



**BUSTARDTHORPE ALLOTMENT ASSOCIATION  
CHARITABLE INCORPORATED ORGANISATION**

Registered Charity No: 1211930

**Bishopthorpe Road, York, YO23 2QA**

**(Hereinafter called “the Association”)**

**ASSOCIATE MEMBER AGREEMENT (2026)**

**THE ASSOCIATION STRONGLY URGES ASSOCIATE MEMBERS TO READ THE FOLLOWING TERMS AND CONDITIONS, AS NON-COMPLIANCE WILL LEAD TO IMMEDIATE TERMINATION OF THE ASSOCIATE MEMBER AGREEMENT.**

**This agreement enables a person over the age of 18 to become a member of BAACIO without being a plotholder. As such they will receive relevant communications as well as having access to communications and site facilities, but will not be keyholders.**

**Associate Member Membership**

- 1.1 The membership commences 1 January and ending each year on 31 December. If the associate member wishes to renew their annual membership it is up to them to request to do so by email to [bustardthorpeallotments@gmail.com](mailto:bustardthorpeallotments@gmail.com).
- 1.2 There is no charge for the membership.
- 1.3 An associate member does not have voting rights
- 1.4 Associate members are not constitutional members of the Charity for the purposes of the Charities Act, the General Regulations and the Dissolution Regulations.
- 1.5 An associate member must abide by the Association rules as listed below and act in accordance with the BAACIO constitutional objects also listed below.
- 1.6 Associate members do not have automatic right to garden on any allotment on the site and cannot do so until the Charity Trustees have given permission. This permission must be sought by the plotholder emailing [bustardthorpeallotments@gmail.com](mailto:bustardthorpeallotments@gmail.com) giving the number of the plot that they wish to have help with, the reasons why this help is needed and for how long.
- 1.7 If an associate member wishes to garden on a regular ongoing basis they have to apply for a place on the waiting list by emailing [bustardthorpeallotments@gmail.com](mailto:bustardthorpeallotments@gmail.com).

**Constitutional Objects**

1. To benefit, without exclusion, the residents of Southbank, Bishopthorpe and the surrounding area of York without distinction of gender, sexual orientation, race or of political, religious or other opinions by providing allotment facilities in the interests of social welfare for recreational leisure time occupation with the objective of improving their conditions of life.
2. To promote for the benefit of the public the conservation protection and improvement of the physical and natural environment in particular through the conservation of natural resources, the improvement of wildlife diversity and providing opportunities for learning about sustainable horticulture.

## Tenancy Agreement

Associate members are required to abide by the following sections from the Tenancy Agreement. Rent paying plotters have to comply with the full Tenancy Agreement. This is subject to the Allotments Acts 1908 and 1950.

### 3. Site and Plot Security and Safety

#### General

- a. The associate member must ensure that the side gate onto the racecourse is always locked and when leaving via the front gates onto Bishopthorpe Road ensure they are closed and locked whenever there are no cars in the car-park, whatever the time of day.
- b. When driving on site, speed must be kept to a maximum of 5mph. The whole site is a pedestrian priority area.
- c. The use of any type of firearm anywhere on site is prohibited.
- d. Dogs must be kept on a lead at all times when in the car park or trackways and inside your plot if it has a shared accessway. Dog fouling must be picked up and removed from the site

**If an associate member is helping a plotter on their Allotment Garden they need to be aware that:**

#### General Health & Safety requirements on plots

You must keep the perimeter fence and gate well maintained.

- 3.6 Structures must be well maintained.
- 3.7 Barbed wire must not be used for any fence bordering or access paths used by other tenants.
- 3.8 Trampolines, swings, climbing frames and similar equipment are not permitted on plots.
- 3.9 Paths and access to other plots must not be obstructed. Where there is a shared access, gate keys or combinations to locks must be given to the other plotter.
- 3.10 **Fly-tipping of rubbish (compostable and non-compostable) on any part of the site including directly outside plots or outside the shop is absolutely forbidden. Plotters are responsible for the removal of all rubbish from the Bustardthorpe Allotment site.**
- 3.11 Poisonous, harmful or noxious contaminants must not be kept on the plot.
- 3.12 Petrol or other inflammable substance must be stored in an appropriate container and kept securely.
- 3.13 Materials, eg. timber, paving slabs etc must not be stored in amounts beyond that reasonably needed for general maintenance or projects on the plot during the year.
- 3.14 Plotters must take all reasonable steps to minimise the presence of pests such as rats and rabbits on their plots by maintaining the integrity of boundaries, turning over compost heaps and keeping the plot tidy, free of rubbish and weed free.
- 3.15 Plotters are responsible for the safety of their personal property, tools, plants, structures, livestock etc., their own personal safety, and the safety of visitors, associate members, dogs and children on the plot.

#### Plotter's visitors

- 3.16 Plotters are responsible for the behaviour and safety of visitors, children, vulnerable adults and dogs anywhere on the site, on the plot and particularly on the tracks, in the Nature Reserve and communal areas.
- 3.17 Visitors must abide by the rules of the site as detailed in this Tenancy Agreement.
- 3.18 Plotters and their visitors must not cause wilful damage, anywhere on site.

- 3.19 The plotholder and their visitors must not cause a nuisance or annoyance to other plotholders or visitors on site, and must not use abusive language, gestures, or aggressive behaviours.
- 3.20 The plotholder must ensure that their guests have left site before leaving themselves.

#### **4. Plotholder Management and Cultivation of the Plot**

##### Cultivation

- 4.1 The plot **must be regularly maintained**, kept free of seeding weeds and in a good state of fertility.
- **Please contact the Trustees if you are either planning on being on holiday, are unable to garden your plot due to ill health or due to other special circumstances, for one month or more during the growing season (April to October).**
  - **If you cannot maintain your plot in this manner, please contact the Trustees to see if some help is available to you.**
- 4.2 The plot must not be left uncultivated for longer than 1 month during the growing season.
- 4.3 The whole plot must be kept tidy and safe from trip hazards throughout the year.
- 4.4 Throughout the growing season, the whole plot must be cultivated or worked on, meaning it is cultivated, prepared for growing or actively managed to reduce weeds and improve fertility.
- 4.5 Perennial plants must be kept under control by regular pruning or mowing.
- 4.6 Weeds must be removed before they go to seed and either composted or taken away from the allotment site.
- 4.7 Grassed areas, whether paths or small lawns must be kept mown or strimmed throughout the growing season and not allowed to run to seed.
- 4.8 Hedges and perimeter fences shall be kept to a maximum of 5ft high (1.5m) and should not shade or obstruct other plots.
- 4.9 Permanent structures such as sheds, greenhouses and polytunnels can be erected only with permission of the trustees, please (see 5.2). You do not need permission for water butts, compost heaps or bins and small areas for relaxation or for children's play.
- 4.10 If you are thinking of digging a pond, you must contact the Trustees to seek permission.
- 4.11 You must not grow trees other than fruit trees. Invasive or forest species such as Oak, Chestnuts, Leylandii, Bamboo, Elm, Willow, Buddleia must not be grown.
- 4.12 Carpets and tyres are banned on site.

##### Water

- 4.13 The most environmentally sustainable way to keep the plot watered is to harvest rainwater off all roof surfaces on the plot.
- 4.14 The plotholder shall only use the mains water from the trackside taps for filling water butts (to a maximum of 200 litres per butt) and watering cans. IBC tanks can only be used to harvest rainwater.
- 4.15 Track-side taps must not be left unattended when running water into the track-side bins, even when taking filled watering cans back to your plot.
- 4.16 Trackside water bins must only be filled just high enough to dip watering cans and should be left with the minimum amount of water in and the lid or cover replaced.
- 4.17 A hosepipe or sprinkler system connected to the trackside mains water tap must not be used to water the plot or fill ponds. Hoses may be attached to butts on the plot.
- 4.18 Hosepipe bans may be imposed by Yorkshire Water, or by the Trustees in extreme weather conditions. Such bans will affect use of trackside taps.

Fires (including burning/bonfires/incinerators/barbeques, collectively called "Fires")

- 4.19 Fires are permitted on the plot but must be contained in a suitable metal container.
- 4.20 The waste/items burned should be dry, and the container heated sufficiently to minimise smoke.
- 4.21 Smoke must not drift across Bishopthorpe Road, as this causes a hazard to road users and is a nuisance to our neighbours at Grange Farm.
- 4.22 Smoke must not be an annoyance to neighbouring plottolders.
- 4.23 When burning, buckets or watering cans of water must be readied in advance and kept close to hand to douse the fire if it gets out of control. Do not rely on filling from a water butt/IBC or nearby tap if the fire gets out of control as it would take too long to get a useful volume quickly to bring the fire back under control.
- 4.24 You must not bring rubbish from home to burn on the plot.
- 4.25 Plastic, synthetic and painted materials must not be burnt as these cause noxious fumes.
- 4.26 Do not burn green or damp weeds, strimmings and compostable materials as it is often difficult to get the fire to a sufficient temperature to burn them effectively without causing a lot of smoke. These should be either composted or removed from site for disposal at home or a local recycling centre.
- 4.27 Fires must not be left unattended and must be fully doused with water before being left.
- 4.28 If having a barbeque, you must consider the comfort of other plottolders, both for smoke and noise.
- 4.29 When adverse conditions prevail, the Trustees may impose a ban on fires.

## **5. Plottolders must seek the Trustees' permission to:**

- 5.1 Remove sections of the internal dividing fence with other plots.
- 5.2 Erect a shed, greenhouse, polytunnel or install a pond as its location and size could impact on their neighbour's enjoyment of their plot and overall site safety. Concrete structures will not be permitted.
- 5.3 Keep poultry (see 6.8, 6.9 and 6.10).
- 5.4 Have other than a close family member regularly help with the cultivation of their plot. If permission is granted by the Trustees, the plottolder must apply for that person must apply to become an Associate Member.

## **6. General Plottolder Responsibilities:**

- 6.1 Must not use the plot as a residence or campsite.
- 6.2 Must not sublet any part of the plot or pass the tenancy to another person. Only the Letting Officer can allocate plots in line with the Waiting List Policy.
- 6.3 Plottolders must not enter another plottolder's plot without permission of that plottolder.
- 6.4 Plottolders must not remove any item from another tenant's plot, or a vacant plot, without the written permission of that tenant or the Trustees. The tenant's permission should be emailed to [bustardthorpeallotments@gmail.com](mailto:bustardthorpeallotments@gmail.com).
- 6.5 Must advise the Trustees of any change of circumstances that affects their ability to cultivate their plot. Please contact the Trustees if the plot is too large for you.
- 6.6 Must ensure that they read all emails sent to them by the Trustees.
- 6.7 Must advise the Trustees of any change of contact details.

### Livestock on Plots

- 6.8 Poultry may be kept only with written permission of the Trustees.
- 6.9 A plottolder must have gardened the plot to the satisfaction of the trustees for at least 12 months before requesting permission to keep poultry.

- 6.10 Plottolders keeping poultry must comply with all government guidelines including registering their flock with DEFRA.
- 6.12 The keeping of any other creatures on plots, including bees, pigeons and rabbits is prohibited.

## **8. Complaints & Disputes**

- 8.1 In the case of any dispute between plottolders and/or between a plottolder and the Trustees, the parties shall attempt to resolve the dispute.
- 8.2 In the case of a complaint please email the Trustees ([bustardthorpeallotments@gmail.com](mailto:bustardthorpeallotments@gmail.com)), setting out full details. The Trustees will respond within 7 working days.

## **9. Insurances**

- 9.1 BAACIO carries Public and Employers Liability Insurance covering the public areas of the site, a notice of which is displaced in the allotment shop.
- 9.2 Tenants are responsible for the insurance of their personal property, tools, plants, structures, livestock and structures on their plot.

## **10. Data Protection Act 2013, GDPO 2015 and Data (Use and Access) Act June 2025**

- 10.1 Plottolders are advised that their name, address, email address and telephone numbers are stored on a computer database compiled and maintained by the Secretary to the Trustees. In order to fulfil their roles, the Treasurer and Lettings Officer also have modified versions of this database. The purpose of this database is solely for running the Bustardthorpe Allotment Association site and for no other reason whatsoever. The information will not be given to any other 3<sup>rd</sup> party unless requested by an authority legally able to have access, eg the police in the investigation of a crime. Under current legislation there is no requirement for BAACIO to be registered under the Data Protection Act 1998. For further information please refer to the Plottolders Privacy Notice which can be accessed in hard copy in the green Operations Manual in the shop or on our website.
- 10.2 All general communications to plottolders (not necessarily plot inspections) but day-to-day issues/general correspondence both in written and email form will be copied to the Chair of the Trustees.

## **Contacting BACCIO**

All contact should be by email to [bustardthorpeallotments@gmail.com](mailto:bustardthorpeallotments@gmail.com)