

**ST CLEER PARISH COUNCIL
PROCEDURE FOR THE ALLOCATION AND MANAGEMENT OF THE ALLOTMENT GARDENS
AT BAKERS HILL, ST CLEER**

APPLICATION FOR A PLOT

1. On receipt of an expression of interest the applicant will be referred to the Allotment Association for informal visit and site survey
2. Should the applicant be settled with a plot the Allotment Association will advise the Clerk and the Applicant of the state of the plot being adopted and pursuant to paragraph A or B of section 4 a fee for the year will be settled
3. The number of the plot and the fee will be specified in the tenancy agreement which will be prepared by the Clerk and sent by E mail to the Allotment Association and the applicant. Paper copies can be collected from The Sports Pavilion
4. Access to the Allotment will not be given unless the agreement has been signed and the fee agreed paid in full. The first payment may be made by bank transfer using
 - a. Sort Code: 60 83 01
 - b. Account: 20410939
 - c. Name: St Cleer Parish Council
 - d. Reference: Plot number allocated
5. Should this not be possible then a cash payment can be made to the Caretaker at The Sports Pavilion by arrangement

ANNUAL RENT

1. This will be paid by Standing Order to the Parish Council annually on or before the 10th of April in any given year
2. Standing Orders that fail or are cancelled will be subject to an invoice and £12 administrative fee for collection
3. Any monies not collected by XXX will, pursuant to paragraph 14 of the agreement, necessitate the termination of the agreement; The clerk will advise the Allotment Association if this is the case. For the avoidance of any doubt this date will be on or after the 22nd of May in any given year
4. Any monies not collected by the Allotment Association by XXX will, pursuant to paragraph 5 of the agreement, necessitate the termination of the agreement. It will be the responsibility of the Allotment Association to issue the letter to terminate the agreement and advise the Clerk

LACK OF CULTIVATION OR LACK OF COMPLIANCE

1. Should the Allotment Association define that a plot is not appropriately cultivated or the behaviour of the Tenant in using their plot does not meet with the standards laid out in paragraph 9 of the agreement they will be at liberty to request that the Clerk dispatches a Stage 1 letter to the tenant
2. This request for action will be accompanied by photographic evidence to support the assertions or a clear outline of the issues which are causing nuisance at the Allotment Garden
3. The letter will be copied to the Allotment Association
4. If the tenant contacts either the Clerk or the Association the one will advise the other
5. If remedial action is taken the matter will be closed

6. Should there be no contact or no action the Stage 2 letter will be issued
7. The letter will be copied to the Allotment Association
8. If the tenant contacts either the Clerk or the Association the one will advise the other
9. If remedial action is taken the matter will be closed
10. Should there be no contact or no action the Notice to Quit will be issued
11. 30 days after the Notice has been issued the plot may be cleared at the cost of the tenant (the Allotment Association will need to advise the Clerk in this regard); once Cleared the allotment can be re let. Should the person taking over the plot be so minded they may clear the site and receive a rent rebate in keeping with paragraph B of section 4

TERMINATION

1. Should the Allotment Association become aware that a tenant is quitting they will advise the tenant that this matter is to be exclusively dealt with by the clerk and that plots left in disarray will incur charges

NON-ST CLEER RESIDENTS

The Parish Council permits the allocation of allotment gardens to tenants living outside the Parish boundary; tenants living outside the Boundary pay the amount for their plot that they would do in their own locality; A second waiting list is kept for non-residents who will only be offered plots that would otherwise remain empty.

ALLOCATION OF PLOTS

Essentially this is operated on a first come first served basis (date of application basis), save in relation to tenants from outside St Cleer.

The applicant will be offered a maximum of 3 plots and if they choose to reject them, they will be placed at the bottom of the list

If all residents on the waiting list are satisfied or have refused plots, they will be offered to the person at the top of the non-residents list by date

Once a non resident has assumed responsibility for the Allotment they will be treated like any other Allotment Tenant.

ADDITIONAL PLOTS

Should there be no waiting list; a tenant of a single plot may apply for a second plot however should the waiting list become extensive (measured in more than a 1 year wait) Parish holds the right to give notice on the second plot

A second plot cannot be given in the context of a waiting list from residents of St Cleer.