



Cullen Community Allotment Association

Scottish Registered Charity No. SC043932
Regulated by the Scottish Charity Regulator (OSCR)

Cullen Community Allotment Association

Handbook 2024

**Cullen Community Allotment Association
Handbook 2024**

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This handbook brings together the essential documents regarding membership of Cullen Community Allotment Association (CCAA).

The Tenancy Agreement is based on a standard agreement used by a number of UK Allotment Associations.

We are a self-managed site, which means that our Association manages the site, under the terms of a lease between the CCAA and the Lawtie Trust managed by Moray Council.

The Tenancy Agreement is the document tenants are required to sign to accept that they agree to the tenancy terms and conditions, which include agreeing to the rules of the CCAA.

CCAA committee meetings are held about 6 times a year. All tenants have the right to attend; and should contact a committee member, preferably the Secretary, if they would like to do so.

Self-management does not mean that just the committee runs the site; more often than not it is ordinary members volunteering, using their own skills, experience and initiative to get things done. Please help in whatever way you can. This is the way of getting the most out of CCAA membership.

Sharon Bennett
Secretary
CCAA



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Part 1 – Allotment Tenancy Agreement

ALLOTMENT TENANCY AGREEMENT 2023-2024

Agreement dated from

Between Cullen Community Allotment Association (hereinafter called 'the Association) and the Tenant:

Name

Address

Post Code

Tel No.

Mobile

E-Mail

Additional contact details for partner/spouse/assistant/helper etc.

Name

Mobile

E-Mail

E-Mail is the Association's primary means of communication.

Whereby the Association lets, and the tenant takes tenancy of:

	Tick	Plot/Bay/Box No.(s)
A whole plot (18m x 9m) at £50 for twelve months	<input type="checkbox"/>	<input type="text"/>
A half plot (9m x 9m) at £25 for twelve months*	<input type="checkbox"/>	<input type="text"/>
A polytunnel bay at £10 for twelve months	<input type="checkbox"/>	<input type="text"/>
A raised box bed at £10 for twelve months	<input type="checkbox"/>	<input type="text"/>

* Plot 7A £34, plot 7B £30.

In accordance with the Terms and Conditions of Tenancy, this agreement supersedes all previous tenancy agreements for allotment plots managed by the Association.

And Subject to the said Terms and Conditions of Tenancy which have been read and understood by the tenant who undertakes to abide by them.

Part 2 – CCAA Allotment Tenancy - Terms and Conditions

In these Terms and Conditions, 'the estate' shall mean the Lawtie Trust, 'the CCAA' shall mean Cullen Community Allotment Association which manages the allotment site as lessees of the estate and 'the allotment plot' shall mean the allotment plot let by the Association to the tenant.

- 1) The CCAA shall be entitled on determination of the tenancy to recover compensation from the tenant in respect of any failure of the tenant to comply with the conditions contained within these Terms and Conditions.
- 2) Tenants must be over 18 years of age.
- 3) The CCAA is to be indemnified against any claim howsoever arising out of the tenant's use or occupation of the allotment plot and site.
- 4) When there is a waiting list allotment plot lease will be restricted to one plot per household.
- 5) All plot areas are approximate, and a prospective tenant has the option to take or leave a plot 'as seen' during initial inspection.
- 6) Plot boundary markers are, as the name suggests, boundary markers and should not be moved under any circumstances by tenants or anyone else. The only exception to this is where they are built into a boundary fence or similar, in which case the original position of the post clearly continues to be the corner of such fence or structure.
- 7) The CCAA may at any time, upon giving the tenant notice in writing, increase or decrease the rental of the allotment plot with effect from that year's Annual General Meeting (AGM).
- 8) The tenant shall agree to undertake the following: -
 - a) To accept membership of the CCAA and to remain a member during his / her occupation of the allotment plot and to observe at all times the rules of the CCAA.
 - b) The tenant is subject to the conditions contained in the lease or tenancy under which the CCAA holds the land.
 - c) To pay the rent stated on the tenancy agreement, to the person appointed by the CCAA for the collection of rents, normally in advance and without deduction at or within 28 days of the AGM.
 - d) To use the allotment plot for lawfully growing food crops on a not-for-profit basis or as a leisure garden and for no other purpose.
 - e) To use all reasonable endeavours to keep the allotment plot free from weeds or any plant which interferes with the cultivation of other parts of the site, clean and well manured and otherwise maintain it in a suitable condition for an allotment or leisure garden.

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- f) To maintain paths between and adjacent to their allotment plot, ensuring they are also kept free from obstructions.
- g) To join up to two working parties per annum to maintain and develop the allotment site throughout the year.
- h) To gain written consent of the CCAA if they wish to cut or prune any timber or other trees on site or to take, sell or carry away any mineral, gravel, sand, earth or clay.
- i) To gain written consent of the CCAA to erect any building or structure on the allotment plot:
 - i) Consent shall not unreasonably be refused under this clause for the erection of a structure but must meet the planning permission described below.
 - ii) Planning permission allows:
 - (1) Individual plot-holders to erect their own sheds subject to them occupying no more than 3% of the allotment plot or 8 square metres, whichever is the greater.
 - (2) Plot holders are also permitted to erect a greenhouse or polytunnel subject to it not exceeding more than 10% of allotment plot or 12 square metres, whichever is the greater.
 - (3) All sheds and greenhouses will have a maximum height of 3 metres and have a sloping or pitched roofs and, for sheds, be made predominantly of wood. All structures must have water collection provision (gutters and water butts). Water collectors should be covered to prevent drowning and mosquitos breeding.
 - iii) The tenant shall keep any building or structure on the allotment plot in good and safe repair and shall not use it, or permit it to be used, for overnight accommodation.
- j) If an agreement is reached with an adjoining plot holder to share an area or facilities, that agreement is informal and not binding on future tenants on either side of the boundary.
- k) A new tenant to a previously occupied plot has the right to work the full marked area of that ground, and if that means the removal of previous landscaping or any other structure in whole or part, then this will be at the new tenant's work and expense.
- l) Each tenant is encouraged to provide and utilise a composting area within the allotment plot's boundary. Tenants must not deposit or allow persons to deposit on any area of the allotment any rubbish or decaying matter (except manure and compost in such quantities as may be reasonably required for use in cultivation). Nothing should be deposited on communal areas, including the car park, without prior written approval from officers of the committee.

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- m) Excepting those directly abutting the outer boundary fences, to keep trees and shrubs pruned to below two metres and ensure they do not overhang adjacent plots or communal paths.
 - n) To inform the Secretary of the CCAA, without delay, of any change of the tenant's address and contact details.
 - o) To yield up the allotment plot at the termination of the tenancy in such condition as shall be compliant with the Tenancy terms and conditions agreements. The CCAA may dispose of any building structure or other items left on the allotment plot after one month from the date of termination.
 - p) To observe and perform any other special condition which the CCAA considers necessary to preserve the allotment plot from deterioration or to preserve the amenities of the allotment site and of which notice shall be given to the tenant in accordance with clause 14 d of this agreement.
 - q) To lock the gates upon leaving the site, providing no other tenants are on site. The tenant shall not attempt to enter or leave the site by any other means.
- 9) The tenant shall **not** undertake the following: -
- a) Cause or permit any nuisance or annoyance to the occupier of any other plot or to any local resident, e.g. amplified music, speech etc.
 - b) Light a Bonfire as they are not permitted.
 - c) Burn or treat with weed killer or otherwise deface any pathways.
 - d) Keep livestock as this is prohibited, however keeping bees is permitted by prior agreement with the CCAA.
 - e) Erect any notice or advertisement on the allotment site without the written consent of the CCAA.
 - f) Assign, sublet or otherwise part with possession of the allotment plot or any part thereof without the written consent of the CCAA.
 - g) Communicate directly with the estate on any matter regarding the allotment plot or site but to address all such communications to the Secretary of the CCAA.
 - h) Bring firearms or other weapons capable of firing projectiles onto the allotment site.
 - i) Interfere with any of the CCAA provided rat traps, this ensures they are handled by a restricted number of persons and remain effective.
 - j) Keep hazardous substances on the allotment site unless used for cultivation or maintenance of the tenant's plot, in which case they are to be securely stored.

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k) Use barbed wire for a fence adjoining any path set out for use of the tenants of the allotment site. Fences or barriers are not to be over one metre in height or overshadow another allotment plot.

10) Any authorised officer or agent of the CCAA or estate are entitled to enter and inspect the allotment site and individual plots at any reasonable time. In addition, official site inspections will be carried out 3-4 times a year by at least two committee members and one non committee member.

11) The CCAA has the right to refuse admittance to any person other than the tenant or a member of their family to the allotment site unless accompanied by the tenant or a family member. The tenant shall ensure that anyone so admitted does not enter onto any other tenant's allotment plot or cause alarm or annoyance to other tenants.

12) Tenants are entitled to draw water from communal taps on the allotment site (except if the water supply has been disconnected for repairs or over the winter months) for cultivation of the allotment plot but for no other purpose. The CCAA reserves the right to charge the tenant, in addition to the annual rent, a sum equal to a proper proportion of any water charges paid by the CCAA.

13) Tenants are allowed to take their own dogs on to their own plot under the following conditions:

a) The tenant's plot must be secured so that dogs cannot leave the plot of their own volition.

b) Dogs must be kept on a lead between entry onto the allotment site (e.g. from the gate or from a car) and the tenant's plot.

c) Any fouling by the tenant's dogs on the allotment site must be immediately removed by the person who is, at the time, responsible for the dog(s).

d) Should the tenant's dog(s) be causing a nuisance (e.g. barking excessively), they should be removed from the allotment site.

e) Tenant's should note clause 17 (Complaints Procedure) of the Tenancy Agreement, which gives details of their expected behaviour and the process to follow should a tenant wish to lodge a complaint.

14) The tenancy shall terminate:

a) Immediately on the death of the tenant although a new tenancy may be granted to the tenant's next of kin at the discretion of the CCAA.

b) If the tenant fails to pay rent, to meet the standards stated, or to cultivate and maintain the plot in accordance with the Tenancy terms and conditions agreements, the CCAA can terminate the lease on four weeks' notice. Where problems and breaches are found, letters will be issued via email to plots holders within two weeks of the inspection advising them of the concerns found, giving notice to carry out improvements within 28 days, and advised of a follow up inspection. If there is no sign of the problems and breaches identified being rectified within the 28-day time allowed

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and no acceptable reason or future assurance given, the secretary will write to the allotment holder advising the tenant that if matters are not corrected within two weeks of the date of the letter the committee of the CCAA will proceed to invoke a termination of the lease.

- a) If the tenant gives notice in writing of their intention to cease cultivating the plot.
- b) On termination of a tenant's lease the tenant will ensure that the allotment plot is left in good and tidy order.

15) Any notice required to be given by the CCAA to the tenant may be signed on behalf of the CCAA by the Secretary or other Officer of the CCAA and may be served on the tenant by email, personally, by leaving it at their last known place of abode, by ordinary post, by registered post, by the recorded delivery service addressed, or by fixing it in some conspicuous manner on the allotment plot. Any notice or application for consent required to be given by the tenant to the CCAA shall be sufficiently given if signed by the tenant and sent by a prepaid post letter, handed to the Secretary or other Officer of the CCAA or by email to the Secretary of the CCAA.

16) Paragraph 14 d of our Terms & Conditions states that "on termination of a tenant's lease the tenant will ensure that the allotment plot is left in good and tidy order". This is difficult to enforce on a lapsed tenancy and the onus transfers to the new tenant who will previously have inspected and accepted the site.

17) Complaints Procedure:

- a) It is expected that all plot holders will act in a manner so as not to cause offence to others and that most issues will be solved by negotiation between individuals rather than resorting to official proceedings. However, there may be times when a member wishes to lodge a complaint. This should be done in writing to the secretary (or other member of the management committee) who will bring the issue to the attention of the committee for consideration and determination.

18) Appeals Procedures:

- a) Any member who feels that they have been treated unfairly should appeal in writing to the secretary (or other member of the management committee) who will bring the appeal to the attention of the committee for consideration.

19) Decisions:

- a) When considering disputes, the decisions of the committee will be final. The committee will always act in a reasonable manner and will use discretion regarding circumstances of disputes.

20) In the case of a dispute between the tenant and any other occupier of an allotment plot or between the tenant and the CCAA the matter shall be referred first to the CCAA Committee (excluding any Committee member who is a party to the dispute) whose decision shall be binding, subject only to the member's right to appeal to the AGM of the CCAA whereupon the matter shall be determined by secret ballot.

Part 3 – CCAA Site Inspections

Aims

To ensure plots are being cultivated and maintained in accordance with the lease's terms and conditions, as detailed in the CCAA Handbook.

Objectives

Undertake regular site inspections to:

- Identify plots, polytunnel bays and box beds not being cultivated, not wanted or in temporary neglect,
- Improve the standard of cultivation at the allotment site,
- Ensure plots, polytunnel bays and box beds are appropriately managed such that if the tenancy ceases, the plot does not present an undue burden on potential incoming tenants.

Who

The site inspections should normally be conducted by a minimum of 3 people, including the Site Manager, one from the management committee and one non-committee member. The inspection is open to any other committee member. This ensures a balanced view of the condition of the plots when identified as needing further attention.

When

Four site inspections will be carried out each year (one per season); additional ad-hoc inspections will be carried out as and when deemed necessary. Tenants will be informed via email when site inspections are due, giving at least 2 weeks' notice. Tenants are encouraged to be in attendance for site inspections

Criteria

1. Is at least 75% of the plot including greenhouses and raised box beds (but excluding paths, sheds, and compost bins) showing signs of cultivation? For new tenants there should be at least 25% cultivation in year 1, 50% in year 2, and 75% in year 3 onwards.
2. Excluding paths, is the plot, polytunnel bay or raised box bed free from perennial or annual weeds that have the potential to cause problems for other tenants, or interfere with the cultivation of other parts of the site, for example are the weeds being left to go to seed?
3. Where there are grass paths, does the grass appear to be managed?
4. Excepting those directly abutting the outer boundary fences, are trees being grown on dwarf stock and pruned to below 2 metres, and are perennials / shrubs being pruned so as not to overhang adjacent plots or communal paths?
5. Is the plot, polytunnel bay or raised box bed free from covering with carpets, rugs, and other non-compostable material?
6. Is the plot, polytunnel bay or raised box bed free from rubbish and kept tidy?

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7. Is the use of any plastic sheeting used for covering soil, or weed suppressant material being used to cover unworked areas, temporary, i.e. is such usage restricted to less than one year?
8. Are all paths and boundary fences well maintained?
9. Are sheds, greenhouses, polytunnels and other structures in good condition?
10. Is there evidence of chemicals or other materials being incorrectly stored?
11. Does a plot with a shed or greenhouse have water capture facilities?
12. Are cane toppers being used in the polytunnel?
13. Are there any Risk Assessment breaches?

Outcomes

Where problems and breaches are found, letters will be issued via email to plots holders within two weeks of the inspection advising them of the concerns found, giving notice to carry out improvements within 28 days, and advised of a follow up inspection.

If there is no sign of the problems and breaches identified being rectified within the 28-day time allowed and no acceptable reason or future assurance given, the secretary will write to the allotment holder advising the tenant that if matters are not corrected within two weeks of the date of the letter the committee of the CCAA will proceed to invoke a termination of the lease.

Note - strimming and tidying the plot to reduce overgrown vegetation may not be sufficient to be viewed as the required improvement and could result in a second letter being issued.

If you receive a notice and have found that you are struggling to keep up with the work or are unable to take action because there has been illness or other mitigating personal reasons, then please inform either the Chairman or Secretary by email well in advance of the expiry date to the letter. In exceptional circumstances, such as a medical condition or family bereavement, then the tenant may be allowed extra time to resolve the issues. If you need more time to move large quantities of materials then extra time can be arranged to allow you to remove waste, but this must be by agreement with us.



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Part 4 – CCAA Constitution

1) Name

a) The Association shall be known as Cullen Community Allotment Association (hereinafter referred to as the CCAA).

2) Aim. The CCAA's aim shall be: -

a) To provide local communities with allotments so that they have the opportunity to be involved in a totally inclusive and accessible activity that will have positive outcomes for the individual and the community. These will include health, education, lifestyle, social, mental wellbeing, community cohesion and environmental benefits.

3) Objectives. The objectives of the CCAA are: -

a) To work to provide allotments in the Cullen area.

b) To represent and promote the interests of plot holders and cultivators in the Cullen area.

c) To create and co-ordinate training programmes for allotment holders and interested groups and individuals (including schools).

d) To encourage small community projects e.g. cultural and art activities, other events, and competitions and award schemes in relation to allotments and cultivation.

e) Establish effective links with GP practices and other health and social support organisations in order to promote their clients' involvement in the allotments.

f) To encourage plot holders and members to become part of and support local food networks.

g) To promote greater understanding of the benefits of allotment gardening among the local community.

h) To encourage recycling and composting where possible.

4) Powers. To achieve the above objectives, the CCAA may: -

a) Contact the Moray Council and other landowners on behalf of existing and future plot holders.

b) Contact other appropriate bodies for assistance, grants and sponsorship.

c) Take out membership of such organisations as are in the interests of and compatible with the objects of the CCAA.

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- d) Arrange and provide or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training.
- e) Devise site rules that are binding on each allotment holder.
- f) Do anything, which may be incidental or conducive to the furtherance of any of the CCAA's objectives.
- g) Purchase, take on lease or exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said objects and construct, maintain and alter any building necessary for the work of the CCAA.
- h) The title to all property (including any land or buildings, the tenant's interest under any lease and (so far as appropriate) any investments) shall be held in the names of the Chair, Treasurer and Secretary of the CCAA (and their successors in office); any person or body in whose name the CCAA's property is held shall act in accordance with the directions issued from time to time by the management committee.
- i) Make and maintain regulations for the management of any property which may be so acquired.
- j) Subject to such consents as may be required by law, sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the CCAA.
- k) Subject to such consents as may be required by law, borrow or raise money for the objects and accept gifts on such terms and on such security as shall be deemed to be necessary.
- l) Raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription and otherwise provided that the CCAA shall not undertake permanent trading activities in raising funds to meet the CCAA's objectives except by means of a company established for that purpose.
- m) Invest the monies of the CCAA, securities or property not immediately required as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being, be imposed or required by law and do all such lawful things as are necessary for the attainment of the CCAA's objectives.

5) Membership

- a) Membership of the CCAA will be prioritised for residents from within the boundary of the Cullen and Deskford Community Council.
- b) Membership of the CCAA for residents from outwith that area will be considered when there are no residents from within *that area* on the waiting list.
- c) Membership will be allocated on a first come, first served basis.
- d) Membership is confirmed once fees are fully paid.

6) Rules and Procedures for General Meetings

- a) The Annual General Meeting (AGM) of the CCAA will be convened by the Management Committee each year, and no more than 15 months after the holding of the preceding AGM and not more than two months after audited accounts have been received. At least 28 clear days' notice of the meeting shall be given by electronic mail

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to each member. Such notice to include motions or business to be brought forward at the meeting.

- b) At such an AGM, the business shall include:
 - i) The consideration of the annual report of the work done by or under the auspices of the Management Committee.
 - ii) Approval of audited accounts.
 - iii) Election of office bearers, proposed and seconded by full members of the CCAA.
 - iv) Election of members to serve on the Management Committee, proposed and seconded by full members of the CCAA.
 - v) The appointment of an auditor or auditors (except for the first AGM).
 - vi) Motions submitted by the Management Committee or by members.
 - vii) Other relevant business with the agreement of the members present.
 - viii) Any possible alterations to the constitution.
- c) Special or Extraordinary General Meeting.
 - i) The Management Committee, or not less than 20% of the total membership of the CCAA, may convene a Special General Meeting or an Extraordinary General Meeting at any time, provided that an electronic mail requesting the meeting and giving details of the agenda for the meeting is submitted to the Secretary not less than 28 clear days before the day of the meeting.
- d) The quorum for the AGM will be one fifth of the total membership of the CCAA.

7) Management Committee

- a) The policy and management of the affairs of the CCAA shall be directed by a Management Committee which shall meet not less than twice a year and shall consist of not less than 6 and not more than 12 members.
- b) The members of the Management Committee shall be elected at the AGM of the CCAA and shall hold office for one year.
- c) The Management Committee shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer and up to 5 other members from the membership. All Committee Members must be plot holders.
- d) Co-option onto the Committee will be permitted as and when required e.g. for filling a vacancy on the Committee and such co-optees will hold office until the next AGM.
- e) The Management Committee may also co-opt individuals with special interest and skills to offer, providing that the number of co-opted members shall not exceed one third of the total elected membership of the Management Committee at the time of co-option. Co-opted members shall be entitled to vote at meetings of the Committee.
- f) Other interested groups / organisations / agencies will be welcome to attend Committee meetings on an advisory capacity and will not have voting rights.

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8) Trustees

- a) Charity Trustees are responsible for the control and management of a charity and its compliance with the law.
- b) The Management Committee will appoint a minimum of three and up to six Trustees, two of whom will hold current leases of allotment facilities. The Trustees will:
 - i) Act in the interests of the charity, putting its interests before their own interests or those of any other person or organisation.
 - ii) Seek, in good faith, to ensure that the charity operates in a manner that is consistent with its objectives, and purposes.
 - iii) Act with the care and diligence that is reasonable to expect of a person who is managing the affairs of another person.
 - iv) Ensure that the charity complies with the provisions of the Act (the Charities and Trustee Investment (Scotland) Act 2005).
 - v) Ensure a representative of the Trustees attends AGM.
- c) Trustees all have equal status and in law have collective responsibility.
- d) Trustees who fail to comply with the above requirements will be dismissed according to ruling by a majority of the other Trustees.
- e) Trustees who fail to respond to written communications, or attend meetings, over a period of six months will have deemed to have resigned and the CCAA will proceed to appoint a replacement.
- f) Trustees can attend any general committee meeting but have no voting rights unless on the management committee.
- g) The Trustees, with a quorum of three, will meet at least once a year to receive a report from the CCAA Chair who will receive guidance from the Trustees to present at the next CCAA Management Committee Meeting.

9) Rules and procedures at Committee meetings

- a) **Chair.** All meetings will be chaired by the Chairperson, or by another CCAA member, as agreed by those present. These meetings may be in person or via video link, which may be recorded.
- b) **Quorum.** The quorum for Committee Meetings is 5 (five) committee members
- c) Attendance at meetings:
 - i) Any member of the Management Committee who fails to attend three consecutive meetings without making their apologies known shall on the fourth meeting, if still no attendance, be deemed to have resigned.
- d) **Voting.** All votes will be decided by a simple majority of the committee members present. In the event of a tied vote, the Chair has a casting vote.
- e) **Minutes.** Minutes of all meetings of the CCAA shall contain a record of all proceedings, resolutions and decisions and shall be circulated to all members of the CCAA.
- f) **Disputes.** In the event of any dispute over the conduct of a meeting, the Chair's decision shall be final.

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g) **Resolutions.** Any member may propose a resolution for discussion at a meeting. To ensure that a resolution is discussed it should be submitted by electronic mail to the secretary, duly proposed and seconded, 14 days in advance of the relevant meeting.

10) Finance

a) All monies raised by or on behalf of the CCAA shall be applied to further the objects of the CCAA stated above and for no other purpose.

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

c) The Treasurer shall keep proper accounts of the finances of the CCAA.

d) A verified statement of accounts for the last financial year shall be submitted by the Management Committee to the AGM.

e) A bank account shall be opened in the name of Cullen Community Allotment Association. Three members of the Management Committee, one of whom must be the Treasurer, shall be nominated to make payments on behalf of the CCAA. All payments must be authorised by two of the authorised signatories. Members of the Management Committee shall bear no personal liability in respect of the commitments of the CCAA whether financial or otherwise.

f) The annual membership fee of the CCAA shall be determined at the AGM. Members will be notified of any proposed changes in fee prior to the AGM.

g) Having accepted an allotment, lessees will be liable for an annual rent paid to the CCAA.

h) The due date for the payment of annual fees is normally the AGM or within 28 days of the AGM, at the Committee's discretion.

11) Amendments to the constitution

a) Amendments to the Constitution can only take place at the AGM or at an Extraordinary General Meeting (EGM) called for this purpose. Amendments to the Constitution can only be made if two-thirds of voting members attending the AGM or EGM agree. Amendments to the Constitution must be submitted to the Secretary by electronic mail no later than 28 days prior to the date of the AGM or EGM called for this purpose. Such alterations shall consider the status of the CCAA as required by the Office of the Scottish Charity Regulator (OSCR).

12) Dissolution of the organisation

a) If the Committee by a simple majority decides at any time that, on the grounds of expense or otherwise, it is necessary or advisable to dissolve the CCAA it will call an Extraordinary Special Meeting giving 28 clear days' notice of such meeting. If such decision is confirmed by a two-thirds majority of the votes cast in relation to the resolution at such meeting, the Committee shall sell such of the assets of the CCAA as they may consider appropriate for the best price reasonably attainable and settle the debts and liabilities of the group.

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- b) Any assets remaining after the satisfaction of all debts and liabilities, including the return of those items and assets advanced or on loan to, shall be given or transferred to a recognised charitable body with similar charitable purposes.

Adopted at the Annual General Meeting held on 26 January 2024 in Cullen Community Centre.

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Part 5 – Health and Safety Notes**

All activities carry an element of risk and allotments are no exception. Everyone needs to take health and safety seriously, but it is also very important to approach the issues sensibly and not become paranoid about the possibility of litigation.

New and existing plot holders have a responsibility (duty of care) to anyone on their plot regardless of whether or not they have been given permission to be there. Plot holders should act responsibly and comply with any health and safety instructions in the Tenancy Agreement, and any subsequent information given by the CCAA Committee. Health and safety only becomes unmanageable when responsibilities are neglected.

The CCAA Committee should ensure that the plot is free from hazards at the time of leasing to a new plot holder. New plot holders should be advised about any ongoing health and safety risks or hazards on the allotment site at the time of taking on their plot and signing the tenancy agreement.

If a plot holder is unsure of their health and safety responsibilities, then ask a member of the CCAA Committee. The CCAA Committee welcomes inquiries from plot holders about health and safety.

How to report hazards and concerns

Plot holders should report concerns about health and safety on their plot, or site, to the CCAA Committee as soon as they occur. There is a list of contact details on the site notice board, any issues should be reported to the Site Manager or the Secretary. Plot holders should let any visitors on their plot know about any ongoing health and safety issues that they are aware of.

Personal safety

Allotment plot holders often spend long periods of time alone on their plot, it is therefore recommended by the CCAA Committee to bring a fully-charged functioning mobile phone to the plot and, if possible, let someone know where you are and when you will return home.

When lone working plot holders are advised not to work at height as this increases the risk of injury whilst alone at the site. When working at height plot holders are advised to ensure that equipment used, such as step ladders, are appropriate for the required use and in good condition.

When using machinery (such as lawnmowers, strimmers, shredders, rotavators, etc) plot holders are to ensure they are familiar with the operating instructions for the equipment (there are instruction manuals in the portacabin for CCAA provided machinery), wear protective personal equipment (such as sturdy footwear, gloves, ear defenders and eye protection) and warn other plot holders of the potential for flying debris that maybe caused by their activities.

When using gardening tools and equipment (such as spades, forks, hoes, rakes, etc) plot holders should wear appropriate protective clothing, such as gloves, and tools should be stored appropriately when not in use.

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To reduce the risk of musculoskeletal disorders when moving heavy loads plot holders are encouraged to ensure they assess the load they are carrying and seek assistance if required, there is a sack barrow in the communal shed that can be used. There is a manual handling advisory leaflet on the CCAA website.

To reduce the risk of contracting disease carried by any vermin and other creatures that visit the site, plot holders are encouraged to wear gloves and wash their hands after handling produce and wash the produce before consumption.

Sharp items (such as broken glass and knives) should be removed from site or stored appropriately, when handling these items gloves should be worn.

When managing composting areas or using the on-site manure ensure personal protective equipment (sturdy shoes, gloves) are used to prevent injuries. Plot holders should also ensure that material is damp before handling to prevent any respiratory disorders.

The use of canes comes with risk of eye injuries; this is of particular concern in the communal polytunnel where space is at premium. Therefore, the use of cane toppers in the polytunnel is a requirement and is recommended on individual plots.

There is a beehive located at the southern boundary of the site and wasps are also prevalent on the site, to prevent stings do not provoke them and they should leave you alone.

There is a first aid kit in the portacabin, however, ideally, everyone should have at hand their own a basic first aid kit. If a plot holder receives a serious cut it is advisable to receive a tetanus jab. It is plot holders individual responsibilities to ensure they have an EpiPen if necessary.

Contact local police for information about personal safety and crime prevention.

Weather protection

Plot holders can be exposed to extremes of weather conditions.

Colder temperatures can lead to hypothermia, therefore plot holders are advised to ensure they wear appropriately warm clothes for these conditions, including water proofs if required. Plot holders should also look out for the signs and symptoms of hypothermia:

- excessive shivering
- pale, cold and dry skin – their skin and lips may be blue
- slurred speech
- slow breathing
- tiredness or confusion

If any of these are present, then seek emergency medical assistance.

Sun and warmer temperatures can lead to sunburn and in extreme cases heat exhaustion and heatstroke. Plot holders are advised to ensure they wear suitable clothing including

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hats, use of sunscreen, remain hydrated and take regular breaks. Plot holders should also look out for the signs and symptoms of heat exhaustion and heatstroke:

Heat exhaustion:

- tiredness
- dizziness
- headache
- feeling sick or being sick
- excessive sweating and skin becoming pale and clammy or getting a heat rash, but a change in skin colour can be harder to see on brown and black skin
- cramps in arms, legs and stomach
- fast breathing or heartbeat
- a high temperature
- being very thirsty
- weakness

If someone is showing signs of heat exhaustion they should be cooled down and given fluids, this doesn't normally lead to needing emergency medical help if they can be cooled down within 30 mins. If necessary seek medical advice.

Heatstroke:

- still unwell after 30 minutes of resting in a cool place, being cooled and drinking fluids
- a very high temperature
- hot skin that's not sweating and might look red (this can be harder to see on brown and black skin)
- a fast heartbeat
- fast breathing or shortness of breath
- confusion and lack of coordination
- a seizure or fit
- loss of consciousness

If any of these are present, then seek emergency medical assistance.

Food preparation

Plot holders are responsible for safe food preparation and handling for their own use. For food handled and prepared for events, etc, then a food handling certificate will be required for those individuals cooking and serving food.

Vandalism

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Most of the time allotments are havens of peace in an otherwise busy world, where plot holders put in many hours of work. In order to reduce the risk of vandalism on site the CCAA has provide a locked gate and fences, there is also tree cover surrounding much of the allotment site, which are checked for maintenance requirements twice a year. Plot holders are to ensure that the allotment site is secured when the site is vacant. Plot holders are advised not to keep any valuable items on the site and to security mark tools and keep them locked away when not on site. Plot holders should report instances of vandalism to the police and obtain an incident number, as well as informing the CCAA Committee Chairperson and Secretary.

Reducing chemical use

You can help the environment by minimising the use of chemical pesticides, herbicides and fertilisers and promoting non-polluting materials. Organic gardening, without the use of artificial products is an effective way of cutting down on chemicals. There are organisations that can give advice and help you with the practicalities of doing this.

Disposal of Chemicals

Plot holders who use chemicals have a duty of care to store, use and dispose of them safely. This includes weed killers, rat poisons, fungicides and soil sterilant etc. They should never be decanted into another container or brought into the UK from abroad. They should always be stored well out of reach of children and locked away. Plot holders should contact their local authority waste management department for information about facilities for the safe disposal of surplus chemical pesticides, herbicides and fertilisers. They should never be included in household rubbish, burnt, placed in skips, or poured into watercourses or any kind of drainage system.

An Allotment Action Plan

Why have an action plan?

A newly vacant plot is unlikely to be in a pristine, ready-to-plant condition and may have been neglected by the previous tenant before the plot was vacated. A lot of effort may be required getting a plot into a manageable state and new tenants will need to carefully plan the materials, tools, effort and, most importantly, time, which will be required during their first year, especially the first few months of tenancy.

Before a plot is made available to a new tenant, they will need to show that they appreciate the effort required by providing an action plan for the first four to six months of their tenancy.

Contents of an action plan

There is no prescriptive list defining an action plan because there is no rigid definition of what a successful allotment plot looks like; perhaps neat rows of vegetables in boxes or an intermingled, interplanted array of flowers, herbs and other plants with herb paths. While your plans will change with experience, this will be a starting point potentially showing the steps you would intend to take from the beginning to the next stage, then the next stage and so on.

It is likely that some tidying up will be required, taking unwanted, broken stuff to the recycling centre. It is likely that that weeds will need taming perhaps by digging and composting which can be hard work. It is possible that ground has not been double dug and recently manured which means more hard work. It is possible that you will want to change the shape of the beds, if they exist, which may require treated timber and posts which, in turn will require transport or arranging deliveries. There could be a lot to do.

The action plan could note the starting point, noting deficiencies with the current situation, or there could be sketch showing hopes and aspirations. The action plan could have a detailed calendar of planned goals or it could bullet point the stages on the way. The action plan could have a detailed planting schedule, or it could be a sketch of what goes where and when.

The important thing to note is that it is your action plan showing your commitment.

Reviewing the action plan

There are regular site inspections at the allotment site and once an action plan has been accepted and a tenancy offered and accepted, a new tenant will be expected to attend inspections which will provide an opportunity to show how the plan is developing and whether any help and advice is sought or required.

Failure to follow the action plan may result in termination of the tenancy.

Data protection and privacy policy

The Cullen Community Allotment Association (the CCAA) Data Protection and Privacy Policy (including any other documents referred to in it) sets out the basis on which the CCAA processes any personal data collected from you, or about you, that you provide or that is received from other sources. Processing means the collection, use, storage, deletion or other manipulation or access of the personal data.

The information you are asked to provide, information from which you can be identified, including as a result of using this website, will be used in accordance with this privacy policy, as it is varied from time to time. Please read this policy carefully to understand the CCAA's practices regarding your personal data and how the CCAA will treat it. It is recommended that, from time to time, you re-visit this website to review this policy to stay up to date with any changes to it.

The Association's data protection obligations

The CCAA is required to process your personal data in accordance with the law. The Data Protection Act 1998 (DPA) implements the EU Data Protection Directive 1995 (EU Directive 95/46/EC). From 25 May 2018, the General Data Protection Regulation 2018 EU Regulation 2016/679) will come into force; it replaces the DPA. This privacy policy complies with the Data Protection Act 2018 (DPA 2018).

Personal data

To manage the CCAA's membership, the CCAA will process personal data about its members, the data including: full name, postal address, e-mail address, and landline and/or mobile phone numbers. If relevant, the CCAA may also collect and hold details about plot and/or polytunnel and/ or Box Bed rentals, other payments made (such as for mesh) and refunds paid out. Where refunds are paid by electronic funds transfer, bank account details of the recipient will be available to the Treasurer and, where appropriate, one other countersignature of the CCAA cheques who also has Internet access to the CCAA bank account.

Collection of personal data

Personal data is acquired when a lease is signed and when a leasee corresponds with the CCAA. This personal data could relate to applications for membership, requests to rent a plot, polytunnel or Box Bed, or any other communications relating to your membership of the CCAA.

The CCAA web site (currently at www.edelsten.org.uk/CCAA) will log the activity of visitors including: the number of visitors to the web site, where visitors have come to the site from (IP address), the pages visited, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform, the full Uniform Resource Locators (URL), page response times, and length of visits to certain pages.

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To meet requirements of the GDPR, the CCAA will:

- Only collect information needed for the business of the CCAA. The CCAA will ask the question “Does the CCAA need to keep this item of information?”
- Keep it secure. The CCAA will not allow members access to each other’s personal data. For example, e-mails to all members will use blind copies so that members do not see everyone else's e-mail address. The CCAA's officers and, when appropriate, committee members, are entitled to access all information held by the CCAA, but they will not be asking for personal data unless they need it to discharge their duty as an officer or committee member. E-mails between committee members will have their addresses shown to enable tracking and ease communication.
- Ensure it is relevant and up-to-date. Members will be asked to confirm or correct the information the CCAA holds about them when they pay their rent or renew their membership each year. A review may be conducted if it is felt necessary by the CCAA Committee.
- Only hold as much as needed, and only for as long as needed.
- Allow the subject of the information to see it on request. This is a legal right, and members will be allowed to inspect the data held on them.

The CCAA processes personal information for a number of reasons, including:

- To manage your application for membership of the CCAA, rental of a plot, polytunnel bay or box bed.
- To administer the membership of the CCAA.
- To notify membership of events that the CCAA is organising.
- To send periodic e-mails or newsletters. The email address provided when applying for membership, may be used to send information and updates.
- To enable compliance with statutory and legal obligations.
- To respond to any complaint made by a member.
- To make contact in an emergency.
- To answer general enquiries.
- To maintain the history of the CCAA.

The CCAA will not use personal information:

- To conduct market research..
- To pass it to a third party for that party’s or any other party’s purposes
- To sell it to a third party.

Disclosure of personal information

The CCAA may disclose personal data as might be required by law, including compliance with any court order or legal obligation.

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Your rights

The GDPR provides you with a number of rights in relation to your personal data. These include rights to the rectification or erasure of your personal data, and to restrict or object to its processing.

If you find that any of the personal data that the CCAA holds about you is inaccurate, incomplete or contains errors, notify the CCAA in writing and the CCAA shall undertake to make the appropriate corrections at the earliest opportunity.

Should you wish to have some or all of your personal data erased, the CCAA will endeavour to do so although there may be instances where legitimate interests or the performance of the CCAA's statutory obligations prevents the CCAA from doing so.

If you wish to object to or restrict how your personal data is processed by the CCAA, you can do so by writing to the CCAA. However, be aware that such requests could result in an inability to provide you with some or all of the CCAA's services.

You may request that CCAA provides the personal data that the CCAA holds about you to another data controller in a structured, commonly used and machine-readable format.

You may request to be told whether or not personal data about you is being processed by the CCAA. If your personal data is being processed, you are entitled to receive a response from the CCAA that provides you with a description of that personal data, the purpose for which it is processed, the recipients or category of recipients to whom that data is disclosed (including any recipients located outside the EEA), the source of the personal data, and information about its retention and storage. A copy of the personal data that is undergoing processing shall be provided to you. To make such requests, e-mail the CCAA.

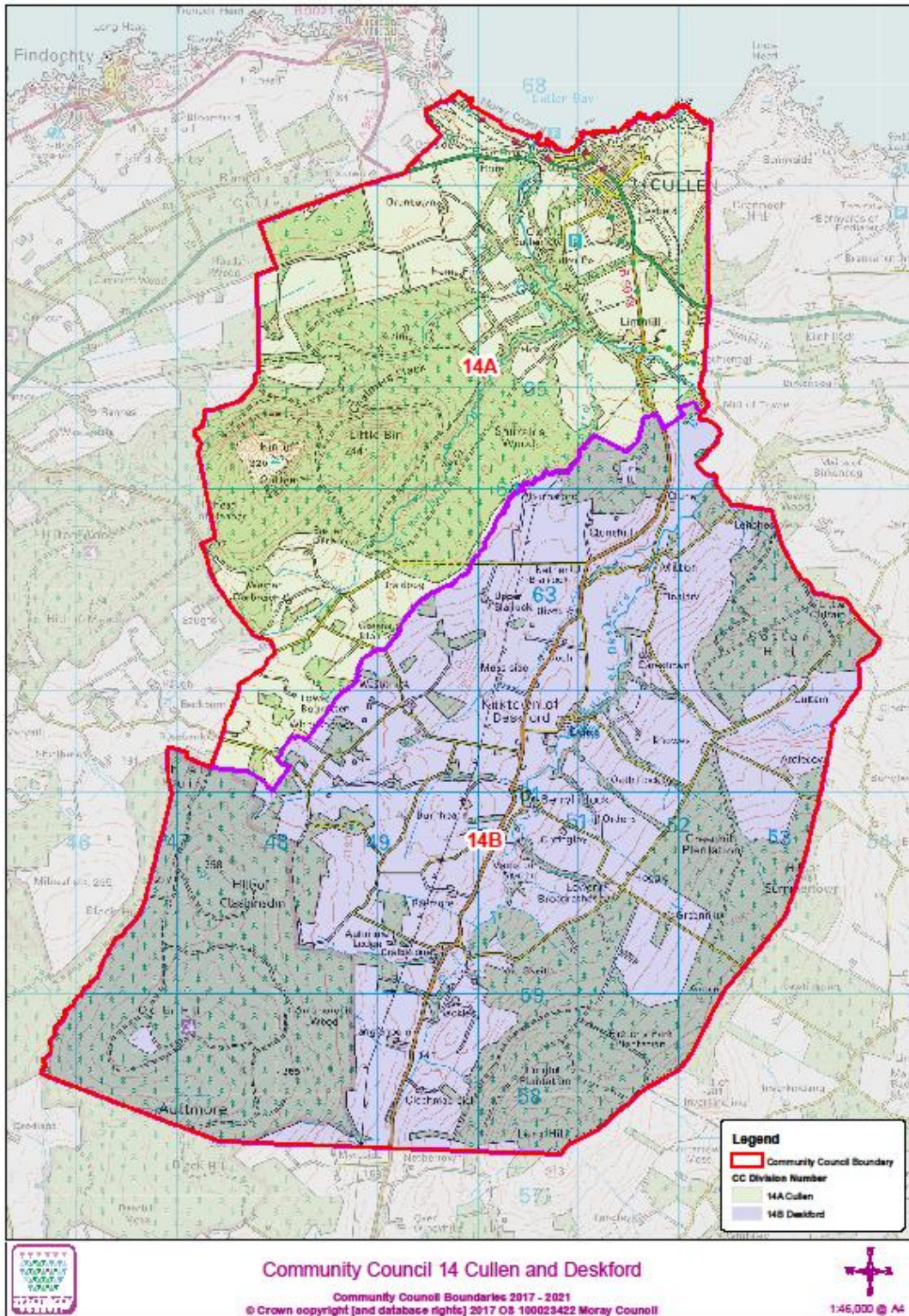
Changes to this policy

If in the future the CCAA make any changes to its privacy policy, the latest version of the privacy policy will be posted on the CCAA web pages.

CCAA Allotment Site Plan



Cullen and Deskford Community Council Boundary



CCAA Committee Role Responsibilities and Descriptions

1) Chair and Vice Chair

Purpose - Ensure the committee functions properly. Duties include:

- To plan and run meetings in accordance with our Constitution.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the Committee.
- To review governance performance and skills. **Secretary**

Purpose - Ensure responsible administration and to facilitate efficient communication between committee and members. Duties include:

- To prepare agendas in consultation with the Chair.
- To receive agenda items from other committee members.
- To check that quorum is present.
- To minute meetings and circulate the draft minutes to all committee members.
- To circulate calling notice, agendas and minutes of committee meetings, the annual general meeting (AGM) and any special or extraordinary general meetings.
- To distribute the approved minutes.
- To make arrangements for meetings.
- To deal with general CCAA correspondence.

3) Treasurer

Purpose - maintain an overview of the association's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained.

Duties include:

- General financial oversight.
- To oversee and present budgets, accounts and financial statements.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation.
- To ensure any recommendations of the auditors are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies including OSCR.
- To present financial reports to the secretary and committee.
- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the Association's reserves policy and investment policy.
- To advise on the financial implications of the Association's strategic and operational plans.

4) Membership Secretary

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Purpose - To ensure up-to-date records are kept of association membership

Duties include:

- To establish and maintain an up to date database of members' details.
- Provide regular updates of membership to CCAA officers.
- To liaise with the Secretary and Treasurer as required.

5) Site Manager

Purpose – to maintain the communal areas of the site.

Duties include:

- Managing work group to maintain communal areas.
- Identifying potential site improvements.
- Maintaining an equipment inventory together with maintenance schedule.
- Ensuring the provision of appropriate training to work group members.
- Ensuring site tidiness.
- To organise and carry out Site Inspections.
- To carry out administration tasks associated with Site Inspections.
- To liase with Maintenance Team and Buildings Manager.

6) Buildings Manager

Purpose – to manage the maintenance and cleaning of CCAA buildings.

Duties include:

- Manage work group to clean portacabin and toilet block as necessary.
- Liaise with Project Manager to identify maintenance requirements for buildings.
- Liaise with Treasurer to ensure adequate stock of equipment and disposable supplies.

7) Polytunnel Manager

Purpose – To manage operation of polytunnel.

Duties include:

- Coordinating activities of polytunnel plot holders, dealing with day-to-day issues as they arise to ensure the smooth running of the facility.
- To co-ordinate and organise work parties to maintain and clean Poly tunnel.
- To develop and improve structure of Polytunnel. i.e Paths, doors etc.
- To be involved in Site Inspections and ensure criteria is adhered to.
- To produce Polytunnel plan identifying Bay numbers and tenants.
- Maintaining details of polytunnel plot holders.
- Collecting rents to be passed to Treasurer.

8) PR Manager

Purpose – To act as external point of contact for all public relation issues.

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Duties include:

- Issuing press releases as required.
- Preparing and issuing advertisements and notices.
- Maintaining contact with other Allotment organisations.

9) Events Manager

Purpose – To organise and deliver social and educational events.

Duties include:

- Establishing and managing team to deliver social and educational events as required.
- Organising catering.
- Organising resources required for events.

10) Project Manager

Purpose – to organise and maintain an overview of delivery of major and strategic projects.

Duties include:

- Advising on delivery of major development projects.
- To advise on the fundraising strategy of the organisation.
- To liaise with Treasurer on securing external funding for Site Development.
- Overseeing delivery of building and site maintenance projects.
- Advising on technical issues in respect of site. **Beekeeper**

Purpose – To manage welfare of CCAA bees and hives.

Duties include:

- Ensuring the welfare of our bee population.
- Managing the stocks and maintenance of CCAA bee-keeping equipment.
- Dealing with day-to-day issues as they arise to ensure the smooth running of the hives.
- Arranging for the sale to members of any surplus honey.
- Liaising with external bodies such as Moray Beekeeping Association.
- The Beekeeper will report to the CCAA Committee on a regular basis.
- Budgeting for any changes and improvements.

12) Pond Manager

Purpose – To manage and maintain the CCAA Pond.

Duties include:

- Monitoring and maintaining optimal water levels.
- Managing pond flora and fauna.
- Managing surrounding plant life, mowing and strimming as necessary.
- Budgeting for any changes and improvements.

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- Reporting to the Committee on a regular basis.

Annex F

Communications Protocol

- 1) Definitions:
 - a) CCAA Officers: Chair, Vice Chair, Secretary, Treasurer
 - b) CCAA Committee includes CCAA Officers and:
 - i) Membership Secretary
 - ii) Site Manager
 - iii) Buildings Manager
 - iv) Polytunnel Manager
 - v) PR Manager
 - vi) Events Manager
 - vii) Project Manager
 - viii) Bees Keeper
 - ix) Pond Manager
 - c) CCAA Plotters includes CCAA Committee and other members of the CCAA
 - d) Structured E-mail – An e-mail which has been prepared out with the e-mail client using, for example, Microsoft Word, so formatting and structure can be consistent, and then is copied and pasted into the e-mail client.
- 2) The primary communication method is via e-mail.
- 3) Communications from the committee and plotters should be directed through the secretary.
- 4) E-mail subject header – All CCAA e-mails should contain the subject header "CCAA - " followed by a subject descriptor.
- 5) E-mail addressing schemes:
 - a) E-mails sent from CCAA Officers to each other should include all the e-mail addresses in the To: address box.
 - b) E-mails sent from CCAA Officers to the CCAA committee should have the Officer's e-mail addresses in the To: box and the rest of the Committee's e-mail addresses in the CC: box.
 - c) E-Mails sent from CCAA Officers to the Plotters should put their own e-mail address in the To: box and the Plotters' e-mail addresses in the BCC: box.
- 6) E-Mail Formats:
 - a) Attachments can be used for transferring data, but should preferably be sent as pdf files.


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- b) E-mails between CCAA Officers can be in any format deemed appropriate.
- 7) E-Mail archiving - copies of all CCAA e-mails sent and received which contain CCAA policy should be retained for a minimum of three years.

Archaeology Watching Brief

On Lawtie's Land, Lintmill Road, Cullen, an area of cropmarks have been recorded which are considered to be of regional significance. These cropmarks represent the buried archaeological remains of an area of probable Prehistoric activity.

Main Details	
Primary Reference	NJ56NW0022
Name	CULLEN
NMRS Card No.	
NMRS Numlink	
HS Ref No.	
Site Form	Crop Mark (Includes Soil Mark)
Site Condition	AP visible Only
Details	Ring ditch. Cropmark of a pennanular ring ditch with gap in S/SE, and possible internal post-holes. A second feature lies to the SE of the ring ditch, in the form of two parallel lines running N-S with both lines appearing to curve slightly inwards at the N end. Also other possible pit features.
Last Update	19/09/2011
Updated By	cherbert



The site has been recorded in the Moray Sites & Monument Record (SMR), and is described below left. To the right of this description, the aerial photograph of the site can be seen with the ring ditch clearly visible as a dark sub-circular shape at the top of the image while the linear cropmarks are less easy to see in the bottom right area of the image (both sites have been highlighted).



Ring-ditches are typically either the remains of settlement (roundhouses) or some kind of funerary / ritual practice. It is difficult to establish what its function is, or which period in prehistory the site dates to, without full archaeological excavation.

On the next few pages are illustrations of the types of archaeological artefacts which might be found in association with a ring-ditch. If you unearth similar items while working your allotment, notice any concentrations of charcoal and/or burnt stones, or see anything which seems out of place, please contact us by telephone or email as soon as possible. This will

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allow us to come out to the site, and assess and record what is there as quickly as possible, causing as little delay and inconvenience to you as possible.

Prehistoric Pottery

Pottery is probably the commonest find on most archaeological sites, and can be a useful aid to help date a site, but it is not always easy to identify prehistoric pottery. Broken pieces of prehistoric pottery, covered in soil, can often be mistaken for pieces of stone so here are some tips to help:



Is it curved? Most pottery vessels are round, so if a fragment has a regular curve and is not obviously a natural object then it is likely to be a piece of pot.

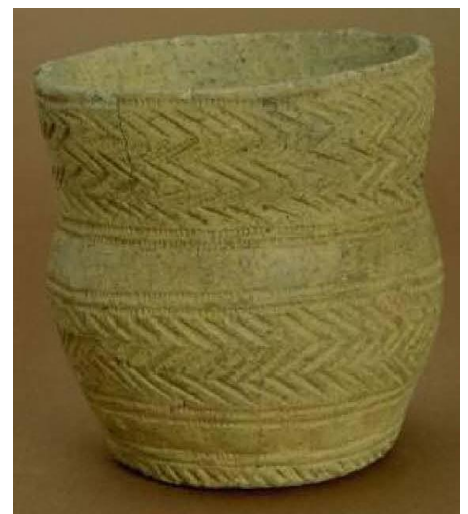


Is it glazed? Prehistoric pottery is never glazed. The only colour will be from the natural clay it is made from, so normally earthy browns and ochre colours.



Does it look handmade? Prehistoric pottery is handmade, i.e. not wheel turned but shaped by hand, so it can look uneven and crude.

Below are some examples of decorated pottery from the late Neolithic – middle Bronze Age period (circa 2500 – 1000 BC). These Vessels, also known as Beakers or urns, are typically decorated with bands of fine incised geometric pattern.



Worked Flints

Flint was commonly used in prehistory to make tools, because when broken its edges are very sharp, it is durable, and it is long-lasting – edges can be “re-touched” or re-sharpened. Flint is a naturally occurring mineral which is found in as nodules in chalk; the nodules have a dull stone-like skin (“cortex”) and smooth glasslike interior.

There are no known sources of flint nodules in Moray, but there are deposits of flint gravels in the Buchan district of Aberdeenshire.

Flint tools are made by striking flakes of flint off a central core. The flakes may have a bulb of percussion below the point where it was struck. This is a slight swelling caused by the impact of the striking tool. For the same reason there may also be ripples spreading outward from the bulb of percussion. To make a tool the flake will need to be shaped further as smaller pieces are removed.



Ground Stones

Ground stone tools are generally formed from coarse grained stone, and are typically in form of axe/adze/mace-heads or grinding and rubbing tools.

The stone type varies, and while some may be polished (as with the objects to the right and below right) others maintain a rougher surface (as below).

The grinding/rubbing tools appear to have been used for domestic purposes such as grinding cereal grains, while many of the polished stone tools do not show signs of use suggesting they were status symbols or for ceremonial purposes.



Beads

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Ornate and highly decorative glass beads are also often found during excavations of prehistoric sites. They come in a variety of colours, and are easily mistaken for modern items. Beads can also be formed from amber, coral, stone, shell and a type of pottery known as faience.



Aberdeenshire, Moray and Angus Council's Archaeology Service
<http://www.aberdeenshire.gov.uk/archaeology/index.asp>
Tel: +44 (0)1224 664221
archaeology@aberdeenshire.gov.uk

Protocols for use of Composting Toilet

Basics

- There is no water supply, so no flushing.
- The waste will either decompose or evaporate.
- The composting pile (under the toilet) must be used only for human waste and toilet paper - nothing else must be put down the pan.
- The toilet padlock uses the same key as the gates. After use, lock the toilet.
- Small children should not use the toilet unattended, though the attendance may only need to be waiting outside.

Solids

- Whenever the toilet is used for defecation, a handful of "soak" material should be added to the vault. This is usually wood-shavings or sawdust located in the metal wall mounted box to the rear of the toilet.
- Only toilet paper can be disposed of in the toilet. Sanitary products and non-compostable items must be put in one of the supplied polythene bags and taken off site.
- Leave the lid down after use. Failure to do this will compromise the ventilation system and may encourage flies.

Urine

- Always sit down when using the toilet for urinating, males and female. Soak material is not required.
- The urinal is non-flushing but otherwise it is as normal.
- After using the urinal, it should be sprayed with the provided antibacterial spray.

Hand Washing

- The toilet is supplied with a waterless hand disinfectant system.

Inform a committee member if the supplies are running low.

Always leave the toilet clean and tidy

**Risk Assessment Register
Reviewed Jan 23 to be reviewed Jan 24**

Hazard	Nature of Risk	Degree of Risk	Control Measures	Action Required	Date for Completion / Review
Lone working	Other persons not on site to assist if injured, incapacitated or suddenly seriously ill	10, 7, 1 = 17	Plotters to bring charged mobile phones on site, a reminder to be sent annually, plotters not to work at height	To be added into CCAA Handbook	Before meeting in May 23
Ponds	Drowning	10, 10, 2 = 40	Notice to plot holders, fencing	Build fencing around Pond	Before meeting in May 23
Working at height	Injuries	4, 8, 2 = 24	Use step ladders, etc, that are in good condition	To be added into CCAA Handbook	Before meeting in May 23
Machinery (Strimmer, lawn mower, shredder)	Injuries to hands, feet and face, flying debris, noise, in-proper use	4, 8, 2 = 24	Equipment to be used by trained plot holders only, protective clothing (eye protection, sturdy foot wear & gloves) to be worn, Plot holders made aware flying debris risk, equipment not to be unofficially modified	Plot Holders to sign declaration that they have read and understood operating instructions and understand use of equipment	Before maintenance rotas begin
Garden Tools & Equipment	Injuries to hand feet and other minor injuries such as blisters, minor cuts, abrasions and bruises	8, 5, 3 = 39	Plot holders to be advised to use protective clothing, such as gloves, when using tools, tools to be stored appropriately when not in use, all plot holders to be advised to hold their own first aid kits	To be added into CCAA Handbook	Before meeting in May 23
Sharps: needles, razor blade, knives, broken glass	Cuts, lacerations and tetanus	4, 7, 3 = 25	Sharps to be removed from site or stored appropriately, where gloves, advise to receive a tetanus jabs after any injuries	To be added into CCAA Handbook	Before meeting in May 23

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Stakes, canes and poles	Eye injuries, cuts	8, 7, 2 = 30	Cane toppers to be used in communal areas (such as the Polytunnel) and encouraged on individual plots, regularly check condition of canes to ensure they are fit for purpose	To be checked during site inspections	N/A
Polytunnels, sheds & loose equipment	Unstable structures, minor and major injuries	4, 8, 2 = 20	Regular inspections by CCAA Ctte, plus inspections after weather incidents, such as strong winds and heavy snow issues to be reported to the CCAA Sec,	To be checked during site inspections An available Ctte member to complete check after adverse weather and report back to CCAA Sec	N/A
Accumulation of rubbish and non-compostable material	Slips, trips, disease and vermin	8, 7, 3 = 45	Regular inspections by CCAA Ctte, issues to be reported to the CCAA Sec, encourage use of compostable materials	To be checked during site inspections	N/A
Unoccupied, uncultivated and untidy plots	Slips, trips, attraction to vermin	6, 7, 3 = 39	Regular inspections by CCAA Ctte, issues to be reported to the CCAA Sec	To be checked during site inspections	N/A
Moving, lifting or handling loads	Musculoskeletal injuries	4, 7, 4 = 44	Manual handling briefs, assess load, seek assistance, encourage plotters to use the sack barrow, possible purchase of a 4 wheel cart	Information leaflet to be added to CCAA website	Before meeting in May 23
Paths, Uneven ground and loose stones	Slips, trips and falls	8, 7, 3 = 45	Paths to be kept trimmed, drainage looked into, plot holders are to maintain the paths near their site	To be checked during site inspections	N/A
Carpets	Slips, falls, attracts vermin, ground contamination	4, 7, 3 = 25	Carpets are not allowed on site and are to be removed before 1st site inspection of the year, non compliance should be reported to the CCAA Sec	CCAA handbook and inspection criteria to be updated	Completed Feb 23

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Garden chemicals and hazardous substances	Poison, contamination of water supply / environment, burns, irritation	2, 8, 1 = 30	To be used in accordance with manufactures instructions, securely stored, clearly identifiable, encourage use of organic methods	Information leaflet to be added to CCAA website	Before meeting in May 23
Fuel storage	Explosion and fires	2, 9, 1 = 11	To be stored in a secured area in approved storage containers, fire blanket to be stored on the outside of the shed	Fire blanket to be brought and stored on the outside of the shed	Before meeting in May 23
Fires and bonfires	Burning and damage to property, personnel and wildlife	0, 8, 0 = 0	Fires and bonfires are not allowed on site, non-compliance should be reported to the CCAA Sec	N/A	N/A
BBQs	Burns / cuts / waste / food poisoning	6, 7, 2 = 26	First aid kit, plot holders individual food preparation at own risk, plot holders preparing food for events hours have food handling certificates	To be added into CCAA Handbook	Before meeting in May 23
Vermin / rats / bees and wasps	Bites and stings, Weil's disease	9, 8, 2 = 34	Lethal rat traps on site, plot holders not to interfere with traps, do not provoke bees/wasps, plot holders responsibility to ensure they have an EpiPen if necessary, encourage washing of hands and produce, gloves should be worn, issues to be reported to the CCAA Sec	To be added into CCAA Handbook	Before meeting in May 23

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Composting	Splinters, abrasions and cuts, rats, toxic dust	8, 7, 2 = 22	Regular inspections by CCAA Ctte to ensure compost bins are being managed effectively, protective clothing (such as gloves) to be used when handling, small grade mesh at bottom of compost bin to discourage rats, ensure compost is damp when handling	CCAA handbook and inspection criteria to be updated Composting advice / leaflet to be added to CCAA website	Completed Feb 23 Before meeting in May
Animal manures	Flies spreading disease, diseases such as ecoli	8, 7, 2 = 22	Use protective equipment, such as gloves, footwear, wash hands / use antibacterial handwipes after handling, issues to be reported to the CCAA Sec	Information leaflet to be added to CCAA website	Before meeting in May 23
Water butts	Drowning, contamination and legionella	9, 8, 1 = 17	Water butts to be covered	Sec to research if there is any advice on water butt construction	Before next committee meeting
Boundaries, fencing and overhanging branches	Scratches, bruising and other minor injuries	9, 5, 3 = 42	Regular inspections by CCAA Ctte, inspect site boundaries twice a year, 1 in spring and 1 in autumn, issues to be reported to the CCAA Sec	CCAA handbook and inspection criteria to be updated	Completed Feb 23
Toilets	Hygiene	6, 7, 2 = 26	Weekly cleaning, users responsibility to ensure facility is clean after use, children to be accompanied by an adult	Annual Rota to be published	Completed Jan 23
Security of site	Vandalism, thefts	10, 2, 1 = 12	Gates to be locked when allotment not in use, plot holders to be advised not to keep valuable items on site, tools locked away and security marked	N/A	N/A

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Exposure to sun/heat	Sunburn, sunstroke	6, 8, 2 = 28	Suitable clothing, such as hats, sunscreen, stay hydrated, take regular breaks	N/A	N/A
Exposure to cold	Hypothermia	6, 8, 2 = 28	Warm / waterproof clothing	N/A	N/A
Anti-social behaviour	Should be reported to the CCAA Sec	0, 8, 1 = 8	Not tolerated on site, plot holders to be contacted, if incident involves non plot the police to be informed, follow complaints procedures in handbook	N/A	N/A
First aid kits, fire extinguisher and fire blankets	Check expiry dates, injuries should be logged	N/A	To be checked monthly by the site manager	First Aid Sign to be displayed	Completed before Mtg held 17 Mar 23
Emergency contact details and signs	Plot tenants should be informed of emergency contact details	N/A	Sign on notice board and in the toilet	N/A	Completed Jan 23

Degree of Risk Calculation Guide							
Frequency of exposure to hazard		Severity of likely outcome	+	Probability of occurrence	X	=	Risk
Continuous Very frequent	10 9	Catastrophe (multiple deaths)	10	Certain to occur	5	90-100	Very high risk. Take immediate action. Stop operation.
Frequent (a few times per day)	8	Disaster (death)	9	Can be expected to occur	4	80-89	High risk. Action required urgently.
Occasionally (a few times per week)	6	Very serious (Accident & Emergency, hospital)	8	Quite possible	3	50-79	Substantial risk. Correction required.
Few per month	4	Serious (Doctor / reportable)	7	Unusual but possible	2	20-49	Possible action required.
Rare, few per year	2	Important (First Aid)	5	Unlikely	1	10-19	Risk acceptable.
Very rare	0	Noticeable	2	Pratically impossible	0	0-9	No action required.

CCAA Manual Handling Advise to reduce Musculoskeletal disorders

Musculoskeletal disorders include injuries and conditions that can affect the back, joints and limbs. The parts of the body most likely to be affected by Musculoskeletal disorders are:

- Lower Back
- Shoulders, forearms, wrists and hands, neck
- Hips, legs, knees, ankles and feet

Causes of musculoskeletal disorders

Risk factors causing Musculoskeletal disorders can include:

- Bending, crouching or stooping
- Lifting heavy or bulky loads
- Pushing, pulling or dragging heavy loads
- Stretching, twisting and reaching
- Repetitive work, particularly using the same hand or arm action
- Sustained or excessive force
- Carrying out a task for a long time
- Working with hand-held power tools for a long time

Measures to Limit the Risk

- Use the sack trolley available in the communal shed / personal wheelbarrows to move any heavy loads around the allotment site
- If possible, divide heavy loads into more manageable lighter ones
- Where carrying heavy loads is necessary, try to make the distance it needs to be carried as short as possible
- Avoid having to twist or bending over when lifting and carrying
- Seek assistance to share the load




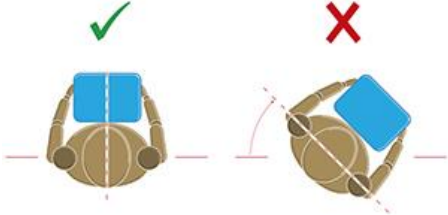

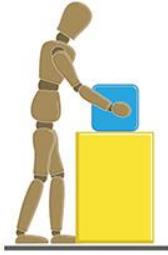
Good Handling Techniques

The following guidance illustrates how to perform a basic lift safely, using both hands, lifting a load in front of and close to your body, without twisting. These principles can be adapted to suit the actual task.

1. Keep the load close to your waist for as long as possible whilst lifting, with the heaviest side next to your body.
2. Adopt a stable position with your feet apart and one leg in front of the other to increase stability. Be prepared to move feet during the lift to maintain a stable posture.

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3. Ensure you have a good hold on the load, where possible hug it as close as possible to your body, which may be better than gripping tightly with just hands.
4. Minimise the amount you bend your back, hips and knees at the start of the lift slight flexing and bending is preferable to full flexing (stooping or deep squatting).
5. Try not to straighten your legs before you start to raise the load as this can increase strain on your back.
6. Avoid twisting your back or leaning towards the side. Keep shoulders level and facing the same direction as the hips, turning your feet is better than twisting and lifting at the same time.
7. Keep your head up during handling, look ahead rather than down at the load once it is held securely.
8. Whilst moving the load move smoothly, don't jerk or snatch the load as this can make it harder to keep control and increase the risk of an injury.
9. Don't lift or handle more than is easily managed, there is a difference between what you can lift and what you can lift safely, if in doubt seek help.
10. If the load is required to be put down precisely then it is best to put the load down first and then slide it into the correct position if able to do so.

	
<p>1. Keep load close to body</p>	<p>2. Adopt a stable position</p>
	
<p>4. Minimise bending</p>	<p>6. Avoid twisting</p>
	
<p>7. Keep your head up when handling</p>	<p>10 Put the load down first then slide into position</p>

CCAA Composting Risk Advise

Compost can refer to either home-made garden compost or seed/potting compost: • Garden compost is a soil improver made from decomposed plant waste, usually in a compost bin or heap. It is added to soil to improve its fertility, structure and water-holding capacity. Seed or potting composts are used for growing seedlings or plants in containers - a wide range of commercially produced peat-free composts are available, made from a mix of various ingredients, such as loam, composted bark, coir, sand and fertiliser, although you can mix your own.

Using composts and composting do come with some risks, which include:

Legionellosis (*Legionella*): caused by *Legionella* bacteria, this is an infectious disease that can be caught by anyone, but more elderly plotters and those with a suppressed immune system are most vulnerable. The type to which plotters may be exposed using compost is *Legionella longbeachae*. This occurs in soil and compost and can lead to a respiratory disease.

Bioaerosols: these are airborne micro-organisms including spores, bacteria and fungi (e.g. *Aspergillus fumigatus*) that are naturally present in decomposing material. These are most likely to be breathed in when turning compost, especially in warm weather. Those with existing chest conditions such as asthma or bronchitis or those prone to allergies are most at risk.

Tetanus: tetanus bacterium can enter through cuts or wounds. Handling thorny plants, soil or manure, increases the risk of being infected.

Weil's disease (*Leptospirosis*): is a disease that can be caught from rats through water or wet vegetation contaminated with rat urine. Rats can also transmit salmonella.

Minimising the risks

To minimise the risks of these diseases there are some precautions that can be taken, these include:

- Wearing gloves when handling compost, thin latex (or latex-free for allergy sufferers) gloves can be worn for delicate work.
- Ensuring your head is not right over bags of compost or potting media when opening them.
- Folding over the top of compost bags when not in use.
- Avoiding potting-up in confined spaces.
- Moistening dry potting media before use / dampening down dry compost heaps before turning or using.
- Considering wearing a dust mask when turning compost heaps and handling potting media or other dusty materials.
- Avoiding storing potting media in greenhouses as these will heat up and may encourage *Legionella*.
- Shredding any woody prunings in an open, well-ventilated area.
- Ensuring tetanus jabs are up to date. Otherwise, see your local GP for a tetanus vaccination if you have cut yourself on a plant or got soil or manure in an open wound.
- Discouraging rats by securing rubbish in bins and not putting cooked food on the compost heaps.

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- Rat-proofing compost bins with wire mesh if necessary. To reduce the risks from salmonella avoid using rat-infested compost on edible crops, especially those not cooked before consumption.
- Washing hands after plotting and especially before eating.
- Keeping hand sterilising gel on your plot, particularly during the winter months when fresh water is not available.

CCAA Use of Animal Manures Risk Advise

Raw and composted animal manure is a valuable soil conditioner and source of nutrients. However, the shorter the time between raw manure application and harvest, the greater the risk of pathogens being present in the soil at the time of harvest. Those most at risk are pregnant women and infants, children, the elderly and immuno-compromised individuals.

Pathogens include:

- *E. coli*
- *Listeria*
- *Cryptosporidium*

E. coli is of particular concern because only a few cells are needed to cause illness. The illness can progress quickly to cause severe consequences in susceptible people, particularly young children and the elderly. *E. coli* is quite hardy and can survive for extended periods in water and soil, under frozen and refrigerated temperatures, and in dry conditions. However, the organism can be destroyed by thorough cooking.

To reduce the risk of contamination from animal manures ensure it is aged and:

- Do not apply to growing food crops.
- Apply in the Autumn after harvesting and ensure it is mixed in with the soil.
- Do not leave manure on the surface if it can have direct contact with produce.
- Wait at least 120 days from application to harvest.
- Wash hands and other contaminated parts of your body with warm soapy water after handling manure.
- Wash tools that have direct contact with manure.
- Do not use the same tools that you handle manure with and those that you harvest with (eg buckets, gloves, etc).
- Remove clothing contaminated with manure before eating, drinking or preparing food.
- Thoroughly wash raw fruits and vegetables before eating or preparation.
- Clean and sanitise chopping boards, utensils and other areas used to prepare raw fruit and vegetables.
- Avoid cross contamination between raw and cooked foods.

If using manure in compost pile the advise is to mix it regularly, this ensures that the entire pile reaches a high enough temperature to start killing the bacteria. Temperatures should reach 54-60 °C for at least 5 days in order to be effective. Allow the compost to mature for 2-4 months before application to allow beneficial bacteria to kill the disease-causing bacteria.