilities and obligations contained in these rules.
18. The Officers and Committee, and/or the Field Secretary shall be entitled to inspect any allotment at any time.
19. Any dispute with a tenant, or a Field secretary, should be submitted in writing to the Committee. The decision of the Committee shall be binding.
20. No tenant shall sub-let or re-assign their plot, or any part thereof, without the permission of the relevant Field Secretary.
21. A tenant may only employ a third person to cultivate their plot with the agreement of the Field Secretary.
22. The sale of surplus produce must have the agreement of the Field Secretary
23. Any tenant who is prosecuted for offences regarding wildlife or use of poisons shall be liable, at the discretion of the Committee, to lose their tenancy.
24. The annual rent shall be decided at the AGM each year. These rents will then be displayed on each site on the following Sunday, and remain on display for four weeks.
25. Rents are due on March 1st each year. A written reminder will be sent to any late payers. In the event of non-payment, the Field Secretary will be free to re-let the plot from April 1st.

OUR RESPONSIBILITIES AS TENANTS

26. Tenants must actively cultivate and keep their plot in good order. Failure to do so will result in a verbal warning. Failure to act on the verbal warning will result in censure.
27. Tenants must not cause any nuisance or annoyance to the Council, or to the occupiers of any other allotment, or to the neighbourhood generally.
28. If a tenant is unable to maintain their plot temporarily, the tenant must inform the Field Secretary to ask for appropriate action to be taken.
29. In the event of censure of a tenant for non-compliance with the rules, the tenant will be informed in writing, by recorded delivery. If after fourteen days of such notification the fault has not been rectified, the relevant Field Secretary shall evict the tenant, and inform the Chairman and Secretary.
30. All allottees must report any concerns or untoward events to their Field Secretary as soon as possible.
31. Tenants must not obstruct the main paths.
32. Paths around plots should be maintained in good order, minimum width to be 18 inches. These paths are the responsibility of individual allottees.
33. No fruit or other trees may be planted without the approval of the relevant Field Secretary. The plot holder must keep any tree well maintained and within the boundary of their plot.
34. Household waste and unsuitable materials must not be brought onto the site.
35. Suitable garden waste should be composted.
36. Only bonfires of organic material are allowed and should be kept to a minimum. When it is necessary to have a fire, this should be done with care, paying attention to local bye-laws, and giving due consideration to the environment and our neighbours. A container of water should be at hand. A fire must never be left unattended, and allottees must be sure to extinguish any fire before they leave the site.
37. HDAA is not responsible for damage caused to any vehicle brought to the site.

38. Any use of power machinery and the flame gun is entirely at the allottees' own risk.
39. Tenants are requested to number their plots clearly.
40. Under sixteen year olds are welcome on the site but must be under the immediate supervision and responsibility of an allotment holder.
41. Dogs and pets brought to the site must be kept on a lead under control, and must not be allowed to trespass on or foul other plots.
42. Animals must not be kept on the allotments.
43. Theft or damage of any kind will not be tolerated. Such behaviour shall be subject to immediate exclusion, and confiscation of any crops.
44. Tenants are responsible for the security of each site, i.e. locking and closing of doors and gates when leaving the site.
45. Toolsheds, greenhouses, boxes or netted structures (e.g. fruit cages) shall be allowed only with the agreement of the relevant Field Secretary and site Committee.
46. Buildings, polytunnels and all other structures must not be erected without relevant consents and, where necessary, the approval of the HDAA Committee and the written consent of the Oxford City Council.
47. Any approved toolshed, greenhouse, box, polytunnel, building or other structure must be maintained in a good state of repair and condition. The allotment holder is responsible for its disposal at the end of their tenancy.
48. The use of carpet, polythene sheeting or similar material is [unless of horticultural quality] prohibited.
49. Vegetables or tools are not to be cleaned in the water tanks. The use of hosepipes is prohibited.
50. Allottees must give the Field Secretary their home address and one other means of contact. Any change of address or contact details should be reported to the relevant Field Secretary.
51. An Extraordinary General meeting [EGM] can be convened at the written request to the Secretary of not fewer than 10 tenants, stating the reason for the request and the subject for discussion.
52. It is in the interest of new tenants to read these rules, so that they know their responsibilities, and also their rights, as allottees. Ignorance of them shall not be accepted by the Trustees of the Committee as a reason for non-compliance.
53. Any matters arising outside these rules, shall be dealt with by not less than three Officers or Trustees, who will report any action taken under this rule to the subsequent AGM.