



RULES & GUIDELINES

MEMBER'S COPY

These Rules and guidelines conform to Renfrewshire Council's regulations relating to allotments and community gardens in terms of their delegated powers under section 107 and 108 of the Community Empowerment (Scotland) Act and apply to all WEGGA sites

1. Membership

- a) Membership is free to Renfrewshire organisations and residents over 16 years of age who support WEGGA's purposes, aims and objectives. (The constitution is available at wegga.org)
- b) Subject to availability, individual members, public and community groups comprising *no more than six persons*, may grow their own produce on allocated beds or polytunnel positions on signing a tenancy agreement and pre-payment of a non-refundable annual fee
- c) Group leaders must ensure their members have read and comply with these rules.
- d) Members are encouraged to volunteer at designated work party days and may participate in educational and social activities.

2. Fees

- a) Bed and polytunnel annual fees are set at the Association's Annual General Meeting and will be notified to members in writing. A £5 refundable deposit applies for each key issued.
- b) Fees are due and payable by the first of April. If fees are not paid within 30 days of the due date, the Association will regard this as an indication that the member does not wish to renew the tenancy and the bed or plot will be reallocated accordingly. (See also section 9)

3. Site Access, Security & Safety

- a) Persons under 16 years-of-age and protected adults must be accompanied, *at all times*, by an appropriate adult who is responsible for their safety and behaviour.
- b) Members are responsible for the security of site access by securing the lock on gates when on site and when they are the last person leaving. Keys must not be loaned or copied.
- c) Members with containers keys, and for other buildings, must ensure the lock and key is secure during use and locked before leaving.
- e) Members' and communal equipment must not be left after use anywhere on site where it could cause an injury or be used for anti-social purposes.
- f) To reduce the risk of injury, members should wear suitable clothing, foot and hand wear.
- g) The construction and use of polytunnels and greenhouses demand special rules. (See 5.)
- h) Mowers, strimmers and other powered tools may only be operated by those who have received prior training and who are wearing appropriate safety equipment.

4. Bed Maintenance

- a) Members must fully cultivate their beds and suppress weeds. No pernicious weeds, e.g., hogweed, Japanese knotweed, ragwort and horsetail are allowed to grow on plots/beds.
- b) Members are also responsible for maintaining the area immediately surrounding their beds in a weed-free condition and ensure no debris, stones, etc are deposited there.
- c) To promote best growth, planting should normally be rotated annually between beds
- d) WEGGA allows only organic gardening. No weed killer is permitted for difficult areas unless prior approval has been obtained from the Board of Trustees.
- e) Fruit bushes may be grown in raised beds, but fruit trees must be grown in pots or beds in areas designated by the Board of Trustees.
- f) Members absent for a significant part of the growing season must make alternative arrangements for the maintenance of their beds and polytunnel positions.

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- g) Trustees will undertake regular inspections of beds throughout the growing season to ensure they are being properly maintained.
- h) Members found to have removed produce without the prior approval of the grower will be subject to sanctions that may lead to the suspension of membership.

5. Polytunnels and Greenhouses

- a) Access is allowed only to individuals, or group members, whose prescribed due fee has been paid.
- b) Plant debris and diseased or dying plants must be removed.
- c) Personal effects and tools must not be left unattended and removed on leaving the site.
- d) Smoking is strictly prohibited, and no flammable items are allowed.
- e) No food is to be consumed within the structure.

6. Communal Responsibilities

- a) WEGGA monitors site attendance to support reports to the Charity Commission, Renfrewshire Council and grant funders. Therefore, members must sign in - and out - and record their activity, each time they visit the Sanctuary Garden.
- b) Maintenance of the common areas and green space is a communal responsibility. Therefore, members are encouraged to join WEGGA's *Friends of Sanctuary Garden* that, from April to October, organises work groups - usually on the last Sunday of the month. (See separate terms and guidelines).
- c) Garden waste must be deposited in the allocated compost bins or the brown Council bins.
- d) Non-organic waste must be deposited in the Council grey bins. Large items must be taken to the local recycling facility.
- e) Members are encouraged to exchange surplus produce and donate it for community benefit.

7. Water Usage

- a) Water should be used sparingly and except during long periods of drought dispensed in watering cans. Members with a disability may request the use of a hosepipe.
- b) The Board of Trustees will closely monitor water usage.
- c) Watering cans should be used with their rose connected. and returned to their allocated place after use.

8. Prohibitions

- a) Members may not sell their produce for personal financial gain.
- b) No dogs or livestock are allowed in the designated growing grounds.
- c) Alcohol must not be consumed anywhere on WEGGA premises.
- d) Growing grounds are smoke-free zones.
- e) Loud music, which causes annoyance to other members or nearby residents, is forbidden.
- f) No buildings or structures, are allowed without the written approval of the Board of Trustees

9. Membership Complaints, Sanctions, Terminations & Appeals

- a) Members with complaints should refer them, in writing, to the Secretary who will offer advice and/or refer their complaint to the next meeting of the Board of Trustees for resolution.
- b) Members who fail to comply with para.4 of these rules will be given, in writing, 14 days to rectify the situation.
- c) Anti-social behaviour, e.g., verbal or physical abuse, will not be tolerated and will lead to immediate suspension of membership.
- d) In accordance with section 5.3 of the Constitution, the Board of Trustees is empowered to administer sanctions and appeals for serious and/or persistent breaches of these rules that could lead to termination of a tenancy and membership.

10. Revision & Amendments

These rules will be regularly reviewed and may be amended in the light of experience.

By order of the Board of Trustees

18th August 2020

I have read and agree to abide by these rules as a condition of my continued membership and use of growing ground facilities

Signed

Name

Date



RULES & GUIDELINES

RETURN TO SECRETARY

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