

TRUMPINGTON ALLOTMENT SOCIETY

HOUSE RULES AND MANAGEMENT OF THE POLYTUNNEL

Although the management of the 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 your allotment tenancy agreement, which also applies to your polytunnel plot.

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.

The rules could be endless but common sense and respect for your neighbour form the basis of this document.

1. **Polytunnel Manager.** The overall responsibility for the polytunnel will reside with the committee but the day to day management will be the responsibility of the Polytunnel Manager, Dave Fox. Dave can be contacted by email at fox@allotments.net or on 07961 374654 (text message preferred to phone call).
2. **Door Rota.** The doors in the polytunnel are opened/closed each day by the duty person named on the door rota list, which is posted up inside the polytunnel. Whichever member is responsible will also change the external doors signs accordingly. All members will be expected to take their turn on the door rota, which will be issued each year. Should a member miss 3 of their door rota slots in any one year, that member's plot may be forfeited.
3. **Off Rota Door Changes.** 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 list posted up inside the polytunnel.
4. **Doors Closed In Winter.** From late autumn until spring the doors are usually kept permanently closed.
5. **Side Vents.** The side ventilation system should not be activated other than by the designated person, Jerry Greggain, who will arrange for the ventilation to be open during the warmer months and closed during colder periods.
6. **Maintenance Issues.** 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.

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7. **Friends and Helpers.** The named polytunnel plot holder is responsible for ensuring that any friends/helpers are fully aware of these 'House Rules' and that they abide by them.
8. **Weeds.** Members should keep their plot surrounds free of weeds.
9. **Dispose of Waste.** All weeds and detritus should be removed from the polytunnel and disposed of in compost bins or be removed from site. There is no room for heaps of rubbish.
10. **Fire risk inside.** No smoking or naked lights.
11. **Fire risk outside.** No bonfires within 50 metres of the polytunnel.
12. **Machinery.** No machinery inside the polytunnel or adjacent to the exclusion zone. Equipment such as wheelbarrows should not be kept in the Polytunnel.
13. **Clearances.** Nothing must be hung from the tubular structure other than the cross bars (where climbing plants must not extend above the bar) and nothing at the back of the plots should obstruct the ventilation system mechanism, the polytunnel side panels must be clear of any boxes etc.
14. **Staging Restrictions.** No staging to be higher than 750mm (30 inches) nor should it come into contact with the Polytunnel cladding.
15. **Access.** All access to the mini-plots off the central path must be over the allocated mini-plot.
16. **Cultivation.** Cultivation of plots can either be conventional or in tubs/grow-bags using a groundcover base. We recommend Hypex 100.
17. **Trees etc.** No trees, shrubs or bushes are to be planted in the polytunnel.
18. **Cane Toppers.** Great care should be taken when using canes to avoid rupture of the cladding. Cane toppers must be used.
19. **Compost Disposal.** Compost from used pots and growbags should be disposed of on user's external plot, not in allotment compost bins and not in the hedge nearby.
20. **Tomato Plant Disposal.** At the end of the season all tomato plants should be taken home and disposed of in your green bin, none are to be disposed of on site.
21. **Neglected Plots.** 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.