

Westthorn Allotment Association

Members Booklet 2022

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The Office Bearers are Brian Timms (Chairperson), Gordon Samson (Vice Chairperson), Tim Mitchell (Treasurer), Louise Kemple (Secretary). The committee members are Ceri Evans, Jessica Cowan, Lewis Cole, Tom Nelson, Alan Loudon and Paul Kelly.

If you would like to be on the committee, please let us know. All plotholders are welcome!

Dates for your Diary

Plotholder's Meetings—11am—the 1st Sunday of every month from May to October (**May the 1st, June the 5th, July the 3rd, August the 7th, September the 4th, October the 2nd**)

Plot Inspections- 1st Sunday of every month from May to October (**Same dates as Plotholder's meetings**)

Committee Meetings- 12am– the 1st Sunday of every month from April to October (**Same dates as**

Plotholder's Meetings but also April 3rd)

AGM– 6th of November

No Hedge Cutting (Birds Nesting Season): March 1st to August 30th

Water On- March 12th **Water Off**– December 12th

Equipment for Hire: 18v Hedgecutter, 18v Strimmer, 2 stroke Multi-tool, 2 stroke Rotavator, Generator and Rat Traps.

Please ask a committee member for more information.

Due to unforeseen circumstances the times and dates of the above may need to change at the last minute. Please check the website regularly for up to date information.

Plot Inspection Procedure

The Westthorn Allotment Association committee organises a series of plot inspections every year to ensure plot holders comply with WAA rules. The inspection dates are published on the WAA noticeboards but are usually the first Sunday of each month from April to October. There are always three committee members involved in the inspection. The details of the inspections will not be discussed with anyone outside this group. As stated in the WAA Rules there are five areas that are focused on during the walkaround:

1. Tidiness of hedge
2. Volume of weeds in plot
3. Insufficient crops or ground in crop for the time of year
4. Safety of structures adjoining other plots or abutting the path
5. General tidiness of main door area and outside area adjoining path

There are two possible outcomes of an inspection. If your plot passes all five criteria you will not receive any correspondence from the committee. If your plot fails any of the criteria you will firstly receive an **Improvement Letter** by post or email. This letter will give you details of what criteria your plot needs to improve on. There is a period of 14 days during which you are expected to respond to the comments in the letter by carrying out the improvements to your plot.

A second letter, the **Final Warning Letter** will be sent following the next inspection (14 days after the improvement letter is sent) should it be noted that insufficient progress is being made to respond to the Improvement Letter. Again there is a 14 day period from the letter's date, for you to respond to the comments in the letter. A third letter, **The Termination Letter**, will be sent to you following the 14-day period, which may lead to you being told to leave your plot.

The Right of Appeal for Expulsion/termination of the Right to have a Plot

On receipt of the expulsion/termination letter there is a right of appeal to the Committee. This must be within 14 days of the receipt of the letter. If there is enough evidence the Committee will make a decision within 14 days on this evidence and the plot holder(s) will be informed by recorded letter. If more evidence is required, the plot holder(s) will be asked to meet a Quorum of Committee members for further investigation. Please see appendix 1 for the behaviour of all parties at this meeting. If the appeal is not upheld the plot holder has a right to appeal to the allotment Officer Land and Environmental Services of Glasgow City Council within 7 days of rejection of the appeal and will receive a decision within 14 days where possible of the receipt of the appeal. The intention to appeal must be communicated to the Committee.

THE CONSTITUTION

INTRODUCTION FOR ALL PLOTHOLDERS This booklet has been published by the WAA in 2022 to bring together in one place several changes that have been made since the constitution's adoption at Westthorn in November 2014, and the adoption of revised and updated Rules and Regulations approved by plotters at an Annual General Meeting in November 2014. There was a new rule adopted in 2015 about swapping plots. This new rule is included now in this booklet, so that it can be read alongside the November 2014 rules. There have been some changes made to the constitution or the rules since 2015. These changes relate to financial details, they are highlighted in this booklet for clarity. All alterations/changes have been approved at committee meetings.

A Constitution describes the processes and procedures to be used to govern an organisation. Here the constitution of the Westthorn Allotments Association sets out what Westthorn provides, and how the association should be organised to do its job. The Westthorn Allotments Association's rules are the tools which the association's members have themselves chosen to best do that job which is to guide and regulate the management of the Westthorn Allotments for the benefit of the association's members.

1. NAME

The Association shall be known as The Westthorn Allotments Association (hereinafter referred to as the Association).

2. OBJECTS

The Objects of the Association shall be:

2a To manage and supervise the Association for the benefit of the members of the Association, in accordance with Glasgow City Council's Rules and Regulations and in accordance with the Association's General Rules and Conditions of Let.

2b To provide, as agreed by the membership, support for the plotters and opportunities for the public to learn about allotments and their cultivation.

2c To practice good governance and follow inclusive and non-discriminatory principles. In pursuit of the Objects the Association shall be non-political, non-sectarian and non-racial.

3. ALLOTMENT FEES AND ASSOCIATION MEMBERSHIP FEES

3a Membership shall be confined to persons whose fees are fully paid by the due date, and who undertake to cultivate their allotment in accordance with the City Council's Rules and Regulations.

3b The Association will levy an Association fee of £8.00 or £12, depending on circumstances, to be paid on the issuing of the annual Missive. The fee is for the upkeep of common areas and any common purpose decided by the Committee (NB This fee was originally £2 in 2014 but was increased in 2019).

3c The due date for the payment of fees is directed by Glasgow City Council and is paid directly to it.

3d The annual Association membership rental for plots shall be determined by Glasgow City Council.

3e It is permissible for an allotment lease to be in the names of two eligible persons. Where a lease is in the names of two persons, the registered addressee must be a member of the Association, but it is permissible for the second person also to be a member. When the second person has paid a membership fee, he/she will be sent Association communications, have full voting rights at the AGM and be eligible for election to the Committee. After two years of this arrangement the second person will be eligible to take over the whole plot in the event of the other plotter giving up the plot, death of the other plotter, or eviction of the other plotter.

3f If a plotter wishes to introduce a second eligible person to the lease, they will inform the Secretary in writing.

3g All names added to the Associations Waiting List will be added in a consecutive manner by the Secretary. when a plot is issued it will be to the first person in the list. After two refusals of plots the person will be placed back down at the bottom of the list. If there is two occasions of two refusals the plotter will be removed from the list and not be able to rejoin. The Committee may at its discretion refuse to admit any individual to membership.

3h These will be issued to plotters by 14th December and must be signed by 31st of December. Any missive not signed and returned to the Association Secretary by 1st January will be deemed a vacant plot for relet.

4 MANAGEMENT COMMITTEE

4a Association members shall elect a committee consisting of: - Chairperson, Vice-chairperson, Secretary, Treasurer and up to 8 other members.

4b Normal terms of office for Office Bearers and committee members is two years and all may stand for re-election.

4c the Committee shall have the powers to manage the affairs of the Association between Annual General Meetings (AGMs). The committee shall carry out any instructions given to them by the majority of members at an AGM.

5. ADDITIONAL MEMBERS AND SUB COMMITTEES

The committee shall have the powers to co-opt additional members, as determined by the committee. Co-optees shall have no voting rights on the committee. The committee shall have the power to appoint such sub-committees as it may from time to time decide and shall determine their powers and reference.

6 MEETINGS

6a The committee shall meet monthly or at the discretion of the committee.

6b The Annual General Meeting shall be held in November each year. An Extraordinary Meeting may be summoned on request, in writing, of 11 members.

6c Notice, in writing, shall be given of motions or business to be brought forward at an AGM, at least 4 weeks prior to the AGM.

6d At the discretion of the Chairperson, relevant business may be discussed at the AGM if given in writing up to 7 days prior to the AGM.

6e To ensure that AGM business is fully completed, any guest speaker invited to address the meeting will do so after the business of the AGM has been completed.

7. RULES AND PROCEDURES AT MEETINGS

N.B All business discussed at committee meetings will be in the strictest confidence and must not be discussed by committee members outside the meeting. Not with other plottolders.

7a Chair: All meetings will be chaired by the Chairperson or Vice chairperson.

7b Voting: All votes will be decided by a simple majority of members present, In the event of a tied vote the Chairperson has a casting vote.

7c Quorum: **The quorum for committee meetings is 5 members**, for other meetings is 11 members.

7d Disputes: In the event of a dispute over conduct of a meeting, the Chairperson's decision shall be final.

7e Resolutions: Any member may propose a resolution for discussion at a General Meeting and this must be in writing (with proposer and plot number 7 days in advance of the General meeting.) Resolutions proposing changes to the constitution may only be put to an Annual General Meeting for approval of the members.

8. FINANCE

8a All monies raised by the committee shall be applied to further the objects of the association and for no other purpose.

8b No member of the committee shall normally be paid fees or receive any remuneration other than out of pocket expenses.

8c The Treasurer shall keep proper accounts of the finances of the Association and shall pay all monies immediately into a bank account in the name of the Association with the exception of a working capital of £200. (changed from £20.00 at 2020 AGM.). The funds of the Association shall be held in a bank account operated by two office bearers.

8d The accounts shall be passed to an independent examiner who shall be appointed at the AGM. The accounts shall be passed to the independent examiner two months before the AGM, so that they may be circulated to the members with the AGM papers.

9. DISSOLUTION

If the committee, by a majority, decide at any time that it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association. Notice shall be not less than four weeks, and shall state the terms of the resolution to be proposed. The Association has been in existence since the 1930's as community allotments which are run by Glasgow City Council, therefore in the event of the Association being dissolved all buildings, pathways, land and assets will revert to the custodians i.e. Glasgow City Council. Assets of the Association, along with cash in accounts and working capital, tools, tables, and sundries) will be given to charity.

10. ALTERATIONS

Proposals to alter this constitution can only be made as Resolutions at an AGM of the Association. Alterations will be made as a result of resolutions passed by a simple majority of members present.

WESTTHORN ASSOCIATION RULES

INTRODUCTION FOR PLOTHOLDERS

THESE RULES WERE APPROVED AT THE ANNUAL GENERAL MEETING IN NOVEMBER 2014 AND LATER AT THE ANNUAL GENERAL MEETING IN NOVEMBER 2015. THESE RULES HAVE BEEN SET OUT BELOW TOGETHER FOR THE FIRST TIME BRINGING ALL RULES INTO ONE DOCUMENT. THIS WAA DOCUMENT WAS FIRST PUBLISHED IN 2022.

RULE 1. RESPECTING OTHERS

Within the allotment site the plotholder will behave in a respectful and proper manner, and will do nothing which is, or might become, a nuisance or an annoyance or cause a disturbance to any other plotholder, neighbours to the site, or Glasgow City Council.

RULE 2 ACCEPTABLE BEHAVIOUR

Abusive or violent or intimidating behaviour towards any association member or members of the Committee or visitors to the site will result in immediate expulsion (See Right of Appeal).

RULE 3 (1) COMMUNICATION IN WRITING

Any complaints to the committee **MUST BE IN WRITING, DATED AND WITH PLOT NUMBER AND SIGNED.** No direct contact with any committee member for complaints is allowed at any time except at specific meetings called to address the complaint. Continued direct contact with any committee member (about the complaint or decision) may be deemed as harassment and a final warning letter will be issued.

RULE 3 (2) (Approved 2015) FORMAL COMMUNICATIONS TO COMMITTEE

All formal communications with the committee (e.g. complaints, requests, and enquiries) should be in writing and posted in the message box on the Members Hut door of the committee members for further investigation, subject to Appendix 2 **RIGHT OF APPEAL.**

RULE 4 DISPUTES & COMPLAINTS

Disputes/complaints between plotholders will be dealt with by the committee and the decision of the committee will be binding for all parties involved in the dispute complaint.

If a plotholder(s) is the subject of a complaint they will be invited to give their side of the dispute in writing to the committee within 7 days. Refusal to engage in the process will automatically mean that the complaint will be upheld against the plotholder. If there is enough evidence the committee will make a decision within 14 days of receipt of this letter and the plotholder(s) will be informed by recorded delivery. If more evidence is required the plotholder(s) will be asked to meet a quorum

RULE 5 DOGS

Dogs must be kept on a lead at all times outside the plotholders plot, i.e within the allotment site. This does not apply to the plot if the plot has been made escape proof. Any dog fouling must be bagged and removed off site the same day.

RULE 6 CATS

Cats are honorary members of the association due to the work they do in controlling vermin and should be treated with the same respect and any cruelty towards cats will mean automatic expulsion of the plotholder(s). If the cruelty is by a visitor the plotholder will be held responsible.

RULE 7 (1) GATE AND GATE KEY

Westthorn has a locked gate and every plotholder will be provided with one key to unlock the gate. This is subject to a deposit of £5. This will be refunded at the end of the plotholder's tenure if the key is returned. Keys are not transferable.

RULE 7 (2) (Approved 2015) GATE KEYS

Keys are issued in the plotholder's name and are not transferable to other persons

RULE 8 VISITORS

The plotholder may allow other people to enter the plot as “visitors” provided the visitors remain under the supervision of the plotholder at all times. The plotholder will be responsible in all aspects of the behaviour of any visitor to Westthorn, adult or child.

RULE 9 CHILDREN AT WESTTHORN

Plotholders who bring children in to the plot are responsible at all times for their safety and behaviour. The allotment site is a place for children to play and not a children’s playground and thoughts should be given by the responsible adult for all health and safety issues.

RULE 10 BONFIRES

Fires must be contained within the plotholder’s plot. Fires are allowed for the burning of materials from the allotment only i.e diseased plants, dried out or excessively woody material which will burn with minimal smoke or hazardous residue. Fires must be attended at all times and not cause a nuisance to neighbours of the allotment site or other plotholders. At no time is the burning of plastics, laminate flooring, treated wood, metals, tar products e.g roofing felt, or any other product that will give off toxic fumes or leave a toxic or harmful residue. These materials must be taken from the plot and properly disposed of. A fire should ideally be burned in a suitable container and be well away from huts, greenhouses or other structure or hedges which may catch fire. Fire should be extinguished when the plotholder leaves the plot.

RULE 11 MATERIAL USED IN HUT FIRES

Only wood and paper products may be burnt in hut fires (for warmth) and the same exclusions to burning apply as to the notes in Rule 10.

RULE 12 LIVESTOCK

No livestock or bees can be brought on to site without first applying to the committee in writing for approval. Please also refer to the Glasgow City Council rules on livestock and bees. Paramount importance will be given to the health of any livestock and bees and the plotholder will have to prove they have the appropriate skills to manage the livestock, bees etc The committee decision on livestock and bees is final and binding. If the livestock or bees are not appropriately managed at any time the committee may ask the plotholder to remove them from the site and will inform the relevant authorities if cruelty or neglect is involved.

RULE 13 DISPLAY OF PLOT NUMBERS

All plots must be numbered.

RULE 14 (1) ONE PLOT AT A TIME

No person shall be a tenant of more than one plot at any one time and no person to whom a plot has been let shall sub let the same without the consent of the committee. There is no right of succession from family to family member. All plots must be given up as appropriate and issued to the next person on the waiting list.

RULE 14 (2) Approved 2015) SWAPPING PLOTS

This rule adopts Westthorn Best Practice Guidelines for Swapping Your Plot. There is a lengthy process to this move but you can give up your plot and start working another one if a vacant plot is available. Read Appendix 3 Swapping Plots for more details.

RULE 15 (1) PLOT INSPECTIONS - Plot Inspections/ Walk rounds

The committee will appoint 3 members to be part of walk round inspections. Walk rounds will usually happen the week before (and if separately done within a three-day period) the committee meeting (which is the first Sunday in the month) to allow for administration or any letters or discussion needed at this meeting.

The plot inspectors are able to inspect plots at anytime. The plots should be kept in a tidy condition, reasonable free from weeds and properly cultivated. Hedges and the exterior area on the path should be neat and tidy. The plot can only be used for horticultural purposes. 75% of the available area to cultivate should be under cultivation at any time. Cultivation would be vegetables, fruit, fruit trees, flowers.

Where a walk round identifies a plot in an unacceptable condition (according to the Westthorn plot inspection criteria) (refer to APPENDIX 1 INSPECTION CRITERIA and to WAA MEMBERS GUIDE BOOK) an **Improvement Letter** will be issued to the plot holder. This letter will set out the reason the plot fails to meet the standard that is acceptable. There are 14 days to improve the plot from the receipt of the letter during the summer period, 15th March to 14th October, and 21 days in the winter period, 15th October to 14th March.

If at the end of the relevant period there is no marked improvement in the condition of the plot, (unless special circumstance have been highlighted) a **Final Warning Letter** will be issued. Again there 14 days between 15th March and 14th October, or 21 days between 15th October and 14th March to make a marked improvement. If at the end of the period there is no marked improvement a **TERMINATION LETTER** will be issued. The Association will provide one months notice.

If there are special circumstances relating to a plot holder whose plot is in an unacceptable condition due to illness, disability etc the plot holder should make the committee aware of these circumstances by letter. Each case will be dealt with confidentially and on a case by case basis. If the plot is kept in good order for a year and there is no immediate prospect of the plot holder being able to return to work the plot, the plot holder will be requested to give up the plot at the beginning of the growing season, if they are indeed not able to return.

For new plot holders the Association will not (unless under exceptional circumstances) terminate the entitlement to a plot within the first three months of the provision of a plot to a plot holder, unless the plot holder is under a probationary let. A plot must be in an acceptable state after three months, between 15th March and 14th October, and five months between 15th October and 14th March

The plot holder can appeal and the committee will consider an appeal based on information provided and will issue a decision to the plot holder within 14 days of the receipt of the appeal. (Refer to the Right of Appeal at APPENDIX 2 Appeal Procedure and to WAA MEMBERS GUIDE BOOK). If this is not upheld the plot holder has the right of appeal to the Allotment Officer of Glasgow City Council. The council will consider any appeal based on the information provided by the plot holder and the Association, and let the plot holder and the committee know within 14 days of the receipt of the appeal. The decision will be final. (refer to Appendix 2 Appeal Procedure).

If a plot holder receives **2 Improvement Letters** in a rolling 12 month period relating to 2 separate inspections, and a further inspection reveals that a third Improvement Letter is warranted then the third improvement letter will be issued as a **Termination Letter**. If a plot holder receives **3 Improvement Letters** relating to 3 separate inspections within a 24 month period and a 4th Improvement Letter is warranted then this will be issued as a **Termination Letter**(refer to Appendix 2 Appeal Procedure).

RULE 15 (2) (Approved 2015) NEW PLOTHOLDERS OBLIGATIONS

If a new plot holder does not work on their plot to get it up to standard, the standard being one that would pass a plot inspection (see criteria in Appendix 2 and in WAA MEMBERS GUIDE BOOK) **an immediate notice to terminate will be issued with no right of appeal**. 7 days will be allowed for removal of personal items.

RULE 16 REQUEST FOR A PLOT AFTER A PREVIOUS TERMINATION

If a plot holder has a tenure terminated due to failure to keep the plot in an acceptable condition (in any plot in Glasgow) then applies for a Westthorn plot, they must provide the committee with the circumstances of this termination and the reasons this will not occur in the future. If the person is then placed on the waiting list and subsequently gets a plot there will be a probationary period of **3 years**.

If at anytime in the three years the plot is not kept up to an acceptable standard a **Termination Letter** will be issued (no letters for Improvement or Final Warning will be issued. The standard appeal process will stand (see Appendix 2 Appeal Procedure and to WAA MEMBERS GUIDE BOOK). If the plot holder is subsequently evicted for second time the plot holder will be subject of a lifetime ban from Westthorn Allotment site. There is no right of appeal.

RULE 17 ACCESS FOR MOTOR VEHICLES AND MACHINES

No motor vehicle or machine is allowed beyond the car park (i.e onto the allotment paths) due to possible damage and accident concerns without the permission of the committee and Glasgow City Council's Allotment Officer. This must be in writing specifying the reason this is needed. The decision of the committee (and the Council) will be final. Glasgow City Council is exempt from this provision.

RULE 18 ILLEGAL ACTIVITIES/ ANTI SOCIAL BEHAVIOUR

Glasgow City Council will terminate the lease of any plot holder found to be carrying out illegal activities or antisocial behavior on the allotment area

RULE 19 THEFT

Any plot holder found to have stolen anything from a plot will be expelled with the usual rights of appeal to the committee and to Glasgow City Council

RULE 20 REMOVAL OF RUBBISH

Household rubbish, cooked food waste, plastics, and items already listed in Rule 10 above must be taken home.

RULE 21 USE OF SKIPS

Skips are periodically provided for the removal of non compostable materials which can be recycled. No compostable or burnable (as listed in Rule 10) materials must be put in the skip.

RULE 22 (Approved 2015) DEMOLITION OF OLD BUILDINGS / ERECTING NEW BUILDINGS

New plot holders must apply in writing to the Secretary of the Association to dismantle any hut, greenhouse/growing hut within their plot even if the intention is to rebuild. The requirement for permission is in place for the whole of the trial period of 3 calendar months between March 15th and October 14th or five months between October 15th and March 14th. Permission must be obtained in writing after agreement of a minimum of three members of the committee who will meet the plot holder to review the request. Failure to obtain these permissions could mean the plot holder's right to a plot is terminated immediately with no right of appeal.

RULE 23 (Approved 2015) HEDGES

Hedges in Westthorn are unique and are part of the heritage of our Association. No plot holder (or guest) will remove, grub up, cut down any hedge, or poison any hedge with the purpose of killing or removing the hedge. Any accidental destruction of a hedge will mean that the plot holder must replace the hedge (as close to the original as possible) or could be asked to terminate their plot.

APPENDIX 1 INSPECTION CRITERIA

PLEASE SEE COPIES OF THE INSPECTION LETTERS IN THIS BOOKLET.

APPENDIX 2 RIGHT OF APPEAL.

The plot holder(s) will be invited in writing to the appeal within 14 days of receipt of the appeal. Not agreeing to attend an appeal will mean the expulsion will stand. Failure to attend after agreeing to attend means the appeal will not be heard and the expulsion will stand. The committee members will be quorate as a minimum. An elected committee member of the committee will chair the appeal (a chairperson but not necessarily the chairperson of the committee) and notes to be taken by all members of points and any questions to be asked. The plot holder(s) will be asked for the background and reason they are appealing and allowed to speak for a specified time (specified at the meeting depending on the complexity of the situation).

At the end of evidence gathering the Chairperson may ask for points of clarification and individually ask each committee member to pose their questions to the plot holder(s). The plot holder(s) will then be asked to leave the meeting room while the committee deliberates.

The committee decision is final and the plot holder(s) may further make an appeal to the Council.

APPENDIX 3 PROCEDURE FOR SWOPPING PLOTS (Approved 2015)**SOURCE DATA: WAA Rules and Regulation 2014 and Rule 15 approved at 2015 AGM**

WAA admin requirement: WAA creates swap requests forms and keeps a vacant plot list. The dates of the notification of a vacant plot and the date on any swap request form are important.

STEP 1— A plotholder wishes to relocate so he/she fills out a 'swap request form' or a plotholder informs WAA of intention to vacate plot and expected date of leave WAA.

STEP 2– Secretary add vacant plot number to WAA records and posts a note of vacant plot numbers. Notice is dated and displayed for only 1 week.

STEP 3— Any plotholder interested in a notified vacant plot fills out a 'swap request form' and puts that into the WAA letterbox or hands it to a committee member.

STEP 4– WAA informs 'swapper' of vacant plot numbers.

STEP 5—Swapper has 4 days to confirm to WAA interest in a listed vacant plot. Swapper forfeits choice and moves to bottom of swap list if he/she takes more than 4 days to confirm.

STEP 6– Swapper has no more than 2 weeks to complete the move if he/she takes longer without prior agreement with WAA he/she forfeits the swap.

STEP 7– The condition of the swappers original plot is inspected by WAA prior to he/she vacating it. Unsatisfactory condition forfeits the swap and swapper returns any 'moved' items to original plot.

STEP 8– A swappers original plot, once vacated is in the care of the WAA. It is added to the WAA vacant plot list. This is advertised as per step 2, and the swapped/ vacant plot process starts again at step 2.

PUBLISHED BY WESTTHORN ALLOTMENT ASSOCIATION COMMITTEE 2022

COPY OF PLOT INSPECTION PROCEDURE: Letter 1 of 3

Please see below for a copy of the first letter received in the plot inspection procedure.

First Improvement letter

Plot Number

Westthorn Allotment Association

Dear Plotholder,

To safeguard Westthorn Allotments it is the duty of all plot holders to keep their plot up to a reasonable standard.

At a recent plot inspection it has been noted that your plot has failed on the following criteria.

Tidiness of hedge □

Volume of weeds in plot □

Insufficient crops or ground in crop for the time of year □

Safety of structures adjoining other plots or abutting the path □

General tidiness of main door area and outside area adjoining path □

On receipt of this letter and according to Westthorn Association rules you have 14 days in the summer (5/3 – 14/10) and 21 days in the winter (15/10 – 14/3) to improve the above.

If at the end of the period there is no marked improvement a Final Letter of Improvement will be issued followed by a Termination Letter if improvement is not made.

Exert from Westthorn rules regarding illness and plot upkeep

'If there are special circumstances relating to a plot holder whose plot is in an unacceptable condition due to illness, disability etc. the plot holder should make the Committee aware of these circumstances by letter. Each case will be dealt with confidentially and on a case by case basis. If the plot is kept in good order for a year and there is no immediate prospect of the plot holder being able to return to work the plot, the plot holder will be requested to give up the plot at the beginning of the growing year if they are indeed not able to return'.

If you have any comments or questions on the above please let the committee know in writing before the next plot inspection. Under no circumstances should any member of the committee be approached regarding the contents of this letter.

COPY OF PLOT INSPECTION PROCEDURE: Letter 2 of 3

Please see below for a copy of the second letter received in the plot inspection procedure.

Second Improvement letter

Plot Number

Westthorn Allotment Association

Dear Plotholder,

To safeguard Westthorn Allotments it is the duty of all plot holders to keep their plot up to a reasonable standard.

It has been noted at a further plot inspection that you have not carried out all the improvements requested from a previous recent plot inspection.

Tidiness of hedge □

Volume of weeds in plot □

Insufficient crops or ground in crop for the time of year □

Safety of structures adjoining other plots or abutting the path □

General tidiness of main door area and outside area adjoining path □

On receipt of this letter and according to Westthorn Association rules you have 14 days in the summer (5/3 – 14/10) and 21 days in the winter (15/10 – 4/3) to improve the above. If at the end of the period there is no marked improvement a Termination Letter will be issued.

Exert from Westthorn rules regarding illness and plot upkeep

'If there are special circumstances relating to a plot holder whose plot is in an unacceptable condition due to illness, disability etc. the plot holder should make the Committee aware of these circumstances by letter. Each case will be dealt with confidentially and on a case by case basis. If the plot is kept in good order for a year and there is no immediate prospect of the plot holder being able to return to work the plot, the plot holder will be requested to give up the plot at the beginning of the growing year if they are indeed not able to return'.

If you have any comments or questions on the above please let the committee know in writing before the next plot inspection. Under no circumstances should any member of the committee be approached regarding the contents of this letter.

COPY OF PLOT INSPECTION PROCEDURE: Letter 3 of 3

Please see below for a copy of the third and final letter received in the plot inspection procedure.

Termination Letter

Plot Number

Westthorn Allotment Association

Dear Plotholder,

To safeguard Westthorn Allotments it is the duty of all plot holders to keep their plot up to a reasonable standard.

It has been noted at a further plot inspection that you have not carried out all the improvements requested from a previous recent plot inspection.

Tidiness of hedge □

Volume of weeds in plot □

Insufficient crops or ground in crop for the time of year □

Safety of structures adjoining other plots or abutting the path □

General tidiness of main door area and outside area adjoining path □

We regretfully have no choice but to terminate your tenure of plot and you have been given one months notice to vacate the plot and your key money will be refunded on return of the main gate key. If in the future you wish to rejoin the Association please consult your rules for extra details for those who have had a plot terminated for failure to upkeep. You cannot remove any permanent structure from your plot only personal items, pots, plants.

The Right of Appeal for Expulsion/termination of the Right to have a Plot

On receipt of the expulsion/termination letter there is a right of appeal to the Committee. This must be within 14 days of the receipt of the letter. If there is enough evidence the Committee will make a decision within 14 days on this evidence and the plotholder(s) will be informed by recorded letter. If more evidence is required, the plotholder(s) will be asked to meet a Quorum of Committee members for further investigation. Please see appendix 1 for the behaviour of all parties at this meeting. If the appeal is not upheld the plotholder has a right to appeal to the allotment Officer Land of Environmental Services of Glasgow City Council within 7 days of rejection of the appeal and will receive a decision within 14 days where possible of the receipt of the appeal. The intention to appeal must be communicated to the Committee. Any plotholder expelled for violent or abusive behaviour is lifetime banned from Westthorn Allotment Site as a plotholder or visitor.