



URBAN GREEN ALLOTMENT HANDBOOK 2024

This Handbook is an attempt to bring the many separate documents that were appended to the Tenancy Agreement in the past into one document. At the same time providing clarity on the Tenancy Agreements and useful tips and templates to assist Allotment Associations and Allotment Holders with managing a site or plot.

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INTRODUCTION

Welcome to your Allotment

This Allotment Handbook provides further information on your lease and explains some of the terms of the lease in more detail. It also offers some advice and guidance on managing your plot. It has been produced by Urban Green Newcastle and draws together much of the earlier work and documents prepared by the Newcastle Allotments Working Group in conjunction with Newcastle City Council. Whether you have held an allotment plot for a long time or are new to allotment gardening, we hope that you find this handbook useful and that you will be able to refer to it throughout your tenancy.

Allotments can bring a wide range of benefits to both tenants and the environment. They provide plot holders with an opportunity to produce their own, low cost, healthy food, take physical exercise, learn new skills, improve mental well-being and to make new friends. The environment can benefit from different habitats attracting insects, birds and other animals not always found in urban areas to feed, reproduce and live. On a wider scale, growing food locally reduces the impact on climate change.

Urban Green Newcastle wants all allotment sites to be safe, welcoming places, where people feel respected, valued and share a sense of belonging. We want to create places which are vibrant, accessible, celebrated, sustainable, and better for both people and nature. At UGN we want to get as many people growing and enjoying fresh local produce across the city as possible by providing more opportunities for communities to get involved, improving our allotment infrastructure and empowering our allotment associations.

We hope that with the help of this Handbook you and everyone within your allotment site will enjoy their plot to the full.

If you have any comments on this handbook, please contact us using the contact details provided on.

Who does what?

There are some key organisations involved in your allotment site:

- a) **Newcastle City Council** owns the majority of allotment sites across the city. In April 2019, these were leased to Urban Green Newcastle to manage on the City's behalf.
- b) **Urban Green Newcastle** has ultimate responsibility for:
 - Administering allotments on behalf of Newcastle City Council.
 - Setting overarching policies and procedures for allotment management.
 - Ensuring that appropriate public liability insurance is in place for each site.
 - Keeping boundary fencing secure.
 - Inspecting and keeping boundary trees safe.

- Issuing one padlocks and keys for each gate required for the Allotment Association.
- Maintaining a water supply (where the infrastructure already exists)
- Carrying out inspections (in conjunction with the Allotment Association Committee) of the full site, to examine adherence to cultivation standard, buildings and structures standards.
- Making sure your Allotment Association is carrying out its duties correctly.

Urban Green Newcastle employs staff to manage this work and provide strategic help and guidance to the Allotment Associations.

Urban Green Newcastle has set up the **Growing Green Committee** which is a strategic advisory panel to the Urban Green Newcastle Board of Trustees. It is made up of people with knowledge and experience in allotments and local food growing spaces. They provide input into policy, strategy and guidance, help identify funding, comment on spending priorities and offer ideas and advice on new projects and supporting allotment associations and their members.

- c) **Allotment Associations** are sub-tenants of Urban Green Newcastle. Sub-letting the site allows you the plot-holders to become self-regulating and establish your own constitution. Allotment Associations must elect committees, and while they have to comply with the overarching policies and procedures set out by Urban Green Newcastle in the lease, they can also adopt additional regulations.

The lease with Urban Green Newcastle includes the following requirements for Allotment Associations.

- Establish a Committee for the Allotment Association.
- Set out its Constitution, including any rules and regulations in addition to those contained within the overarching site lease.
- Administer finances relating to running the site effectively.
- Sub-let plots only to residents of Newcastle upon Tyne, retaining a register of names, addresses and rental payments for inspection as required.
- Administer waiting lists.
- Ensure that all plot holders are aware of and follow site standards and guidance.
- Adhere to relevant health and safety regulations.
- Pay relevant water bills and maintain communal areas.
- Provide day-to-day advice and guidance, including taking appropriate disciplinary and enforcement action as required.

- d) **Newcastle Allotments Working Group** The Newcastle Allotment Working Group (NAWG) was formed in the late 1990s to act as an advisory body upon the management of Newcastle's allotments. They have Area Representatives who are

usually serving members of their own site committee and have many years of experience of site management at the committee level. They are able to provide significant advice and support e.g. Management issues such as how to run a committee and getting grants for worthwhile projects such as composting toilets, community huts etc. They also hold two places on Urban Green's Growing Green Committee.

Useful contacts:

Newcastle Allotments Working Group

<https://www.newcastleallotments.co.uk/about-us>

National Society of Allotment and Leisure Gardeners: O'Dell House, Hunters Road, Corby, NN17 5JE

Tel: 01536 266576

Email: natsoc@nsalg.org.uk

Web: <https://www.nsalg.org.uk>



YOUR LEASE, AND WHAT IT MEANS

Your lease

1. The lease for the whole allotment site is between **Urban Green Newcastle** and the **Allotment Association**. Individual plots are sub-let by the Association to **plot holders**.
2. Where there is no Association individual plots are leased directly by **Urban Green Newcastle** to **plot holders** and Urban Green Newcastle retain responsibility for the whole site similar to an Association's responsibilities.
3. The terms of each lease are contained within the Tenancy Agreements and set out the conditions which need to be met.
4. Leases between UGN and Allotment Associations and between plot holders and Urban Green Newcastle are for three years. The lease between plot holders and Allotment Associations are generally issued for one year.
5. By signing the Tenancy Agreement you are legally required to follow the conditions set out in it. These are explained in more detail in this Handbook. Failure to follow the rules and requirements will mean that you will receive warnings and will ultimately lead to you being required to leave the plot.

Rental Levels

1. Urban Green Newcastle sets a base rental level for Associations depending upon the size of the site, the number of plots and the available facilities and services.
2. Plots are let on the basis of cost per square metre. Individual plot sizes may differ depending on the site. There may be full plots (250m²), half plots (125 m²) or smaller plots.
3. Invoices to Allotment Associations are issued annually on 1st April and are payable in full within one month.
4. Invoices to plot holders are issued annually on the anniversary of signing the Tenancy Agreement and are payable in full within 40 days.
5. The annual rent payable to Urban Green Newcastle will increase automatically every year in line with the retail price index (RPI).
6. It is the responsibility of the Allotment Association to ensure that its annual income (via sub-letting to plot holders) will cover the rent due to Urban Green Newcastle, along with any additional annual expenditure (e.g. water rates, clearance, general maintenance). Allotment Associations may charge up to an additional £100 per year per 250m² for these to cover these additional costs.

How is your rent used?

1. The rental income going to Urban Green Newcastle from an allotment site is ring-fenced for use only on activities directly related to allotments. These include:
 - backlog maintenance and repairs;
 - on-going maintenance of boundary fences;
 - renewal of water piping;
 - health and safety issues;
 - training and advice;

- events (e.g. Allotments Show); and
 - staff costs associated with supporting allotments.
2. With over 60 allotment sites across Newcastle upon Tyne, there is considerable variation in the quality of sites and the provision of facilities on site (e.g. water, toilets, communal buildings). In the long term, Urban Green Newcastle aims to bring all sites up to an agreed minimum standard. However, this will take time and considerable investment. In the interim, work is prioritised according to urgency and health and safety, and reviewed regularly in conjunction with the Growing Green Advisory Panel.
 3. Any excess income retained by Allotment Associations, following payment of the annual rent to Urban Green Newcastle, should be managed and recorded in the Allotment Association's accounts which should be made available to Association members.

Public Liability Insurance

1. Urban Green Newcastle provides Public Liability Insurance for each of the Allotment Associations up to a sum of £20,000,000. This will not cover personal liability for each plot holder, nor cover plot-holders against loss, damage or personal injury.
2. If the Association employs staff or volunteer workers, the Association must take out and maintain a policy of insurance to cover against the risk of employers' liability.

Terminating the lease

1. The Allotment Association or Urban Green Newcastle has to give plot holders one year's notice to quit unless:
 - i. The plot holder falls more than forty days in arrears with rent or if the plot holder is in breach any of the terms of the lease agreement (including failing to keep the Plot in a good state of cultivation and fertility) in which case the plot holder will have been given a number of warnings (as set out in the Discipline and Enforcement Procedures) and will finally be given one month's notice to quit; or
 - ii. Urban Green Newcastle have to take back the plot for reasons normally out of their control such as building, roads, and statutory purposes. Under these circumstances the plot holder will normally be given three months' notice to quit.
2. The plot holder can give the Allotment Association or Urban Green Newcastle notice to quit which takes effect from the 1st January after the notice was given. So, if notice is given in October then the plot holder can leave on 1st January that follows, but if notice to quit is given in February then the plot holder must pay up until 1st January the following year.
3. When vacating the plot it must be returned to a suitable state for letting out to the next plot holder. This may include a requirement to dismantle any structures. If this is not done then the Allotment Association or Urban Green Newcastle can require the plot holder to pay for any work carried out.

LOOKING AFTER THE SITE

There are a number of key documents to help ensure that plots are well managed and the allotment site is well maintained. **All of these must be adhered to by all plot holders and form part of all tenancy agreements.**

- 1) Tenancy Agreement with Plot Holders
- 2) Plot Cultivation Standards and Guidance
- 3) Building and Structure Guidance
- 4) Allotment Fire Code of Conduct
- 5) Allotment Code of Conduct

In addition to these key documents, further guidance and suggestions for good site management are also provided in subsequent chapters of the Allotment Handbook.

The Allotments Complaints Policy and Discipline and Enforcement Procedures set out what happens if the guidance is not followed. Full details of these are provided in Appendices 1 to 3 and summarised in the chapter on Complaints.



PLOT CULTIVATION STANDARDS AND GUIDANCE

This chapter forms part of all Tenancy agreements and must be followed at all times on every plot. It sets out minimum standards and gives guidance upon how they are to be assessed and enforced.

There is a huge demand for allotment plots across the city, and a long waiting list. It is therefore essential that allotment plots are used for their purpose, as defined within the relevant allotment legislation, i.e.: for the recreational growing of vegetables, fruit, flowers and (where permitted) certain livestock.

The following guidance sets out what is expected from an allotment plot.

- a) **Minimum cultivation level** The cultivated area including paths allowing plot access and between beds should represent at least 75% of the total plot. Up to 25% of the plot can be used for building and structures such as huts, greenhouses, polytunnels, compost bins, ponds etc. You may lay lawn, paving or woodchip to make a space for relaxation but this would form part of the 25% non-cultivated land. A plot that is completely laid down to 100% lawn or animal housing/runs will be considered non-cultivated unless there is a historic agreement in place to the contrary.
- b) **Cultivation levels within a growing season** The 75% of the plot available for open cultivation should be used for cultivation within a complete growing season. This means it is in the process of being prepared for growing, is ready for growing, or is being used for growing (appropriate to the time of year). Allowable crops include vegetables, fruit, flowers, herbs and fruit trees (subject to limitations below). Where a plot-holder is unable to meet these minimum standards, the reasons should be discussed with the Allotment Association Committee.
- c) **Paths (internal to a plot)** Paths allowing plot access and between beds are counted as cultivated land. Such paths may be grass, chippings, paving stones or bricks, but must not be more than 1m in width.
- d) **Paths (external to a plot)** Where external paths remain the responsibility of the plot holder rather than the Allotment Association, these should be kept trimmed and free of obstructions.
- e) **Trees and hedges** The only trees to be grown within a plot are fruit trees. However, you must consider the effects of trees on neighbouring plots. They must not cause a nuisance in terms of shading or the significant encroachment of roots. The trees should be on a dwarf rootstock and must not exceed 2m in height and must be adequately maintained with regular pruning. Any hedges must not exceed 1m in height, and should be properly maintained so as not to encroach on neighbouring plots. You must not cut, prune, lop or fell any other trees on the site without written permission.
- f) **Weed control** For the purposes of allotment cultivation, weeds are defined as those pernicious plants which can be invasive, difficult to control, and spread via roots or

extensive seed dispersal. These may include (but are not limited to) couch grass, mares tail, ground elder, or bindweed. Plots must be kept weed free so as not to interfere with neighbouring gardens, and where potentially pernicious weeds (eg: dandelion) are allowed to flower for the benefit of wildlife, the seed-heads must be removed before the seed has set and dispersed to neighbouring plots.

- g) **Use of materials as weed suppressants** While covering the soil can be helpful for clearing land or as a weed suppressants, this should only be done with safe, non-toxic and preferably biodegradable materials, and used as a temporary measure. Land covered for long periods during the growing season will be considered as non-cultivated. Carpet should not be used as a weed suppressant.
- h) **Cultivation and wildlife** Allotment sites can be hugely biodiverse (see section on Biodiversity), and Urban Green Newcastle is keen to promote more biodiverse ways of cultivation. However, wildlife areas and features need to be managed within the terms of the lease, and an uncultivated area just left with no management will not be acceptable as a legitimate wildlife area.
- i) **Storage of materials** Only goods or materials directly connected with the cultivation of the plot can be stored on site. These should be kept safely and tidily, and if not used within a period of eight months, may need to be removed.
- j) **Plot inspections and adherence to cultivation standards** Allotment Association committees (or Urban Green Newcastle where they rent directly to plot holders) are responsible for making all its members aware of the cultivation standards, and carrying out regular site inspections to ensure these standards are being met. Inevitably, personal circumstances can change and influence what a plot-holder can achieve. Allotment Association committees (or Urban Green Newcastle) should therefore always provide an opportunity for plot-holders to discuss any particular problems or circumstances which prevent them from meeting these minimum standards, and consider a way forwards within an agreed time frame. If necessary, a representative from Newcastle Allotment Working Group (NAWG) or UGN's Local Food and Allotments Officer can provide support to try to resolve any problems.
- k) **Sale of produce** You are not permitted to carry out a trade or business from your allotment¹. However, you may sell or swap small amounts of surplus produce that you do not intend to use to other plot holders, friends, or for community benefit. Any jams, chutneys, preserves or cut flower arrangements can be sold at local events through the site trading hut, where applicable or flower shows.

¹ The Allotments Act 1922 states that an allotment be wholly or mainly cultivated for the production of vegetable or fruit crops for consumption by the occupier or his family and that there is a general prohibition for any trade or business being conducted on the allotment.

ALLOTMENT FIRE CODE OF PRACTICE

This chapter forms part of all Tenancy agreements and must be followed at all times on every plot. It sets out regulations and the related legislation that must be complied with.

Allotment holders sometimes generate material which they wish to burn. In addition, some people like to use stoves for heating sheds or greenhouses, or to enjoy barbeques or chimeneas. However, there is a range of legislation and health and safety issues concerning fires and the use of stoves, and smoke and odour can cause nuisance issues. Legislation is in place to keep people safe and prevent complaints: failure to comply with this could lead to prosecution and fines. All sites must comply with the Fire Code of Practice which forms part of the Tenancy Agreement.

Each year, numerous complaints are received about smoke from allotment fires, which can cause a nuisance to neighbouring residents and air pollution. If you cause a nuisance by having a fire, you could find yourself being prosecuted for breaking the Environmental Protection Act 1990².

Newcastle City Council always tries to sort out fire complaints without using formal legal procedures, however, if fires are being lit persistently, following warnings, an Allotment Association could be taken to court and face a fine of £5000.

The basic concept is to avoid fires wherever possible. Instead, the organic waste should be turned into valuable garden compost instead. Where this is not practical or possible the following Code of Practice should be followed.

1. Bonfires are **not allowed** from **1st April to 31st October**.
2. **Do not burn** plastics, rubber, roofing felt, treated or painted timber or any other material that also gives off toxic fumes.
3. **Only burn material** that has been produced on site. Do not bring in material from other sites³.
4. Consider the impact of any fire on other plot holders and houses near the allotment gardens.
 - a. Always dry materials before burning them. Fires of wet materials produce far more smoke than a quick hot fire of dry material.
 - b. Before you light a fire, check which way the wind is blowing, to make sure smoke will not blow directly into neighbouring buildings or over roads.

² Environmental Protection Act 1990, Sections 33, 79, 80.

³ Bringing material onto the site from elsewhere is a contravention of the Environmental Permitting (England and Wales) Regulations 2010, regulations 12 and 38 and Schedules 1 and 3.

- c. Contact your neighbours before lighting a fire, so they can close windows and get washing in.
 - d. In foggy weather or late in the evening, avoid lighting fires as smoke will not disperse easily under these conditions.
 - e. One fire on a site causes less nuisance than two or three. Therefore, wherever possible try to arrange dates when the site will have a communal fire – possibly bonfire night.
5. Ensure that the fire is fully extinguished before you leave the site.
 6. Never use flammable liquids such as petrol or paraffin to light a fire, and make sure that the fire is located in a safe place.
 7. Where chimineas, BBQs, stoves and incinerators are accepted and are externally sited such appliances should only be used to burn plant material generated on site. If internally sited these are subject to additional rules – see below.
 8. If Urban Green Newcastle or Newcastle City Council receives repeated and valid complaints about a particular allotment site, a fire ban will be introduced on that site.
 9. All allotment association committees must ensure that this code of practice is followed by all members.

In addition, the following rules must be followed for heaters and stoves used internally in sheds or greenhouses in order to comply with the Clean Air Act 1993⁴.

1. Only smokeless fuel (no wood or plant material) can be used.
2. The use and storage of fuels and hazardous materials (such as gas cylinders and chemicals) is strictly prohibited without written consent from the Allotment Association.

⁴ Clean Air Act 1993, Section 20.

BUILDINGS AND STRUCTURES GUIDANCE

This chapter forms part of all Tenancy agreements and must be followed at all times on every plot. It sets out regulations and the related legislation that must be complied with.

This guidance is applicable for the construction of all buildings and structures on allotment plots regardless of its size.

No buildings or structures such as polytunnels, fruit cages, greenhouses, fences, compost bays or sheds may be erected until an application has been made to the Allotment Committee and written permission has been granted.

If the building/structure fails to conform to the specifications the plotholder may be required to effect alterations, or remove the building/structure, entirely at the plotholder's own expense.

Historically, there are a number of buildings / structures present on sites which fall outside of the standards defined in this document. It is important that efforts are made to bring these in line with this document. Any buildings / structures that are considered to be unsafe will need to be removed or repaired (if possible) following the application process attached. However, if the plot holder were to hand the plot back to the association, then the committee should ensure that buildings / structures that do not meet the revised criteria are removed before the plot is re-let.

All Allotment Associations must adhere to this document along with any site specifics within their Rules & Constitution.

Approval

- The erection of any building or structure is dependent upon 'prior' approval by the Site Committee or where the tenancy is with Urban Green Newcastle, the Local Food and Allotments Officer.
- Prior approval is sought by the plotholder making an application in writing to the Site Committee or where the tenancy is with Urban Green Newcastle to the Local Food and Allotments Officer including a diagram, measurements and materials. **A template application is provided.** If the Site Committee is minded to grant approval to the proposal, it must seek written consent from the Local Food and Allotments Officer before issuing any approval to the plot holder.
- Once approved, it is recommended that two copies should be drawn up, one to be retained by the committee and the other by the plotholder.
- Materials should not be ordered or delivered prior to approval.
- As part of the approval process, the plotholder will discuss and agree with the management committee the location of any proposed building / structures.

Location

- Due regard must be given to overall Site Plan and environmental impact.
- **Access** – a 0.5 metre pathway should be kept around buildings for maintenance and access purposes.
- Buildings/ structures should not be positioned where they might create problems of shade, water runoff, access, or any other difficulties or hazards for neighbouring plot holders or problems for other users or neighbouring residents.
- All buildings to be of a semi-permanent nature (i.e. minimal or no foundations).

Dimensions

- The apex of any building /structures shall not exceed 8ft 6in. Maximum dimensions of sheds / greenhouses / polytunnels not to exceed 10ft x 8ft.
- No more than 25% of an allotment may be taken up by buildings / structures.
- A minimum of 75% of an allotment should be open to cultivation.
- Chrysanthemum covers and similar – height should not exceed 7ft, timber should not exceed 2 in x 2 in, covers to be allowed 01.08 – 30.11. These covers are regarded as temporary structures and may be in addition to the 25% permanent structure rule.

Materials

- Sheds must be of sound treated timber or pre-formed commercial construction.
- Timber should be treated or painted in discreet or subdued colours specified in the approval application.
- Greenhouses may be timber or aluminium.
- UPVC is not allowed, likewise recycled windows and doors (except for cold frames) thus avoiding structures which convey a ramshackle appearance.
- Polytunnels should be of a commercial standard and regarded as a variation of greenhouses.
NB the 25:75 rule applies. There is no requirement to remove the polythene covers at season's end, this practice shortens the life of an expensive structure.

Glazing

- Shall be of glass (preferably toughened) horticultural Perspex or clear polythene, or clear acrylic/PVC.
- Corrugated or opaque materials are not recommended.
- Adequate glazing bars must be used.

Maintenance

- All building / structures should be regularly maintained. No stipulation is made other than that identified during bi-annual site inspections.

Heating

- The whole of Newcastle has been declared a smoke control area. Therefore, only authorised smokeless fuels can be used (paraffin, bottled gas or other forms of smokeless fuels).
- Due regard must be given to safe storage and regular disposal of gas bottles.
- Please refer to the Allotment Fires Code of Practice regarding the use of heaters, fuel and its storage.

Internal Fences

- Maximum height 3ft, construction post and wire. Post 2 x 2 in two or three strands of wire, galvanised or 2 x 2 post and rails. Use of corrugated sheeting or other materials should be discouraged.
- The use of barbed wire, razor wire or similar on an allotment plot is prohibited.

Water Collection

- Plot holders are encouraged to collect water from building roofs.
- Water storage should be in containers which are not sunk into the ground and thereby avoid potential danger. Site inspections should monitor water features and storage in light of risk.

You should use the attached application form if you are the registered plot holder and would like to construct or erect a building / structure on your plot or alter, extend, replace or move an existing building / structure.

Building / structures you need to apply for include polytunnels, fruit cages, greenhouses, fences, compost bays, sheds etc.



ALLOTMENT CODE OF CONDUCT - BEHAVIOURS ON SITE

This chapter forms part of all Tenancy agreements. All tenants committee members must sign a copy of this Code of Conduct at the time of signing the Tenancy Agreement.

Urban Green Newcastle wants all allotment sites to be safe, welcoming places, where people feel respected, valued and share a sense of belonging.

All plot holders are required to sign up to the Allotment Code of Conduct which sets out what should be expected from everyone using the site. It reflects the daily activities and operations on allotments, the core values of Urban Green Newcastle, and the overall culture of the site. The purpose of the Allotment Code of Conduct is to support the smooth running of the site and help plot holders enjoy their allotments to their full.

Members must:

1. Work towards the good of both the Association and the allotment site in general, respecting and complying with the Association's tenancy agreement;
2. Have due regard for the security and wellbeing of others in the allotments; this includes showing respect for other people's plots and possessions;
3. Conduct activities and communications without discrimination on the grounds of gender, sexual orientation, marital status, nationality, race, ethnic origin, religion, age or disability;
4. Avoid abusive and inflammatory language, whether in person, by email, or by any other forms of communication, including social media;
5. Never make physical threats or behave in a manner intended to intimidate or bully another allotment holder or committee member, permitted guests and neighbouring residents;
6. Members should ensure that any permitted guests shall adhere to this code of conduct;
7. Avoid conflict of interest, in particular when carrying out one of the committee or supporting roles for the Association;
8. When leaving Committee roles for any reason, Committee Members must hand over their responsibilities without delay and in an orderly fashion.

Sanctions

If a member of Association should know of, or become aware of, any breach of this Code of Conduct by another member they are under an obligation to notify the Committee as soon as reasonably practicable of becoming aware of such a breach.

Any breach of the Code of Conduct brought to the attention of the Committee will be fully investigated. If found to have foundation, the Committee has the authority to terminate or suspend membership of the Association and refuse right of entry to the site.

HEALTH AND SAFETY

Most of the time, allotments are safe places to be, where plot-holders can enjoy the pleasure of being in the open air and cultivating their space. However, accidents can happen, and it is important that risks are recognised and minimised.

Duty of Care

Allotment Associations have a duty of care to ensure the health and safety of everyone on the site within communal areas. Plot-holders have a duty of care to anyone accessing their plot, authorised or otherwise⁵. Urban Green Newcastle cannot be held responsible for any damage or injury resulting from activities undertaken by tenants or their guests on, or in connection with, their use of the allotment site or an allotment plot.

Allotment Associations should:

- Develop and clearly communicate a site Health and Safety Policy, which should include up-to-date emergency numbers. **A suggested template is provided.**
- Carry out site inspections at least twice a year, to identify potential risks and hazards, and ensure that actions are put in place to minimise, remove or mitigate the risks/hazards. **A suggested Risk Assessment template is provided.** The Allotments Regeneration Initiative provide a useful checklist of potential site hazards.
- If specific events are planned (e.g. plant sale, seed swap, open day) a risk assessment for that event should be made.
- Have a mechanism for plot-holders to record and report injuries and 'near misses', and ensure that these are reported to Committee Meetings so that any risk/hazard is reduced or eliminated going forwards.
- Ensure that new plot-holders are given an appropriate introduction to the site which alerts them to any risk or hazards.

Personal Safety

Plot-holders are encouraged to take their personal safety seriously, especially as many can spend long periods alone on a site. At the same time, it is important to keep a balance, and not to allow the fear of crime or accident to mar the enjoyment that people gain from the allotment. It is recommended that you carry a mobile phone with you if working alone.

To help keep everyone safe on their sites, you should:

- Make yourself aware of the risks on the site (e.g. open water, fuel store etc). The Allotment Association should provide you with copies of their Risk Assessments.
- Provide your Allotment Association with emergency contact details (e.g. next of kin) and particularly at quiet times let someone know where you are and your likely return time.

⁵ Occupiers' Liability Act 1957

- Keep your plot clean and well maintained, and comply with guidelines regarding the storage, usage and disposal of hazardous materials. Rubbish and debris which could cause a health and safety hazard (such as broken glass) must be removed as soon as possible.
- Store hazardous materials securely in the proper containers, and well away from possible reach by children
- Not use barbed wire on the plot.
- Report vandalism or other evidence of intruders to a member of the Committee for reporting to the police.
- Ensure that you keep the entrance gate to the site closed at all times, both to stop unauthorised people and dogs getting in and children getting out.

Mechanical/powering machinery

Any machinery used on site (e.g. mowers, strimmers, power tools) must be fit for purpose, well maintained, and operated and serviced in accordance with the manufacturer's instructions. Appropriate personal protective equipment should be worn at all times, and unsafe working practices may result in tenancy termination.

Where shared/communal tools are used, or a tool bank is in operation, any users must be given the relevant training prior to using the tools. This is particularly important where power tools (e.g. chainsaws, wood chippers etc) are used. Regular inspections should be in place, and the tools should be stored safely and in accordance with the required standards.

To avoid nuisance, power tools should not be used between 8pm and 9am inclusive.

Hazardous materials

Hazardous materials include flammable liquids, fuel for heating/machinery, pesticides and chemicals / fertilisers. There is strict legislation and guidance in place governing their use and storage⁶, and plot-holders must comply with these.

Under the Control of Pesticides Regulations (amended) (COPRA) (1997) anyone who sells, supplies, stores or uses a pesticide must take all reasonable precautions to protect the health of humans, creatures and plants, safeguard the environment and avoid the pollution of water.

Pesticides must be sold, supplied and marketed to end-users in the container supplied by the approved license holder and labelled in a manner consistent with the approved license. Pesticides that are bought in bulk by a trading hut or group of ploholders should never be decanted into any other type of container. Pesticides should not be brought into the UK from other countries.

⁶ Control of Pesticides Regulations (amended) (COPRA) (1997); The Control of Substances Hazardous to Health Regulations (2002) (COSHH); The Fertilisers Regulations (1991) (as amended).

Whether in a shed or trading hut, pesticides should be stored well out of the reach of children and locked away. Sacks of slug pellets are often displayed at ground level in trading huts, where the pellets could easily be eaten by a small child.

Do not store fertilisers within 10 metres of a watercourse or field drain to avoid nitrate leaching.

Pesticides should never be included in household rubbish, burnt, placed in skips or poured into any kind of drainage system or watercourse.

Further information

Allotments Regeneration Initiative:

- 1) [Allotment Sites Hazard Checklist](#)
- 2) [Health and Safety on Allotments: advice on activities requiring special management](#)
- 3) [All About Risk Assessments](#)



ANIMALS ON SITE

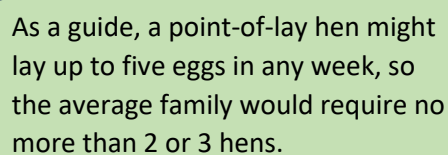
Dogs

Any dogs brought onto the allotment must be on a leash at all times and kept on the owner's allotment. Any faeces must be removed off site. Dogs must not be kept on the site overnight.

Hens

Allotment Legislation allows hens on a plot on the condition that they are well looked after. Cockerels are not allowed on site.

Allotment Law states that allotments should only be used for personal use and not commercial gain.



As a guide, a point-of-lay hen might lay up to five eggs in any week, so the average family would require no more than 2 or 3 hens.

It is recommended to register voluntarily with the Department for Environment, Food and Rural Affairs (DEFRA) at www.gov.uk/poultryregistration so that you can be contacted quickly if there is an outbreak of poultry disease such as Avian Flu.

Under the Animals By-Products (Enforcement) (England) Regulations 2011 it is illegal to feed animals with commercial catering waste or any domestic household kitchen waste; it is therefore illegal under these regulations to feed chickens with vegetable scraps from your house.

Livestock

No livestock (including geese, ducks, horses, goats, sheep, ferrets or cockerels) may be kept on allotment sites.

Pigeons

Allotment legislation does not allow for pigeons to be kept on allotments. While a number of sites contain existing pigeon crees, no new crees will be allowed on sites.

Bees

It has been estimated that honeybees pollinate about 34% of crops in the UK and having beehives near or on your site will result in higher yields and better quality produce.

The National Beekeeping Association and Newcastle and District Beekeeping Association can provide useful information about beekeeping and run taster sessions and fully accredited training.

If wishing to keep bees on allotments certain rules must be followed.

- 1) All beekeepers must be properly trained and receive accreditation.
- 2) Plot holders must seek Committee approval before becoming an on-site beekeeper. Note that Some neighbouring plot holders may not like or may be allergic to bees.
- 3) The bees must have access to an appropriate flight path and have adequate netting round the hives to direct them accordingly.
- 4) Contact details for the beekeeper must be displayed on site.

Some Allotment Associations may choose to use a vacant or hard to let plot as an apiary, where a group of beekeepers can keep their hives.

Animal Welfare

Any animals kept on allotment sites must not create a nuisance or health and safety risk.

If any animal on an allotment is deemed a nuisance, health hazard or their well-being is affected then they can be removed. All livestock is subject to strict welfare codes enforced by the RSPCA and DEFRA and covered by the Animal Welfare Act. The Act states that all animals have basic needs that must be fulfilled by their owner or keeper. If you are found guilty of neglect of an animal in your care by causing unnecessary suffering or failing to provide a suitable diet or living conditions then you may have to serve a prison sentence.

Further information

1. Keeping hens & rabbits on allotments: https://www.nsalg.org.uk/wp-content/uploads/2012/09/A5_Hens_rabbits_220213_HiRes.pdf
2. Keeping animals on allotments (RSPCA): <https://www.nsalg.org.uk/wp-content/uploads/2012/05/Welfare-of-animals-on-allotments.pdf>
3. Beekeeping
 - a. Newcastle and District Beekeepers Association: newcastlebeekeepers.co.uk.
Email: newcastle.beekeepers@gmail.com
 - b. British Beekeepers Association: bbka.org.uk
 - c. National Allotment Association: allotment-beekeeping
4. British Hen Welfare Trust guidance on keeping hens, including the ideal size of perch, house and scratching land: <https://www.bhwt.org.uk>

COMPLAINTS

We hope that by following the advice set out in this Handbook and by adhering to your tenancy agreement there will be no need to complain. However, where a situation arises that gives cause to complain there is a set procedure to follow to ensure all parties are given a fair chance to be made aware of the complaint and to respond appropriately.

The different procedures to follow are summarised below.

Plot Holders

If a plot holder has a complaint against another plot holder or their Allotment Association they should refer to the *Allotments Complaints Policy*.

If a plot holder is a direct tenant of Urban Green Newcastle and has a complaint against Urban Green Newcastle as their landlord they should refer to the *Urban Green Newcastle Complaints Policy*.

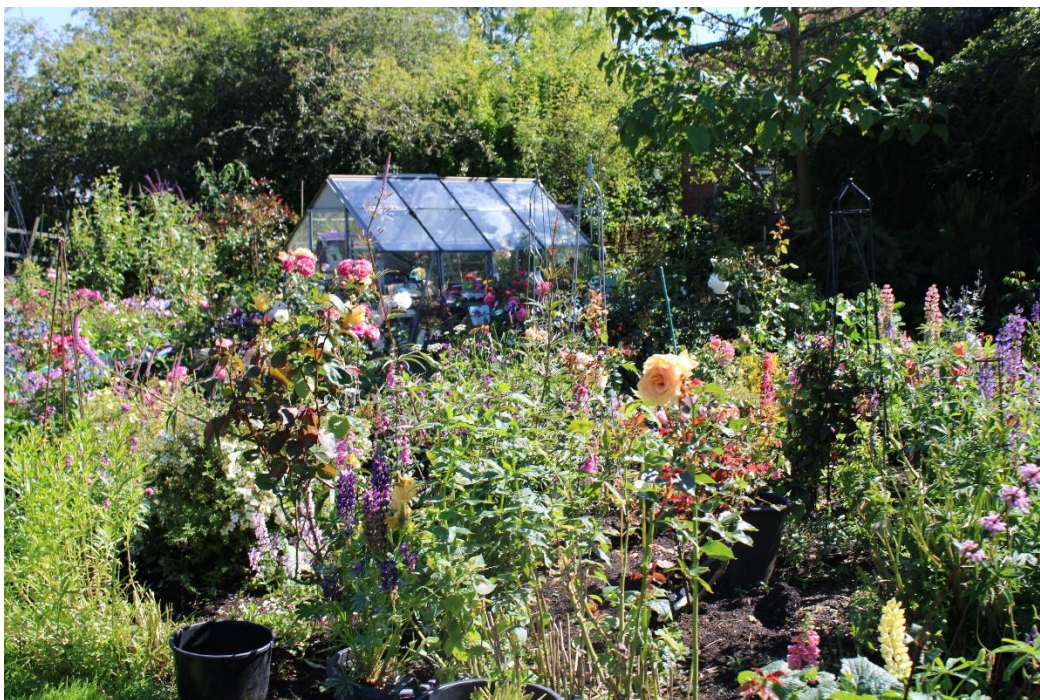
Allotment Association

If an allotment association has a complaint against a plot holder they should refer to the *Disciplinary and Enforcement Procedure*.

If an Allotment Association has a complaint against Urban Green Newcastle they should refer to the *Urban Green Newcastle Complaints Policy*.

Urban Green Newcastle

If Urban Green Newcastle has a complaint against a plot holder or an Allotment Association they will refer to the *Disciplinary and Enforcement Procedure*.



ROLE OF YOUR COMMITTEE

Most allotments sites have an allotment association that has a tenancy agreement with Urban Green Newcastle. As part of that agreement, the Allotment Association is required to establish an allotment committee to oversee the management of the site, issue tenancy agreements to individual plot holders and represent the interests of the plot holders to Urban Green Newcastle.

Whilst the tenancy agreement requires there to be a committee and requires certain administrative tasks to be undertaken, the detail of the composition of the committee, specific rules and constitution and any other activities that the Committee and the association wishes to carry out are not prescribed. **A template for Rules and Constitution is provided** and support agencies can help with advice on running Allotment Association Committees – see further information.

Specifically, must be elected by the Association members and must comprise at least three people including a Secretary who will have ultimate responsibility for the conduct and affairs of the Association.

The names and addresses of the Committee, minutes of meetings, annual balance sheet and statement of accounts, register of plot holders, rules and constitution should all be made available to Urban Green Newcastle. Contact details (name, plot number, phone numbers and/or email addresses) of Committee members should be made available to Members and are usually found on the site notice boards and the Associations website where they have them.

The Committee should ensure that all Members are provided with the relevant documentation including tenancy agreement with plot holders, a copy of this handbook, any site specific guidelines and any risk assessments related to the safe use of the allotment site.

The Committee is responsible for setting and collecting individual rents from its members and sub-tenants, which can include an element for supporting the management of the site by the Association. However, this element cannot exceed £100.00 per annum per 250 square metres unless written consent of Urban Green Newcastle has been secured.

The Committee may set up smaller sub-committees or working groups tasked with managing specific projects or aspects of the association's work e.g. inspections or social events. They would have to report back to the main committee with findings, recommendations or summaries of their actions.

Members of the Committee should set good examples of on-site behaviour and gardening practices. Anyone who sits on a committee is there to serve others, not themselves. Inevitably if the Committee issue warnings or complaints against plot holders Committee members will be open to scrutiny and criticism by their Members. All Committee members will have signed the Allotment Code of Conduct.

Further information

NAWG have produced a document “*Your Association, Your Committee*” which is a guide to the purpose and structure of Allotment Association Committees. Electronic copies can be obtained from NAWG.

The **National Allotment Society** also has some useful advice:

<https://www.nsalg.org.uk/allotment-info/allotments-management/>



WATER USE

Plot holders are responsible for cleaning, repairing and maintaining all water pipes and ditches that are part of or adjoin the Plot.

The Allotment Association is responsible for paying water bills and can pass that charge on to plot holders so please use water sparingly.

Do not leave taps running. Hosepipes must be turned off before the plot holder leaves the plot. Hosepipes must not be left on overnight. The use of sprinklers and seep hoses should be minimised and not left on overnight.

Smaller water butts can be filled from water supply. Where 1200l water containers are used, they can only be used for water harvesting, and must not be filled via hosepipes.

Please consider other plot users who might wish to use water when filling any containers.

Water cannot be taken from any water courses. This is illegal.

Tenants must take every precaution to prevent contamination of water supplies. Water troughs must not be used for washing vegetables, plant pots and other containers or hands! Please use a bucket.

If you bring children to the allotment site, they must not be allowed to play with the communal water troughs and taps.

Consider other ways to conserve water: cover water butts and consider mulching.

Water is a precious resource.

Please do your best to collect it and conserve it.

If you have a shed, greenhouse or polytunnel, why not to fit a basic system of guttering to feed into a large container to harvest and store rainwater. There are many sources of recycled containers which can be used for storing rainwater. Always check the previous contents before putting a discarded container to use! Cover a water butt to help prevent contamination and water loss through evaporation.

Advice on watering crops

Help retain moisture in the soil by adding a thick layer of organic matter as a mulch around plants. Digging organic matter into the soil is also beneficial

On hot or sunny days, water your crops in the early morning or evening to reduce water loss through evaporation

Give plants a thorough soaking rather than a sprinkling to encourage deep rooting

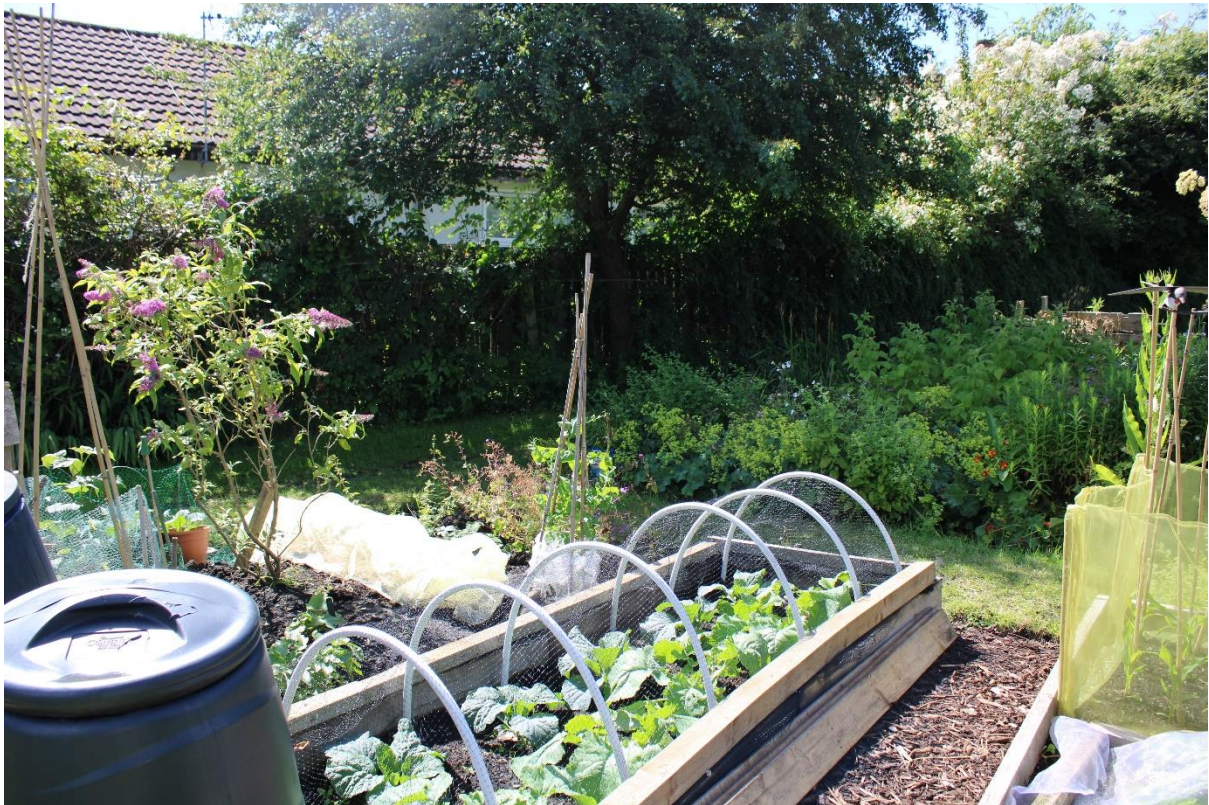
Remember that over-watering can be just as unproductive as under-watering

Learn how much water different crops need, as they need different amounts of water at different points of their growing cycle, and some crops need much more water than others

Further information

National Allotment Society's advice on water use and water saving:

https://www.nsalg.org.uk/wp-content/uploads/2012/09/A5_Water_260213_HiRes.pdf



BIODIVERSITY

Simply put, 'biodiversity' means many different life forms. An allotment site is the perfect place to create many different environments to encourage biodiversity.

Why is biodiversity good?

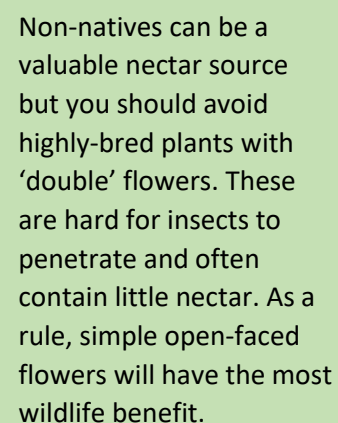
It reduces the need for pesticides, fertilizers and herbicides as the natural environment finds its balance and builds up its own resilience: birds and insects eat aphids, good soil microbes and worms create a good soil structure and secret nutrients. A variety of plants over time and space reduces the chance of disease taking hold.

How can this be achieved?

1. Growing different types of plants: flowers, vegetables, fruits.
2. Provide different habitats and food for wildlife (birds, insects and mammals)
3. Feeding the soil life. A healthy soil is full of bacteria, fungi, microbes and creatures which create the right environment for plants to thrive, releasing nutrients and creating good soil structure.

Growing a mix of plants

- Choose plants that flower and seed at different times to ensure good pollination and attract insects that can feed on pests.
- Seed heads left over winter provide shelter and food for insects and birds.
- Some plants may provide shelter over winter for lacewings, ladybirds and hoverfly that feed on aphids and scaly insects.
- Hoverflies and bees are attracted by open flowers such as wild carrot, lovage, caraway and yarrow, and dill, ragwort and parsnip are also popular. Bees will also appreciate tubular flowers such as sage, clovers, peas, beans and comfrey
- Late- and early-flowering plants such as aster, hellebores, ivy and spring bulbs provide nectar when little else is available (bumblebees will particularly appreciate these)
- Consider companion planting



Non-natives can be a valuable nectar source but you should avoid highly-bred plants with 'double' flowers. These are hard for insects to penetrate and often contain little nectar. As a rule, simple open-faced flowers will have the most wildlife benefit.

Crop	Good companions
Asparagus	Tomato, parsley
Beans	Celery, corn, cucumber, potato
Cabbage	Celery, onion
Carrots	Pea, rosemary, onion, sage, tomato
Celery	Onion, cabbage, tomato, beans
Corn	Beans, pea, squash
Cucumber	Beans, pea, radish
Lettuce	Radish, strawberry
Onion family	Beets, carrot, celery, lettuce, cabbage
Pea	Carrots, radish, turnip, cucumber, corn
Potato	Beans, cabbage
Pumpkins	
Radish	Pea, lettuce, cucumber
Spinach	Strawberry
Squash	Nasturtium, corn
Tomato	Asparagus, onion, carrot, celery, cucumber
Turnip	Pea

Feeding soil life

- Add composted organic materials to enrich soil life.
- Rotate crops – beans and peas help fix nitrogen. This is different to companion planting. Rotating crops helps
 - Make sure each area gets the nitrogen and other nutrients it needs
 - Prevent nutrients from being excessively depleted from the soil
 - Keep crops healthier by taking care of the soil
 - Reduce disease build-up in the soil
 - Reduce pest problems
- Green manures. These are sacrificial crops planted on fallow ground. Their main purpose being to trap nutrients that might otherwise be leached away by the rain. Some green manures will also increase soil fertility by fixing nitrogen. Added benefits are that they help to suppress weeds and attract and provide for many beneficial insects. Popular manures include winter tares *Vicia sativa*, a good nitrogen fixer and weed suppressor, and grazing rye *Secale cereale*, reputedly the best manure for over-wintering. Crimson clover *Trifolium incarnatum* is also a good nitrogen fixer and, if left to flower, is an excellent nectar source for bumblebees. Poached egg plant *Limnanthes douglasii* and *phacelia* are sometimes grown as weed suppressers that will also attract bees and other beneficial insects.
- Mulches. As well as suppressing weeds some organic mulches will also raise fertility by leaching nutrients into the soil as they decompose. A mulch will also provide predatory beetles with cover (although slugs may welcome the moist, sheltered

If you let green manures flower, it is important to cut them down before they set seed. The cut plants can be left on the soil as a mulch, dug into the ground, or added to the compost heap

conditions that mulching creates; for this reason, it's best to avoid mulching around young plants).

- Comfrey can be used to make manures and mulches and liquid fertilizer.
- Leave fallen leaves and dead plants to naturally rot and maintain humus levels.
- Avoid all garden chemicals as they have a big effect on soil communities and ecology. Adjust your planting to suit the soil, not the other way around.
- Avoid compaction by minimising walking on soil to allow air and water in.

CROP ROTATION

- Follow legumes with cabbage family crops, which really appreciate nitrogen.
- Follow potatoes with onions and root crops, since the potatoes help break up the soil creating good conditions for these crops to grow.
- Members in the tomato/potato family grown in the same location for multiple years are more likely to develop issues with fungal disease
- Cabbage family plants are hungry plants which will deplete nutrients such as soil nitrogen when grown in one spot. When crop rotation is not practised, these crops are also more likely to develop issues like root rot.
- Onions and some root crops like carrots are more likely to succumb to disease if you grow them in the same place year in year out.

Providing different habitats

- Grow flowers, fruits, shrubs and vegetables which flower (and seed) at different times to provide food for insects and birds and diverse areas for shelter and nesting.
- Leave some 'relaxed' areas. Leaves under a hedge, old wood piles, weeds or longer grass, will feed and shelter wildlife.
- Some "weeds" (controlled and in the right location) for example thistles can provide food for pollinators and birds.

- Leaving grassy paths with tussocky grass between beds provides shelter for ground beetles that prey on slugs, snails and caterpillars. Ground beetles are thought to be the 'number one' slug predator, better even than frogs.
- A small pond might attract frogs that eat slugs and provides water for insects and birds over the summer months.
- Log and stone piles are an easy way to create a refuge for frogs, toads, centipedes, slow worms and ground beetles, all of which help to control pests.
- Many insect predators need a sheltered place to hibernate when their food supply falls away in the autumn. Piles of plant litter serve this function very effectively;
- Scented flowers will also attract moths after dusk thus drawing in bats to eat the night lying pests

Do you have room for any of these?

- hedges and 'fedges'
- ponds and bog areas
- nest boxes for birds
- roosts for bats
- 'beetle banks'
- overgrown, undisturbed areas
- log and stone piles
- a wildflower/herb patch

Remember you will never get rid of all your pests: aphids and slugs are a necessary food source for valuable predators such as birds and ladybirds. Birds eat some of your fruit but they also eat your aphids. Netting fruit can keep birds off but they might still feed on unwanted insects instead.

Further information

Wildlife Gardening Forum: https://www.wlwf.org/ht_intro.html

National Allotment Society: https://www.nsalg.org.uk/wp-content/uploads/2014/06/small_A5_Wildlife_230216_HiRes.pdf

Natural England: https://www.nsalg.org.uk/wp-content/uploads/2012/05/wildlife_on_allotments1-Natural-England1.pdf

Garden Organic: https://gardenorganic-assets.s3.eu-west-2.amazonaws.com/documents/Garden-Organic-POG-Revised-Apr-19-Biodiversity_0.pdf

LIMITING THE USE OF HERBICIDES AND PESTICIDES

Urban Green Newcastle is trying to limit the use of herbicides and pesticides across its own estate, and is encouraging its reduction across allotment sites. The Tenancy agreement requires you to “take all reasonable care” to make sure adjoining hedges, trees and crops are not adversely affected. With the exception of vermin and pests, you should wherever possible only use chemicals that cause the least harm to humans and wildlife.

To reduce the amount of artificial pesticides, herbicides and fertilizers think carefully about your planting and plot management. Generally, prevention through good management and planning is better than cure.

- Build in natural organic matter to your soil
- Use mulch to suppress weeds
- Look at crop rotation to make the most of nutrients and reduce nutrient depletion
- Include flowers and other plants that attract beneficial insects that reduce harmful pests and improve pollination
- Plant disease resistant varieties
- Pull out or hoe weeds before they take over
- Plant or make physical barriers for pests
- Use nematodes (microscopic creatures), that act as parasites on other insects to kill them.
- Only use products approved by the Soil Association

Liquid fertilizer from comfrey or nettles

Comfrey

Steep 1 kg of leaves in 15 litres of water. Let the mixture stew under cover for four weeks then use undiluted.

Nettles

Use 1 kg of leaves for every 10 litres of water. After two weeks the resulting fluid is diluted by adding 10 parts water to 1 part nettle liquid.

Plant carrots in raised beds or interplant with onions to suppress carrot root fly.

Rings of cardboard or collars around the base of cabbages reduce cabbage root maggots

Hoverflies and ladybirds prey on aphids: an adult ladybird can eat about 5000 aphids in its lifetime. Attract them with plants like chives, English marigold or alliums.

Help them overwinter by leave some hollow-stemmed dead plant matter or provide a bug hotel

Further information

Garden Organic:

<https://www.gardenorganic.org.uk/expert-advice/principles-of-organic-gardening>

Gardeners World

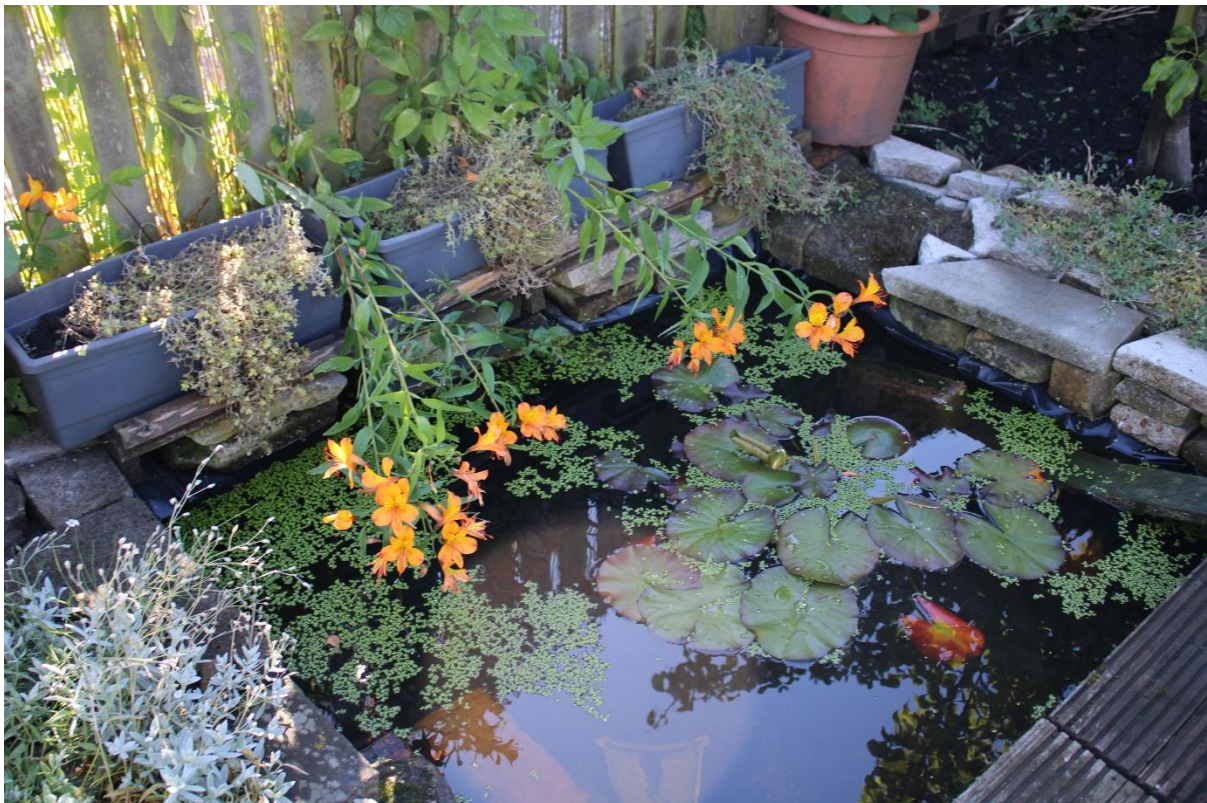
<https://www.gardenersworld.com/plants/organic-pest-control/>

RHS

<https://www.rhs.org.uk/gardening-for-the-environment/organic-gardening>

Soil Association

<https://www.soilassociation.org/take-action/growing-at-home/allotments-and-home-growing/>



MANAGEMENT OF WASTE

As a principal all plot holders and allotment associations are encouraged to **reduce** the amount of waste they produce in the first place (e.g. not buying more than is necessary), **reuse** any waste for other purposes (e.g. saving plant pots till for new cuttings) or **recycle** their waste (e.g. composting) before resorting to disposal. Likewise, preference should be given to mangling the waste on site where practical, for example with a communal fire or communal composting. **Remember, you cannot bring waste on to the site from elsewhere.**

Where there are large volumes of waste produced, for example after clearing a plot, Urban Green Newcastle can consider a request for a skip to take the waste away from a site. Generally Urban Green Newcastle will try to organise and pay for at least one skip each year, although this is very dependent on finances being available. Please get in touch with Local Food and Allotments Officer at Urban Green Newcastle to discuss needs.

Green waste

It is inevitable that allotment sites will generate green waste. The first preference is for organic waste to be **composted** wherever possible, with compost heaps maintained in a tidy condition, and in proportion to the size of the plot. **Check also if your site has a communal composting area.**

Large amounts of dry woody waste can be burned but please refer to the Allotments Fire Code of Practice and note that no fires are permitted between 1st April and 31st October in any case.

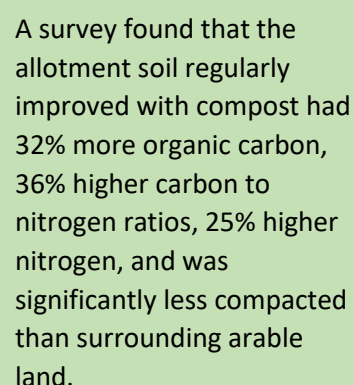
Composting

Why compost?

- Improve soil texture
- Improve aeration of the soil
- Increase water-holding capacity of the soil
- Improve soil fertility
- Feed micro- organisms that keep soil healthy
- Reduce landfill pressure
- Save you money

Compost production works best when there are a couple of heaps on the go at the same time; one that you are adding to and another that you have filled and left to decompose; a process that can take up to a year.

Compost bins can be in the form of boxes made from pallets or other timber, sheet/wire secured to stakes or specially made products.



A survey found that the allotment soil regularly improved with compost had 32% more organic carbon, 36% higher carbon to nitrogen ratios, 25% higher nitrogen, and was significantly less compacted than surrounding arable land.

Compost can be dug in or used as a mulch.

What should I put in my bin?

Ideally you should mix carbon-based waste (browns) half and half by volume with the nitrogen-based plant (greens) remains. The green material provides nutrients and moisture whilst the browns decompose more slowly and provide the energy source for the microbes that carry out the composting process. The brown material also absorbs excess moisture and facilitates air-flow within the heap.

BROWNS (CARBON)	GREENS (NITROGEN)
dead leaves old straw/hay dry plant stems and weeds sawdust in small amounts shredded paper in moderation wood ash torn cardboard – small pieces Poultry and rabbit bedding	grass – in moderation fruit and vegetables (raw) loose tea leaves and coffee grounds pea and bean-tops manure bedding plants urine – male only young weeds flowers comfrey / nettles
NOT TO BE INCLUDED	
cooked food or bread meat or fish coal and coke ash certain diseased material – see below Certain weeds – see below	cat litter or dog faeces glossy magazines plastics, metal and glass material not generated on site

Do not put perennial weeds such as buttercup, bindweed or ground elder directly onto the heap as they will survive the composting process unless you are using a “Hot Heap”. They can be put in a plastic sack with some grass (mowing if available) and left to dry until the weeds are no longer recognisable this may take a several months they can then be added to the compost heap.

Some weeds and roots can be rotted down in a bucket of water for a month or two and then added to the heap. The liquid can be diluted and used as a plant feed.

Roots can also be crushed and then baked in the sun on a metal sheet or inside a black bag to desiccate.

What to do with diseased material

Plant materials infected with club root or sclerotinia (onion white rot etc) should be disposed of offsite, temperatures at the council green waste facilities will get high enough to kill these pathogens, a cool compost heap will not.

Powdery mildew and rust are less persistent and if the disease has been caught early, material could be added to the heap.

Fruit suffering from brown rot can be buried at least 30cm deep, burned or dispose of infected wood.

Troubleshooting

My compost heap stinks!

Healthy, ready compost should not stink – this smell is given off by anaerobic bacteria which occurs when there isn't sufficient air in the mix. Always mix green and brown material - especially when adding a lot of greens in one go, and never compress the compost to make more space. Use an aerator (long metal poles) to create air channels and turn the heap once every few months.

My compost heap isn't doing anything...

Composting takes time and is naturally affected by the seasons. Even under ideal conditions it can easily take 4-6 months before any compost is produced. As the temperature drops in winter, microbes will slow down and depending on the size of your heap stop altogether. You could insulate your composter with cardboard, leftover bubble wrap, old carpet – just be sure to leave gaps for it to 'breathe'. If you're in a real hurry you could occasionally fill a large sealed container with warm water and place it in your compost just to get it going.

Help! My compost is full of worms!

Worms play a vital role in your compost and reproduce quickly when the temperature is right. So it's not uncommon to sometimes feel that the compost is being overrun by worms. They are perfectly adapted to eating rotting organic waste, so understandably they feel very much at home in a compost heap. In return, worms will aerate the compost with their constant tunnelling and enrich it with worm castings. Make sure your compost isn't too wet, and when it's very hot they will move to the edges or try to escape altogether.

Why are there mushrooms growing in my composter?

Fungi and bacteria are largely hidden to the naked eye. However, you may notice white strands matting together which are healthy fungal networks. When the conditions are right, the fungal network (mycelium) produces a glorious mushroom 'fruit'. Mushrooms are a positive sign that fungi are present and well, playing a vital role in decomposing organic matter. These mushrooms are not edible: simply let them run their course and they can be incorporated back into the heap.

My heap is attracting rats.

Rat tunnels in the soil or in the compost heap are often the first sign of infestation. The tunnel entrances are about 30-40mm diameter.

Rats are everywhere in urban and rural areas anyway. Rats may visit, or nest in, a compost bin, but composting does not generally attract the rats in the first place. However, a compost heap can be particularly attractive during the winter as it can provide warmth and a good supply of food..

Avoid any cooked foods that will certainly attract rats. Turning the heap regularly and disturbing it can make it less attractive to nest in. For sealed bins, a mesh of less than 15mm

or paving slabs with small gaps can be placed underneath (a complete concrete pad reduces drainage and ingress of worms).

Leafmould

The main benefits of leaf-mould compared with compost are that it contains twice as many minerals as manure and retains 3-5 times its weight in water, making it an excellent choice for improving your soil structure. Leaf mould makes an excellent mulch and is a key ingredient when making homemade potting and seed composts.

Place collected leaves in wire containers or sealed black plastic bags, add some grass clippings or coffee grounds for nitrogen and ensure they remain damp. Ideally, they should be collected with a mower on a high cut to shred them. Store the leaves for at least twelve months to allow them to break down sufficiently.

Further information

Wildlife Gardening Forum

https://www.wlgf.org/ht_compost.pdf

National Allotment Society

https://www.nsalg.org.uk/wp-content/uploads/2022/11/Why_Make_Compost-UPDATE.pdf

Carry on Composting

<https://www.carryoncomposting.com/416920202.html>

Waste disposal

The storage of goods or materials not directly connected with the cultivation of the plot is not permitted. Use of the allotment site and plots for the storage, recycling or disposal of rubbish, scrap metal, hazardous materials or other items brought onto the plot is strictly forbidden.

Plots should be kept clear of litter, refuse or other rubbish. Waste derived from the site which cannot be composted should be responsibly disposed of at a licensed waste disposal facility. If tenants are found to be dumping refuse or organic matter elsewhere on (or off) the site, they will either receive a warning or – if in breach of legislation – be given an immediate notice to quit. If plot-holders witness illegal fly-tipping onto allotment land, they should immediately contact the Police (Non- emergency number 101), Urban Green Newcastle or Envirocall (019127878 or visit <https://envirocall.newcastle.gov.uk>)

Asbestos

Asbestos was widely used by the construction industry before 1995. The most common form of asbestos found on allotments is in the form of tiles, panels or sheeting. The presence of asbestos is not a health hazard. It is only a risk to health when asbestos fibres are released into the air and inhaled.

If an existing communal building is known to contain asbestos, Urban Green Newcastle will organise regular checks in accordance with their asbestos policy. Access to those buildings will be required as part of those checks.

If there is asbestos cement sheeting on your allotment and the sheets are in good condition, not likely to become damaged and you are happy for them to remain (e.g. as the roof of a shed you wish to use) then it is safe to leave them as they are. However, never drill into, break up or cut material that you suspect contains asbestos.

If the sheets are in poor condition, you wish to remove them or you have discovered fly tipped asbestos waste on your plot then please contact the Allotment Officer for advice.

Material containing asbestos cannot be disposed of in the general waste.



PEST CONTROL

Urban Green Newcastle has a Service Level Agreement with Newcastle City Council, who provide a professional pest control service.

While it is inevitable that vermin such as rats may be seen from time to time, if you feel that there is a problem, please report it to your Committee or the Allotments Officer who will contact the Pest Control team.

If there is a persistent problem, the Pest Control team may require you to take action on the site to discourage rats.



OTHER RESOURCES

1. National Allotment Society: <https://www.nsalg.org.uk>
2. Social Farms and Gardens: <https://www.farmgarden.org.uk>
3. Allotments Regeneration Initiative:
<https://www.barnetalotments.org.uk/resources/fact-sheets>
4. Garden Organic: <https://www.gardenorganic.org.uk>
5. Permaculture Association: <https://www.permaculture.org.uk>
6. Royal Horticultural Society: <https://www.rhs.org.uk>
7. The Soil Association: <https://www.soilassociation.org>
8. British Beekeepers Association: <https://www.bbka.org.uk>
9. Newcastle Allotments Working Group (NAWG): <https://www.newcastleallotments.co.uk>



USEFUL TEMPLATES

1. **Application for the erection of each new building / structure or alteration to an existing building / structure**
2. **Health and Safety Policy**
3. **Risk Assessments**
4. **Rules and Constitution for an Allotment Association**



1. Application for the erection of each new building / structure or alteration to an existing building / structure

Materials used:

Please list **all** the materials used in the construction / alteration of the building /structure below, including base and floor materials.

Walls:

Roof:

Base:

Floor:

All other materials (including preservative treatment & colour):

DRAWINGS OF SIDE & FRONT OF BUILDING / STRUCTURE

Supply drawings of side and front elevations of the building/structure and mark the length, width and height at the highest point. If applying to alter an existing building/structure clearly identify the existing and proposed alterations.

DRAWING SHOWING LOCATION OF BUILDING/STRUCTURE ON PLOT

Supply a plan drawing showing the proposed position of the building/structure on the plot and its relation to any other existing buildings/structures, access routes, structures on adjacent plots, plot or site boundaries. Remember to leave adequate space around the building for maintenance access (minimum 0.5 metre).

If applying to alter an existing building/structure clearly identify between the existing building/structure and proposed alterations.

Please indicate the direction of North on your plan and indicate the percentage of the total plot area this building/structure will occupy.

I UNDERSTAND AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS

Signed:

Date:

YOU WILL BE NOTIFIED BY THE COMMITTEE OF WHEN THIS APPLICATION IS APPROVED

You are strongly advised not to purchase or commence erection of any building/structure before approval is given.

2. Template Health & Safety Policy

[] Allotment Association Health & Safety Policy

Statement

The [] Allotment Association Committee takes health and safety very seriously. The safety, health and welfare of plot holders are of paramount importance.

The Committee is committed to providing and maintaining a safe environment for plot holders and others affected by the actions of members on our allotment fields. It provides and maintains health and safety information and guidelines in conjunction with tenancy agreement rules which all members are expected to read and adhere to.

The Association has no legal powers to make plot holders adhere to these statements and guidelines, but members who fail to do so risk injury to themselves and other allotment users and visitors. Members who display negligence should be reported to a member of the Committee in the first instance or Urban Green Newcastle's Local Food and Allotment Officer.

Regular checks will be made by Committee members, NAWG and Urban Green Newcastle's Local Food and Allotment Officer. Members failing to follow the rules and guidelines may, if deemed necessary, be evicted from their plot.

Introduction

All activities carry an element of risk and allotment gardening is no exception. Everyone needs to take health and safety seriously but it is also important to use common sense and not become 'litigation paranoid'. Good gardening is safe gardening, and many risks to both ourselves and others can be easily prevented.

Our Obligations

Under civil law, and as set out in the Occupiers' Liability Act 1957, all plot-holders have a duty of care to anyone accessing their plot, and the pathways for which they are responsible. This includes both authorised and unauthorised visitors. As an association, we have a communal duty to ensure that common areas, such as the car park and main access paths are safe. The law requires that in all these areas we exercise at least a 'reasonable' level of care regarding safety.

Although unlikely, a claim could be made for negligence when an individual suffered an injury because we didn't take reasonable precautions. It is not possible in English law to exclude liability, for example by way of a notice. We are also obliged to comply with other laws, such as those regarding environmental and wildlife protection.

Definitions

A **hazard** is something that can cause injury, for example road access, power tools and exposed sharp edges. Hazards can sometimes be managed, removed, or modified but they may be inevitable. It is essential that they are acknowledged and noted.

Risks are the potential threats caused by the hazards, for example injury from a hidden sharp edge, a vehicle accident. Risks can usually be avoided.

Risk Assessment is the process of identifying the potential risk and harm it may cause.

Risk Management is the process of reducing or eliminating any harm caused by the Risk to persons, animals, other creatures and the environment.

Our Policy

Our Health & Safety Policy, although summarised in this document, is implemented through our tenancy agreement, Constitution and Rules, newsletters and other forms of written communication and introduction to the site by the membership secretary. In addition, a risk and hazard assessment will be carried out by designated person(s) on a regular basis and appropriate actions taken both to minimise hazards and risks, and to update this policy.

Risk Assessment

A risk assessment of each field will be undertaken by or on behalf the Committee at least twice a year. This usually involves touring the site, identifying hazards, assessing risks and deciding on actions. Risk assessment involves listing potential risks caused by these hazards, assessing the frequency that people are exposed to those hazards, the probability of injury and the impact of such injury. Some risks are so great that immediate action must be taken, some require remedial actions to be considered and others may need no action.

It will be ensured that plots are free from hazard on leasing to new plot-holders and to advise them of this policy and any known hazards elsewhere on their plot's field.

All plot holders should make a member of the Committee aware of any new hazards that appear as soon as possible rather than wait for the regular inspections

Injuries and "near-misses" and any other safety-related issues must be reported to the Committee so that any existing hazard or risk can be eliminated and prevented in the future.

Risk assessments are issued to all plot holders on an annual basis at rent renewal time or can be accessed via the website. Risk assessments are 'live' documents which will be reviewed and updated regularly – all plot holders should ensure that they are referring to the latest risk assessments available.

Most injuries are easily prevented – good gardening is safe gardening and it is everyone's responsibility to ensure that we garden in a safe way.

Actions to support the policy

[] Allotment Association has implemented and maintained the following in support of this policy:

1. We have appropriate insurance cover for all of its sites and activities.
2. Clear lines of communications are identified.
3. Emergency numbers will be posted on the notice-board and regularly updated.
4. Health and safety issues are displayed on [LIST PLACES WHERE DISPLAYED e.g. display boards, posters, website, email etc]
5. Health and safety performance is treated by [] Allotment Association as equal with all other priorities.
6. There is an ongoing consideration of opportunities for continuing improvement in health and safety.
7. There is continued support for committee members and plot holders with the provision of appropriate training and advice.

Plot-holders are expected to adhere to the following site safety rules as well as any other rules set out in their tenancy agreement.

1. It is recommended that, particularly at quiet times, plot-holders inform someone where they are, and their likely return time.

2. Plot-holders should ensure that their plot and associated accesses are free from hazard: hazards may include sharp edges, exposed nails, improperly stored tools, hazards hidden within undergrowth such as discarded tools, improperly stored hazardous materials such as those listed below. Please remember that we are legally responsible for the safety of anybody who may enter our plots.
3. Plot-holders must acquaint themselves with, and adhere strictly to, the guidelines regarding storage, usage and disposal of hazardous materials such as glass, pesticides, fertilisers, asbestos cement, oil, and fuel. These must be securely stored in the proper containers, and well away from possible reach by children.
4. Plot-holders should acquaint themselves with the safe use, and storage, of tools, particularly power tools and where necessary wear suitable personal protective equipment.
5. Plot-holders should be vigilant for rats, rabbits and other vermin, and inform a member of the Committee if evidence of vermin is observed.
6. Plot-holders should report vandalism or other evidence of intruders to a member of the Committee for reporting to the police.
7. Plot-holders should ensure that the gate is kept closed at all times, both to prevent ingress of dogs and egress of children.

This health and safety policy will be reviewed and updated at the [] Allotment Association Annual General Meeting to ensure that it continues to be relevant and effective.

This Health & Safety Policy was prepared and issued by the Management Committee of the [] Allotment Association.

Date: [INSERT DATE OF LAST REVISION]

3. Sample Allotments Risk Assessment Form

Familiarise yourself with the rest of the pack before using this risk assessment form.
 You will need a pocket calculator. A camera may also prove useful.
 Photocopy the blank forms as required.

Please note: *The examples given on this page are just examples. The advice given should not be followed word for word in real-life situations.*

Hazard	Degree of Risk*	Action needed	Date for completion/review
Example 1: Barbed wire on boundary fence.	$(9 + 7) \times 3 = 48$	Substantial risk, action required. Remove and replace with plain, non-barbed/non-razor wire.	Rectify immediately
Example 2: Greenhouse with broken roof on untenanted plot	$(2 + 8) \times 3 = 30$	Hire contractor to demolish and dispose of greenhouse. Consider using a groundsheet during dismantling to collect glass.	Obtain contractor quotes, report back to next health and safety meeting
Example 3: Uneven paving stones on connecting path	$(6 + 7) \times 3 = 39$	Lift and remove, level and replace with membrane and woodchip path.	Contact Council about free supplies of woodchip, also to report back.
Example 4: Corrugated metal used for internal boundary has sharp edges	$(8 + 5) \times 2 = 26$	Advise plotholder to replace with safer material and to dispose of metal in the skip provided.	Advise secretary to send letter to plotholder and review

* **Degree of risk = (Frequency + Severity) x Probability;** Please refer to guidance sheet.

Risk Calculation Sheet

FREQUENCY OF EXPOSURE TO HAZARD		+	SEVERITY OF LIKELY OUTCOME	x	PROBABILITY OF OCCURRENCE	=	RISK
10	Continuous	10	Catastrophe (multiple deaths)	5	Certain to occur	90 - 100	Very high risk. Take immediate action. Stop operation.
9	Very frequent						
8	Frequent, a few times per day	9	Disaster (death)	4	Can be expected to occur	80 - 89	High risk. Action required urgently.
6	Occasionally, a few times per week	8	Very serious (Accident & Emergency, hospital)	3	Quite possible	50 - 79	Substantial risk. Correction required.
4	Few per month	7	Serious (doctor/reportable)	2	Unusual but possible	20 - 49	Possible action required.
2	Rare, few per year	5	Important (first aid)	1	Unlikely	10 - 19	Risk perhaps acceptable.
0	Very rare	3	Noticeable	0	Practically impossible	0-9	No action required.

Allotments Risk Assessment Form

Photocopy and use this for first and subsequent pages

Site/Association Name: _____

Date: _____

Hazard	Degree of Risk*	Action needed	Date for completion/review
	$\text{---} + \text{---} \times \text{---} = \text{---}$		
	$\text{---} + \text{---} \times \text{---} = \text{---}$		
	$\text{---} + \text{---} \times \text{---} = \text{---}$		
	$\text{---} + \text{---} \times \text{---} = \text{---}$		

* Degree of risk = (Frequency + Severity) x Probability; Please refer to guidance sheet.

Allotments Risk Assessment Form continued

Photocopy and use this as final page

Hazard	Degree of Risk*	Action needed	Date for completion/review
	$\text{---} + \text{---} \times \text{---} = \text{---}$		
	$\text{---} + \text{---} \times \text{---} = \text{---}$		

* Degree of risk: (Frequency + Severity) x Probability; Please refer to guidance sheet.

Completed by:

Signature	_____	Name	_____
Position	_____	Date	_____
Signature	_____	Name	_____
Position	_____	Date	_____

4. Rules and Constitution for an Allotment Association

THE CONSTITUTION

1. **The Name:** of the organisation is. ----- Allotment Association

2. **Related Publications:**

2.1. The legal precedence document is the Tenancy Agreement between Urban Green Newcastle and [*Allotment Association*].

2.2. Other guidance publications are:

2.2.1. Allotment Handbook

3. **Aims:**

3.1. The aims of the organisation are:

3.1.1. To advance education and understanding relating to the benefits of gardening.

3.1.2. To promote physical and mental health.

3.1.3. To provide an association where gardeners and allotment holders can work together to take joint action for common benefit.

3.1.4. To actively promote and encourage wildlife.

3.2. This organisation is committed to equality for everyone and all members are expected to behave in a manner consistent with this commitment.

4. **Powers**

4.1. Employ and pay staff (who may not be members of the executive committee)

4.2. Co-operate and exchange information and advice with other organisations such as voluntary bodies, charities, and statutory authorities.

4.3. Raise funds by any lawful means except permanent trading.

4.4. Do anything else within the law that is necessary in carrying out the objects.

5. **Membership**

5.1. Membership is open to any person who wishes to support the objectives.

5.2. The committee may decide to have other non-voting categories of membership such as associate and honorary membership and set the subscription payable (*if any*). Individual associations may benefit from producing a membership list detailing voting categories, full and half plot allotment holders, fees payable, full and associate memberships, etc.

5.3. All members must pay the annual subscription that the committee has set for the year in question, and this amount may be zero. Any subscriptions set will be at a level which does not deter membership. All subscriptions are due within two months of the AGM.

- 5.4. A member can resign their membership at any time. A member who is three months behind with their subscription is assumed to have resigned but can rejoin if they bring their subscription up to date.
- 5.5. The committee shall have the right for good and sufficient reason to terminate the membership of any member provided that the member shall have the right to be heard by the committee before a decision is made.
- 5.6. Disciplinary hearings and eviction appeals should be notified to an individual within a reasonable time scale in accordance with the Disciplinary and Enforcement Procedures set out as part of the Tenancy Agreement.

6. Members Meetings (General and AGM)

- 6.1. 14 days notice must be given to members of any general meeting, including the annual general meeting (AGM). Individual notices may be sent to all members or a notice may be displayed in a public place accessible to all members.
- 6.2. A general meeting can be held at any time if the committee calls one or if at least [xxx] members write to the committee asking them to call one. The letter to the committee must state the reason they wish the meeting to be called.
- 6.3. No decision can be taken at a general meeting unless at least [xxx]% of members are present. If at least [xxx]% of members are not present then the meeting can be adjourned for at least 14 days. At the re-convened meeting, decisions based on a majority vote can be made providing that there are at least three members, one of these to be a committee member. *[Numbers and percentage to be determined on adoption of constitution]*.
- 6.4. An Annual General Meeting of the members of the organisation shall be held in each calendar year to deal with the following business:
 - 6.4.1. Receive the management committee's report and accounts for the previous year, (a copy of which must be sent to Urban Green Newcastle if requested).
 - 6.4.2. Elect the officers and/or committee members for the following year
 - 6.4.3. Deal with any other matters which the committee or members wish to raise and that the Chairperson is prepared to accept as legitimate business for the AGM.
- 6.5. Every question at any general meeting is decided by a majority of the votes cast by those entitled to vote. In the case of equality of votes the chairperson of the meeting has a second or casting vote.
- 6.6. Associations may choose to:
 - 6.6.1. Elect the management committee offices of Chairman, Secretary, and Treasurer and such honorary officers as seen fit; or
 - 6.6.2. Elect committee members only, with association officers and honorary officers being voted in at a later committee meeting.
- 6.7. The Chairperson of the management committee or in their absence some other person elected by the meeting takes the general meetings.

7. Management Committee

- 7.1. The management committee (“the committee”) is the body responsible for management of the organisation.
- 7.2. The committee consists of a minimum of three members of the organisation who shall normally be the Chairperson, Secretary, and Treasurer.
- 7.3. The members of the committee are elected annually at the AGM and normally hold office until the end of the Annual General Meeting the following year.
- 7.4. The committee will meet as required but not less than twice in each year. No decision can be taken at a committee meeting unless at least [xxx] members are present.
- 7.5. Every issue at a committee meeting is decided by a majority of the votes cast by those committee members present. If the vote is tied, the chairperson of the meeting has a second or casting vote.
- 7.6. Candidates who wish to stand for election to the committee must inform the chairperson at least seven full days before the AGM.
- 7.7. If there is a vacancy on the committee or if anyone resigns during their term of office the committee has the power to co-opt another member to the vacancy. This co-opted member has full voting powers and will stay on the committee until the next AGM.
- 7.8. A committee member may be removed if all the other members of the committee agree, provided that the person concerned has been given the right to put their case forward before the final decision is made.
- 7.9. The committee must keep minutes of its meetings and proceedings and keep safe all records relating to the organisation.
- 7.10. If committee members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

8. Quorum

- 8.1. A quorum at committee meetings is three and should include one officer.
- 8.2. A quorum at a general meeting is a minimum of [xxx] members. If there is no quorum the meeting may be adjourned for at least 14 days and the number present at the adjourned meeting if at least 3 will constitute a quorum for that meeting. (*Numbers and percentage to be determined on adoption of constitution*)

9. Finance

- 9.1. All funds belonging to or raised for the organisation must be paid directly into a bank or building society account, which is operated by, and in the name of, the organisation.
- 9.2. All transactions require at least two signatories, who have been authorised by the committee, and who may not live in the same household nor be related as spouse, partner, parent, child, brother, sister, grandparent or grandchild
- 9.3. No member of the committee can be employed by the organisation or receive any payment or other benefit from its funds except for reasonable out of pocket expenses properly incurred for the purposes of the organisation. Modest honoraria may be awarded

to an individual by the committee in recognition of work undertaken throughout the year. The levels of the honoraria to be paid will be determined by the committee each year.

9.4. All funds belonging to the organisation can only be used in furthering the aims.

10. Amendments to constitution.

10.1. This constitution can be changed at any general meeting if agreed by a majority of the members present and voting. No changes of a fundamental nature can be made to:

10.1.1. Clause 3 (The aims)

10.1.2. Clause 10 (This clause)

10.1.3. Clause 11 (Dissolution)

10.2. Fundamental means a basic and important change that would alter the intention of the aims, amendment or dissolution clause, as originally written.

10.3. Any new rules on running the allotment must not conflict with the UGN Tenancy Agreement or Standards or Codes set out in the Allotment Handbook.

11. Dissolution

11.1. If the committee decides that it is necessary to close the organisation it must call a general meeting of all members and recommend closure to them.

11.2. If a majority of the members present vote in favour of closing the organisation the committee has the authority to do so.

11.3. Any assets remaining after the satisfaction of any proper debts and liabilities shall be transferred to one or more voluntary organisations or registered charities with charitable objects similar to those of the organisation.

The Rules:

1. [_____] Allotment Association:

1.1. Each individual association committee shall have the authority to make rules for the good running of that association. Those rules must be approved by a majority of the members at the Annual General Meeting.

2. Committee:

2.1. The association committee shall be responsible for:

2.1.1. Supplying a list of committee members to Urban Green Newcastle.

2.1.2. Setting the yearly subscription for the plots taking into account vacant Plots and any water charges etc. Taking in and issuing receipts for yearly subscription. (*Urban Green Newcastle may inspect these books at any reasonable time*)

2.1.3. The committee shall seek to implement best allotment practices by adhering to the UGN Tenancy Agreement and associated Guidance and Regulations in the Allotment Handbook.

2.1.4. All new plot holders will be Newcastle City residents and will be given a maximum of a half plot to cultivate.

2.1.5. The management committee shall report all crime to the police and receive a crime reference number. This information should be passed to the UGN Allotments Officer for inclusion in the central crime register.

3. Members:

3.1. Every tenant shall be aware of the lease under which the association holds the land and observe all conditions laid down in the lease.

3.2. Every document referred to in Section 3 above shall be made available to every tenant.

3.3. Every Member shall sign and adhere to the Allotment Code of Conduct

4. The Secretary will maintain

4.1. Contact details for site waiting lists which shall include ***date of placement, address, post code, telephone number, and e-mail details when available.*** List to be made available to Urban Green Newcastle if requested.

4.2. Vacancies will be allocated on a strictly first come first served basis with full ***contact details for full and half plots holders held on separate waiting lists.***

4.3. ***The Secretary shall be the first point of contact with the Urban Green Newcastle Local Food and Allotments Officer. (Except in exceptional circumstances).***

4.4. Ensure that the necessary approvals for new buildings and alteration to existing buildings are controlled by the management committee in accordance with the Allotment Tenancy Agreement paragraph 4.2.3 consent requirement.

5. Rent:

5.1. Each association has the authority to give notice to any tenant for non-payment of rent and/or non-cultivation of land or misconduct, or any other breach of these rules.

5.2. Subscriptions shall be paid as determined by the committee.

These rules etc are a minimum requirement for running of allotment sites and may be added to, as required, by individual associations. Any new rules on running the allotment must not conflict with the UGN Tenancy Agreement and any Standards or Codes set out in the Allotment Handbook.

Adoption of Constitution

This constitution was adopted at a general meeting held on(Date)

Signed:

Chair of meeting (Signature)

(Print Name)

Secretary of meeting (Signature)

(Print Name)

APPENDICES

1. Discipline and Enforcement Procedures
2. Allotments Complaints Policy
3. Urban Green Newcastle Complaints Policy