

Standard Shetland Allotment Site Regulations

All plot holders should be supplied with a copy of these regulations and should read these regulations carefully. The intention of these Rules is to aid in the allotments being worked to a high standard.

Members of the local Association are encouraged to take responsibility for the overall maintenance of their allotment area and to take part in any general tasks required. If it is anticipated that you are unable to fully maintain your plot your local Association should be advised immediately so a solution can be found.

1 Plot and Allotments Maintenance

- (a) Plot holders must maintain their plot and cultivate it fully.
- (b) Where a local waiting list exists no plot holder should hold more than one plot. No plot can be sub-let by the holder to other parties unless the local association has fully consented.
- (c) Paths should be kept clear and weed free. Plot holders are responsible for the paths adjacent to their plot as well as for their plot itself.
- (d) Plots must be clearly numbered.
- (e) If a plot holder is absent for a significant part of the growing season he/she must arrange for someone to look after their plot during the period of absence. If a plot holder has problems in arranging cover, he/she should contact a member of their local Committee to arrange a solution.
- (f) Each site should have an area for composting of vegetation rubbish.
- (g) Plot holders must ensure that plastic/paper/metal/wood waste does not accumulate on their plots. Rubbish should be removed, not left in common areas or on fence lines.
- (h) All members are expected to help maintain the common areas.

2 Permissions Required - trees, huts, livestock, pesticides

- (a) Plot holders should advise the local Association before using pesticides or weed killers and inform neighbouring site holders.
- (b) Cultivation of trees is not permitted without the consent of the local Association.
- (c) Plot holders wishing to erect a personal hut or greenhouse must apply in writing to the local Association who must advise the Council and obtain full planning permission from Shetland Islands Council if required.
- (d) Plot holders wishing to keep livestock eg hens, bees must first apply in writing to the local Association which would seek at the least the assent of all neighbouring plot holders.

3 Behaviour - pets, children, other plot holders

- (a) No pets may be kept on the allotments. Any plot holder who brings a dog to the Allotment must ensure that the dog is kept on a leash within the confines of the member's plot.
- (b) Plot holders are responsible for the safety and behaviour of any children whilst on the Allotment site.
- (c) If any plot holder has occasion to complain about the behaviour of any other plot holder, the complaint should be made in writing to the Secretary of the local Association in the first instance.

4 Facilities

- (a) Water taps should be kept clean and free draining
- (b) Suitable waste collection facilities can be supplied regularly throughout the season for the disposal of all rubbish, including wood waste at the behest of the local Association and fully paid by them.
- (c) Plot holders using manure are responsible for the tidy maintenance of their manure heap.
- (d) A Notice board should be displayed for the benefit of the public and plot holders alike. It should display at minimum a copy of the rules, numbers on the waiting list and full details of local and Council contacts. Details and minutes of local Association meetings should be regularly updated.

- (e) Plot holders should ensure that their personal tools are clearly marked and stored safely in the designated storage areas.
- (f) Where communal equipment is available the local Association should ensure that a clear set of instructions are available and that all such equipment has an annual safety and maintenance check. Potentially hazardous equipment should not be used by a member who is alone on the plots.
- (g) A First Aid Box, register and appropriate firefighting equipment should be available at all times and should be regularly inspected and maintained by the local Association.

5 Plot Inspections

- (a) Members of the local Association will carry out inspections of all plots regularly throughout the growing season starting in April to ensure that plots are being cultivated to the required standard.

6 Miscellaneous - sale of crops, vehicles

- (a) Allotments are provided for the personal use of plot holders and their families. PLOT HOLDERS MAY NOT SELL THEIR PRODUCE FOR COMMERCIAL GAIN.
- (b) No plot holder is permitted to hold more than one plot as long as a waiting list exists.
- (c) No vehicles should be left in the car park overnight.

7 Termination of Lease/Expulsion of Association Members

- (a) All members should be aware that when they sign their "Missive" each year, they are signing a Legal Document and are required to keep to the Rules.
- (b) The local Association has the power to terminate a lease after due process as in 7(c) on grounds of inadequate plot maintenance, at any time.
- (c) If a plot falls below the required standard of maintenance an initial warning will be sent to the plot-holder by the Secretary of the Association giving 21 days in which to rectify matters. If there is no improvement after this time, this will be followed by a second warning giving a further 14 days. If there is still no improvement a FINAL WARNING giving a further 7 days will be issued. Following the expiry of this time the plot holder will be notified to vacate their plot within 14 days. During this final 14 day period the plot-holder has the right to appeal to the Council. A copy of any appeal letter must be sent to the Secretary of the Association. The warnings given during a season will remain in place until the yearly AGM.

- (d) A lease will automatically be terminated for non-payment of rent and/or association fess by the due date.
- (e) If any serious complaints are made against a plot-holder and the local Association after investigating the complaint is satisfied of its validity then the Association by a simple majority of its members can expel the plot-holder from membership of the Association and terminate their lease.
- (f) Following the investigation the plot holder will be notified of the Association's decision and the plot holder will have the right of appeal within 7 days to the Council. A copy of any appeal letter to the Council must be sent to the Secretary of the local Association.
- (g) Any member who wishes to terminate their membership, or who has it terminated, has the right to remove the following items from the plot before a new plot-holder takes over:-
 - any hut/greenhouse erected by the member
 - any bushes growing on the plot
 - any produce still to be harvested from the plot.

Association responsibilities/Changes in Rules

- (a) It is the responsibility of the local Association to make additions to these rules if required and to ensure that all plot-holders are aware of them.
- (b) It is the responsibility of the Association to maintain the Information Board in as current form and in a way that any member of the public can have access to the information at any time.
- (c) It is the responsibility of the Association to make all plot holders aware of the Associations Constitution and to organise meetings of the Association as required, in particular the AGM.
- (d) The Association undertakes to keep plot-holders well informed about the Association, in particular by means of a regular newsletter.