

(1) RULES AND REGULATIONS AS TO THE CONSTITUTION OF ALLOTMENT ASSOCIATIONS UNDER THE ADMINISTRATION OF GLASGOW CITY COUNCIL

1.1 These regulations ('The Regulations') adopted by resolution of Glasgow City Council ('the Council') dated [?] relate to all allotments owned and/or managed by the Council, within the Council area. These regulations are made in accordance with the Council's powers in terms of Section 6 of the Allotments (Scotland) Act 1892 and other associated legislation.

1.2 The Regulations may be amended at any time by Resolution of the Council passed in accordance with the Council's standing orders.

1.3 The persons to whom an allotment has been provided by the Council are referred to in the Regulations as 'the plothead' and individual allotments are referred to as 'plots'.

2. ALLOCATION OF PLOTS

2.1 An Association ('The Association') of plotheaders shall be formed for the plots and a Committee ('The Committee') appointed.

2.2 The committee for the plots shall be elected at the annual general meeting of the plotheaders in the association and shall consist of 4 office bearers namely a Chairperson, Vice Chair, Treasurer, Secretary and not less than seven or more than eleven other members - one-third of the committee to form a quorum.

2.3. The Committee under the Executive Director of Land and Environmental Services, shall have the supervision and control of the plots and shall confer with the Allotments Officer as to the letting or transferring of plots, or as to the expulsion of any member who may violate the rules. The committee, prior to the expulsion of any member, must have the consent of a majority of members attending and voting at a general meeting of plotheaders, to which the person proposed to be expelled will be specially invited and be informed that the question of his/her expulsion is to be considered. An expelled member shall have the right of appeal against the decision to expel him/her to the Allotments Officer. The Council will consider any appeal based on the information provided and will issue a decision to the plothead within 14 days of receipt of the appeal. The decision of the Council will be final.

2.4. The Association Committee shall appoint four of their members who shall act as ground inspectors, and whose duties shall be to see that plots are properly cultivated and that all paths are kept in proper order, and to report to the Committee and the Allotments Officer all damage to fencing or other common property, and any cases of improper cultivation or negligence on the part of plotheaders.

2.5. The Chairperson shall preside at all meetings of plotheaders in the Association, and superintend the business of the Committee and of the Association. In his/her absence the Vice-Chair shall preside, and if both are absent a chairperson shall be appointed from the meeting.

2.6. The Treasurers shall attend to all cash transactions and keep a correct account. He/she shall pay no accounts unless passed by Committee and signed by the chair for the time being.

2.7. The Secretary shall write all minutes of the Association and of the general and Committee meetings of his/her area and enter them in a minute book to be kept by him/her, attend to correspondence, and keep a register of plotheaders, also a

waiting list of applicants for plots, both of which shall be submitted to all meetings for reference and voting purposes if necessary, and provided to any Council Officer on request.

2.8. The Council shall fix terms and conditions of let of the plots and shall collect all rents. The Secretary of the Area shall receive from the Allotments Officer on or before 1st December in each year, missives of let which must be issued to the plotholders on or before 14th December.

2.9. It shall be a condition of let that all plotholders must become a member of their Association. Plots will be considered to let, and to be entered on the list of unlet plots, unless the missive is signed and returned to the secretary not later than the 31 December each year. Any plotholder failing to pay his/her invoice timeously shall be reported to the Allotments Officer.

2.10. The Association will allocate vacant plots in accordance with the allotment waiting list held by the Secretary.

(3) REGULATIONS AS TO ALLOTMENT PLOTS

3.1. Plots will only be let to residents of the city who make application on the missive form supplied for that purpose, and whom shall be approved of by the Allotments Officer, and who are members of the Association in which their plot is situated.

3.2. On receipt of missive form, the plotholder will be invoiced for payment, this should be paid within 21 days or action may be taken to terminate the lease..

3.3. The plots will be allocated by the Association, and all plotholders will require to see that the number of their Plots is properly displayed.

3.4. Subject to termination, or cancellation, the period of let shall be from the date of entry, or in the case of a renewal of tenancy, from First day of January in each year till the Thirty-first day of December following.

3.5. No person shall be a tenant of more than one Plot at any one time and no person to whom a plot has been let shall sub-let the same without the consent in writing of the Allotments Officer. No plotholder shall transfer plots without the consent of the Association committee.

3.6. The rent of each Plot shall be such sum as shall be, from time to time, fixed by the Council, and shall be paid at the date of invoice, and in the case of renewal of tenancy, shall be paid to the Council in advance or before the first day of January in each year, and if the rents remains unpaid within 21 days after issue of invoice, or after the 1 January, action may be taken to terminate the lease. Associations who choose to pay a site fee will be invoiced for the appropriate site fees. These rents should be paid along with membership fees at each Associations AGM in order that the Secretaries can have all paperwork completed and forwarded to the Council by 31 December.

3.7. The plot shall be kept in a tidy condition and in proper cultivation in accordance with the Council's monthly gardening advice. The pathways surrounding the plot shall also be kept tidy and free of any material or fixtures. The plot will only be used for horticultural purposes and for no other purpose. 75% of the plot area should be under cultivation at any time. Plots should also be well stocked with crops in as healthy a condition as possible, bearing in mind prevailing weather and season. Unplanted areas should be reasonably free from weeds and should not cause any nuisance to neighbouring plots. The soil should show evidence of being actively managed.

3.8. No tenant shall cultivate his Plot wholly or partly for the purpose of trading or market gardening.

3.9. No greenhouse, shed or other building or fixtures shall be erected or attached to any plot, without the consent of the Landscape Design & Development Manager.

3.10 Good horticultural practices should be adopted and carried out at all times. Crop rotation to be practiced. Green waste shall be composted on site where possible. Good recycling and waste management to be practiced. Use of mains water should be kept to a minimum and collection of rain water should be encouraged. Plot boundary hedges and fences should not exceed 3 feet in height.

3.11. Where the allotment area is enclosed by a fence, every plotholder shall, be provided by the Association with a key for the gate giving access to the ground, This may be subject to a deposit, which shall be refunded on the key being returned

3.12. In entering and leaving the allotment site, Plotholders must see that the gates are closed and locked.

3.13. No dogs may be brought on to the site but must be kept on a lead at all times, must not be allowed to enter onto any plots other than the dog owner's plot, and must not be allowed to become a nuisance or annoyance or cause a disturbance to other plotholders. Any fouling must be bagged and binned promptly by the dog owner.

3.14 Bonfires: Plant materials and weeds should be composted on site. Plotholders may burn only plant material arising from the plot itself, such as diseased plants and excessively woody material that cannot be composted. No material may be brought on to the site for burning and no synthetic materials, plastics, paper, treated wood, metals or other non-plant material may be burned. Plotholders must give consideration to other plotholders when choosing where and when to have a bonfire, and must not leave any fire unattended.

3.15 The plotholder may allow other people to enter the allotment site ("Visitors") provided any Visitors remain under the supervision of the plotholder at all times. The plotholder will be responsible in all respects for the behaviour of any Visitors and will be responsible to the Council for all losses, damages or costs incurred by the Council arising as a result of the actions of any Visitors.

3.16 Within the allotment site, the plotholder will behave in a proper manner, and will do nothing which is or might become a nuisance or annoyance or cause a disturbance to the Council or to any other plotholders.

3.17. Subject to the provision of the Allotments (Scotland) Acts, 1892 to 1950, the Corporation may at any time terminate the tenancy of any Plot on ground belonging to Land and Environmental Services, or any other department of the Council, and resume possession thereof, on giving one months notice in writing. If the allotment area is situated on ground not belonging to the Council, the tenancy may be terminated and possession of the ground resumed on giving the notice prescribed by the said Acts.

3.18. In the event of any plot holder contravening or failing at any time to comply with or implement any of the Regulations as to plots, the Council shall be entitled to terminate the tenancy of his/her Plot without any compensation, on giving such Plotholder notice in writing of their intention so to do so.

3.19 If the Council incurs any expense, damage, loss or liability as a result of any

act or default of any plotholder under the Regulations or otherwise in consequence of the use of the plot provided to that plotholder (and whether or not the provision of a plot has been terminated), that plotholder will be liable to reimburse the Council for all such expenses, damages, losses and liabilities on demand by Council in writing.

4. INSPECTIONS

4.1 The Association will be entitled to inspect any plot at any time. Where an inspection identifies a plot that is in an unacceptable condition, an Improvement Letter will be issued to the plotholder. This letter will set out the reasons why the plot is considered to be in an unacceptable condition.

4.2 If there are any Special Circumstances relating to a plotholder whose plot is in an unacceptable condition (for example, illness or disability) the plotholder should make the inspection team aware of these circumstances. Any information gathered will be dealt with confidentially and each instance will be dealt with on a case by case basis.

4.3. Following the issue of an Improvement Letter, the plotholder must rectify the condition of the plot and/or provide an explanation of any Special Circumstances within 14 days, if during the Summer Period or 21 days, if during the Winter Period. The Summer Period runs from 15 March to 14 October and the Winter Period runs from 15 October to 14 March.

4.4. If at end of the relevant period allowed there is no marked improvement in the condition of the plot to the satisfaction of the Association, and/or the plotholder has not provided an explanation of any Special Circumstances, a Final Warning Letter will be issued, restating the requirements set out in the Improvement Letter.

4.5. Following the issue of a Final Warning Letter, the plotholder must rectify the condition of the plot and/or provide an explanation of any Special Circumstances within 14 days, if during the Summer Period; and 21 days, if during the Winter Period.

4.6. If at the end of the final warning period there is no marked improvement in the condition of the plot to the satisfaction of the Association and/or the plotholder has not provided an explanation of any Special Circumstances, a Termination Letter will be issued. The Termination Letter will state that the plotholder's entitlement to the plot is terminated. The Association will provide one month's written notice of termination. Please note that the Association will not, unless there are exceptional circumstances, terminate the entitlement to a plot within 3 months of the provision of the plot to the plotholder, unless the plotholder is under a probationary let.

4.7. A plotholder may appeal to the Committee against termination within 14 days of receipt of the Termination Letter. Any appeal should set out reasons for the lack of improvement in the condition of the plot, reasons why the entitlement to the plot should not be terminated.

4.8. The Committee will consider any appeal based on the information provided and will issue a decision to the plotholder within 14 days of receipt of the appeal. An expelled member shall have the right of appeal against the decision to expel him/her to the Allotments Officer. The Council will consider any appeal based on the information provided and will issue a decision to the plotholder and Committee within 14 days of receipt of the appeal. The decision of the Council will be final.

4.9. If a plotholder receives two Improvement Letters relating to two separate inspections within a 12-month period, and a further inspection reveals that a third Improvement Letter is warranted, the third Improvement Letter will be issued as a Termination Letter. The appeals procedure set out in Regulation 4.7 will apply.

4.10 If a plotholder receives three Improvement Letters relating to three separate inspections within a 24-month period and a further inspection reveals that a fourth Improvement Letter is warranted, the fourth Improvement Letter will be issued as a Termination Letter. The appeals procedure set out in Regulation 4.7 will apply.

5. ALLOCATION FOLLOWING TERMINATION

5.1 If a plotholder has had their entitlement to a plot terminated under Regulation 4, the plotholder may subsequently apply for a plot, provided that the plotholder fully explains to the Committee the circumstances of that termination.

5.2 Any plotholder who has previously been evicted will be placed at the bottom of the waiting list for the allotment site for which they have applied. When a plot becomes available and the previously evicted plotholder is next on the list to be allocated a plot, the plot will be offered to the previously evicted plotholder on the following conditions: the previously evicted plotholder will be on probation for the first 3 years of their tenure on the plot;

5.3 if at any time during the probation period the plot is identified by the Committee as being in an unacceptable condition, the previously evicted plotholder will receive Termination Letter (without first receiving any Improvement or Final Warning Letters). However, please note that the previously evicted plotholder will be entitled to appeal against the termination (see Regulation 4.7); and if the previously evicted plotholder is evicted for a second time that plotholder will be subject to a lifetime ban on renting a plot within the Council area.

Additional Rules and Regulations to consider:

- Plots will only be let to: *Ratepayers of the City and who are members of the Association in which their plot is situated. Only 1 plot will be allocated to each household. Priority may be given to residents with no access to a garden.*
- The plots will be allocated by the Committee and all plotholders will require to see that the number of their plots is properly displayed.
- Subject to termination as hereinafter provided, the period of let shall be from the date of entry, or in the case of a renewal of tenancy, from First day of January in each year till the Thirty-first day of December following.
- No person shall be a tenant of more than one plot at anytime. No plotholder to whom a plot has been let shall sub-let the same without the consent in writing of the Executive Director of Land and Environmental Services. No plotholder shall transfer plots without the consent of the association committee.
- The plot shall be kept in a tidy condition and in proper cultivation and no livestock shall be allowed to be kept without prior agreement from the committee. Applications for the keeping of bees or livestock will be considered.
- The pathways surrounding the plot shall also be kept tidy and free of any material or fixtures. Good horticultural practices should be adopted and carried out at all times. Crop rotation to be practised. Green waste shall be composted on site where possible. Good recycling and waste management to be practiced. Use of mains water should be kept to a minimum and collection of rainwater should be encouraged. Plot boundary hedges and fences should not exceed 3 feet in height
- No tenant shall cultivate his plot wholly or partly for the purpose of trading or market gardening.
- No greenhouse or other building or fixtures shall be erected or attached to any plot, without the consent of the Committee or Executive Director of Land and

Environmental Services. Only one greenhouse per plot maximum size 12x10 feet and only one hut per plot maximum size 8x6 feet.

- Where the allotment area is enclosed by a fence, every plot holder shall, on payment of a deposit, be provided by the association with a key for the gate giving access to the ground, which deposit shall be refunded on the key being returned.
- In entering and leaving the allotment site, plot holders must ensure that the gates are enclosed and locked.
- No dogs shall be admitted to the allotment area unless under proper control.
- In the event of any plot holder contravening or failing at any time to comply with or implement any of the Regulations as to the plots, the City Council shall be entitled to terminate the tenancy of his/her plot without any compensation, on giving such plot holder notice in writing of their intention so to do.
- Abusive or intimidating behaviour towards any member or member of the Committee, or visitor to the site will result in immediate expulsion.
- *No alcohol to be consumed on the allotment area.*
- *New plot holders will be on trial in their first year.*
- *Members shall be responsible for their visitors at all times*
- *Children shall be supervised at all times*
- *Keys to the allotment site and huts are in the plot holders name and are not transferable.*
- *Any plot holder found removing any item from another members plot without consent may lose their membership and therefore forfeit the tenancy of their plot.*
- *Plot holders shall not bring motor vehicles within the allotment area, except for essential loading/unloading.*
- *Glasgow City Council shall be entitled to remove any building on the allotment site that has been erected without the Councils consent.*
- *Glasgow City Council will terminate the lease of any plot holder found to be carrying out illegal activity, or anti-social behaviour on the allotment area.*
- *Any Council Officer shall be entitled at any time to enter and inspect the allotment area.*
- *Glasgow City Council shall be entitled to dissolve any allotment association who do not uphold. Glasgow City Council Rules and Regulations and their Constitution and Rules and Regulations.*
- *Plot sharing to be encouraged on sites where waiting lists are long.*
- *No plot holder shall burn materials on the allotments without the consent of the association committee*

Bee-keeping

Glasgow City Council Allotment Strategy (5.6.1 Biodiversity on allotment sites) noted that we would consider requests to keep bees on our sites, subject to certain conditions.

Clarification is required on the keeping of bees on allotments, as it is acknowledged that bees provide a valuable pollination resource and crops requiring pollination benefit from the presence of bee hives nearby. Bees in monitored situations will be allowed on allotment sites. Establishing managed colonies on Glasgow's allotments will also help combat the dramatic decline in the UK bee population.

The Council, in association with the Glasgow & District Beekeepers Association, proposes to carry out a trial on a suitable site. There are a number of practical considerations for the management of apiary sites; including location, screening, swarm control, apiary hygiene, water supply and neighbouring plot holders. Therefore a plot holder will be given guidelines on the keeping of bees and the Glasgow & District Bee-keepers Association will provide training, mentoring and support during the scheme, which if successful will be extended to further sites in years to come.

Research has shown that there can be a negative impact on wild bumblebee populations in areas with a high density of domesticated honeybee hives. Bumblebees and other wild pollinators feed on a wider range of plant species than domesticated honeybees and therefore are very valuable as pollinators so any negative impact on populations should be avoided. It is therefore recommended that sites are enhanced for biodiversity prior to beehives being established, by creating areas of additional nectar rich flowers and providing undisturbed areas for nesting/overwintering bumblebees, solitary bees, butterflies and hoverflies. These recommendations will also benefit honeybees.

Management rules for the keeping of bees

1. There should be no automatic right to keep bees on any allotment site or plot. Some sites will not be suitable due to the proximity of footpaths or houses. Other sites may be too insecure, leaving hives open to vandalism.
2. Where conditions are suitable there should still be a limitation on the number of hives. Two hives would be a reasonable number on one plot and the total number would need to be governed by the size of the site. Six hives should be considered the maximum even on the largest sites. Initially, it would be best to allow only a single beekeeper on any one site in order to gauge the reactions of fellow plot holders over a period of time.
3. Only beekeepers with reasonable experience should be given permission to keep bees on an allotment. An applicant should hold a 'Basic Beemaster Certificate'. This is a qualification awarded by the Scottish Bee-keepers Association (SBA) to bee-keepers who have passed a foundation examination the theory and practice of beekeeping. It is usually awarded to beekeepers who have kept bees satisfactorily for one or two years. An allotment is not a suitable place for a new beekeeper to start with a first hive and, even if they have one or two years experience, it would be wise for them to be members of their local association where they would have access to an experienced mentor.
4. Beekeepers must be members of the Scottish Bee-keepers Association as

membership provides Public Liability Insurance. This covers public footpaths and houses.

5. Hives must be placed on the individuals plot. All plot holders adjacent to the proposed apiary site must be in agreement. Dissenters should not be over-ruled by a majority vote as the wishes and needs of gardeners should be paramount. On smaller sites it would probably be necessary for all the plot holders to agree. There would also need to be some protection for an established beekeeper. An adjacent plot that becomes vacant should not be let to someone opposed to bees.

6. Manipulations of hives should not be carried out when other plot holders are working nearby. Time must be allowed for bees to settle after these manipulations.

7. There must be provisions in place to deal with any situations arising during a beekeepers absence. Reliable contact numbers should be available, somewhere on the hive and site notice board, in case of problems. Cover must be arranged if the beekeeper is away.

8. Bees could cause problems because of poor management but it might well be possible to resolve these. Plot holders who are experiencing problems from bees should bring these to the attention of the Allotments Officer, who will be able to call upon advice from a Glasgow & District Bee-keepers Association member. Very aggressive bees should never be permitted on a plot.

9. Plot holders who apply to their Allotment Association to site a beehive, should discuss how they will increase biodiversity by creating areas of additional nectar rich flowers prior to beehives being established.

Draft Management Rules for Keeping Poultry

You are allowed to keep up to 6 hens on your allotment plot with permission from your association committee. Cockerels are not permitted.

- The total area of the henhouse and run must not exceed 25% of the allotment plot

Getting permission to keep hens

Your Association Committee will request information about:

- the number of hens you wish to keep.
- the housing and welfare of the hens.
- the structure you will be using as housing.
- the safeguards to be taken to prevent soil contamination and nuisance from vermin.

If your replies are acceptable in meeting standards, your association will confirm agreement in writing.

- You are not permitted to keep any hens until you have received written confirmation.
- If your plot and hens are inspected at any time, and found to be in an unacceptable condition you may be in breach of your tenancy agreement.

The stockperson

This person must have experience of, or attended a training course on, the overall keeping and management of hens and particularly in respect of recognising distress and disease and taking appropriate remedial action.

Poultry courses are available at:

<http://www.smallholdingcourses.co.uk/smallholdertraining/backyard-poultry-keeping-2/>

<http://www.smallholdingcourses.co.uk/smallholdertraining/introduction-to-chicken-keeping/>

<http://www.smallholdingcourses.co.uk/smallholdertraining/beginners-poultry-course/>

http://www.sruc.ac.uk/directory_record/3293/small_scale_poultry_keeping

Further information on the keeping of poultry can be obtained from DEFRA and The Poultry Club of Great Britain

<http://www.defra.gov.uk/food-farm/animals/poultry/>

<http://www.defra.gov.uk/food-farm/animals/poultry/>

The plotholder must keep their poultry under proper control to avoid nuisance to others within or outwith the allotments

Accommodation

The accommodation needs to provide proper shelter from the elements and, as

appropriate, a means of exercise which may be extended by the provision of wire fenced runs.

The coop should have a minimum floor space of 1.8m x 1.2m (maximum 2.2m high) to ensure adequate floor, nesting and perching space for 6 hens. Nest boxes, roosting areas and perches must be properly located and all exercise runs escape, predator and vermin proof. Housing should be raised off the ground to avoid vermin nesting beneath. This should be at least 150mm but the higher the better.

The hen run, for exercise for 6 hens, should be a minimum of 4 square metres. Wire fenced runs should be of a suitable gauge weldmesh wire to prevent predator or vermin access. The wire should be 12 gauge to protect against predators and have 25mm holes to prevent ingress by vermin. Ideally the weldmesh will extend across the floor space to prevent vermin from digging up into the run.

A means of access to the shelter must be available to the hens at all times, except when cleaning and disinfection is being carried out.

The accommodation will require cleansing and disinfecting and all litter etc. needs to be disposed of in secure containers or an appropriate place located well away from any shelter or run.

Ventilation

Hens must have access to a minimum of 8 hours daylight during the day.

Feeding and watering

- Water must be available at all times and all equipment kept clean and in good order.
- Feed should be kept in vermin proof containers.
- Any spillage of feed should be cleared up immediately to deter vermin.
- An, also must be properly balanced for the breed and given consistent amounts to ensure the proper well being of the animals
- Th

Stocking rates

- All hens must be able to stand turn around and stretch their wings and have sufficient
- Th stock

Fire precautions

- Plans for dealing with fire should be made.
- All stored
- A means of controlling any small fire should be available and the stockperson's (or deputy) emergency telephone number and contact address be made

Frequen

- All birds must be inspected at least twice daily.

- The stockperson must allow the association committee, Council officer, Animal Welfare officer or SSPCA officer to inspect the poultry at any time.

Disease control

- Any sick or injured birds must be removed immediately and treatment provided.
- The cause of any disease or injury identified and remedial action must be taken.
- Any national disease prevention and/or control programmes must be adhered to.
- Dead birds must be disposed of in accordance with the applicable provisions of the Animal By-Products Regulations 2003

<http://www.legislation.gov.uk/uksi/2003/1482/contents/made>

- The stockholder will be liable for any additional costs which result from infestation (such as by rats).

Cleansing and disinfecting

- The accommodation and associated equipment should be regularly cleaned and disinfected.
- It is advisable to de-stock sites at frequent intervals.
- Only good quality litter, originating from premises where poultry are not kept, should be used.