

## **BUILDINGS AND STRUCTURES GUIDANCE FOR TOWN MOOR WARTIME ALLOTMENT SITES**

Guidance and specifications for the construction of buildings and structures on allotment plots.

No buildings or structures such as polytunnels, fruit cages, greenhouses, fences, compost bays or sheds may be erected until an application has been made to the Allotment Committee and written permission has been granted.

If the building/structure fails to conform to the specifications the plotholder may be required to effect alterations, or remove the building/structure, entirely at the plotholder's own expense.

Historically, there are a number of buildings / structures present on sites which fall outside of the standards defined in this document. It is important that efforts are made to bring these in line with this document. Any buildings / structures that are considered to be unsafe will need to be removed or repaired (if possible) following the application process attached. However, if the plot holder were to hand the plot back to the association, then the committee should ensure that buildings / structures that do not meet the revised criteria are removed before the plot is re-let.

All Allotment Associations must adhere to this document along with any site specifics within their Rules & Constitution.

### **Approval**

- The erection of any building or structure is dependent upon 'prior' approval by the Site Committee, Allotments Officer and Stewards Committee of the Freemen.
- Prior approval is sought by the plotholder making an application in writing to the Site Committee including a diagram, measurements and materials (see attached application). If the Site Committee is minded to grant approval to the proposal, it must seek written consent from the Allotment Officer before issuing any approval to the plotholder.
- The Allotment Officer will consult the Stewards Committee of the Freemen before giving consent. Once approved, it is recommended that two copies should be drawn up, one to be retained by the committee and the other by the plotholder.
- Materials should not be ordered or delivered prior to approval.
- As part of the approval process, the plotholder will discuss and agree with the management committee the location of any proposed building / structures.

### **Location**

- Due regard must be given to overall Site Plan and environmental impact.
- **Access** – a 0.5 metre pathway should be kept around buildings for maintenance and access purposes.
- Buildings/ structures should not be positioned where they might create problems of shade, water runoff, access, or any other difficulties or hazards for neighbouring plot holders or problems for other users or neighbouring residents.
- All buildings to be of a semi-permanent nature (i.e. minimal or no foundations).

### **Dimensions**

- The apex of any building /structures shall not exceed 8ft 6in. Maximum dimensions of sheds / greenhouses / polytunnels not to exceed 10ft x 8ft.
- No more than 25% of an allotment may be taken up by buildings / structures.
- A minimum of 75% of an allotment should be open to cultivation.
- Chrysanthemum covers and similar – height should not exceed 7ft, timber should not exceed 2 in x 2 in, covers to be allowed 01.08 – 30.11. These covers are regarded as temporary structures and may be in addition to the 25% permanent structure rule.

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| <b>Materials</b>        | <ul style="list-style-type: none"> <li>• Sheds must be of sound treated timber or pre-formed commercial construction.</li> <li>• Timber should be treated or painted in discreet or subdued colours specified in the approval application.</li> <li>• Greenhouses may be timber or aluminium.</li> <li>• UPVC is not allowed, likewise recycled windows and doors (except for cold frames) thus avoiding structures which convey a ramshackle appearance.</li> <li>• Polytunnels should be of a commercial standard and regarded as a variation of greenhouses.<br/> <b>NB</b> the 25:75 rule applies. There is no requirement to remove the polythene covers at season's end, this practice shortens the life of an expensive structure.</li> </ul> |
| <b>Glazing</b>          | <ul style="list-style-type: none"> <li>• Shall be of glass (preferably toughened) horticultural Perspex or clear polythene, or clear acrylic/PVC.</li> <li>• Corrugated or opaque materials are not recommended.</li> <li>• Adequate glazing bars must be used.</li> </ul>   |
| <b>Maintenance</b>      | <ul style="list-style-type: none"> <li>• All building / structures should be regularly maintained. No stipulation is made other than that identified during bi-annual site inspections.</li> </ul>   |
| <b>Heating</b>          | <ul style="list-style-type: none"> <li>• The whole of Newcastle has been declared a smoke control area. Therefore only authorised smokeless fuels can be used (paraffin, bottled gas or other forms of smokeless fuels).<br/> Due regard must be given to safe storage and regular disposal of gas bottles.</li> </ul>   |
| <b>Internal Fences</b>  | <ul style="list-style-type: none"> <li>• Maximum height 3ft, construction post and wire. Post 2 x 2 in two or three strands of wire, galvanised or 2 x 2 post and rails. Use of corrugated sheeting or other materials should be discouraged.</li> <li>• The use of barbed wire, razor wire or similar on an allotment plot is prohibited.</li> </ul>  |
| <b>Water Collection</b> | <ul style="list-style-type: none"> <li>• Plot holders are encouraged to collect water from building roofs. Water storage should be in containers which are not sunk into the ground and thereby avoid potential danger. Site inspections should monitor water features and storage in light of risk.</li> </ul>  |

You should use the attached application form if you are the registered plot holder and would like to construct or erect a building / structure on your plot or alter, extend, replace or move an existing building / structure.

Building / structures you need to apply for include polytunnels, fruit cages, greenhouses, fences, compost bays, sheds etc.