

SHAS COMMITTEE CONTACTS

CHAIRMAN // PLOT 50

Don Jackson T. 0160 973 5256

TREASURER // PLOT 7

Peter Baggaley T. 0161 286 2681

SECRETARY // PLOT 39A

Jane Lucas T. 0161 973 970

MEMBERSHIP // PLOT 21

Tony Turnbull T. 0161 283 0783

PLOTS // PLOT 36

Louise Black T. 0161 283 7415

TRADING HUT // PLOT 43A

Elaine Watson T. 0161 962 9684

EQUIPMENT // PLOT 27

David Taylor T. 0161 973 0867

WEBSITE

www.shas.org.uk

SALE HORTICULTURAL AND ALLOTMENT SOCIETY

WELCOME





HOW YOUR SOCIETY IS RUN

Sale Horticultural and Allotment Society is committed to promoting amateur horticulture in the community.

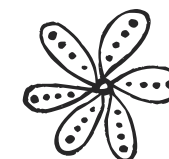
It manages the allotment site on Grosvenor Road as a tenant of Trafford Borough council. Committee meetings are held regularly in The Hoe-Down.

OUR AGM IS HELD IN MARCH

Membership subscriptions are payable in January of each year.

All subscriptions can be paid in at the Trading Hut. Members receive regular newsletters, and are able to buy garden supplies at favourable prices from the Trading Hut, and bedding plants from our Spring Plant Sale.

We try to hold talks/demonstrations relevant to gardening and such events will be publicised in the newsletter.



GRASS CUTTINGS

Our newsletter, 'Grass Cuttings', aims to keep members informed. It will advertise items for sale in the Trading Hut, report on events and contain hints and timely gardening tips which will be of interest to members.

Distribution of the newsletter is done over a wide area by a group of volunteers to save on delivery costs. More than 80 members have it delivered electronically. Please let the membership secretary know your email address if you are able and willing to receive the newsletter electronically.

You may wish to visit our website at www.shas.org.uk where past editions of 'Grass Cuttings' are available to view.

THE HOE-DOWN

Our Amenity building, The Hoe-Down, is adapted for disabled members. Facilities are available to all members on the purchase of a key from the membership secretary.

ALLOTMENT PLOT HOLDERS

On becoming a plot-holder you can now plan your plot to grow vegetables, fruit and flowers and, if you are intent on gardening organically, enjoy the safety of chemical-free produce.

If you inherit a weed-infested plot, please do not cover it in old carpet! This has caused us many problems and, it is thought, may leave harmful residues in the soil. Instead, try covering weeds with black polythene and rolling back a bit at a time to clear them. Don't add couch grass, dandelion or dock roots to the compost bin, they will re-grow. Put them to rot separately or remove them to your green bin at home.

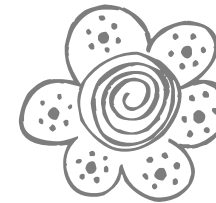


PLOT INSPECTIONS

Plot inspections are made by two members of the committee through the year, usually in April, June and September. A record is kept of the state of each plot. This can be used positively for an annual award as well as evidence of non-cultivation.

The paths alongside your plot are your responsibility and must be maintained to be easy to walk along. Neglected paths will be highlighted on a site plan on the notice-board and must be improved immediately.

There is a four months probationary period for new plot holders. We also have a standard eviction procedure (see further on) which may be invoked following plot inspections if your plot is left uncultivated or unproductive for a period of time. Allowances are always made for illness, holidays etc. but, with a long waiting list, if a plot is not productive, someone else may make better use of it.



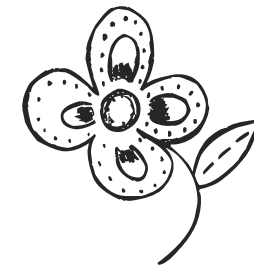
HELPERS SCHEME

This is a scheme whereby existing plot holders, who suffer illness or temporary disablement, can be helped to cultivate their plots. On a voluntary basis and on terms agreeable to both sides, helpers, who would be volunteers from the Waiting List, will share the produce grown and/or have a small area of the plot on a temporary basis. The advantages are that the plots are kept fully productive, the frustration of waiting will be ameliorated to some extent and helpers will get an idea of allotment life and the effort involved.

Find out more by giving Louise a call.

EQUIPMENT

The committee takes responsibility for mowing the main paths, however it is a requirement of your tenancy to keep the paths on either side of your plot well mown and tidy. This will be mainly down to hard graft with your own equipment. Unfortunately, theft, damage and repair of society trimmers and mowers have been a major financial problem for the committee and the use of such equipment is restricted to named users. The central shed can be used as a store for push type mowers and tools. You will need to contact David for a key.



COMPOST, WOOD CHIPPINGS AND MANURE

Every plot should have two or three compost bins so you can rotate their use. Speed up the rotting process by layering with a bag or two of manure. We have a free supply of horse manure from the local stables delivered on a regular basis.

You are required to manure your plot regularly to maintain fertility and soil structure. Very strawy manure should be stacked in your compost bins to rot down, used to make a hotbed for cucumbers or melons, or spread over the ground in winter. Remember most plant waste can be composted and added to the plot to enhance the soil. Dry lifeless soil which has only been fed chemical fertilisers will not produce good food.

Please take responsibility for your own non-compostable rubbish and remove it in bags to the local tip. Under no circumstances should rubbish be dumped on vacant areas of land! Wood chippings are useful to mulch pathways on your plot and are delivered once a year.



WATER

Our water is a valuable resource. It is vital that you collect as much rainwater as you can for your own plot. The use of sprinklers is forbidden on our allotments. Our water is metered and a hosepipe can use in excess of 200 gallons an hour. Their use is therefore discouraged and only hand held hosepipes are allowed.

BONFIRES

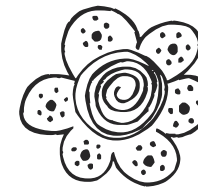
Bonfires are not allowed during the months of May, June, July, August and September. Your fire should not make an unacceptable amount of smoke, must never be left unattended and must be well away from the site boundaries.

SHEDS AND GREENHOUSES

You should seek approval from the committee if you are considering erecting a shed or greenhouse on your plot. The shed will need to be no bigger than 6ft x4ft and its position should not be detrimental to neighbouring plots.

It is vital that structures are kept away from the site boundaries to enable the mower to be manoeuvred along the paths. Polycarbonate glazing is preferable in greenhouses.

Remember it is your responsibility to maintain the greenhouse and to remove any broken glass from the site immediately. Such structures bring benefits but also are liable to vandalism.



AWARDS

In addition to our own inspections, Trafford make an annual inspection of all the plots in the Borough and send letters of commendation to whom they judge the best plot-holders. There is also an award for the best allotment site in Trafford.

We have our own awards for plot-holders. These take the form of vouchers redeemable at the Trading Hut.

SEED SCHEME

As we are affiliated to the NSALG (National Society for Allotment and Leisure Gardeners) we are able to order seeds at a discount.

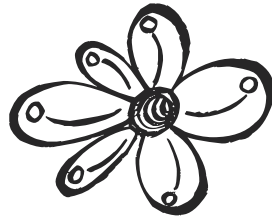
In winter you will get the chance to order your vegetable and flower seeds for the coming year from a **Kings Seed** catalogue from **Peter Baggaley** our Treasurer.

TRADING HUT

We will open on either **Saturday** or **Sunday** at **10.30am** until **12 noon**, from February until July, then every other weekend until October. See the list of opening times displayed at the gate.

Our Trading Hut is stocked with:

- Organic fertilisers:** Bonemeal, Fish blood and bone, Hoof and Horn, Pelleted chicken manure, Calcified seaweed.
- Inorganics:** Lime, Growmore, Sulphate of Potash, Sulphate of Ammonia, Sulphate of Iron, Nitrate of Soda, Superphosphate, Rose fertiliser.
- Lawn Care:** Spring and Summer, Autumn and Winter Lawn feed, Feed, Weed and Moss killer, Lawn sand.
- Composts:** J I Seed, J I potting No. 1, 2 and 3, Growbags, Multipurpose compost, Vermiculite, Perlite, Gravel, Sand, Grit.
- Garden sundries:** Twine, Plant labels, Plant ties, Canes 10ft, 8ft, 6ft and 4ft in length, Split canes.
- Pest control:** Slug pellets.



VOLUNTEERS NEEDED!

Most of these items are bought in bulk and bagged into 3kgs but are also available to be purchased in the larger quantities. The bagging up is done on your behalf by one of our members. We buy potatoes, shallots and onion sets in bulk and they will be available at very good rates in the Trading Hut from February onwards. Garlic will be available in the autumn.

We are totally reliant on the goodwill of volunteers to operate the sales from the hut and if you can spare an hour and a half on just one Saturday or Sunday morning as a helper, you will meet other members and be made to feel very welcome. Two people are on duty together so the work is not onerous. Contact **Elaine Watson** if you can help.

ALLOTMENT TENANCY AGREEMENT

Tenant: Plot-holder at Grosvenor Road Allotments and member of SHAS.

The tenant hereby agrees:

1. To pay the annual society subscription and plot rental within 4 weeks of invoice date;
2. To be subject to a 4 month probationary period;
3. To use the plot as an allotment garden only and not sell the produce of the plot for personal gain;
4. To keep the plot in a tidy, well-cultivated state and to ensure that it is used only for the purpose for which it has been let, namely the growing of vegetables, fruit and flowers;
5. To maintain in a tidy state the 0.5 metre width of the boundary around the plot by cutting grass paths adjoining the plot and by keeping any hedges forming part of the plot trimmed;
6. To keep within the plot boundary markers placed by the committee;
7. To compost, burn or **remove all rubbish from the site.**
8. To seek agreement with the committee over the position, size and material of any shed or greenhouse before erecting it;
9. Not to cause nuisance or annoyance to neighbouring residents or other tenants, for example by causing excessive smoke or obstructing paths;
10. Not to take any produce or property from another plot without that tenant's permission;
11. Not to sub-let, assign or part with any of the plot;
12. Not to use barbed wire;
13. To observe any other conditions which the committee considers necessary to preserve the allotments from deterioration;
14. To accept and observe any additions or changes made to the allotment bylaws by the committee.

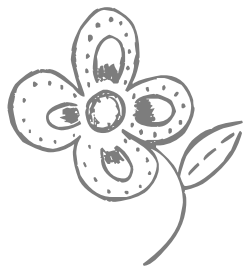
Burning of rubbish is limited to bonfires of dry material in the period 30 September to 30 April, for a duration not exceeding 60 minutes at a time during which the bonfire must not be left unattended;



EVICTION PROCEDURE FOR NEGLECTED PLOTS

At the beginning of each year, all plot-holders sign a Tenancy Agreement in which they agree to **'keep the plot in a tidy, well cultivated state and to ensure that it is used only for the purpose for which it has been let, namely the growing of vegetables, fruit and flowers'**.

Throughout the course of the year, plots are subjected to regular inspections by at least two committee members to ensure that they are being well tended. If, during an inspection any plot is found to be neglected or used inappropriately, the following procedure will be instigated:



1. The Allotment Secretary will send a 'neglected plot' letter to the plot-holder:
 - a. Asking the plot holder to state in writing within 7 days if there are any extenuating circumstances to explain the neglected state of the plot, and if so when the plot will be put into good order.
 - b. Stating that if no acceptable explanation is given for the neglected state of the plot, the plot-holder is required to make a significant improvement to the plot within 30 days of the date of the letter and:
 - c. Warning the plot-holder that failure to give an explanation or to make a significant improvement within the allotted time will result in a letter of eviction.
2. If an acceptable explanation is received within 7 days of the date of the 'neglected plot' letter, or a significant improvement is made to the plot within 30 days, then the procedure will be suspended.

3. If no acceptable explanation for the neglected state of the plot is received within 7 days of the date of the 'neglected plot' letter, or if no significant improvement is made to the plot within 30 days, then a decision as to whether to send an eviction letter will be taken by at least three members of the committee.
4. If these committee members agree unanimously, then a standard 'eviction' letter will be sent to the plot-holder giving 14 days notice to vacate the plot, removing any personal items, plants or harvestable produce the plot-holder wishes to keep.

The Allotment Secretary will write to the plot-holder advising that the eviction process has been suspended, but also making the plot-holder aware of the provisions of Clause 6 below.

5. The plot-holder has the right to appeal in writing within 7 days of the date of the 'eviction' letter and any appeal will be discussed by at least three members of the committee and their decision will be final. The plot-holder will be informed of the decision of the committee in writing.
6. If within any rolling three year period, the committee has cause to send to the plot-holder a fourth 'neglected plot' letter regarding the state of the plot, then this fourth letter will be an 'eviction' letter requiring the plot holder to vacate the plot as required in Clause 4 above.
7. The Allotment Secretary will keep a record of the procedure together with copies of all correspondence.

CONSTITUTION

1. Name

The society shall be called
The Sale Horticultural and Allotment
Society (SHAS).

2. Objectives

The objectives of the society shall be to promote amateur horticulture in the community by all means available with particular reference to the home and allotment garden, to encourage eco-friendly techniques and to promote social activities among its members whenever possible.

3. Powers

For the purpose of furthering the aforesaid objectives the society shall have the power to;

- a. Assist or affiliate with other charitable or community associations;
- b. Raise funds and receive contributions;
- c. Buy, take on lease or in exchange any property necessary for the achievement of the objectives and to maintain and equip it for use;
- d. Lease or dispose of all or part of the property of the society subject to any consents required by law;
- e. Do all such lawful things that shall further the objects of the society.

4. Membership

- a. Membership shall be open to all over the age of 16 years but it shall be subject to approval by the Executive committee;
- b. The Executive committee may recommend life membership on a member it considers worthy of the honour and such a member shall retain full membership rights.

5. Voting rights

- a. All fully paid up, concessionary and life members shall be eligible to hold office, to be elected to the executive committee and to vote, if present, at a General Meeting;
- b. The chairman, or, in his absence, the member duly elected to act as chairman at any full executive committee meeting or at any general meeting shall have only a casting vote.

6. Subscriptions

- a. The annual membership subscription rates shall include concessionary rates and be ratified at an AGM. They shall be due for renewal on 1 January;
- b. If a renewal subscription is not paid within one year then that membership will lapse and must be re-applied for as in 'Membership 4' above.

7. Plot rental

- a. The executive committee will determine plot rents from time to time, assessing them in relation to the size of the plot and in relation to the rent imposed by Trafford Borough Council;
- b. All plot holders must be current members of SHAS and will pay rent in addition to their subscription. Such rents are due for payment on 1 January;
- c. If the rent is not paid within 60 days of its due date, the tenancy will lapse and the plot made available for re-letting;
- d. A member will not be considered for the tenancy of more than one full plot or two half plots when there are people on a waiting list.

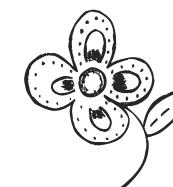
8. Behaviour and Disciplinary Procedures

- a. No member shall purport to speak for the society without the approval of the Executive committee;
- b. Any member whose conduct is deemed by the Executive committee to be contrary to the interests of the society shall be warned in writing that his/her conduct may result in

cancellation of his/her membership and withdrawal of his/her right to rent an allotment plot, forfeiting any monies paid for either. The committee reserves the right to cancel such membership where warnings are not heeded;

c. A member aggrieved by cancellation of membership shall first write to the Executive committee stating his/her objections. Within four weeks of receipt of the letter, the secretary shall call a full Executive committee meeting to which the member will be invited and to which the member may bring a personal representative. The member shall be enabled, by a simple majority, on a motion brought by him/her, to rescind the Executive committee's decision and have it expunged from the records;

d. Failure of a member to maintain a plot according to the tenancy agreement will invoke the eviction procedure.





e. A plot holder who fails to pay their membership to SHAS will be in breach of the tenancy agreement and will be evicted from their plot. Should they wish to be considered for reinstatement to the society, they must re-apply as in 'Membership 4' (p12). If they wish to be considered for a plot, they must re-apply and be placed in turn on the waiting list.

9. Annual General Meetings

- a. The Annual General Meeting shall normally be held during March but no later than the end of April each year;
- b. Notice of agenda, time and place shall be given to members by newsletter or other means at least fourteen days before the meeting;
- c. A financial statement will be afforded to any member prior to the Annual General Meeting upon receipt of a specific request to the Secretary within 48 hours of the meeting.

The Business of the AGM shall be;

- d. To receive reports from the officers including a financial statement;
- e. To elect an Executive committee by simple majority of paid up members voting to serve the membership for the forthcoming year.

The Executive committee shall usually consist of Chairman, Secretary, Treasurer, Membership Secretary and Allotment Secretary, and up to five additional members;

- f. To ratify the co-option of any member co-opted on to the committee during the year;
- g. To confirm or otherwise amend the subscription;
- h. To deal with any motion duly proposed and seconded by members, which shall be in writing and received by the Secretary no later than 1 February;
- i. To deal with any matter arising duly proposed and seconded during the AGM.

10. Extraordinary General Meetings

- a. The Executive committee may call an Extraordinary General Meeting by an ordinary resolution;
- b. The Secretary shall convene an Extraordinary General Meeting on receipt of a resolution by 15 members or 20% of the membership whichever is the lower, stating the business to be transacted.

11. Executive Committee Meetings

- a. The Executive committee shall consist of its principal officers and no more than five additional members;

- b. In the continued and ongoing absence of one of its elected officers the committee is empowered to elect a substitute to the end of the year;
- c. Meetings shall be held as often as required but at least once every three months.

12. Quorums

- a. A Quorum at an Annual General Meeting shall be 15 members or 10% of the fully paid up membership whichever is the lower;
- b. A Quorum at an Executive Meeting shall be 4 members;
- c. A quorum at an Extraordinary General meeting shall be 15 members or 10% of the fully paid up membership, whichever is the lower.

13. Finance

- a. The financial year shall run from 1 January;
- b. Once a year the accounts shall be made available, independently examined, and presented to the membership at the AGM;
- c. All monies raised by or on behalf of the society, shall, after all due expenses have been met, be used to further the purposes of the society.

14. Amendments to the Constitution

This constitution shall endure unless

and until amended at an Annual or Extraordinary General Meeting on a motion of which all members shall have had two weeks' notice in writing and which shall receive affirmation by two thirds of those voting.

15. Standing Orders

The Executive committee shall have the power to adopt and issue orders for conducting business. Such standing orders shall come into operation immediately, provided that they shall be subject to review by the Annual General Meeting and shall not be inconsistent with the provisions of the constitution, which shall take precedence in the case of a dispute.

16. Disbanding the Society

The disbanding of the Society shall be the subject of a resolution of an Extraordinary General Meeting called for that purpose when paid up members have been informed in writing. There must be a two-thirds majority of paid up members present and voting. In the event of the resolution being carried, all properties of the society shall be sold. After discharge of all liabilities, any residual monies shall be donated locally for the express purpose of furthering horticultural interests.