



MEMBERS' HANDBOOK

(including Terms and Conditions of Allotment Tenancy)

Contents

Introduction.....	5
Communication.....	5
Management.....	5
Terms and Conditions of Allotment Tenancy.....	6
Data protection.....	13
Health and safety	13
Probation Period	13
Bonfires	14
Site inspections.....	14
Special deliveries.....	15
Committee Meetings.....	15
Annual General Meeting (AGM).....	16
Extraordinary General Meeting (EGM)	16
Helping – Working groups.....	16
Site Facilities.....	16
Plot measurements.....	17
Officers and Committee members	18
Additional documentation.....	18
Site maps.....	19

Introduction

This handbook has been created to provide all plot holders of **Halliwick Park Allotment Holders Association Limited** with their conditions of tenancy and other essential information and applies to both sites (North field and South field).

The sites (North field and South field) run on a communal basis, so please remember to be considerate and ensure that your plot, your activity on it, and its surrounding paths do not pose a hazard or inconvenience to others.

The allotment sites are managed entirely by plot holders who are expected to undertake most of the essential maintenance and communal jobs to maintain a safe and pleasant environment.

To ensure **Halliwick Park Allotment Holders Association Limited** is run in a safe and responsible manner **all** plot holders are required to regularly assist in the work of running the sites by volunteering in the various jobs required such as cleaning communal spaces, pruning trees, running social events etc.

Please inspect the Noticeboards (North and South fields) regularly for up-to-date information.

Communication

The Committee members may be contacted via the Secretary at the Trading hut (guaranteed times: every Monday, Wednesday, Friday and Sunday between 10:00-12noon).

Information regarding the Association and forthcoming events and activities is obtainable via the **Noticeboards** (North and South fields), the **Newsletters** (hard copy via the Trading hut and online via the Association's **website** <https://www.halliwickparkallotments.org.uk/>) and through the Association's **Facebook page** (<https://www.facebook.com/halliwick.allotments>).

The Association is a member of:

- The Barnet Allotment Federation (<https://www.barnetallotments.org.uk/>)

Management

The Committee of **Halliwick Park Allotment Holders Association Limited** has overall responsibility for the allotments, authorises expenditure and deals with the detailed running of the allotments. Members are elected to this Committee at the Annual General Meeting held each November.

Terms and Conditions of Allotment Tenancy

The following clauses are the Association's terms and conditions, and they are subject to amendments by **Halliwick Park Allotment Holders Association Limited** at any time.

I. GENERAL

1. **Interpretations.** The meaning on the words used in the document
 - a. "**The Association**" is the Halliwick Park Allotment Holders Association Limited, a Registered Association owned by its members.
 - b. "**The Committee**" means the Committee of Management of the Association elected at the Annual General Meeting or otherwise appointed in accordance with the registered rules of the Association.
 - c. "**The Allotments**" is the land, leased from the London Borough of Barnet, managed by the Association. The term '**site(s)**' used in this document means the North field site and South field site at Trott Road, London.
 - d. An "**allotment**" is any holding or garden rented to a member from the Association to grow fruit, vegetables, flowers and herbs for their own and their family's use. The terms '**allotment**' and '**plot**' mean the same thing in this document.
 - e. "**The Rules**" are the Halliwick Park Allotment Holders Association Limited registered rules of the Association.
 - f. A "**Tenant**" is the named current holder of an allotment. The terms '**tenant**', '**member**' and '**tenant member**' used in this document mean the same thing. Tenants are approved by the Committee to join the Association, pay annual rent and fully accept the rules of the Association.
2. **Powers of the Committee.** The general management of the allotments shall be vested solely in the Committee. Should any matters arise which are not specifically provided for in any agreement for the time being in force between the Association and a tenant, or in the rules of the Association, or these by-laws, the Committee has the power to deal with such matters in the best interest of all the allotment holders and members shall be bound by their decision.
3. **Sub-Committees.** The Committee on Management may delegate any powers, which may properly be delegated, to sub-committees, or the Secretary.
4. **Member's change of address.** Any member changing their address must at once notify the Secretary in writing. This is to ensure that records held by the Association are accurate and up-to-date and that members can be contacted in a timely way.
5. **Amendment to by-laws.** No amendment of these by-laws must take effect until it has been sanctioned by a General Meeting of the members, due notice of the proposed amendment being given in the notice convening the meeting.

II. LETTING OF THE LAND

6. **Approved Applicants.** Allotments will be let only to members of the Association and to those whose applications are approved by the Committee. The Committee has the right to refuse any applications without stating the reason and also has the right to make special applications in regard to any tenancy.

7. **Subletting.** All lettings are managed by the Committee. Members are not permitted in any circumstances to assign or sublet their allotment or any part of their allotment to any other member or person.
8. **Right of Entry.** The Association or its accredited representatives are entitled at any time to enter and inspect any allotment and to carry out any works or repairs required by the Association or the Committee.
9. **Conditions of the Head Lease.** Every tenant must observe and perform all conditions and covenants contained in the lease under which the Association holds the land. Note: a copy of this may be seen by any member who makes a formal application in writing.

III. RENT

10. **Payment of Rent.** Before taking possession, every tenant must understand that their rent is payable in advance, on the 1st of January to 28 days thereafter, on the days and at the time and place appointed by the Committee, to the Secretary or person authorised to receive it. The Committee will always consider making special arrangements to accommodate a member in difficulties provided the member makes their case known to the Secretary in writing on or before the 1st January. The Committee sets the rent to be charged each year. The rent includes the water charge.
11. **Removal of Cropping.** No tenant in arrear with their rent will be allowed to remove from their allotment any crops growing thereon, implements, stock or other property whatsoever, until full payment of the rent has been made.

IV. MANAGEMENT OF THE ALLOTMENTS

12. **Cultivation.** Every member must keep their allotment free from weeds and rubbish, well manured and maintain it in a proper state of cultivation throughout the year to the satisfaction of the Committee. This is also the condition it should be left upon termination of their tenancy. An allotment (or an area of it) that is cleared of weeds yet remains uncropped or unplanted during any one year will be considered to be non-cultivated. For more information read the [Cultivation guide](#).
13. **Fruit Trees and Bushes.**
 - a. Only recognised varieties of fruit trees and fruit bushes for cropping may be planted but must not be allowed to grow taller than 12 feet (3.6 metres).
 - b. Fruit trees and bushes must not be planted within 3 feet (1 metre) of any path, fence, or other boundary and must be pruned to prevent them overhanging a path or another allotment.
 - c. Members must not cut or prune any fruit trees or bushes that are not on their plot without the written consent of the Committee.
14. **Structures and Wells.**
 - a. Before putting up any structure, members must fill in and submit an [Allotment structure application form](#) and have the written permission of the Committee and only then put up a structure in accordance with the plans which have been approved by the Committee.

- b. Members may only put-up structures which comply with the Association's [Guidelines for sheds, greenhouses, polytunnels and other fixtures](#). No other structures (playhouses, trampolines, etc.) are allowed in the plots.
 - c. Information on the size of the allowed structures can be found in the Association's [Guidelines for sheds, greenhouses, polytunnels and other fixtures](#).
 - d. The Committee has the right to take down any structure(s) that does(do) not meet the Association's conditions.
 - e. Wells or water holes must be protected to the satisfaction of the Committee and must be removed at the end of the lease.
15. **General Upkeep and Maintenance.** Members must deem it their responsibly to see that no damage or alteration is caused to any roads, fences or hedges which form the boundaries, divisions or main access to and from the allotment sites for which the Association is responsible to the Council. Members should however, keep trimmed only any hedge bordering or overhanging their allotment.
16. Members are not allowed to take, sell or carry away any mineral, gravel, sand, or clay, or plant anything in the land that is not allowed in their tenancy agreement.
17. **Paths, Roads and Boundaries.**
- a. All paths, roads, hedges and grass verges or banks bordering or forming part of a member's allotment must be kept properly cut and maintained by the member, and all ditches must be kept cleaned out and in working order.
 - b. Paths and roads must not be obstructed and any manure or refuse put thereon must be removed within 48 hours of it being so placed.
 - c. Paths bordering allotments are to be no less than 18 inches (45 cm) wide or greater than 24 inches (60 cm).
 - d. Members of bordering allotments are jointly responsible for maintaining the paths clean and clear from any obstructions.
 - e. Members must remove all weeds, noxious or otherwise as speedily as possible from their allotment, verges, roads, hedges etc. that may adjoin. If weeds are allowed to seed the Committee has the power to take whatever disciplinary action is deemed necessary.
 - f. Members are not allowed to use carpet as a ground or path covering.
 - g. The Association has the right, acting reasonably, at the end of any tenancy year and having given reasonable notice, to re-define the boundaries of any allotment and re-calculate the rent if it believes this to be necessary to promote the efficient and effective management of the allotments.
 - h. Members are not allowed to construct parking areas on their plots.
18. **Nuisances.** Members must not cause any nuisance or annoyance to a member of any other allotment or to the neighbourhood. The Committee will not tolerate anti-social or aggressive behaviour on either of the allotment sites.
19. **Livestock.** No livestock, including poultry, pigs, pigeons or other animals or birds may be kept on the allotments.
20. **Bees.** Beehives are located at the North field on a designated plot, by a plot holder /beekeeper who has an agreement with the Association about the management of this

plot. Plot holders allergic to bees are advised to take their own precautions and carry any necessary medication at all times.

21. Bees may be kept provided they are within the allotment allocated for this purpose, but the Committee must first be satisfied that the tenant and/or the beekeeper is suitably qualified to care properly for them and that the following conditions are satisfied:
 - a. The beekeeper should have undertaken a recognised course of at least one year's duration, covering both theoretical and practical hands on training, to a good level of competence;
 - b. The beekeeper must be a full member of a recognised beekeeping association with full insurance against third party damages;
 - c. Any bees brought onto the allotment should be of good temperament and kept that way;
 - d. The beekeeper will be a member of and work with a recognised bee group and comply with any direction from the Committee, and act in accordance with the terms and conditions of the allotment tenancy.
22. **Dogs.** Members' dogs are only allowed on the allotments if they are on a leash and kept under proper control. They must not go onto any other member's plot. Dog fouling is not permitted on any part of the allotments. Members must clean up after their dogs.
23. **Encroachment, Trespass and Damage and Antisocial Behaviour**
 - a. Members must not encroach or trespass on another member's allotment or damage the cropping or the property of any other allotment.
 - b. Members are not allowed to take any produce or property from another member's plot. This is stealing and will not be tolerated.
 - c. Members must not damage the fences, gates, locks, taps, tanks, pipes or any of the Association's property (including Trading hut mowers, strimmers etc.).
 - d. Members should report broken locks, damaged fences or other property damage to the Committee.
 - e. Any damage done either by a member or person accompanying them will be assessed by the Committee and the offender will pay such sum to the tenant who has suffered the damage or to the Association as the Committee may determine.
24. **Security, Gates and Keys.**
 - a. Except for Sunday mornings, when the North field gates are unlocked between 10 am to 12 noon, members must close and lock the gates immediately after entry or departure to and from the allotment sites (even if they are found to be open or unlocked). This is essential in the interests of the safety and security of all members.
 - b. The Committee has the right to refuse admission to any person other than a tenant of the Association to any allotment unless accompanied by the tenant member.
 - c. Keys are for members' personal use and must not be given to any other person.
 - d. The keys to the allotments are the property of the Association and are loaned to members for the term of their tenancy. If a key is lost the member must pay for a replacement key. This charge is determined by the Committee. If the tenancy is terminated keys must be returned to the Secretary.
 - e. In order to control noise in the neighbourhood for local residents and comply with the law, audible alarms are not permitted to be installed on member's properties.

Only the trader hut may use an approved and correctly installed compliant audible alarm to deter and protect machinery and goods stored inside.

25. **Tenants unable to work their Allotment.** The Committee may arrange for the care of the allotment of any member who, through ill-health or other causes, is unable to work it, or may arrange to re-let the plot. It is in the member's own interests that they advise the Secretary, as soon as possible, that they are incapacitated and will be temporarily or permanently unable to work their plot.
26. **Surplus Land.** Any surplus land not required for allotments may be cultivated by the Committee or a member assigned by the Committee for the benefit of the Association.
27. **Visitors and Children.**
 - a. Members' families and friends are welcome in the allotments.
 - b. Members must ensure that all visitors obey the Association's terms and conditions while in the allotments, and especially make sure that no visitors wonder around without being accompanied by the host member or go to any other member's plot or take any produce.
 - c. Members should not provide their keys to their visitors. They should enter and exit the allotments accompanied by the host member.
 - d. Members are responsible for the safety of their visitors, especially children. Children must be supervised at all times, stay close to their parents/carers or host member and must not trespass on other people's plots, touch other members' tools, belongings or produce.
 - e. Children are not allowed to wonder around alone and/or play in the parking areas. Ball games are not permitted. This is essential in the interests of the safety and security of all members.
28. **Waste disposal.** Members must remove all non-organic waste, as speedily as possible from their allotments. Plot holders must not bring or allow any domestic or commercial waste onto their allotment or onto the sites. The allotments must not be used as a place to dump rubbish. This is fly-tipping and it will be seen as such and you may be prosecuted.
29. **Watering.**
 - a. Hoses may be used on the sites. Hoses must be held in the hand at all times and must not left unattended or lying on the ground while the water is still running.
 - b. All hoses must be detached from the tap and totally turned off after use. If any member leaves the site and fails to remove a hose from the tap any Committee member has the authority to cut the connector from the tap and remove it.
 - c. Non hand-held sprinklers, irrigation systems and the like are forbidden.
 - d. Containers or watering cans used for weed killers, insecticides or fertilizers or other chemicals, must not be cleaned or dipped into the shared water tanks.
 - e. Members should report water and tap leakage or other damage of shared facilities or areas to the Committee as soon as seen.
 - f. The water supply is turned off during the winter months when there is a risk of frost and pipes bursting and turned on in spring after the risk of frost has passed.
30. **Chemicals.**
 - a. Members should use chemicals sparingly to avoid harming the environment and wildlife. If used, members must follow the manufacturer's instructions. Members

must take care when using chemicals, so that they do not spray or spill on to paths or other members' allotments.

- b. Where chemicals are used, members must store them safely and label them properly so that help can be given in the event of an accident. Members should never store liquid chemicals in unmarked drinking bottles or containers.
- c. Chemicals must not be put in the water tanks nor chemical containers must be rinsed in them.
- d. Members must avoid spraying with chemicals on a windy day.

31. **Wildlife on the Allotments.** Some wildlife on our sites is protected by law. In most cases the presence of protected species will not affect normal allotment activities. All wild birds and their eggs and nests are protected. All British reptiles are legally protected, including slow worms and grass snakes. If found, they must be left alone and not disturbed or harmed.

V. TERMINATION OF TENANCY

32. **Notice.** The Association or the tenant may at any time terminate the tenancy by twelve calendar months' written notice to the Committee, expiring on the 31st December in any year.

33. **Changes of Tenancy.** The Committee may agree to relieve any tenant who desires to give up their allotment at a shorter notice period than required in the preceding by-law if there is another approved applicant available who is willing to take over the allotment. Such a changeover must be handled by a Committee member and the Letting Officer. It is not for a plot holder to decide or agree.

34. **Termination of Association's Tenancy.** The Association may terminate the tenancy of any allotment without notice if it shall at any time without previous notice be required by any superior landlord to give up possession of the land (or any part thereof) of which such allotment forms a part.

35. **Termination of the Tenancies by the Association.** The Association has the right to immediately re-enter and take possession of an allotment and to terminate the tenancy of any tenant:

- a. Whose rent is in arrears after the end of January.
- b. Who does not keep their allotment cultivated to the satisfaction of the Committee. For more details, see [Cultivation guide](#).
- c. Who is in breach of any of the terms and conditions of the allotment tenancy and/or any other agreements, covenants or obligations imposed on the tenant in respect of the allotment.
- d. Who has not performed substantial cultivation of a plot within three months of taking up a new tenancy (for more details see [Probation period](#)).

36. **Removal of Property.**

- a. Upon termination of the tenancy of an allotment the tenant must remove from the allotment all growing crops, fruit trees, bushes, buildings, stock and other property of any kind within fourteen days from the formal end date of their tenancy.
- b. Upon termination of the tenancy of the allotment the tenant must repair any damages caused in the Association's property.

- c. Any property, trees or plants left on the allotment after this time will become the property of the Association.
- d. The Committee has the right to dispose of any buildings, structures or any other property left on the allotment and charge the expenses of such removal and repairs to the tenant, who must pay to the Association the amount of such damages and expenses.
- e. If the tenancy is terminated allotment keys must be returned to the Secretary within three weeks from the formal end date of their tenancy.

37. **Death of a Member.**

- a. The Committee must be notified of a member's death as soon as possible. The deceased member's family or executors must collect any produce or property left on the allotment within three months. Any property left on the allotment after this time will become the property of the Association.
- b. Membership of the Association and tenancy of an allotment ends upon a member's death.
- c. When a member dies the allotment may be passed onto a family member or any other person approved by the Committee and Letting Officer.
- d. If the deceased member was a tenant of more than one allotments, and a family member was approved by the Committee, only one allotment will be passed onto the family member. In this case, the family member may choose which allotment they will keep in agreement with the Committee.

VI. COMPENSATION

38. **Charges.** Before taking possession of an allotment, every member must pay to the Association or to the outgoing tenant (whichever may be decided by the Committee) any charges due in respect of ingoing compensation, adaption or other matters.
39. **Onward Selling.** The allotment is not to be considered to be sublet or treated as a market garden, within the meaning of the Agricultural Holdings Act, 1908. **This means growing for sale or profit is forbidden.**

VII. BREACHES, DISPUTES, APPEALS AND COMPLAINTS

40. **Breaches.** In the case of any member charged with a breach of the rules, the matter must be referred to the Secretary in writing, who will at the earliest convenience deal with the matter. The Committee has the power to take such steps as they consider necessary. Where problems and breaches are found the Association will follow the [Dealing with breaches of Allotment rules procedure](#).
41. The Committee reserves the right to exclude from the sites without notice, pending consideration of the matter by the Committee, any tenant or other person who is accused of gross misconduct such as:
- a. causing serious damage to any allotment or to the crops thereon or to any communal area, or
 - b. while on the site, damaging or stealing the property of any other person or of the Association, or
 - c. assaulting or threatening any person on the sites.

42. **Disputes.** Cases of disputes between two or more members must be referred to the Committee. The Committee has the power to take such steps as they consider necessary, and their decision will be final.
43. **Appeals.** Any party to a breach or dispute may appeal against a decision made by the Committee. An appeal must be submitted to the Secretary in writing, in accordance with the Association's [Complaints policy and procedure](#).
44. **Complaints.** Complaints will be dealt with in accordance with the Association's [Complaints policy and procedure](#).

VIII. LETTERS AND NOTICES

45. Any letter or notice required to be served under these terms and conditions may be served on the tenant:
 - a. either personally (by hand) or
 - b. by leaving it at their last known place of abode or
 - c. by pre-paid post (letter addressed to them), or
 - d. failing that, by fixing the same in some conspicuous manner on their allotment.
46. Notices directed to all members may be served by hand, or by post, or by posting them prominently on the Noticeboards (North field and South fields) or similar display space (e.g. gates). They may also be included in any Newsletter and the Association's website.

Data protection

47. Tenants' contact details, allotment history and other information relevant to their tenancy and membership of the Association may be stored on computer or otherwise. This information will be used only for the management and administration of the Association and its sites and will not be disclosed to third parties unless the Association is required to do so by law or in compliance with legal obligations. Tenants may inspect their information held by the Association about them upon request. For more details, please see the Association's [Personal information – Privacy notice](#).

Health and safety

48. The Association is not responsible (except as required by law) for any loss, theft, damage or injury to any persons or property on the allotments, and everyone who enters the allotments does so at their own risk.
49. All members have a responsibility for reducing risks to their own health and safety and the health and safety of other members and visitors to the allotments by ensuring that they follow the rule indicated in the [Health and Safety policy](#).

Probation Period

50. A new allotment tenant will be subject to a three-month probation period, extended to one year. The new tenant will be required to cultivate their plot from the start date of their probation period as follows:

- a. At least 25% of a full plot (or 50% of a half plot) must be cultivated in the first three months.
 - b. At least 50% of a full plot (or 100% of a half plot) must be cultivated within the first six-months.
 - c. 100% of full plot must be cultivated within the first year and thereafter.
51. In the event of any of the above targets not being achieved, the Secretary will ask the tenant for an explanation, if the Secretary is satisfied with the explanation provided, no further action will be taken. However, if in the opinion of the Secretary the explanation is unsatisfactory, the Secretary has the authority to terminate the tenancy with immediate effect of which the tenant will be required to immediately leave the site.
52. Upon the satisfactory completion of the twelve-month probation period and all above target being achieved, every allotment tenant will be required to have their plot ready for 100% cultivation thereafter.
53. Any breaches of the allotment rules after the twelve-month probation period will be dealt with the [Dealing with breaches of Allotment rules procedure](#).

Bonfires

54. Burning waste organic material such as tree and plant cuttings can help keep plots tidy and is fully approved by all the relevant authorities as an important part of cultivation at allotments. However, we are tightly directed as to when we can and cannot have bonfires.
55. The use of a small incinerator burner is a much preferred method. Incinerators burn allotment compostable waste at very high temperatures quickly and efficiently. They keep fires contained, and burn material much more safely than in an open bonfire.
56. Members must ensure that they do not upset local residents, whose houses and flats back onto the allotments.
57. Small bonfires may be lit by members on their allotments only on the dates posted on the Noticeboards.
58. Members are required to always observe the Noticeboards in case of any changes of the bonfire schedule. Failure to comply with the rules may result in eviction.
59. When having a bonfire, a tenant must ensure that they have a large clear area around the edge of their fire and it is away from overhanging trees or structures.
60. Bonfires must be kept under control at all times and supervised i.e. not left unattended. All bonfires must be completely extinguished before the tenant leaves their allotment that day.
61. Members must not let the flames get too big, only small fires allowed.
62. No plastic of any sort, rubber or noxious materials may be burnt at any time.
63. Under no circumstances can petrol or other flammable material be used to start or enhance a fire at any time.

Site inspections

64. The Association is committed to ensuring the sites remain safe, vibrant and fully utilised. Members are required to actively cultivate to a good standard (see [Cultivation guide](#)),

comply with the rules relating to structures (see [Guidelines for sheds, greenhouses, polytunnels and other fixtures](#)) and adhere to the [Terms and Conditions of the Allotment Tenancy](#).

65. Members of the Committee carry out site inspections on a regular basis.
66. Notifications of inspection dates with a particular emphasis of an inspection will be posted onto the Noticeboards and on the Association's website.
67. The inspection team consists of at least three Committee members. In some cases, non-Committee members might be invited for example from the council or Barnet Allotment Federation.
68. The Committee, and/or their representatives, may carry out unannounced plot inspections on both sites.
69. The inspections will look at identifying whether plot holders are complying with the rules. If required, further informal inspections may be scheduled.
70. Photographs of any plots that are classed as contrary to the rules may be taken as evidence.
71. If the plot is found to be satisfactory and no breaches are observed, then the tenant will NOT be contacted. If, however, problems and breaches are found these will be dealt with the Association's [Dealing with breaches of Allotment rules procedure](#). According to the procedure, the tenant maybe issued with a warning for action to be taken as a result of any inspection.
72. Health and safety issues will also be addressed in any inspection and tenants in breach with the rules will be required to comply with any issues identified (see [Health and Safety policy](#)).
73. Failure to comply with the rules may result in notice to quit (see [Dealing with breaches of Allotment rules procedure](#)).

Special deliveries

74. **Wood chip** is provided free of charge at both the North field and South field sites and is available on a regular basis from heaps placed at various locations. Members must take special care to keep these piles from spreading on to the paths, roads or otherwise.
75. **Compost** is occasionally provided free of charge.
76. **Chicken and/or horse manure** can be ordered. Members are asked to observe the Noticeboards (North and South fields) for information.
77. **Only the authorised member of the Committee** can arrange and accept wood chip, compost or any other delivery of communal use.

Committee Meetings

78. The Secretary arranges the Committee meetings. It is each member's responsibility to enquire about the Committee meeting dates. However, notice of the Committee meeting dates can be found on the Noticeboards (North and South fields).
79. Any member can bring a matter for discussion at a Committee meeting providing they submit their question/matter in writing to the Secretary two weeks prior to the meeting's date.

Annual General Meeting (AGM)

80. The Association holds an Annual General Meeting (AGM) taking place in November each calendar year. It is each member's responsibility to enquire about the AGM date and location. Notice of the AGM date and location can be found on the Noticeboards at the Trading hut, the Newsletters and the Association's website.
81. Any member can bring a question for discussion at the AGM providing they submit their question in writing to the Secretary, two weeks in advance.
82. Attendance of the AGM is compulsory for all members. Failure to attend will result in a £10 fine. If a member cannot attend, they must notify the Secretary well in advance to avoid the fine.

Extraordinary General Meeting (EGM)

83. An Extraordinary General Meeting (EGM) of the Association, is a general meeting of the members of the Association which is not an AGM. These can be held if required to discuss a serious issue or matter that can not wait until the next AGM.

Helping – Working groups

84. The allotment sites are managed entirely by volunteers who undertake most of the essential maintenance and communal jobs to maintain a safe and pleasant environment.
85. There are two working parties each year to clean the sites, and all members are required to attend at least one. Any member failing to do so will be liable for a fine.
86. All plot holders are expected to regularly assist in the work of running the sites and/or the Association. There is always something one can volunteer for, simply ask the Secretary.

Site Facilities

87. **Trading hut.** The Trading hut is open for business every Monday, Wednesday, Friday and Sunday between 10:00 - 12noon throughout the year. The Trading hut, is only for the use of Halliwick Park Allotments tenants, and
 - a. Sells garden essentials such as compost, bamboo canes, and garden supplies all at affordable prices.
 - b. Rents machinery by the hour (Tiller/Rotavator, Hand Strimmer, Large Strimmer and Gas Flame Gun). Machinery can be booked on the day (based on availability) or in advance. Please note that the latest you can rent machinery is 11:00, as the Trading hut closes at 12noon. Damages caused to equipment by a hirer's misuse will be charged for.
 - c. Machinery is only for the use of Halliwick Park Allotments tenants.
88. **Toilets.** Toilets are available on both sites for members' use. Members must help to keep these clean and tidy. Members must follow the instructions for use posted in the toilets. Children must be supervised when using these toilets. A disabled access toilet is available in the North field car park.

89. **Parking.** Members can only park their own vehicle in the designated parking areas during daylight hours and when the member is working on their allotment. Cars must not be parked in the allotment roads other than for the brief time to load or unload a vehicle. Members are not allowed to construct parking areas on their plots. Vehicles must not be left on the allotments overnight. Anyone using the car parks does so at their own risk. Visitors or friends of members are not allowed to use any of the parking areas.
90. **Electricity.** There is electricity at the Trading hut, but this is not available for general use.
91. **Letterboxes.** There are two letterboxes in the sites – one in the North field, in the Trading hut and a second one in the South field by the noticeboard. The Secretary checks both letterboxes regularly in case any communication is posted there.
92. **First Aid.** First Aid kits are kept in the Trading hut. The First Aid kits provided are for general use. Plot holders are advised to keep a First Aid kit in their own allotment containing a small selection of plasters, antiseptic ointment, a pair of tweezers for removing thorns and splinters and a gauze or lint pad to use as a compress to stop bleeding if cut, and/or anything more they deem necessary (e.g. for personal allergies etc.). Please note **we do not have a First Aider in the allotments**. In the case of any serious accident or illness the Emergency services on 999 must be called.

Plot measurements

93. Traditionally allotment plot sizes are measured in 'poles', a very old unit of measure. A pole is 5.5×5.5 yards which is 30.25 square yards or 25.3 square metres.

Here are a few examples of plot sizes, including conversions in both units of measure.

Poles	Plot size in Square Yards	Plot size in Square Metres
5	151.25	126.50
8	242.00	202.40
10	302.50	253.00
12	363.00	303.60
20	605.00	506.00

94. More information on measurements:
- 22 yards = 1 chain
 - 5.5 yards = 1 rod, 1 pole or 1 perch
 - 16.5 foot = 1 rod, 1 pole or 1 perch
 - 30.25 sq yards = 1 square rod, 1 square pole or 1 square perch
 - 4 poles = 1 chain
 - 40 poles = 1 furlong

Officers and Committee members

Officers and Committee members' information of the Halliwick Park Allotment Holders Association Limited is available via the Noticeboard by the trading hut.

Additional documentation

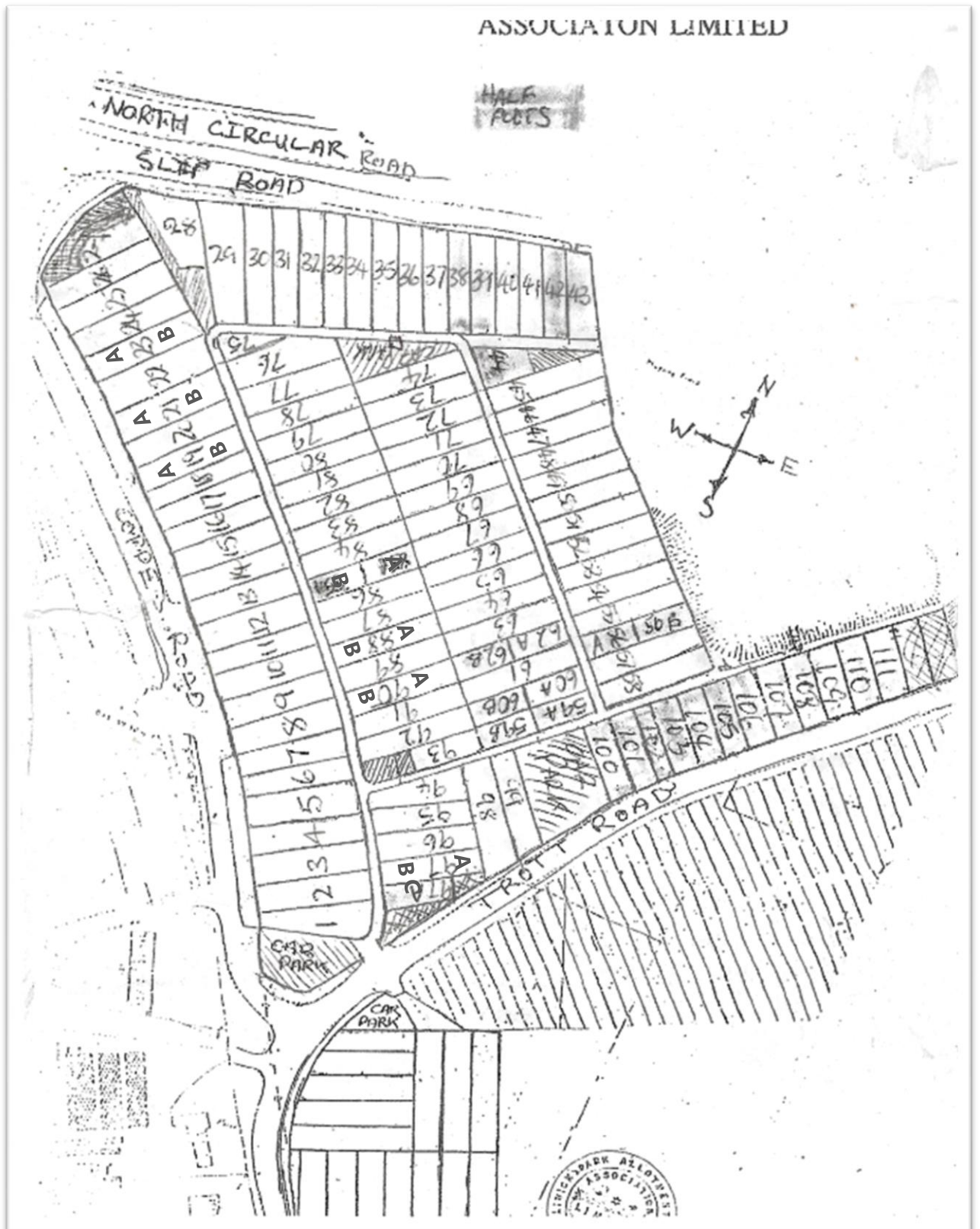
The following documentation is available:

1. PERSONAL INFORMATION – PRIVACY NOTICE
2. HEALTH AND SAFETY POLICY
3. COMPLAINTS POLICY AND PROCEDURE
4. COMPLAINT FORM
5. DEALING WITH BREACHES OF ALLOTMENT RULES PROCEDURE
6. GUIDELINES FOR SHEDS, GREENHOUSES, POLYTUNNELS AND OTHER FIXTURES
7. ALLOTMENT STRUCTURE APPLICATION FORM
8. CULTIVATION GUIDE
9. TENANCY AGREEMENT

Please visit the Halliwick Park Allotment Holders Association Associations website for the most up-to-date information at <https://www.halliwickparkallotments.org.uk/rules>

Site maps

North field map



South field map

