



# Allotment rules and information for Sunnybank Park Allotments

Contact Details	
<b>The Committee can be contacted in a few different ways</b>	
 via email	<a href="mailto:sun@sunnybankpark.org.uk">sun@sunnybankpark.org.uk</a> <a href="mailto:allotments@sunnybankpark.org.uk">allotments@sunnybankpark.org.uk</a>
 via Facebook	<a href="https://www.facebook.com/groups/SunnybankPark/">https://www.facebook.com/groups/SunnybankPark/</a> <a href="https://www.facebook.com/groups/200219867084512/">https://www.facebook.com/groups/200219867084512/</a>
 By post:	Friends of Sunnybank Park Sunnybank Community Centre Sunnybank Road Aberdeen AB24 3NJ
<b>Emergency numbers</b>	
<ul style="list-style-type: none"><li>• In the event of a non-emergency situation, such as witnessing vandalism, call the Police on <b>101</b> (also contact the committee as soon as it is practical).</li><li>• For stray or "out of control" dogs around the allotment, call the Dog Warden on <b>03000 200 292</b>.</li><li>• Committee contact details can be found on the inside of the container door.</li></ul>	

Allotment Rules
<b>1. Plot and Allotments maintenance</b>
<p>a) Plots are leased for the primary purpose of growing food. Plot-holders must maintain their plots and prevent them from causing weed problems to other plots.</p> <p>b) Paths must be kept clean and weed-free. Plot-holders are responsible for the path alongside their plot.</p> <p>c) Plots must be clearly numbered.</p> <p>d) If a plot-holder is absent for a significant part of the growing season they must arrange for someone to look after the plot during the period of absence. If a plot-holder has problems in arranging cover, they should contact a member of the Committee.</p> <p>e) Composting of organic waste is strongly encouraged. Plot-holders must ensure that any other waste does not accumulate on their plots. Rubbish should be removed, not left on the plot or in common areas.</p>
<b>2. Permission required - trees, huts, weed killers, pesticides</b>
<p>a) Plot-holders should not normally use pesticides or weed killers. If, exceptionally, a plot-holder sees a strong need for the use of pesticides or weed killers, the matter must be referred to the Committee for consideration.</p> <p>b) Cultivation of trees is not permitted without the consent of the Committee. This permission will not normally be withheld.</p> <p>c) Plot-holders wishing to erect a shed on their plot must apply in writing (by email or post) to the Committee. Sheds should not be larger than 1.8m by 2.4m and will not be allowed on mini-plots.</p>
<b>3. Behaviour - pets, children and other plot-holders</b>
<p>a) No pets may be kept at the Allotments.</p> <p>b) Anyone who brings a dog to the Allotments must ensure that the dog is kept on a leash or within the confines of their Allotment. Plot-holders are responsible for ensuring any visitors to their plot accompanied</p>



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by dogs are aware of this rule and abide by it.

b) Plot-holders who bring children to the Allotments are responsible for their safety and behaviour.

c) If any plot-holder has occasion to complain about the behaviour of any other plot-holder, the complaint should be made, in writing (via post or email), to the Secretary of the Committee.

### 4. Miscellaneous

a) The produce grown on the allotment should be primarily for the use of the plot-holder and their family or for giving away to others.

b) Sunnybank is a residential area with limited parking and Sunnybank Park is for the enjoyment of the public. Although there is parking by the plots, plot-holders should not bring their cars to the site regularly or without a strong reason.

c) Fires are not permitted in the Allotments.

d) Livestock may not be kept in the Allotments.

e) Plot-holders are aware that bees may be kept on the Bee Plot in the Allotments and that they are responsible for their own safety in the case of allergies. The Committee will ensure that bees on the Bee Plot do not cause a nuisance to other plot-holders. If plot-holders have concerns about bees, or if they are interested in managing and maintaining the Bee Plot, they should discuss this with the Committee.

f) Plot-holders must not leave the plots unlocked if they are the last person out.

### 5. Lease

a) To be eligible for a plot, an applicant must live in the triangle formed by King Street, St Machar Drive and the railway line. A plot holder who leaves the area may keep their existing plot but will be removed from the waiting list for any larger plot.

b) If a plot holder dies or becomes unable to work their allotment, and other family or household members have been involved in the allotment, the allotment may, on request and at the discretion of the Committee, be transferred to another family or household member.

### 6. Termination of Lease

a) The Committee has the power to terminate a lease after due process as in 5(b) on grounds of inadequate plot maintenance, at any time.

b) If a plot falls below the required standard of maintenance, an initial warning will be sent to the plot-holder by the Committee giving 21 days in which to rectify matters. If there is no improvement after this time, this will be followed by a second warning giving a further 14 days. If there is still no improvement, a FINAL WARNING giving a further 7 days will be issued. Following the expiry of this time, the plot-holder will be notified to vacate their plot within 14 days. The warnings given during a season will remain in place until the end of the calendar year.

c) A lease will automatically be terminated for non-payment of rent by the due date.

d) If any serious complaint(s) is/ are made against a plot-holder and the Committee; after investigating the complaint(s); is satisfied of the validity then the Committee, by a simple majority of members, can terminate the lease of the plot-holder.

e) Any plot-holder may terminate their lease at any time, but no rent will be refunded unless the agreed rental period has not yet begun.

f) /next page



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f) Any plot-holder who wishes to terminate their membership; or who has it terminated; has the right to remove the following from the plot before a new plot-holder takes over, within a reasonable period of time:

- Any hut/ greenhouse erected by the plot-holder;
- Any bushes growing on the plot;
- Any produce still to be harvested from the plot.

**The intention of the Rules is that the allotments be worked and kept to a high standard. Plot-holders are encouraged to take responsibility for the overall maintenance of the Allotment area and to take part in any general tasks which may be required. If you are finding it difficult to maintain your plot, please consult with the Committee so that a solution can be found.**

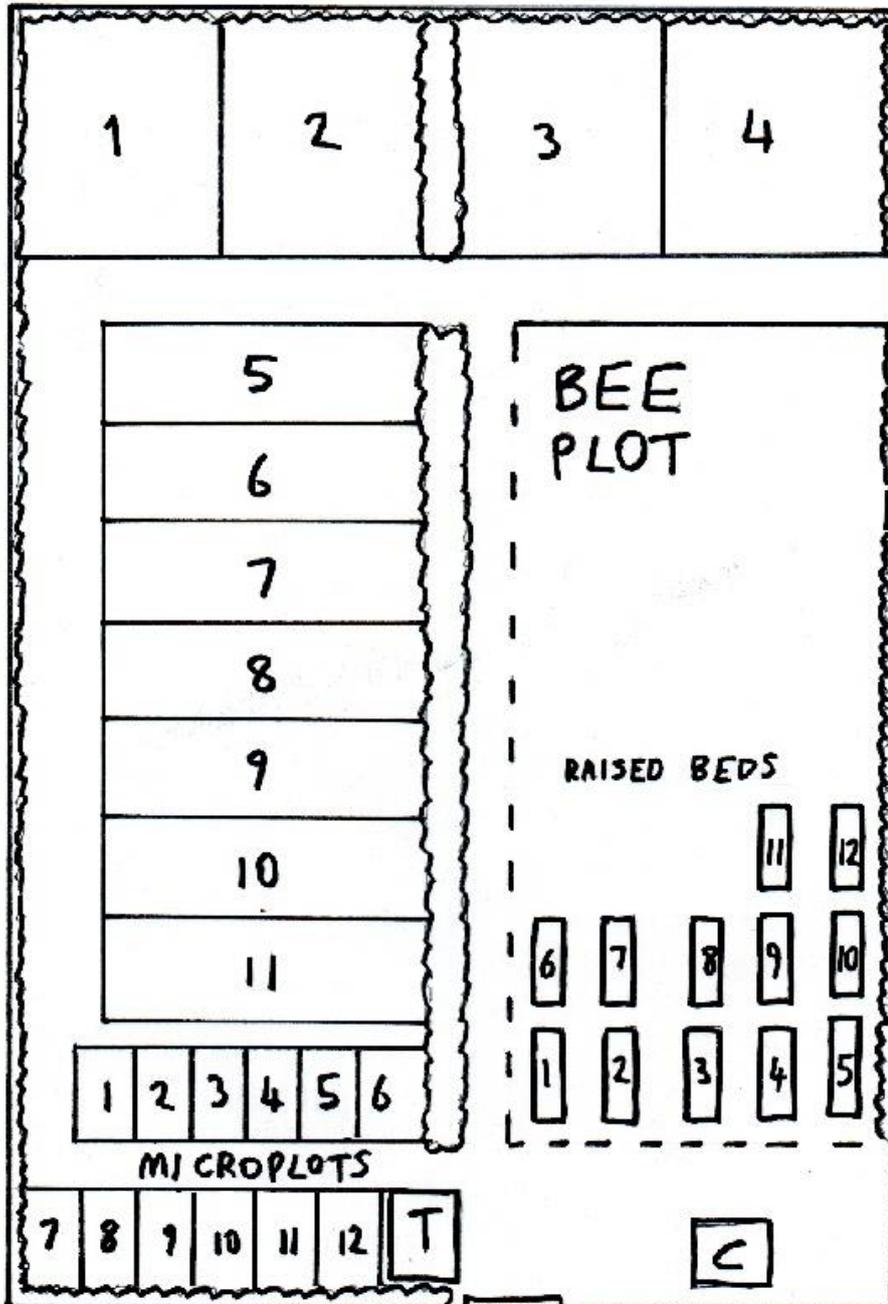
*Note: 'The Committee' refers to the Committee of the Friends of Sunnybank Park or to a Management Committee for the Allotments that Friends of Sunnybank Park may set up and delegate powers to.*



# Allotment rules and information for Sunnybank Park Allotments

## Allotment guide

### SUNNYBANK PARK ALLOTMENTS



T = toilet C = container



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## Health and Safety Policy

### Policy Statement

Good gardening is safe gardening and it is everyone's responsibility to ensure we garden in a safe way.

We promote ownership, responsibility and a common-sense approach to safety.

We will support our plot-holders by providing information; advice when requested; providing risk assessments of standard gardening activities and by creating & upholding rules for plot-holders to adhere to.

In turn, we expect plot-holders to behave responsibly, abide by the rules set out in these documents and take reasonable care and attention to ensure their plot and surrounding areas are maintained to a safe standard.

### Legal obligations

Plot-holders have a duty of care and are responsible for their own health and safety and for the safety of others whilst on the plot.

This duty of care is to anyone on their plot, regardless of whether they have given permission for them to be there or not.

### Safety rules

- It is recommended that, particularly at quiet times, plot-holders inform someone where they are and their likely return time.
- Emergency numbers and contact details will be posted on the inside of the container door. Please report any health and safety concerns to the Committee as soon as they become apparent.
- Plot-holders must ensure that their plot and surroundings are free from hazards. Hazards may include; sharp edges, exposed nails, poorly stored tools, broken glass, discarded tools.
- Plot-holders should acquaint themselves with the safe use and storage of tools, particularly power tools.
- Working at height is not permitted. This includes the use of ladders. This is a standard rule recommended by the Allotments and Gardens Council (UK).
- Plot-holders should consider the use of safety glasses and (appropriate) safety gloves before using power tools or carrying out activities which may result in cuts to the hands or particles flying towards the face.
- Plot-holders should be vigilant for rats, rabbits and other damaging wildlife. Inform a member of the Committee if evidence of damaging wildlife is observed.
- Plot-holders must acquaint themselves with the correct and safe use, storage and disposal of chemicals such as fuel and fertiliser. No hazardous chemicals may be stored on the site.
- Plot-holders should report vandalism or other evidence of intruders to the Police, via the non-emergency number (101) and also inform the Committee as soon as is practical.
- Containers for liquids; such as water butts, rainwater collection tanks and barrels; must have secured and fastened lids on them to prevent contamination of water and uncontrolled access by animals, children or others.

### First aid kit

A basic first aid kit will be kept in the container. Please inform the committee if you use any of the contents so that we may replenish the kit.

In the event of an accident, the Committee must be informed as soon as practical so that we may investigate and prevent a similar accident from happening again.