

BOURNEMOUTH EAST ALLOTMENT SOCIETY LTD

INSTRUCTIONS FOR ERECTING A SHED, TOOL STORE OR SIMILAR STRUCTURE AND FOR THE USE OF SLABS OR SIMILAR MATERIAL

Tenants must remember:

- No structure may be erected or slabs laid without written permission. An Application Form is available.
- If you leave your plot, you may be required to remove your shed or structure and also the slabs or similar material unless it can be sold on to the next tenant.
- All slabs, including those to go under or round a shed or other structure, must be detailed on the application form.
- A maximum of 25% of the plot in total may be used for sheds, structures, slabs and fixed compost bins (i.e. a minimum of 75% of the plot **MUST** be cultivated) provided that:
 1. Any structure must be sited in an agreed position on the plot being 60cms (2ft) from any boundary fence and 30cms (1ft) from any pathways. It must be sited so that it creates a minimum of shadow to neighbouring plots and opens onto the plot holder's own plot and not onto a pathway.
 2. Normally, only one shed per plot of a robust construction is allowed with non-glass windows, such as polycarbonate. It must not exceed 2.5 metres long x 1.8 metres wide and 2.25 metres high (8ft x 6ft x 7ft) on a full plot or 2 metres long x 1.2 metres wide and 2.25 metres high (6ft x 4ft x 7ft) on a half or mini plot. It must have provision for making it secure and be maintained in a good condition and should be treated with a surface finish. Tenants on a mini plot may find that a tool store is sufficient.
 3. Sheds may only be used for the storage of tools and equipment for the cultivation of the plot. Storage of inflammable liquids or gas cylinders is not allowed and great care should be taken in the storage of pesticides.
 4. All slabs and similar material must be free-standing and may only be laid on the soil, washed sharp sand and weed suppressant membrane or equivalent.

Laying paving slabs

Generally, the soil on our site is sandy in nature and provides a reasonable base for the laying of slabs. In areas where the soil has been regularly dug and cultivated for some while, it may be soft or spongy and some further stabilisation may be required for the intended base. In this case it is permissible to use a small quantity of clean, sharp sand to form a base.

Sharp sand is available in 20 Kg bags from merchants such as Travis Perkins, B&Q, Homebase or Wickes and is also conveniently available from the site shop. **DO NOT USE** loose or bulk sand (which may be contaminated) or builders' sand (which is too soft and will not form a stable base).

Paving slabs come in a variety of materials, sizes and thicknesses. The larger and thicker the slabs are, the more difficult they are to handle. 450mm x 450mm x 32mm thick slabs are the easiest to use. N.B. The use of building bricks for any use is not permitted on site.

After marking out the ground for the slabs and levelling it with a rake, removing any stones and other debris, cover the entire area to be paved with a layer of landscape fabric. This stabilises the ground and suppresses weed growth, but allows the water to drain. Spread 20-40mm of coarse sharp sand on top of the landscape fabric.

Carefully lay the slabs, tapping them in place with a rubber mallet, ensuring they are level and that they butt against each other. This will prevent potential trip hazards caused by uneven slabs. Brush sharp sand in between the slabs to help to stabilise them. **DO NOT** use cement either mixed with the sand beneath the slabs, or as a mortar between the slabs.

Remove any excess sand and slabs from the site.

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INSTRUCTIONS FOR ERECTING A GREENHOUSE OR POLYTUNNEL

Tenants must remember:

- No structure may be erected without written permission. An Application Form is available.
- If you leave your plot you may be required to remove your greenhouse and/or polytunnel.
- A maximum of 20% of the cultivated area can be under covered structures, defined as a greenhouse or polytunnel, provided that:
 1. A maximum of two covered structures for cultivation are permitted per plot.
 2. Only one “greenhouse” structure per plot of a robust construction in good quality wood or metal is allowed with non-glass windows, such as polycarbonate. It must be robustly constructed, must not exceed 3.0 metres long x 1.8 metres wide and 2.13 metres high (10ft x 6ft x 7ft high).
 3. The maximum size of a polytunnel is 5 metres long x 3 metres wide and 2.13 metres high (16ft x 10ft x 7ft). Only commercially manufactured polytunnels will be allowed and must be of a robust construction. All polytunnels must have provision for making them secure and be maintained in a good condition.
 4. If any damage is caused to the polytunnel or greenhouse, it must be repaired within 3 weeks to the Committee’s satisfaction, or removed. Failure to repair or remove the polytunnel or greenhouse within this time will result in the Committee arranging for its removal, having given 7 days prior warning to the tenant.
 5. Any structure must be sited in an agreed position on the plot being 60cms (2ft) from any boundary fence and 30cms (1ft) from any pathways. It must be sited so that it creates a minimum of shadow to neighbouring plots and opens onto the plot holder’s own plot and not onto a pathway.
 6. Greenhouses and polytunnels may only be used for cultivation and will, therefore, be considered to be part of the 75% of the plot under cultivation and may not simply be used for general storage.