

### **2011 –Allotment policy**

- Policy document will be put on website and sent out with TA renewals.
- TA's to include clause stating that policies have been read and accepted by tenants
- Vehicles are only allowed on the main track and in the designated car parking areas
- The water will be on during British Summer Time only

### **Waiting lists**

- Proof of residency must be shown at time of submitting waiting list proforma.
- Only Bishop's Cleeve residents are eligible for plots
- If a plot offered is refused then person goes to bottom of waiting list without being able to specify preferences.
- Waiting list to be left open in order to gauge demand for future planning
- An Annual update of waiting list in March via a mail shot will be undertaken including confirmation of residency compliance
- Resident will be informed of position on waiting list and asked if they still wish to remain on list.

### **Representation and communication**

- Any plot holder and/or their representatives may attend Committee meetings
- Dates of committee meetings are published on website and village notice boards
- An Annual meeting is held in Spring for all plot holders to attend
- Some plot holders have formed an association. Contact details are found via a link on the parish Council website
- The Council would support Plot holders if they wish to be represented by a user group
- Inspection letters have a slip which should be returned to the office within 14 days of receipt
- Tenants who receive a notice to remedy letter have the option to appeal to the Committee providing they return the slip within 14 days of the date of the letter
- Tenants have no right to appeal eviction once the eviction notice is served.
- The Complaints policy of the Council is available on the Council's website

### **Tenancy agreements**

- Tenancy Agreements are to be signed and accompanied by payment
- Office will also send out "Tips booklet" and Data protection form which will need to be returned
- Tenancy agreements are annual documents and automatic renewal should not be presumed.
- Audit of current addresses will be undertaken before renewal TA's are sent out
- Renewal Tenancy Agreements are sent out with Updated tips booklet, policy document & questionnaire and invitation to Annual meeting first week in April
- The co-worker register is set up to allow existing tenants who share a plot to pass the plot onto the co-worker should the plot holder wish to give up.
- The Co-worker must be registered with the parish office at the earliest opportunity
- Bishop's Cleeve Parish Council have based their TA's on NALC standard format of tenancy agreement

## **Plots**

- In future standard plot size will be approx 100m<sup>2</sup>
- Existing tenants will not be allowed more than one plot
- No new plots will be created at Norettenham site
- New tenants are responsible for taking on plots in the condition that they are found .
- Vacating tenants are responsible for removing any items contrary to terms and conditions of TA
- Sheds are allowed as long as they are in keeping with existing sheds on site and do not cause nuisance to neighbours.
- No carpets are allowed on site
- 75% of plot should be cultivated meaning evidence of digging/growing with 50% active with growing vegetables or soft fruits
- Fruit trees are allowed up to 15% of plot other than by specific agreement of Committee
- Weeds should not be allowed to cause a nuisance to neighbouring plots
- Trees must not cause nuisance to neighbours with plot holder responsible for any liability arising from trees within plot boundaries
- No cockerels or other fowl are allowed
- No other livestock are allowed
- Plot holders are responsible for plot numbers and boundaries of individual plots, including fencing or hedgerows
- An Officer of the Council inspects plots between March and October at approx 6 weekly intervals.
- Any plots causing concern will be photographed and kept on file. The Inspection Process will be carried forward for 2 years.