

Trumpington Allotment Society

Trumpington Allotment & Garden Society Ltd. Reg. No. 13184R

SCHEDULE P

HOUSE RULES AND MANAGEMENT OF THE POLYTUNNEL

1 Introduction

- 1.1 Although the management of the community polytunnel develops as a result of use and experience, the following points should be considered our set of rules and guidelines. They are additional to the main allotment tenancy agreement, which also applies to your Polytunnel Plot.
- 1.2 One needs to liken the structure and cladding to an egg. It is strong and reasonably robust because of its monocoque construction, but damage, pierce or break the shell and it becomes useless.
- 1.3 The rules could be endless but common sense and respect for your neighbour form the basis of this document. As the Tenant of a Polytunnel Plot you must take note of each of the following and comply with the requirements therein.

2 Polytunnel Manager

- 2.1 Overall responsibility for the polytunnel resides with the Association's committee but the day to day management is the responsibility of the Polytunnel Manager.

3 Communications and consent for sharing of contact details amongst Polytunnel tenants

- 3.1 Each Tenant's name, phone number and email address will be recorded and made available to the other tenants of Polytunnel Plots as described in this clause. By her confirmation in Schedule 2, the Tenant consents to her phone number and email address being circulated to other tenants for this purpose.
 - 3.1.1. The Polytunnel Manager will display a Communications List of the names and phone numbers of all tenants in the polytunnel. This list will be disposed of securely each year and replaced with an updated version.
 - 3.1.2. The Polytunnel Manager will send a list of all tenants' email addresses to all tenants.
 - 3.1.3. The Tenant may use the phone numbers and email addresses of other tenants solely for the purpose of communication about door opening/closing and other day to day issues at the polytunnel.

4 Door Rota

- 4.1 The polytunnel doors should be opened/closed each day by the duty person named on the door rota list, which is posted up inside the polytunnel. The duty person should also change the two external doors signs accordingly. All Tenants are expected to take their turns on the door rota, which will be issued each year.
- 4.2 The Tenant must not miss 3 or more of his door rota slots in any one calendar year without reasonable excuse. If this happens, his tenancy of the Polytunnel Plot may be terminated.

5 Off Rota Door Changes

- 5.1 When you visit and you are not the duty person, when you depart you should normally leave the doors exactly as you found them. If you ever open/close off rota (that is, you are not the duty person) then you **must** inform the duty person immediately using the phone number on the Communications List.

6 Doors Closed In Winter

- 6.1 From late autumn until spring the doors are usually kept permanently closed.

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7 Maintenance Issues

7.1 Any day to day problems with the polytunnel, e.g. maintenance, should be brought to the attention of the Polytunnel Manager or a member of the committee.

8 Side Vents

8.1 The side ventilation system should not be activated other than by the designated person, who will arrange for the ventilation to be open during the warmer months and closed during colder periods. The designated person is Jerry Greggain or successor as advised by the Association.

9 Friends and Helpers

9.1 The Tenant of the Polytunnel Plot is responsible for ensuring that any friends/helpers are fully aware of these rules and that they abide by them.

10 Weeds and Waste Disposal

10.1 The Tenant should keep her plot and its surrounds free of weeds.

10.2 The Tenant should dispose of spent compost from containers and growbags on his outside plot or, by arrangement, on another tenant's outside plot. The Tenant must not put spent compost in communal compost bins or in the hedge.

10.3 At the end of the growing season the Tenant must dispose of all of his tomato plants off site. No tomato plants may be disposed of on the Allotment Land.

10.4 The Tenant should remove all weeds and detritus from his Polytunnel Plot and dispose properly in compost bins or off the Allotment Land.

11 Fire risk

11.1 The Tenant must not light a fire or use a naked light or smoke inside the polytunnel.

12 Machinery and equipment

12.1 No machinery may be used or stored inside the polytunnel or outside within 1 metre of its perimeter. Wheelbarrows should not be stored in the polytunnel. Only garden equipment needed for use in the polytunnel may be stored therein.

13 Clearances

13.1 The Tenant must not hang anything from the tubular structure other than the cross bars and must ensure that climbing plants do not extend above the bar.

13.2 The Tenant must not cause any obstruction of the ventilation system mechanism. The polytunnel side panels must always remain clear of obstructions.

13.3 The Tenant must not allow staging to touch the polytunnel cladding.

14 Access and Cultivation

14.1 The Tenant may only access his plot from the central path and not via neighbouring plots.

14.2 Cultivation of plots can either be conventional or in containers/growbags using a groundcover base. We recommend Hypex 100.

15 Trees etc

15.1 No trees, shrubs or bushes are to be planted in the polytunnel.

16 Cane Toppers

16.1 Great care should be taken when using canes to avoid rupture of the cladding. **Cane toppers must be used.**

17 Neglected Plots

17.1 Plots that are being neglected will be brought to the attention of the Committee. There is usually a waiting list for a plot, so we cannot afford to have plots that are not being used properly.

Please attach this sheet to the Tenancy Agreement