



Membership Policy and Procedures

1. Membership policy

1.1 Membership categories

There are two membership categories; 'keyholder' and 'plothead'. Keyholder and plothead members have equal status and each has a single vote at members' meetings. Applications for keyholder and plothead membership must be made following the application process set out below in section 3 and must be renewed annually. Membership renewal each year is not automatic; see section 3 below.

1.2 Membership subscriptions

The rates for keyholder and plothead subscriptions are set annually at the meeting of the trustees of the Friends of King Henry's Walk Garden held in January and are then approved by the management committee.

Keyholders pay their initial subscription when applying for membership: usually online via PayPal, though cash and cheques are also accepted. Renewal each year is then payable by online bank transfer (which is the preferred option), cash or cheque.

Plothead applicants do not pay a fee until they have been allocated a plot. Once allocated a plot, the subscription is paid by online bank transfer (which is the preferred option), cash or cheque.

Subscriptions are a minimum sum; contributions above this amount towards the cost of running the garden are welcome. Subscriptions will be reduced by two-thirds for plothead members who join in the last quarter of the membership year. Those who join as a keyholder in December to February carry their membership across to the end of the following membership year.

If a keyholder or plothead membership is forfeited for any reason other than non-payment (see section 3.4 below), fees paid for that year will be retained by the Friends of King Henry's Walk Garden.

1.3 Membership year

The membership year runs from 2nd March to 1st March the following year. Applications for membership will be accepted at any point during the year. Renewal of applications will take place in February each year when renewal notices are sent by email or post. The gate code will change with each membership year and the new number will be issued to all members who have completed the renewal process.

1.4 Member's responsibilities

Members' rules are set out in the Garden Rules and Code of Conduct. By accepting a membership, members and their family/household using King Henry's Walk Garden agree to abide by the Garden Rules and Code of Conduct.

Members must not give the gate number to access the gardens to anyone else.



All members must enter the gardens using the keypad access. If plotholders want a friend who is not a garden member to tend their plot while they are away, they must arrange for the friend to take out keyholder membership.

Members found to be in breach of any of the garden rules will be issued with a warning letter, which may be followed by forfeiture of membership and plot, depending on the severity of the breach as assessed by the management committee. Breaches of an extremely serious nature, for example involving violence or criminal behaviour, may be liable to immediate forfeiture of membership and plot and denial of future access to the garden.

1.5 Membership communications and data protection

Members can choose if they wish to receive membership communications, notice of meetings, newsletters, etc. by post or by email. It is a member's responsibility to ensure that their contact details held on the membership database are up-to-date. Members may request a print-out of their details held on the database by contacting the Membership Secretary. Members' details held on the membership database may be used by a member of the management committee for King Henry's Walk Garden business only. Members' details will not be sold or passed on to third parties.

1.6 Catchment area

The catchment area for King Henry's Walk Garden is as described on the map published by the management committee on the website www.khwgarden.org.uk and displayed in the hut.

2. Membership eligibility

2.1 Keyholder membership

It is the intention of the management committee for as many local residents as possible to benefit from, and contribute to, the general amenity and facilities provided by King Henry's Walk Garden, subject to limits on the capacity and safe working of the garden. For this reason, the management committee may, from time to time, limit the number of keyholder memberships. Keyholder members may live outside the catchment area.

All keyholder members are encouraged to contribute to the communal nature of the garden. Keyholder members may apply for plotholder membership following the process outlined in section 3 below. Plotholder members who wish to surrender their growing plot may do so at any time and may continue as keyholder members.

2.2 Plotholder membership

Plotholder membership is restricted to residents living in the catchment area at the start of each membership year. Only one growing plot will be allocated per membership/household. All plotholder members are required to contribute to the communal nature of the garden as described in section 4 below. As the number of growing plots is restricted, priority will be given to applicants for plotholder membership in the following order:



- a. the applicant has already made a significant and continuing contribution to the development and/or running of the garden;
- b. the applicant has special needs/disability which mean that they would benefit particularly from access to the garden (supporting documentation may be required);
- c. the applicant has no access to any private, communal or other outside space, including allotments elsewhere;
- d. the applicant has access to minimal private, communal or other outside space (but not allotments elsewhere), such as a balcony, patio, yard, terrace, small garden or basement area, or combination thereof. In all cases this should not exceed 40sq m in total;
- e. the applicant has access to a communal or private garden exceeding 40sqm (but not allotments elsewhere).

If a plot holder moves out of the catchment area during the membership year they may either surrender their growing plot immediately or at the end of the membership year in which they move.

If there are more applicants in a category than plots available, applications will be considered within that category on a first come first served basis, according to section 3.3 below.

3. Membership application process

3.1 How to apply for keyholder and plot holder membership

Applications for membership can be made at any point during the membership year. Online application forms are available on the website www.khwgarden.org.uk, or alternatively paper forms are available in the hut. Completed paper application forms should be returned directly to the Membership Secretary.

3.2 Consideration of applications for membership

Applications are welcome from all individuals over the age of 18 irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation, ethnic or national origins, family circumstances, nationality, political beliefs and affiliations, socio-economic background, or other quality. On receipt of applications the Membership Secretary will first check all applications for completeness, requesting further information if necessary. In the case of an application for a plot the Membership Secretary will check that the applicant lives within the catchment area. An acknowledgement of receipt of the application for a plot will be sent and the applicant will be added to the waiting list. Keyholders, once payment has been confirmed, will receive a welcome to the garden information pack by email or post.

3.3 Plot holder waiting list

If there are more applicants than plots available, a waiting list will be established. Priority on the waiting list will be given according to section 2 above, not on how long the

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applicant has been on the list. It is therefore possible for an applicant's position on the waiting list to vary according to the relative priority of their application. An offer of plotholder membership to an applicant on the waiting list is dependent on payment of the subscription and verification of the applicant's address (copy of council tax bill or current utility bill). Annually the Membership Secretary will contact those on the waiting list to check their continued interest and eligibility.

3.4 Forfeiture of plot

Plotholders who fail to pay the appropriate fees, neglect their plots or fail to fulfil the obligatory duties set out in section 4 below will receive one written warning either by email or letter. If the management committee is not satisfied about remedial action within six weeks, the plot will be forfeited and reallocated.

3.5 Membership renewal

Members will be offered an opportunity to renew their membership in February of each year. Membership renewal is not automatic and the management committee reserves the right not to renew the membership of a member who is not, in the opinion of the committee, abiding by the Garden Rules and Code of Conduct.

3.6 Appeal process

If a member disagrees with the management committee's decision to forfeit their plot or not renew membership they may appeal to the Chair in writing within three weeks of notification of the committee's decision. The Chair will reconsider the decision with the assistance of two members not connected with the committee or the appellant. The Chair's decision is final.

4. Communal activity

4.1 Membership duties

All members are expected to contribute to the communal nature of the garden by assisting in the maintenance of communal areas and undertaking practical activities to ensure the smooth running and ongoing development of the garden.

Plotholder members must contribute to communal activities in support of the garden, to include at least three weekend afternoon rota duties and staffing for at least one fundraising event as a condition of their agreement. Failure to meet these obligations will result in forfeiture of their plot; see section 3.4 above.

Date: January 2024