

COTTESLOWE ALLOTMENT ASSOCIATION LIMITED (CAAL)

SITE MANAGEMENT CODE OF PRACTICE

GENERAL

Our objective is to maintain a site where Members can enjoy cultivating their plots in a harmonious and supportive environment. Therefore, Members agree to the following rules:

1. Members must not cause a nuisance to other plot holders. (Any complaints must be made in writing to the Chair).
2. Only dogs belonging to Members are permitted on site. They must be kept on a leash when not contained within the Member's own plot.
3. The entrance gate must always be kept locked after both entering and leaving the site. Members will not give keys to any non-Member without the permission/knowledge of the Committee.
4. Petrol, oil, lubricants and any other inflammable liquid, any chemicals and equipment must be stored safely at Member's own risk.
5. Members will not trespass on other plots, nor take crops, produce, implements, water or other items without permission of the plot holder.
6. Children and young people under the age of 16 must be supervised by an adult at all times when on site. They must be made aware of the dangers on the site and not allowed to disturb other Members. CAAL will not accept responsibility if children or young people are injured through non-compliance with these rules.
7. Members with plots linked to community organisations, eg Cotteslowe Community Larder and associated school projects, are responsible for the supervision and duty of care of any individuals working on these plots.
8. Members will pay a refundable deposit for a site key. If a key is lost, the Member will be expected to pay for a replacement key. On termination of Membership and return of the key, the deposit will be refunded.

WORK PARTIES

9. CAAL holds four work parties each year to maintain the site. All Members should attend at least two work parties per year or 'opt out' at the beginning of the year by paying a £30 levy. Failure to attend at least two work parties, or to pay the 'opt out levy' in advance, will result in Members being charged the levy at the end of the year. There is no age restriction for involvement in the work parties as there are many differing roles to be undertaken.

LOCAL COMMUNITY & SHARING

10. We encourage and nurture links to support the local community:
 - a. Plot 4 is provided to the Cotteslowe Community Larder – you will see volunteers on site
 - b. Further links are being developed with local schools - you will see pupils on site
 - c. From early 2025 Members are encouraged to put a % of their produce in the **Produce and Sharing Store** (for a weekly delivery to the Community Larder) and to share spare seeds & plants.

CULTIVATION PROTOCOL & PLOT HUSBANDRY

11. Members must ensure that their plot is kept in a reasonable state of cultivation. 'Reasonable state of cultivation' is defined as 80% of the plot prepared for or growing produce during the main

growing season (March to October). This requirement does not apply during the winter period. The other 20% can be for sheds, compost bins, seating areas, water butts etc.

12. Produce is defined as being vegetables or fruits for consumption by the Member. Growing of flowers is permitted but should occupy no more than 10% of the plot. A list of advised produce will be available on the website. Brambles/blackberries must be grown within the boundary of the plot and to a height no greater than 2m.
13. Notwithstanding the above, CAAL expects Members to be proportionate in the balance of produce they grow with a range of vegetables, and also fruit and flowers if desired.
14. Only dwarf fruit trees (root stock MM106) may be planted once the written consent of the Committee has been obtained. Fruit trees must be kept to a max. height of 4m and must fall within the plot boundary.
15. Members must aim to keep their plots weed and pest free by (i) restricting dispersal of wind borne seeds, (ii) controlling weeds that spread through the extension of roots or by generating new plants growing from tips in contact with the soil, and (iii) removing long grass or detritus that is likely to harbour pests. Members should keep all weeds within the plot boundary, and on the plot's boundary fences, cut down to ground level.
16. Members must not discard weeds against any boundary fence or on any other part of the site unless in a compost heap.
17. Members will keep pathways adjoining their plots tidy and free of obstacles.
18. Members will keep all sheds, greenhouses, fruit cages, fences and gates on their plots in safe repair.
19. Fences should be of post and wire construction to a max. height of 1.5m.
20. Members must get the written approval of the Committee for installation of any sheds or greenhouses, first confirming the size, materials and siting of such structures. Installation should be built on shed lines where applicable and must not impair or shade adjacent plots.
21. Members must follow Oxford City Council's Code of Practice on Bonfires (see site noticeboard and CAAL website).
22. Members must not deposit any rubbish or building materials on their plot or the site.
23. Members must not use any Total or Residual Weed killers or wildlife poisons on their plot or the site. The use of vermin poisons may be used with restrictions and the approval of the Committee.
24. Water Usage:
 - a) The site has mains water supply via dip tanks. Members are requested to use water from the dip tanks in a reasonable manner.
 - b) The use of hosepipes, pumps, or any modification to convey water to a plot from the dip tanks, is not permitted.
 - c) Water in the dip tanks must not be contaminated with any chemical, fertilizer or soil. They are not for washing hands or garden tools.
 - d) The water supply to the dip tanks will be turned off from November to April each year.
 - e) The Committee reserves the right to apply a water levy to all Members should the cost of providing mains water prove too expensive.

MAINTAINING STANDARDS

25. The Committee will attempt to maintain standards by undertaking frequent plot inspections.