

ADDISCOMBE, WOODSIDE & SHIRLEY LEISURE GARDENS LIMITED

A REGISTERED SOCIETY UNDER THE CO-OPERATIVE AND COMMUNITY BENEFIT SOCIETIES ACT 2014 (Act)
REGISTER No, 9260R

REGULATIONS

These Regulations should be read in conjunction with the Society's Rules, Health & Safety Policy, Equality and Diversity Policy, Code of Conduct Policy and Complaints Policy. Failure by Members to comply with AWSLG's Rules, Regulations and Policies may result in the immediate forfeiture of plots and the expulsion of offending Members from AWSLG's property.

1. HEALTH & SAFETY

- i) Members are responsible for the health and safety of themselves their family (i.e., spouse, partner and children), Delegated Person (see 5 ii below) and Visitors (i.e. relatives or person well known to them) brought onto AWSLG's property.
- ii) AWSLG's site is generally unmanned, and Members should keep a First Aid Kit on their plot. In the event of emergency AWSLG encourages Members to carry a mobile phone while on its property.
- iii) First Aid Kits are available in the Office, Canteen, Trading Hut and Hall when open.
- iv) A defibrillator is located on the front Office wall.
- v) Contact details for the emergency services are displayed on the Society's Notice Board.
- vi) Members, their family and Visitors are responsible for the safe use of their own and the Society's plant, equipment and tools and AWSLG accepts no liability arising from any improper or unsafe use of these items.
- vii) All accidents on AWSLG's property must be reported to AWSLG as soon as possible.

2. VOLUNTEERING

It is a requirement that all Members contribute a minimum 4 hours voluntary work annually for the benefit of the Society. Failure to comply with this regulation may result in the forfeiture of the Members plot / plots. Only in extenuating circumstances will the Committee reserve its right to waive this regulation.

3. CHANGE OF ADDRESS

Any Member changing their contact details is required to notify the Secretary in writing or via email.

4. PLOTS & SUB LETTING

- i) No Member shall lease more than 2 plots. Members leasing more than 2 plots prior to the implementation of these Regulations (i.e., May 2025) may continue to lease their plots subject to compliance with these Regulations.
- ii) No Member shall sub-let their plot or any part thereof to any other person.
- iii) No Member shall undertake any trade or business in respect to leased plots or produce arising from plots.

5. ACCESS TO SITE

- i) Members are responsible for the safe keeping of their gate key, the key cannot be duplicated and should not be given to any other person. The gates must be locked on entry and exit from the site. The main gate off Glenthorne Avenue will be kept open only on: Saturdays, Sundays, and Bank Holidays; 8.00am - 5.00pm. The rear gate off Primrose Lane must be kept locked at all times.
- ii) Where a Member is unable to attend his / her plot for reasonable reasons in the short term, that Member may temporarily delegate a person (Delegated Person) either relative or person well known to them to have temporary access to the site for the purposes of watering / maintaining / collecting produce from their plots. The Member must advise the Committee in writing confirming reason for

requiring a Delegated Person, the duration required for their site visits and also provide this person's contact details. The Delegated Person's role is temporary and access to the Society's property ceases immediately upon the Member's return. The Member is responsible for all actions by their Delegated Person while on the Society's property.

6. PAYMENT OF RENT

Rent is payable in advance and due in October in any year. Unless there are exceptional circumstances and agreed in advance with the Committee's Treasurer, if rent remains unpaid by 12 noon on the last Sunday in October, the plot will be considered to have been vacated and will be re-let.

7. BUILDINGS

- i) Members shall not erect any buildings or structures on their plots without consent from the Committee. Application forms for the erection of a Shed, Greenhouse, Polytunnel, Fruit Cage, Pond, (subject to appropriate protection being provided) or other structures are available online or from the office on Saturday 10.30am-12:00am. The Committee reserves the right to accept or reject any such application. Members may erect 1 X Shed with a base not exceeding 6ft x 8ft, 1 X Greenhouse with a base not exceeding 10ft x 8ft and to be used only for the cultivation of plants, 1 X Polytunnel with a base not exceeding 21ft x 10ft and a height not exceeding 7ft. All buildings must have evidence of guttering / rainwater collection. The construction of concrete bases is strictly prohibited.
- ii) The erection of swings, slides, etc. is subject to approval by the Committee. Under no circumstances will trampolines or bouncy castles be permitted on Members plots.
- iii) All buildings and structures must be not less than 1ft from any path, road, fence, or wall.
- iv) The location of any building shall not cause nuisance or affect light to any other Member's plot.
- v) Any buildings will be considered an integral part of the plot on which they stand unless they have been erected by the vacating Member. In this case the building may then be removed by the Member, or a contribution towards its cost requested from the incoming Member. The Ground Steward must be informed of either intention at the time of termination of the plot tenancy.

8. PATHS, ROADWAYS, TREES. TURF, SOIL FENCES AND GATES

- i) Members must keep all paths between plots cut, neat and tidy. Paths and roads must be kept free of overhanging trees, bushes, including blackberries, etc. Paths between plots shall not be less than 18 inches wide. The paths between plots must be grassed. The use of weedkiller or any coverings on paths between plots is not permitted.
- ii) Entry by lorries for the delivery of heavy or awkward loads is permitted only in special circumstances at the discretion of the Committee and agreement of the Ground Steward. Speed must not exceed walking pace. The Owner of the vehicle and the Member are responsible for the vehicle's presence on the site and will be held liable for any damage caused by the vehicle.
- iii) The roadways must be used as far as possible in getting to and from plots. Cycles must not be ridden over the paths between plots.
- iv) Apart from the adjacent Members plots, only Members of the Committee or delegated representatives of the Committee may walk upon inter-plot paths in the course of their duties.
- v) No new trees may be planted or existing trees cut down without the Committee's permission.
- vi) Owing to risks from importation of Japanese Knotweed or other invasive species no soil is to be brought on AWSLG's property without the prior consent of the Ground Steward.
- vii) No fences are to be erected around the perimeter of plot / plots unless erected prior to March 2022.
- viii) Locked gates to block entry to or from a plot are prohibited.

9. PLOT NUMBERS

Each Member must clearly exhibit a number plate on their plot.

10. UNPERMISSIBLE MATERIALS, PLANT & EQUIPMENT

- i) No carpet or tyres are permitted on plots.

- ii) No materials, equipment or plant, other than that used for the purpose of cultivation or maintenance of the plot, are to be stored on the plot.

11. RUBBISH

- i) Rubbish must not be brought on to or deposited anywhere on the site. Rubbish arising from Members' plots must be taken off site by Members and disposed of at Council Refuse Sites.
- ii) New Members may seek permission to dispose of non-compostable / non-combustible / unrecyclable rubbish in the skip arising from a former Member's plot.

12. CULTIVATION AND MAINTENANCE OF PLOTS

It is the policy of the Society to inspect all plots monthly to review their conditions. In the event that in the opinion of the Plot Inspection Team a plot has not been adequately maintained / not been substantially cultivated / has unpermitted buildings / has unpermitted materials or equipment stored on a plot, a Notice of Improvement will be issued by the Committee to the plot Member for the improvement of their plot. If no substantial improvement has been made by the following monthly plot inspection a Plot Termination Notice will be issued by the Committee to terminate the tenancy of the plot in accordance with its Rules and Regulations.

A Plot Termination Notice is an instruction for a Member to return their plot to the Society. The plot must be vacated within 14 days of this notice including removal of all of the Member's buildings, materials, items, tools, furniture, equipment, planting and produce as after this date the Society will without further notice, or compensation remove and dispose of all items remaining on the plot. Any buildings / structures erected prior to the Member's lease of the plot will be considered an integral part of the plot and must not be removed. It should be noted that where the Society suffers any costs in respect to the above it reserves its right to recover all costs relating to the disposal of items or the making good of the leased plot to a condition where it can be re-let.

13. WATER.

- i) Water is for the cultivation of produce and flowers and its use on grassed areas is prohibited.
- ii) Water is provided by standpipes and tanks at convenient points on the site. These tanks with the pipes, etc. must on no account be tampered with. Any fault arising must be immediately reported to the Ground Steward.
- ii) All hoses must be handheld at all times, and the use of sprinklers is strictly prohibited.
- iii) At water taps Members using watering cans only always take precedence over Members using hoses.
- iv) Owing to the risks of spread of disease the washing of crops, tools or any other articles in the water butts strictly prohibited.

Infringement of these Regulations governing the use of water may lead to termination of tenancy. Water is a precious commodity and must not be wasted.

14. LIVESTOCK

Other than authorised bee-keeping no livestock is permitted on the site.

15. NUISANCE

- i) A Member, their family, Delegated Person or Visitors shall not cause any nuisance or annoyance to other persons on the Society's property. The Society as represented by its Committee reserves the right to refuse admission to any person onto its property.
- ii) The use of petrol-engine or battery operated strimmers, mowers, cultivators and other noisy equipment is not permitted before 8am or after 8pm.
- iii) Members shall take proper precautions when using sprays or fertilisers to minimise any adverse effects on the environment, comply with regulations and not cause damage to grass roads, paths or neighbouring plots.

- iv) The use of radios, phones, etc. are permitted but where they are causing a nuisance or annoyance to other Members must be immediately turned off.
- v) BBQ's and picnics are permitted but all used utensils, plates, cutlery, packaging, etc. must be removed from site for cleaning or disposal and must not be cleaned or stored on plots or left in the vicinity of the Society's skip.
- vi) In the absence of any agreement in advance by the Committee or Ground Steward, Members must limit the number of Visitors to their plots for maintenance to 3 persons max. Members are responsible for and must be present at all times while Visitors are on the Society's property.
- vii) No Member shall hold a gathering on their plot or Society's property without first requesting in writing and agreeing in advance with the Committee the number of Visitors (together with their names), and date and time of gathering. Members are responsible for and must be present at all times while Visitors are on the Society's property.
- viii) Children must be supervised by an adult at all times. Children must be confined to the Member's plot and not play on main paths or on neighbouring plots. If visiting other areas of the site e.g., Trading Hut, Canteen, Toilets, or Wildlife Field, Children must be under the supervision of an adult.
- ix) Under no circumstances are any unauthorised Members, Delegated Persons, Visitors or Children to approach or interfere with the beehives located on the site.
- x) Dogs must be kept on a lead and under control at all times. Dog owners must not allow their dogs to foul allotments, grass roads, side paths or any other part of the allotment site. It is the duty of dog owners to promptly remove any fouling which occurs.

16. BONFIRES

Bonfires may only be lit at the times specified on the notice boards. When lighting bonfires Members must observe the following:

- i) No fires are to be lit until adequate water in containers is present on the plot to extinguish a fire to safeguard the plot and site.
- ii) Burn only dry materials (freshly cut greenery must not be burnt).
- iii) Fires must be attended to at all times.
- iv) Site fires well away from fences, huts, trees, etc.
- v) Consider your neighbours outside and within our boundary.
- vi) Never burn plastic or other materials which give off noxious smoke.
- vii) Do not light fires on windy or very warm days.

If any Member does cause smoke nuisance by lighting a fire that person may be liable to prosecution by the London Borough of Croydon

17. VEHICLES, PLANT & EQUIPMENT

- i) AWSLG accepts no liability for the loss or damage to any vehicles (including cars, motor bikes, bikes, scooters, etc.), plant or equipment a Member or their Visitors bring onto its property.
- ii) It is the Members responsibility to ensure their, their family and their Visitors safe use and secure storage of their own equipment. AWSLG accepts no liability whatsoever for any injury, loss or damage arising from the use of this equipment.
- ii) The maximum speed limit for all vehicles on AWSLG's property is 5mph on all concrete roadways and hard parking areas. Failure to comply with this Regulation may result in immediate forfeiture of the plot lease and expulsion from AWSLG's property.
- iii) Vehicles, plant and equipment must only be parked on the designated hard car parking areas and under no circumstance on any grassed areas, or on the grass verges off Glenthorne Avenue leading to the front gate to the Society's property.
- iv) No vehicles or heavy plant are to be transported on the grass paths without the consent of the Ground Steward.
- v) The use of AWSLG's flat beds and wheelbarrows is for the transporting of heavy loads to and from plots only and must be immediately returned to the compound adjoining the Canteen.

18. TRESPASS.

- i) No Member, their family, Delegated Person, Visitors or children shall trespass upon another Member’s plot.
- ii) No Member, their family, Delegated Person, Visitors or children shall interfere with or take any planting, produce or equipment from another Member’s plot without their permission.

19. BEHAVIOUR

If in the opinion of the Committee, a Member, their family, Delegated Person, Visitors or children have used unreasonable behaviour or offered verbal abuse or physical assault to Members of the Committee or any other persons on the Society’s property that Member’s tenancy will be terminated. In the case of physical assault, the police will be called. Please refer to AWSLG’s Code of Conduct Policy.

20. DISPUTES & COMPLAINTS

In order for the Committee to investigate any dispute between any parties the Secretary must be informed in writing. The investigation will follow the process outlined in AWSLG’s Complaints Policy.

NOTICES AUTHORISED BY THE COMMITTEE AND DELIVERED BY EMAIL AND DISPLAYED ON AWSLG’s NOTICE BOARD SHALL BE DEEMED TO FORM PART OF THESE REGULATIONS.

Signature of Secretary

For and on behalf of

Addiscombe Woodside & Shirley Leisure Gardens Ltd.

Date:.....