

COTTESLOWE ALLOTMENT ASSOCIATION LIMITED

SITE MANAGEMENT PRACTICE (dated January 2025)

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

1. Not be a nuisance to neighbours. Any complaints must be made in writing to the Chair.
2. Only Members' dogs are permitted on site and must be kept on a lease 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. Giving keys to any non-member without permission / knowledge of the Committee will have their membership of the Association revoked.
4. Petrol, oil, lubricants and any other inflammable liquid, chemicals and equipment must be stored safely at Member's own risk.
5. Not trespass upon other plots, take crops, produce, implements, water or other items
6. Children and young people under the age of 16 must always be supervised by an adult at all times and made aware of the dangers on the site and not allowed to disturb other Members. The Association will not accept responsibility if children or young people are injured through non-compliance with the Rules within this constitution.
7. Members linked to Community Organisations that work on site, eg Cotteslowe Community Larder and associated School projects, are responsible for the supervision and duty of care for the people from such organisations that work on site.
8. Members will pay a refundable deposit for the 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. The Association holds four work parties each year to maintain our site. All Members are required to attend at least two Work Parties per year or "opt out" at the beginning of the year by paying a £25 'Opt Out Levy' at the same time as their annual subscription fee is paid. Failure to attend at least two Work Parties or alternatively pay the 'Opt Out Levy' will result in members being charged the £25 levy. There is no age restriction, there are many roles that need 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 their folk on site,
 - b. Further links are being developed with local schools, you will see pupils on site,
11. **Produce & Sharing Store** (due Q1 '25): Members are encouraged to put a % of their produce in the Store (for a weekly delivery to the Larder) and share spare seeds & plants.

CULTIVATION PROTOCOL & PLOT HUSBANDRY

12. Members must ensure that their plot is managed in a way that keeps the plot in a reasonable state of cultivation. The definition of 'reasonable state of cultivation' is that 80% of the plot should be prepared for or growing produce during the main growing season (March to October). The other 20% is for Members to use for sheds, compost bins/areas / water butts etc. This requirement does not apply during the winter period.

13. Produce is defined as being vegetables or fruits for consumption by the holder. A list of advised produce will be promulgated on the Website. Brambles / blackberries must be grown within the boundary of the plot and to a height no greater than 6 feet.
14. Proportionality. Notwithstanding the above, the Association expects holders to be proportionate in their balance of produce with a range of vegetables and also fruit if desired. Growing of flowers is permitted but should occupy no more than 10% of the plot.
15. Only dwarf fruit trees (Root stock MM106) may be planted once Members have obtained the written consent of the Committee. Fruit trees must be kept to max height of 4.0 metres and must fall within your plot boundary.
16. Members should keep their plots weed free: (i) especially ensuring the need to minimise wind borne seeds, (ii) controlling weeds that might spread through the extension of roots or by generating new plants growing from tips in contact with the soil and (iii) removal of long grass or detritus that is likely to harbour pests. All weeds within the plot boundary, and on the plot's boundary fences, should be cut to ground level.
17. Do not deposit weeds on any part of the site unless in a compost heap and not against any boundary fence.
18. Keep adjoining pathways tidy and free of obstacles.
19. Keep sheds, greenhouses, fruit cages, fences (max height 1.5 metres) gates in safe repair.
20. Fences should be of post and wire to a max height of 1.5 metres.
21. Members must get the Committee's written approval for any installation of sheds or greenhouses confirming the size, materials and sitting of sheds or greenhouses. Installation should be built on shed lines where applicable and not impair or shade adjacent plots (half plots must also adhere to these conditions)
22. Members must follow Oxford City Councils Code of Practice on Bonfires (see notice board and Association website)
23. Members must not deposit any rubbish or building materials on their plot or the site.
24. Members must not use any Total or Residual Weed killers or wildlife poisons on the plots or site. The use of vermin poisons may be used with restrictions and the approval of the committee.
25. Water Usage.
 - a) The Association has mains water supply via Dip Tanks on the site, 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 forbidden.
 - c) Water in the Dip Tanks must not be contaminated with any chemical, fertilizer or soil, or washing your hands or garden tools.
 - d) The water supply to the 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 too expensive.

MAINTAINING STANDARDS

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