

Blockley and District Allotment Association General Rules and Conditions, October 2025

Registered charity number 1178722

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2. Introduction

- 2.1. Blockley and District Allotment Association (BDAA) is a charitable incorporated organisation (CIO), registered charity number 1178722. Its object is to further or benefit the residents of Blockley and the surrounding area without distinction of gender, sexual orientation, race or of political, religious or other opinions by providing allotment facilities in the interests of social welfare for recreational leisure time occupation with the objective of improving life for the residents.
- 2.2. BDAA is a membership organisation managed by Trustees who are elected by the members. Trustee details can be found on the Charity Commission register:
<https://www.gov.uk/government/organisations/charity-commission>.
- 2.3. Whilst the Trustees and Committee members have put in place these rules, financial and other internal controls, and allotment and plot risk assessment reviews against a framework of good governance, it is the responsibility of all those who enjoy the safety, security and ambiance of the allotments to observe due care and diligence at all times.
- 2.4. All members are expected to read and adhere to the rules and conditions set out in this document and failure to do so could result in the loss of membership and/or your plot.
- 2.5. The BDAA Committee reserves the right to re-let any allotment which, in the Committee's judgement, is not being adequately maintained, in accordance with rules and conditions set out in this document.
- 2.6. If members have any difficulties in interpreting or understanding these rules, they must in the first instance seek clarification from a committee member.

3. BDAA Membership

- 3.1. There are two basic types of membership; membership including plot rental and membership without a plot. Both types of member have equal voting rights in matters at General Meetings. Please check the noticeboards or website (<http://bit.ly/blockleyallotmentswesbite>) for the current membership fees.
- 3.2. Annual rents and Association Membership Fees for the year commencing 1 October are due in advance each year, not later than 30th September. Members joining after 1st April pay 50% of the annual fees for that year, with full fees then due in September of the joining year, for the subsequent 12-month period. The membership fees are not refundable.
- 3.3. New members will be required to complete a Joiner's form in conjunction with a Committee member. The form will record contact details, provide information on any allocated plot (and any associated shed etc.), record monies paid and serve as an introductory checklist to ensure the newcomer receives appropriate information to get started on their allotment.
- 3.4. All allotment holders leaving their plot should hand it over to a member of the Committee and sign a Leaver's Form confirming that all personal property has been removed and detailing any arrangements for crops, sheds, equipment etc. The plot will subsequently be allocated as described in Section 4. Members are not permitted to sublet plots or pass plots on to other individuals, but the Committee will consider any written requests regarding the re-allocation of plots.
- 3.5. All structures should be removed, where possible, from plots on vacating. However, the Committee promotes the passing on of sheds and other infrastructure from the outgoing plot holder to the incoming one (via the Committee) free of charge. Any deviation from this should be discussed with the Committee at the time of returning the plot.

4. Plot Allocation

- 4.1. All plots that become available will be allocated by agreement of at least two designated Committee Members. If there are any contentious issues with a plot, its allocation may be deferred until after the Committee have met to discuss relevant issues.
- 4.2. The Committee may choose to subdivide large plots to aid allocation or if a significant waiting list exists.
- 4.3. Preference will be given to non-allotment holders on a waiting list, in the date order that they joined the waiting list. Requests to join the waiting list must go to the Secretary.
- 4.4. Those on the waiting list may choose to turn down a plot that becomes available if it is not suited to them, while remaining eligible for the next available plot.
- 4.5. If there is no waiting list, or no-one on the waiting list wishes to take an available plot it can be offered to existing allotment holders at the discretion of the Committee. Preference will be given to existing allotment holders on a waiting list, in the date order that they joined the waiting list. Requests to join the waiting list must go to the Secretary. If there is no waiting list, all allotment holders will be made aware of available plots and invited to submit an expression of interest.
- 4.6. The Committee will only deviate from these procedures in exceptional circumstances and following a vote to do so at a Committee meeting.

5. Maintaining an allotment

- 5.1. Allotments and any associated storage areas should be maintained in a cultivated, tidy condition and free of weeds. All plots are intended for recreational horticulture, this being the growing of vegetables, fruit and flowers only. Members are free to plant up the allotment as they wish provided it is kept tidy.

- 5.2. Tree planting should be restricted to varieties with dwarf roots stocks (M9, M26, M27, G5) and should not cover more than 25% of any plot.
- 5.3. Plot holders are permitted to install temporary fences (to exclude muntjac deer or other pests) around part or all of their plot, provided that the following conditions are observed:
 - 5.3.1. Fence posts should be removable (not concreted into place)
 - 5.3.2. Fences should be constructed from netting or mesh materials and not solid in structure
 - 5.3.3. Fences should be safe and secure and not introduce any hazards for allotment users
 - 5.3.4. Fences should be a maximum of 1.5m high
 - 5.3.5. Fences should be located within the plot and not on paths/tracks, nor should they restrict mowing of paths and tracks
 - 5.3.6. Fences should be maintained/removed as necessary to prevent weed growth along them.
 - 5.3.7. Consideration should be given to the visual impact of fences and materials that are bright in colour should be avoided.
- 5.4. Any other structures e.g. sheds, greenhouses and fruit cages you wish to erect must be approved by the Committee. Please put your request in writing using the forms available in the tea shed or via email from the BDAA Secretary. Please allow at least 21 days for the decision process to be completed and do not add any structures until you have approval from the Committee in writing.
- 5.5. A maximum of one shed per plot is permitted. Sheds on full-size plots must not exceed 240cm (8ft) length x 183cm (6ft) width x 210cm (7ft) height and must be well maintained. Sheds on half-size plots must not exceed 120cm (4ft) length x 92cm (3ft) width x 210cm (7ft) height and must be well maintained. Plot holders are asked to be mindful of potentially siting structures which may affect other plots e.g. affecting light levels.
- 5.6. A maximum of one greenhouse or polytunnel per plot is permitted and its footprint must not exceed 6 square metres (64 square feet) for a full size plot or 3 square metres (32 square feet) for a half plot. Half and half structures (50% glazing) will be considered as growing structures, again with a maximum size of 64 (or 32 square feet on a half plot) permitted, on the assumption that an additional shed will not be sited on the plot.
- 5.7. Storage of items on site that are unrelated to personal horticultural use is not allowed. If members bring items on site which are considered untidy or unsafe, the Committee will take measures to address this with them as detailed in Section 9.
- 5.8. No animals or birds must be kept on the allotments.
- 5.9. Allotments must not be allowed to encroach on to paths, designated roads or neighbouring plots.
- 5.10. The use of hosepipes is not allowed, except for filling up water butts.
- 5.11. Communal muck is not provided at present. Please feel free to make private arrangements to source muck for your plot; check the notice board and website (<http://bit.ly/blockleyallotmentswesbite>) for current information about local suppliers. Please remove deliveries from the track as soon as possible.
- 5.12. Rotavators, strimmers and hand mowers are available for all members and their family/friends to use, provided the conditions set out in Section 8 are adhered to. Rotovators should only be used on ground that has already been dug, to prevent damage to the rotovator. Please close and lock the communal sheds after use. Some members bring their own equipment on site, so don't assume others working with machinery will be returning equipment to the communal shed. If you are in doubt, please lock up.
- 5.13. Informal partnerships established to cultivate a given plot are welcome and partners may receive news updates and be actively involved in discussions concerning BDAA matters. When it comes to voting at general meetings, only one vote per paying BDAA member is permitted however and this applies also to family partnerships. Partners are welcome to become BDAA Members in their own right, by paying the annual subscription fee.

- 5.14. Many members choose to manage their plots using organic principles and it is important this is considered by all members if they choose to use insecticide sprays, herbicides and non-organic feeds/products on their plot. Any sprays/fertilisers used by members must comply with current regulations and not cause any harm to people, wildlife (other than pests) and care taken that this does not affect neighbouring plots, for example if used on a windy day. Some plots are in 'organic only' growing areas and the use of synthetic pesticides is not permitted on these plots.
- 5.15. Plot holders must cultivate allotments with due care for wildlife. Please secure netting and other structures to ensure birds and hedgehogs do not become trapped, and check for hedgehogs before strimming or burning waste piles. See the noticeboards for further information on protecting and supporting wildlife at the allotments.
- 5.16. Plot holders are not permitted to use or leave tyres anywhere on site.

6. Conduct on Site

- 6.1. Cars are permitted on site for ease of access and transportation of equipment or produce. Please drive at an appropriate speed of 5mph or less; BDAA takes no responsibility for any damage to vehicles incurred on site. Please park considerately for access to other plot holders.
- 6.2. If no vehicles are on site, the main gate must be kept closed. When leaving the allotments, if you are not certain that other members (with or without vehicles) are still on site, please close the gate.
- 6.3. Dogs are not encouraged on the allotments. Those who need to bring dogs must ensure that they are kept on a lead and any faeces removed from the site. Please be considerate of other allotment holders who may not feel comfortable around your dog.
- 6.4. Children are a valued part of the allotment community and are welcomed on site, with adult supervision. Please remember there are numerous hazards on site (cars, mechanical equipment and sharp tools for example) and always supervise your children. Please respect other allotment holders and teach children to stick to the paths when exploring the site. Children under the age of 16 are not permitted on the allotment site without adult supervision. Children under the age of 18 are not permitted to use any powered machinery on site.
- 6.5. Please store tools and equipment responsibly and safely. We discourage the storage of high value items in your sheds; please weigh up the benefits of convenience against the risk of theft.
- 6.6. While it is anticipated that friends and family may join plot holders at the allotments, informal gatherings organised by plot holders exclusively for social purposes, eg barbecues, are not permitted
- 6.7. We strive to maintain a friendly and supportive community at the allotments; please be respectful and courteous to fellow allotment users at all times.

7. Waste

- 7.1. Allotment holders are encouraged to maintain and use their own compost heaps for non-pernicious weeds and other garden waste. You can find out more about composting here: <https://www.recyclenow.com/reduce-waste/composting>.
- 7.2. Small fires are permitted on site within a brazier or similar structure or on bare ground. The fire should not be left unattended. A bucket of water and spade should be available beside the fire for its duration. Because the allotments neighbour a residential area, please only light fires when the prevailing wind is blowing away from the neighbouring houses.
- 7.3. You are encouraged to share any surplus produce; if you do not know anyone willing to take your surplus off your hands, please leave it on the produce stand at the front gate (where others can take it in exchange for a donation to BDAA).

8. Health and Safety – machinery use (BDAA or privately owned)

- 8.1. The following measures are essential for users' personal safety, compliance with BDAA insurance policy requirements and to prolong the life of the equipment being used.
- 8.2. New allotment holders and allotment holders using powered equipment for the first time should seek assistance from someone experienced on site. **No one should use powered equipment unless fully confident that they can do so safely in all phases of use** (starting, operating and stopping the equipment).
- 8.3. BDAA equipment can be used by Members as well as their friends and family for the sole purpose of maintaining or improving their plot but must only be used by persons over the age of 16 who can do so competently and safely.
- 8.4. Plot holders may bring their own powered machinery on site, but it should only be used by persons over the age of 16 who can do so competently and safely.
- 8.5. Machinery should not be used near other allotment users, particularly children.
- 8.6. Instruction manuals for BDAA equipment will be available in the shed and these should be read carefully.
- 8.7. Where appropriate Personal Protective Equipment (PPE) should be worn e.g. eye protectors, visor, gloves.
- 8.8. For assistance in starting BDAA equipment, particularly after the winter break please contact a Committee Member if available. Other allotment holders may also be able to help on occasion.
- 8.9. All equipment should be cleaned after use and then stored securely in the shed. Any faults or problems should be reported as soon as possible to a Committee Member to avoid further damage to the equipment or unsafe operating conditions for subsequent users. If a Committee Member is not available on site, please place a 'Do Not Use' sign from the shed on the equipment as a short-term measure and contact a member of the Committee by telephone at the next available opportunity.
- 8.10. The Committee will endeavour to keep all equipment available for use and will organise repairs promptly where possible but please be patient if something is temporarily out of action; safety of users is paramount.
- 8.11. The combination code for the machinery shed must not be given to non-members.

9. Health and Safety – general

- 9.1. Details of the BDAA's insurance cover and a copy of the insurance policy booklet are available in the shed.
- 9.2. Twice a year, the Committee will carry out a risk assessment of the site. This usually involves two or more people 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 are severe enough that some action needs to be considered, and others may need no action.
- 9.3. All plot holders are required, by the rules, to keep their plot, surrounding paths and any shed, greenhouse or other structure/storage area in safe, tidy order. Anyone considered by the Committee to be falling short of the requirements will be made aware of the problem on an informal basis in the first instance and where appropriate, the Committee will try and provide support to resolve any issues. Should the problem areas not be addressed, the Committee will put in writing a clear account of the problem, the measures the holder needs to take to comply with the rules and a reasonable deadline for achieving them.
- 9.4. Ongoing failure to comply with rules after the steps outlined in 9.3 have been taken, will lead to the expulsion of the allotment holder.
- 9.5. It is recommended that, particularly at quiet times, plot-holders inform someone where they are, and their likely return time.

- 9.6. Emergency numbers will be posted on the noticeboard and updated as necessary.
- 9.7. 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 dangerous materials such as those listed below. Please remember that you are responsible for the safety of yourself and anybody who may enter your plot.
- 9.8. 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. No more than one gallon (4.5 litres) of fuel should be stored on plots.
- 9.9. Plot-holders should acquaint themselves with the safe use, and storage, of tools, particularly power tools (see section 8).
- 9.10. Plot-holders should be vigilant for rats, rabbits and other vermin, and inform a member of the Committee if evidence of vermin is observed.
- 9.11. Plot-holders should report vandalism or other evidence of intruders to a member of the committee for reporting to the police.
- 9.12. A basic first aid kit is kept in our tool shed. Plot holders are advised to keep some basic first aid kit in their sheds, however. 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 you are cut, are recommended.
- 9.13. We do not have a BDAA first aider. The first aid kit that is provided is for general use. However, unless there is an emergency, no one should administer dressings on another person, as there are possible legal consequences should anything go wrong. Please record any accidents and which (if any) first aid items are used, in the accident book located with the first aid kit.

10. Information and Support

- 10.1. The Committee will endeavour to support you (or put you in touch with a fellow allotment holder who can support you) if you need any help or advice with your allotment. There are many experienced allotment holders on site who are happy to respond to polite requests for advice or information.
- 10.2. Some resources are available in the tea shed, including magazines and books; please feel free to use them but please do not remove them from the shed.
- 10.3. If you can't find a member of the Committee on site for a face to face chat, you can reach us via email at BlockleyAllotments@outlook.com or call us: BDAA committee contact details are displayed on the main notice boards on site.
- 10.4. We're open to new suggestions and ideas for the allotments so please feel free to get in touch.

11. Dealing with problems

If you experience a problem with either your plot, some machinery, or a fellow allotment holder please contact a member of the Committee in the first instance and we will try to resolve the issue to your satisfaction. Group emails and social media are a great way to stay in touch with everyone but can be misunderstood and generate ill-feeling if used as a forum to air grievances.

12. Blockley and District Allotment Association (BDAA) Privacy Policy

- 12.1. This Privacy Policy sets out the way in which we protect your contact details, as prescribed by the General Data Protection Regulation (GDPR) (EU) 2016/679. This regulation aims primarily to give control to citizens and residents over their personal data.

What information do we hold about you? As members of BDAA you have supplied to us some or all of the following information:

Your name
Your address
Your telephone number
Your email address

Supplying this information is a condition of becoming a member of BDAA. The information is held by the BDAA Secretary electronically, and password protected. Hard/paper copies of new membership forms with your contact details on are retained in a locked file.

- 12.2. **What do we use this information for?** We use this information to manage the Association and inform you about BDAA news and activities.
- 12.3. The Secretary may pass member contact details to another Committee Member or Trustee to facilitate tasks necessary to the functioning of BDAA as detailed in our constitution, and the committee member is instructed to delete or destroy the contact details when that task is completed.
- 12.4. Resigning/retiring Committee Members or Trustees are instructed to delete any contact details which they might have in their possession.
- 12.5. All Committee Members/Trustees will hold any information on password-protected computers or if hard/paper copies, under lock.
- 12.6. We will pass your name and plot number on to our Landlords, Parham Park Trust, via an Agent acting on their behalf when requested to do so.
- 12.7. We may also pass your details on to insurance providers when taking out a policy with that provider, if requested to do so.
- 12.8. We will never pass your contact details on to any other third parties nor consent for insurance providers to further pass your contact details on, without your express consent.
- 12.9. If a need arises to pass your contact details on to any other organization for any reason, we will do so only with your express consent.
- 12.10. We would also like to send you information and updates about activities, events and offers that we think might interest you such as Blockley Horticultural Society events. You can opt out of these communications if you prefer via either our consent form or emailing blockleyallotments@outlook.com
- 12.11. **How long do we hold this information?** We hold your personal information for the duration of your membership of BDAA and a period of up to 12 months beyond cessation of your membership
- 12.12. Following our AGM, our databases will be reviewed and records (both electronic and paper) of any individuals who have ceased to be members of BDAA in the previous 12 months will be destroyed.
- 12.13. **Want to change your preferences?** Just get in touch with us via blockleyallotments@outlook.com or request a meeting with the Secretary to update your communication preferences.

13. Additional rules relating to Community Beds only (also known as mini-plots)

- 13.1. In addition to the full-size and half-size plots situated on the BDAA site, smaller community beds, approximately 25 square metres in extent, have been introduced in front of the community sheds for

those members who prefer to work a smaller plot. Because of their size, certain specific rules and provisions will apply to the community beds.

- 13.2. No fruit trees or perennial fruiting shrubs to be planted on community beds. Because of their limited size, plantings on the community beds are restricted to soft stem annual vegetables and flowers.
- 13.3. Please note that an adjoining communal bed has been prepared, providing a communal perennial fruit border for rhubarb, strawberries, and raspberries for the members to access. Members may pick fruit from this communal fruit bed on plot 6 and from orchard trees at the top of the site (still to be developed).
- 13.4. Due to the restricted growing space, no sheds, greenhouses, or other permanent structures permitted on community beds.
- 13.5. Composting bins may not be placed on the community beds, but the committee will identify an area adjoining the beds where Dalek-type plastic bins can be clustered together to keep the site looking tidy.
- 13.6. A designated communal shed is provided for community bed plot holders to share. The shed may be used for the storage of communal tools and plot holders' own tools if required. The combination code for the shed lock will be provided on membership. BDAA cannot be responsible for loss or theft of tools left in the communal shed.
- 13.7. No fires on community beds: the burning of waste materials of any kind on the community beds is prohibited.

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