



WHARFSIDE PARK

Dear Members & Prospective Members,

We are delighted to introduce the new Wharfside Park Allotments Association (WPAA) Members Handbook, a comprehensive guide designed to help you make the most of your experience at Wharfside Park Allotments. Whether you are a current plotholder or considering becoming one this handbook is an essential resource for understanding our guidelines, policies, and the benefits of being part of the WPAA.

The handbook provides detailed information on various aspects of allotment management, including plot allocation, maintenance guidelines, community events, and our commitment to fostering an inclusive and welcoming environment. It also outlines the rules and regulations that help us maintain a safe, enjoyable, and productive space for everyone.

We believe that the WPAA Members Handbook will enhance your allotment experience by offering practical advice, important contacts, and an overview of the support available to you. For prospective plot holders, the handbook offers a glimpse into the vibrant and collaborative community you could join.

We encourage you to read through the handbook and familiarize yourself with its contents. By adhering to the guidelines and participating in the community, you contribute to the continued success and harmony of Wharfside Park Allotments.

Thank you for being a part of the Wharfside Park Allotments community. We look forward to growing together.

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WPAA MEMBERS

HANDBOOK



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"Wharfside Park has become a **sanctuary** for me. The community here is **incredibly supportive**, and I've learned so much about sustainable gardening from fellow plotholders."

"The best part about Wharfside Park Allotments is the **sense of belonging**. It's not just about gardening; it's about being **part of a community** that cares for the environment and each other."

What our
members think



WELCOME TO WHARFSIDE PARK

Welcome to the Wharfside Park Allotment Association. This handbook has been meticulously crafted to enhance your allotment experience, ensuring it is both productive and enjoyable for all members. We encourage you to thoroughly review this document to familiarize yourself with the guidelines, policies, and essential information that governs your tenure as a Plotholder. By adhering to these guidelines, you contribute to the harmonious functioning of our community and the sustainable management of our shared resources. Please keep this handbook handy for future reference, as it serves as a valuable resource for answering questions, resolving issues, and maximizing the benefits of your membership at Wharfside Park Allotment Association.

ABOUT US

Wharfside Park is a community-focused allotment site located alongside the picturesque Canal and Rivers Trust land. The Wharfside Park Allotment Association (WPAA) oversees the management and operation of the site, ensuring it remains a thriving, safe, and enjoyable environment for all its members. Our mission is to foster a sense of community while promoting sustainable gardening practices.

This handbook provides essential information on allotment policies, guidelines, and tips to help you maintain your plot effectively. Your plot license outlines your rights and responsibilities as a member. By accepting a plot at Wharfside Park, you agree to adhere to the rules and regulations set forth in this handbook.

DIVERSITY & INCLUSIVITY

At Wharfside Park, we are dedicated to fostering a diverse and inclusive community where everyone feels welcome and valued. We believe that diversity enriches our community and enhances the experiences of all members. We actively work to create an environment that respects and

celebrates differences in culture, background, and perspectives. By promoting inclusion and equal opportunities, we aim to ensure that all individuals, regardless of their abilities, backgrounds, or identities, can fully participate in and enjoy all that Wharfside Park has to offer. Our commitment extends to continuous learning and improvement, guided by the voices and needs of our diverse community members.

ABOUT THIS HANDBOOK

This handbook is an integral component of your agreement with both the WPAA and the Landowner. It should be regarded as an extension of your license as a Plotholder, with the rules and recommendations contained herein carrying equal importance to those outlined in the official license agreement. It serves as a comprehensive guide providing essential information and guidance on how to effectively utilize your allocated plot, details regarding your membership obligations within the WPAA, and insights into the overall management of the entire site. Plotholders are encouraged to refer to this handbook regularly to stay informed about pertinent policies, procedures, and community guidelines that govern their tenure and responsibilities at Wharfside Park Allotment.

ASSOCIATION MEMBERSHIP

Plotholders are required to be fully paid up members of the Wharfside Park Allotment Association (WPAA). Membership offers significant benefits, including the right to vote at the Association's annual general meeting. This voting privilege allows Plotholders to actively participate in decisions concerning the utilization and management of Wharfside Park. Membership also provides a platform for Plotholders to voice their opinions, contribute ideas, and influence the direction of community activities and policies within the allotment site.

ASSOCIATION STRUCTURE

The WPAA is responsible for the day-to-day management and oversight of the Wharfside Park site, including the Wharfside Park Allotments. The WPAA committee is structured as follows:

Band	Position	Responsibilities
1	Committee Chair Joint Chair	Preside over meetings, ensure committee functions, represent the WPAA in forums and events, oversee execution of the WPAA's objectives and policies
2	Vice Chair	Support the committee chair and assume their duties in their absence, strategic planning of events
2	Secretary	Manage correspondence, circulate meeting agendas and take minutes, maintain documentation, communication and updates to members
2	Treasurer	Manage WPAA finances, prepares budgets, oversee expenditure and collects membership fees
3	Plotholder Representative	Represents the interest of Plotholders and highlights their concerns to the committee
4	Committee Members	Assist with event planning and general site maintenance, provide support to the committee, vote at AGM's

1.0. ALLOTMENT UTILISATION

Plot Types

The WPAA issues various plot types to members based on the intended use thereof, the following plot types are available;

Cultivation	Growing of fruit, vegetables and flowers
Poultry	Keeping of poultry for eggs
Bee Keeping	Keeping of bees for honey/wax
Rabbit Keeping	Keeping of rabbits
Conservation	Habitat creation for conservation
Mixed	Any of the above uses combined
Recreational*	For recreational enjoyment

* *As a condition of planning, allotment plots cannot be used solely for recreation and must be combined with one of the above accepted uses.*

Plot Sizes

Plots are provided in standard allotted sizes, except by exception of the WPAA. The following size plots are available;

Single	50m ² approx
Double	100m ² approx
Triple	150m ² approx

Plots of other sizes may be assigned subject to WPAA approval.

Cultivation & Acceptable Use

Plots at Wharfside Park Allotment must primarily serve for cultivation, livestock keeping (including bees and poultry), or flower cultivation. Commercial activities or profit-oriented enterprises are strictly prohibited on any part of the plot. For recreational mixed-use plots, no more than 15% of the total plot area may be dedicated to recreational purposes at any given time, and these areas must be actively maintained for cultivation purposes as well.

Subdivision & Sub-letting

Plotolders are expressly forbidden from subdividing or subletting plots without the prior written consent of the WPAA.

Pets

Pets, including dogs, are permitted on the allotment site under the condition that they are kept under close supervision and confined to the Plotholder's designated plot area. Pets must accompany their owners at all times during their stay on site and should not roam freely in communal areas or neighbouring plots. It is mandatory for pet owners to promptly clean up any fouling and ensure it is removed from the site for proper disposal. The WPAA retains the authority to prohibit pets exhibiting antisocial behaviour, aggression, or posing potential health and safety risks to others on the allotment premises.

Children

Plotolders are encouraged to engage their children and young people in the growing process. It is essential that parents and guardians always keep their children within sight, ensuring they do not wander unaccompanied from the allotment site or access restricted areas, including other plots. This ensures a safe and respectful environment for all Plotolders and maintains the integrity of individual plots and communal spaces.

Banned Plant Species

The WPAA does not allow plots to be used for the intentional or accidental cultivation of the following plants;

Species	Result
Japanese Knotweed (<i>Fallopia japonica</i>)	License Revoked & Remediation Costs
Himalayan Balsam (<i>Impatiens glandulifera</i>)	License Revoked & Remediation Costs
Giant Hogweed (<i>Heracleum mantegazzianum</i>)	License Revoked & Remediation Costs
Rhododendron (<i>Rhododendron ponticum</i>)	Stage 4 Warning
New Zealand Pigmyweed (<i>Crassula helmsii</i>)	Stage 4 Warning
Water Fern (<i>Azolla filiculoides</i>)	Stage 4 Warning
Parrots Feather (<i>Myriophyllum aquaticum</i>)	Stage 4 Warning
Any tree or deep rooting shrub species	Stage 1 Warning

Structures and Buildings

The WPAA allows for the construction of structures and buildings that are reasonably necessary for agricultural use and enjoyment of the allotment. However, these buildings and structures must not exceed 25% of the total area of the allotment plot. Structures intended solely for recreational purposes are not permitted under these guidelines. The following outlines the permitted structures, their maximum dimensions, and construction requirements:

Structure	Size	Numbers
Potting Shed	5x2.5m ² Max height 2m	Max 1
Greenhouse	5x2.5m ² Max height 2m	Max 1
Polytunnel	8x5m ² Max height 2.5m	Max 1
Tool Store	2x2.5m ² Max height 1.5m	Max 2
Fruit Cage	No max size	Max 2
Poultry Pen/Beehive Enclosure	No max size	Max 2

Structures should be of a timber, metal or prefabricated plastic build and should not include any glass, asbestos or concrete in their construction (including concrete bases and footings). As a condition of planning, swing sets, slides, trampolines and alike are expressly banned from use on site. All structures, where it is practicable to do so, should be fitted with a suitable rainwater harvesting system.

Boundaries, Fences and Gates

Plot holders must ensure that their assigned plot is securely fenced to prevent accidental encroachment. Boundary features must be robust and secure and meet the following standards;

Cultivation Plots	Timber fence Max height 2.0m
Poultry Plots	Timber/Mesh fence Max height 2.8m
Bee Keeping Plots	Timber/Mesh fence Max height 2.8m

No concrete footings, postcrete, barbed wire or razor wire should be used.

Ponds and Water Features

Ponds and water features are permitted, subject to the following rules;

- Ponds and water features must be no deeper than 0.5m at their deepest.
- Ponds and water features must be constructed using bare earth, clay or a prefabricated pond liner. No concrete permitted.
- Ponds and water features must be securely fenced to prevent accidental submersion.
- Where wildlife is able to access water features, a suitable means of escape must be in place.

Vehicles

The allotment site is accessed via a shared access road. Consideration should be given when parking to ensure that there is suitable access for emergency vehicles and visitors. Vehicles are not permitted to enter the concrete road section of the allotment gardens, except for the loading and unloading of materials, alighting of passengers, or where prior written consent of the WPAA has been obtained.

2.0. POULTRY AND BEES

Subject to meeting the relevant provisions herein, the Plotholder may keep the below approved livestock on their assigned plot, livestock other than those approved will require prior written consent from the WPAA;

Species	Numbers
Poultry/Ducks	6 per 50m ²
Bees	3 hives per 50m ²
Rabbits	5 per 50m ²

Beehive Plots

In order to be eligible to keep hives on a plot, the Plotholder must adhere to the following provisions;

- The WPAA approved Beehive Warning Sign must be displayed with an emergency contact number.
- The Plotholder must have a suitable and current insurance policy in place.
- The hives must be suitably and securely fenced, so as to avoid accidental encroachment and dictate a safe and suitably high flight path for bees.
- The maximum number must not be exceeded.

Poultry Plots

In order to be eligible to keep poultry on a plot, the Plotholder must adhere to the following provisions;

- The WPAA approved animal welfare sign must be displayed with an emergency contact number.
- The Plotholder must have a suitable and current insurance policy in place.
- The poultry must be suitably and robustly enclosed to ensure animal welfare and prevent accidental escape.
- No cockerels are permitted.
- The maximum number must not be exceeded.

Rabbit Plots

In order to be eligible to keep rabbits on a plot, the Plotholder must adhere to the following provisions;

- The WPAA approved animal welfare sign must be displayed with an emergency contact number.
- The Plotholder must have a suitable and current insurance policy in place.

- The rabbits must be suitably and robustly enclosed to ensure animal welfare and prevent accidental escape.
- The maximum number must not be exceeded.

3.0. WATER

The communal water source is fed from Crane Brook and as such water availability varies seasonally. The WPAA enforce rules on the equitable utilisation of communally sourced water on site to ensure that there is an ample supply for all Plotholders. Water should not be taken from the communal tank to fill individual water butts, nor should hose pipe extensions be used to divert water from the tank to individual plots.

Water Butts

Plotholders should use water butts, ponds and catchment to divert water from the roofs of structures and the land for use on their plot. Water butts should be securely placed and fastened, and include a means to prevent accidental wildlife encroachment.

Drought Restrictions

During periods of prolonged hot weather, the WPAA may determine that removing water from Crane Brook is unsustainable and temporarily impose drought restrictions. During such a period, Plotholders may be restricted from drawing water from the communal supply.

4.0. ELECTRICITY

The site does not benefit from a mains electricity supply and Plotholders are encouraged to explore renewal means of generating electricity such as solar power and wind generation. Small “off the shelf” and building mounted solar panels and wind turbines are expressly permitted by the WPAA, however larger fixed structures will require the prior written consent of the Landowner.

5.0. COMPOSTING

Plotholders are encouraged to compost suitable allotment garden waste on their own plot in a designated and segregated compost heap. Waste should not be brought from outside of the site for composting, and only the following waste should be added: green plant material, vegetable scraps, and small prunings. **There is no communal compost heap.**

Grass clippings	Leaves
Non-seeding weeds	Plant trimmings
Flower heads/stems	Small twigs
Veg & Fruit scraps	Eggshells
Dead plants (disease free)	Wood ash
Sawdust	Straw & Hay
Potting soil	Herbivorous manure

When composting, it's essential to maintain a balanced mix of "greens" (nitrogen-rich materials like grass clippings and vegetable scraps) and "browns" (carbon-rich materials like leaves and straw) to ensure efficient decomposition and prevent odour issues.

6.0. REFUSE

Plotholders are responsible for removing all non-salvageable refuse from their plot for recycling or disposal at home. Reusable timber, gardening materials and equipment may be placed in the respective area for reuse by other Plotholders. These areas should not be used for the disposal of general refuse or unsalvageable materials

Use of Skips

Plotholders are not permitted to bring any skip or refuse collection vessel onto site without the prior written permission of the WPAA. Where permission is granted, the Plotholder will remain liable for the skip for the entirety of the

time it remains on site and will indemnify the WPAA and the Landowner as such.

Storage of Materials

Plots should not be used to store materials, refuse or other items that are not strictly ancillary to the use of the plot as an allotment garden. A grace period may be granted by the WPAA where a building or structure is under construction or where a Plotholder is actively working on a project ancillary to allotment use.

7.0. WEEDS & GRASSED AREAS

Plotholders are responsible for ensuring that their plot is maintained in a presentable state. This includes ensuring that we are not permitted to grow and that areas of uncultivated grass are maintained or mown. Additionally, Plotholders are responsible for the maintenance of the area of grassed access path immediately in front of their own plot, up to the half way mark, which for the purposes of the License Agreement is deemed to form part of their allotment.

Use of Chemical Herbicides and Fertilisers

The WPAA encourages Plotholders to avoid the unnecessary use of chemical herbicides and fertilisers. Plotholder should explore organic options, and in every eventuality products containing the following are expressly banned;

- Glyphosate
- Paraquat
- Atrazine
- Dicamba

Slug pellets are permitted for use within the assigned plot, however treated areas must be fenced to avoid accidental ingestion by wildlife, pets and children.

8.0. TOOLS & EQUIPMENT

Tools and equipment used on the allotment site should be fit for purpose, safe to use and where necessary used by a suitably qualified or experienced person. Children should never be allowed to use powered machinery, sharp or dangerous equipment, or undertake tasks that may present a significant risk of injury.

Plotholder Tools

Plotholders may bring onto the site suitable equipment for the cultivation and use of their plot. Equipment should be in a good state of repair and free from damage or defects. Mechanical and powered equipment should be used by a suitably competent person and with the appropriate personal protective equipment. Plotholders are responsible for the safe storage of any equipment brought onto the site, and the WPAA will accept no liability for any loss or injury incurred as a result of their use.

WPAA Tools

Tools and equipment that may be provided from time to time by the WPAA remain the property of the association and must be returned in a satisfactory condition after use. Plotholders should report any damage or loss of such equipment at the earliest opportunity. There may be a charge for the replacement of damaged or lost equipment.

Plant Machinery

Excavators and mechanical rotovators should not be brought onto the site without the prior written approval of the WPAA.

9.0. COMMUNAL AREAS

Communal areas are provided and maintained by the WPAA for the use of Plotholders, members and visitors. Plotholders should not encroach into communal areas, use them for storage or obstruct them in any way.

Designated Areas

Some communal areas have been designated for specific use, these uses include storage of communal resources, woodchip and manure drops and habitat creation zones. These areas are generally signposted and Plotholders are asked to observe any area specific regulations posted on such signs.

10.0. NOISE CONTROL

The WPAA appreciate that certain activities necessary for the reasonable enjoyment and utilisation of an allotment plot will generate noise. In an effort to ensure we do not unfairly disturb our neighbours or other Plotholders, we ask that you follow the below guidance on the usage of noise generating equipment;

Mon-Fri	9am – 6pm
Sat	11am – 9pm
Sun	11am – 6pm

Please refrain from using speaker systems or amplifiers, unless by mutual arrangement with everyone on site or with prior written approval from the WPAA.

Dogs should be kept under close control and prevented from barking excessively.

11.0. BONFIRES & BBQS

For liability reasons the WPAA does not permit bonfires on any part of the allotment site, including on assigned plots without prior consent. Barbeques are permitted, subject the the Plotholder observing the following;

- BBQs should be lit away from the boundary fence and any ignitable materials.
- BBQs should not be left unsupervised and should be fully extinguished before leaving site.

12.0. ACCESSIBILITY STATEMENT

Wharfside Park is committed to making our facilities as accessible as possible for all visitors, including those with mobility and other impairments. We strive to provide an inclusive and welcoming environment. Every effort is made to reserve and issue plots closest to communal areas and road access for those with mobility issues to minimize travel distance and improve ease of access. We continually work to maintain and improve the pathways and surfaces throughout the site to ensure they are as navigable as possible.

Due to the nature of the site and the makeup of the ground, there are inherent challenges that may make some areas less than ideal for individuals with mobility and other impairments. These challenges include uneven or natural terrain that can be difficult to modify without compromising the ecological integrity of the park and limited scope for significant structural changes due to environmental and regulatory considerations.

We are committed to ongoing assessment and improvement of accessibility features within Wharfside Park. Feedback from visitors is welcomed and valued as we strive to enhance accessibility for everyone. If you have specific accessibility needs or require assistance during your visit, please contact us in advance. Our team is dedicated to ensuring your experience at Wharfside Park is as enjoyable and accessible as possible.

13.0. HEALTH & SAFETY

It is essential that all Plotolders adhere to basic safety guidelines while working on their plots to prevent accidents and injuries. This includes wearing appropriate clothing and sturdy footwear, especially when handling sharp tools or heavy materials. Plotolders should also be mindful of weather conditions, using sun protection on hot days and wearing suitable waterproof clothing in wet weather to reduce the risk of slips and falls.

Safe use and maintenance of tools and equipment are crucial for avoiding injuries. Plotolders should regularly inspect their tools for any signs of wear and tear, ensuring that they are in good working condition before use. Powered mechanical tools should only be operated by those familiar with their use and safety protocols. Additionally, it is important to keep pathways clear of obstructions and to store tools and materials safely when not in use to prevent tripping hazards.

In the event of an accident or injury, it is imperative that Plotolders report the incident to the WPAA as soon as possible. Prompt reporting allows the association to take necessary actions to address any hazards and to provide support to the affected individual. The WPAA is committed to maintaining a safe environment for all members and relies on the cooperation of Plotolders to achieve this goal. Accurate and timely reporting of accidents helps to improve overall safety measures and ensures that any potential risks are mitigated swiftly.

14.0. DISPUTES

Disputes among Plotolders or between a Plotholder and the WPAA are managed through a structured mediation process to ensure fairness and clarity. Initially, all disputes should be brought to the attention of the WPAA committee, which will facilitate mediation to resolve the issue amicably. This approach aims to maintain a harmonious community atmosphere and address concerns promptly and effectively. If a resolution cannot be reached

through mediation with the WPAA, Plotholders have the right to appeal to the Landowner. The decision of the landowner will be final and binding on all parties involved.

15.0. WARNINGS

The WPAA has established a clear warning procedure to address violations of allotment rules and ensure fair treatment of all Plotholders. Generally, the process begins with a first verbal warning issued by the committee. If the issue persists, a first written warning will be sent 14 days after the verbal warning, either by the committee or the Landowner. Should the problem remain unresolved, a second written warning will follow 7 days after the first written warning. If compliance is still not achieved, the license will be revoked 7 days after the issuance of the second written warning by the Landowner.

Stage 1	Improvement notice	WPAA Committee
Stage 2	1 st Verbal Warning	WPAA Committee
Stage 3	1 st Written Warning	WPAA Committee or Landowner
Stage 4	2 nd Written Warning	WPAA Committee or Landowner
Stage 5	License Revoked	Landowner

This structured approach ensures that Plotholders have ample opportunity to correct any issues before license termination.

16.0. PLOT RECOVERY

The process for recovering allotment plots varies depending on the circumstances involved. Below are the procedures for each specific situation:

Plot Abandonment

If a plot is deemed abandoned, the WPAA will initiate the warning procedure outlined. After issuing a second written warning without receiving a response from the Plotholder, the plot will be considered abandoned, and the license will be revoked.

Non-Renewal of License

If a Plotholder fails to renew their License Agreement for the upcoming growing season, the license will automatically terminate at the end of the paid-up period and will be revoked thereafter.

Revocation of License

Licenses will be revoked following the outlined warning procedure, except in cases involving significant negligence or criminal activity. In such instances, both the WPAA and the Landowner have the authority to terminate the license immediately and without prior notice.

Death of Plotholder

In the event of the death of a licensed Plotholder, the license will be frozen for a period of thirty (30) days with no fee accrual. At the end of this period, the license will be terminated, unless requested otherwise by the deceased Plotholder's next-of-kin, who may opt to transfer the license. A new agreement will be required in the case of transfer to ensure continuity.

Plot Clearance and Remediation

In all circumstances, the outgoing Plotholder will be granted a fourteen (14) day period to clear the plot and restore it to bare earth. Failure to comply may result in the WPAA charging the outgoing Plotholder for reasonable clearance work. Any items left on the plot may be salvaged by the WPAA, thereby becoming their property. This policy ensures that plots are promptly prepared for new occupants and maintained in accordance with community standards.

17.0. SITE SECURITY

Ensuring the security of our site is paramount to safeguarding the property and privacy of all Plotholders at Wharfside Park. It is strictly prohibited for any unauthorized persons to enter the site without prior permission. Plotholders play a crucial role in maintaining site security by keeping the main gate securely locked at all times, even when present on their plots. Deliveries should be met at the main gate and escorted onto the premises to prevent unauthorized access; under no circumstances should access codes be shared.

To enhance security measures, the Wharfside Park Allotment Association (WPAA) employs 24/7 CCTV surveillance across the site, monitored by the committee to deter and respond to any suspicious activities. Plotholders also have the option to install CCTV cameras on their individual plots, provided they obtain prior written permission from the WPAA. This cooperative approach ensures a safe and secure environment for all plotholders, promoting peace of mind and protection of personal property.

18.0. PLOT INSPECTIONS

Planned/Scheduled Inspections

Regular planned or scheduled inspections are conducted by the WPAA to ensure compliance with allotment rules and regulations. These inspections are essential for maintaining the overall standards of the site and may include checks on cultivation practices, plot maintenance, and adherence to safety guidelines. Plotholders are notified in advance of these inspections to ensure they have the opportunity to prepare their plots accordingly.

Emergency Inspections

In the event of emergencies such as severe weather incidents or security breaches, emergency inspections may be conducted by the WPAA to assess any damage or safety risks to plots and communal areas. These inspections

are aimed at promptly addressing and mitigating any urgent issues to safeguard the wellbeing of Plotholders and protect site infrastructure.

Landowner Inspections

Periodic inspections by the landowner of Wharfside Park may occur to evaluate overall site conditions and ensure lease agreements are being adhered to. These inspections serve to maintain the integrity of the land and facilities, providing oversight on broader maintenance and development matters within the allotment site.

Inspections as the Result of a Complaint or Formal Warning

Inspections initiated due to a complaint or formal warning are conducted to investigate specific concerns raised by Plotholders or the WPAA committee. These inspections aim to resolve disputes, address violations of allotment rules, or assess the validity of complaints in a fair and transparent manner. They play a crucial role in maintaining harmony and compliance within the community of Wharfside Park.

19.0. INSURANCE

WPAA Insurance

The Wharfside Park Allotment Association (WPAA) maintains comprehensive insurance coverage to protect the interests of our community and its members. This insurance extends to cover essential aspects such as public liability, ensuring that the association is adequately protected against claims arising from accidents or incidents that occur within the allotment premises. This coverage is crucial in safeguarding both the association and its members, providing peace of mind knowing that we are collectively protected against unforeseen liabilities and risks.

Individual Plotholder Insurance

While the WPAA provides general insurance coverage for the association, individual Plotholders are encouraged to obtain their own insurance policies tailored to their specific needs. Personal insurance can provide additional protection, including coverage for personal belongings, tools, and equipment kept on the plot. It is advisable for Plotholders to review their insurance options carefully to ensure they have adequate coverage for potential risks and liabilities that may not be fully covered under the association's policy. By securing personal insurance, Plotholders can mitigate financial risks and protect their assets in the event of unforeseen circumstances or accidents affecting their allotment activities.

20.0. WPAA METINGS

The WPAA holds regular committee meetings to discuss and make decisions on matters concerning the management, development, and governance of our allotment site. These meetings are vital for addressing various issues such as site maintenance, policy updates, financial matters, and community initiatives. Committee members, elected from among the Plotholders, convene to ensure transparency and accountability in decision-making processes that impact the entire community. Meetings are structured to facilitate open dialogue, allowing committee members to collaborate effectively and make informed decisions that reflect the interests and needs of all Plotholders.

Emergency and Annual Meetings

In addition to regular committee meetings, the WPAA convenes emergency and annual general meetings to address specific urgent matters and provide an annual review of activities and finances. Emergency meetings are called in response to critical incidents or urgent issues that require immediate attention from the committee and Plotholders. These meetings ensure swift action and collective decision-making in times of crisis, maintaining the safety and well-being of the community. Annual general meetings (AGMs) are

scheduled annually to report on the association's performance, review financial statements, elect committee members, and provide a platform for Plotolders to voice concerns, propose ideas, and vote on important matters affecting the association's future direction.

Members' Rights to Speak and Vote

At WPAA committee meetings, emergency meetings, and AGMs, all members have the fundamental right to speak and express their opinions on agenda items and issues affecting the allotment community. This right ensures that Plotolders can actively participate in discussions, share insights, and contribute to decision-making processes that impact their allotment experience. Additionally, members have the right to vote on key decisions, including the election of committee members, approval of financial budgets, adoption of new policies, and any other significant matters brought before the meetings. The WPAA values the input and engagement of its members, fostering a collaborative environment where every voice is heard and respected in shaping the future of Wharfside Park Allotment.

21.0. VOLUNTEER WITH US

Joining the WPAA committee or volunteering with us on event days, clean-ups, and fundraising initiatives is a fantastic way to actively contribute to our allotment community. By becoming a committee member, you can participate in decision-making processes that shape the future of Wharfside Park, influencing policies and activities that benefit all Plotolders. Volunteering on event days, such as community clean-ups or fundraising events, allows you to engage directly with fellow members, build camaraderie, and enhance the overall upkeep and vibrancy of our site. Whether you have a passion for gardening, organizational skills, or simply want to give back to the community, your involvement is invaluable in fostering a thriving and supportive environment at Wharfside Park.

22.0. EMERGENCY POWERS

The WPAA committee is vested with the authority to act decisively in emergency and unforeseen situations to safeguard the welfare and security of all Plotholders and the allotment site as a whole. In the event of emergencies such as severe weather events, fire outbreaks, or security breaches, the committee has the power to implement immediate measures to protect lives, property, and resources. This includes the authority to temporarily close the site to prevent access and mitigate risks, ensuring the safety of Plotholders and visitors alike.

Moreover, the committee may enact site closure or access restrictions in response to environmental hazards, public health concerns, or significant infrastructure damage. Such decisions are made with careful consideration of expert advice, local regulations, and the best interests of the community. Communication with Plotholders regarding closures, restrictions, or emergency procedures is prioritized to ensure transparency and adherence to safety protocols.

The WPAA committee's proactive approach to emergency management includes establishing clear protocols and contingency plans to guide responses to various scenarios. These measures aim to minimize disruption, protect valuable resources, and facilitate swift recovery efforts. Plotholders are encouraged to familiarize themselves with emergency procedures outlined by the committee and cooperate fully during such challenging times to uphold the welfare and resilience of Wharfside Park Allotment.

23.0. EVACUATION PROCEDURE

In case of an evacuation at Wharfside Park, all Plotholders must leave their plots immediately and gather at the assembly point near Burntwood Road Bridge by the main entrance.

24.0. CONTACT INFORMATION

It is essential for all Plotolders to maintain up-to-date contact details with the association. Keeping accurate and current information ensures effective communication, important announcements, and for general site management purposes. Updated contact details enable the WPAA to promptly reach Plotolders regarding issues like maintenance schedules, security alerts, or urgent notifications. By ensuring your contact information is current, you contribute to a safe and well-informed community environment, fostering efficient communication and support among all members at Wharfside Park.

25.0. GDPR STATEMENT

The Wharfside Park Allotment Association (WPAA) is committed to protecting your privacy and personal data in accordance with the General Data Protection Regulation (GDPR). We collect and process personal information solely for the purpose of managing allotment plots, maintaining membership records, communicating important updates, and ensuring the security of our site. Your data will only be used for these specified purposes and will not be shared with third parties without your consent, except where required by law. We take appropriate measures to safeguard your information and uphold your rights to access, rectify, or erase your personal data as provided under GDPR regulations. For more details on how we handle and protect your personal information, please refer to our privacy policy available on our website or contact us directly for further assistance.

26.0. MARKETING

We may include images of you or your plot on our social media or marketing platforms, whether online, in print or otherwise. These images are used to promote community activities, showcase the diversity of cultivation practices, and highlight the achievements of our Plotolders. By participating in WPAA events or allowing us to photograph your plot, you grant us permission to use these photos for promotional purposes on our official social media channels, website, newsletters, and other marketing materials.

We respect your privacy and will ensure that any photos used will not disclose sensitive personal information without your explicit consent. If you have concerns about the use of specific photos, please inform us promptly, and we will take appropriate action to

address your preferences. Your participation in our social media and marketing efforts helps to celebrate our community's achievements and encourages others to join us in enjoying the benefits of Wharfside Park.

27.0. ALLOTMENT EVENTS

WPAA Events

WPAA events are organized by the Wharfside Park Allotments Association to foster community spirit, provide educational opportunities, and promote sustainable gardening practices. These events are open to all members and often include workshops, social gatherings, and seasonal celebrations. The WPAA ensures that all events are well-coordinated, safe, and inclusive, adhering to the guidelines set forth by the association. Members are encouraged to participate and contribute to the success of these events, helping to build a vibrant and supportive community.

Plotholder Organized Events

Plotholders are welcome to organize their own events on their plots, such as small gatherings, garden tours, or workshops. However, such events must be approved by the WPAA to ensure they align with the community's values and do not disrupt other members. Plotholders must submit an event plan, including the date, time, and nature of the event, for approval. All plotholder-organized events must prioritize safety, respect for the site, and consideration for neighbouring plots and members. The WPAA reserves the right to impose restrictions or deny approval if an event is deemed unsuitable or potentially disruptive.

28.0. SAFE USE OF DRONES

Plotholders and members are permitted to fly drones over the Wharfside Park site provided that all relevant legislation is adhered to and the drone pilot possesses a suitable policy of insurance, especially if the footage will be used for any commercial purpose. Drones must be flown at a safe height and operated in a manner that does not

endanger visitors or Plotholders. All drone flights should prioritize safety, respect for privacy, and consideration for the enjoyment of the park by all members.

29.0. METAL DETECTING

Metal detecting is not permitted at Wharfside Park. This policy is in place to preserve the integrity of the site and to ensure the safety and enjoyment of all visitors and Plotholders. Thank you for your understanding and cooperation.

30.0. OBTAINING WPAA CONSENT

When this handbook or your license specifies that you must obtain WPAA consent for an activity or structure, you must apply in writing via the Wharfside Park website at wharfside.org/request. Consent must be obtained for certain structures, including those over the specified size, alternative uses of your plot, the placement of skips, and other specified activities.

31.0. EMERGENCY CONTACTS

Landowner 24/7 - Emergency Only	Telephone: 07799837533
Canal & Rivers Trust	Telephone: 0303 040 4040
M6 Toll	Telephone: 0330 660 0790
Lichfield District Council	Telephone: 01527 406643
Walsall Council	Telephone: 01922 650000
Severn Trent Water	Telephone: 0800 783 4444
RSPCA	Telephone: 0300 1234 999

Applying to Join?

A photograph of a wooden allotment box in a park. The box is made of light-colored wood and has a green mesh fence around it. The background shows trees and a clear sky.

Apply online at
wharfside.org/apply

Application review

Your application will be review by WPAA

Grant of allotment license

You will receive a copy of your license agreement to sign

Welcome to Wharfside Park!

You're now a WPAA member! You will receive your welcome pack via email.

