

Ebley Allotments Waiting List and Plot Allocation Policy January 2024

Ebley Allotments Association holds a Waiting List. This is coordinated and managed by the Secretary ebleyallotments@gmail.com.

Eligibility for applicants:

- Residents of Cainscross who do not already have a plot elsewhere or are in process of moving to Cainscross and can provide a full postal address when at the top of the list
- Non residents wishing to apply for a plot on the Ebley site (without a plot elsewhere).
- Current plot holders on the Ebley site who wish to move plots or wish to increase their plot size (maximum a plot holder/ household can hold is 10 lugs*).

** A lug is a traditional measurement for allotments and used by Ebley Allotments Association for identifying plot size and plot fees **. A full size plot is 10 lugs ie 10 yards x 30 yards or approx 250 sqm. Our smallest plots are 2 lugs (10 yards x 6 yards/ approx 50 sqm). Most plots are medium size/ 5 lugs and there are a number of large/ full size plots).*

Priority:

1. Residents of Cainscross. The tenancy conditions with Cainscross Town Council are such that priority must be given to named adult individuals (who may represent a family/household) resident in Cainscross.
2. Non residents
3. Current plot holders who wish to increase their plot size subject to conditions.

Special conditions for current plot holders:

The current plot holder can only be offered a larger plot (when available) if the following conditions apply:

- The current plot holder must be willing to relinquish their current plot if there is a Waiting List (Priority 1 and 2) in order for it to be made available for the next applicant on the Waiting List. If this is declined, then the same offer is made to the next current plot holder who has agreed to relinquish their current plot. Current plot holders can also ask that their name is retained or removed from the list.
- If there are no applicants on the Waiting List then the current plot holder will be offered an available plot as long as the total for the household does not exceed 10 lugs/ 250 sq m.

When a plot/ plots become/s available, the next new applicant on the Waiting List in Priority 1 is contacted to check whether details are still correct and if still interested.

If there are no Cainscross residents on the Waiting List, then the next applicant will be contacted according to priority.

Register of applicants and priority:

Eligible applicants will be placed on the Waiting List in priority order 1 (see above) and then date order.

Application to be placed on the Waiting List:

- Applicants wishing to acquire a plot apply to the Secretary by email ebleyallotments@gmail.com and should provide their name, address/ postcode and telephone number. If, out of the Cainscross Ward, then they are advised of the Waiting List policy regarding priority.
- Current plot holders wishing to change or increase/ decrease their plot should also contact the Secretary.
- All new applicants are sent an Introduction to Ebley Allotments (and signposted to the website) and are asked a few general questions regarding their experience and preferred size of plot.

Process for allocation of plots for new applicants:

The applicant is invited to view the available plot(s) with two members of the Committee. This is an opportunity to ask questions.

We often do not know when a plot/ plots become available, so new applicants should consider whether the plot they are viewing is suitable bearing in mind their time, capacity and experience. The applicant/s are given 48 hours to consider whether or not they wish to take the plot and this needs to be confirmed by email to the Secretary (or by telephone if no email).

If an applicant agrees to take on a plot, the Secretary will email to confirm the plot number, size in lugs and any arrangements regarding a shed etc. The new Tenant will be sent a copy of the Tenancy Agreement and a Welcome Letter providing further useful information.

Details will be recorded on the database and the Treasurer will inform the tenant of the plot fee and membership fee of the National Allotments Association.

If there is a shed/ polytunnel, then the applicant is advised whether or not this is available to purchase from the previous Tenant (if owned) or agree to make a donation to Ebley Allotments Association. See Shed Policy. If there are tools/ water butts/ compost bins on the site, then the new plot holder is offered them free of charge (or they will become the property of Ebley Allotments Association).

Rubbish etc left on site. Sometimes, there is rubbish left on the plot. A Committee Member will advise a new plot holder how to dispose of it safely and will assist if possible.

Plot Fees

The tenant shall pay a yearly rent as determined by the Annual General Meeting in March. The plot fee and NSALG membership are non-returnable unless there are exceptional circumstances.

Plot fees are calculated by lug size, currently £1.50 per lug.

1st April – end of October: full plot fee. If plot very unkempt then 2 members of the Committee can agree 50% plot fee.

1st Nov – end of March: no charge.

The tenant shall pay the annual membership fee of the National Association of Allotment Gardeners (NSALG) irrespective of when they take on a plot. Membership of the NSALG ensures there is third party insurance and access to benefits such as reduced costs for ordering King's Seeds and access to information and guidance.

Plot holders are restricted to a maximum of 10 lugs per household.

Additional Notes

If a new applicant declines a plot they are offered for reasons of size or not good timing and wishes to remain on the waiting list then this request will be treated sympathetically. If an applicant declines the offer of a plot three times, then it is deemed that the applicant no longer has interest and will be advised that their name will be removed from the Waiting List.

Applicants on the Waiting List will be contacted annually in December or January to determine whether they wish to remain on the list and whether there are any changes of circumstance. If there is no response within 28 days, their details will be removed from the Waiting List.

Shed/ Polytunnel Policy

'Sheds should not exceed 6ftx4ft (1.83x1.22m) and up to 6ft 6ins high (2m) high and also be fitted with guttering, down pipe and water butt. Greenhouses shall not contain glass. Polytunnels should not exceed 6ft6ins x 9ft3ins (2m x 3m).'

When a plot holder leaves a plot with a shed/ polytunnel the following applies:

- If the shed/ polytunnel has been bought either from Ebley Allotment Association or by another means (secondhand or new) and wishes to sell to a new plot holder then this must be put in writing to the Secretary so that it can be offered to a new plot holder with the price/s being sought. If the

new plot holder wishes to purchase, then the arrangements for sale/ purchase will be made privately and by agreement.

- If the new plot holder does not wish to purchase, then the original plot holder is required to remove the shed within one month of relinquishing the plot or donating to Ebley Allotments Association for allocation and sale to another plot holder. The plot holder can also offer for sale on the Friends of Ebley Allotments Facebook page.

- If a shed/ ploytunnel and contents are not removed within one month, then it is deemed to become the property of Ebley Allotments Association.

- If a new plot holder is offered a plot with a shed that has been donated then the new plot holder has the option of buying the shed and the price is agreed and paid either by cash (in an envelope clearly marked with name, plot number) or by BACS (contact the Treasurer). A receipt will be issued and acknowledged by email.

- similarly, if any tools are not removed within one month of a tenant leaving a plot then they will become the property of Ebley Allotments Association and offered to new plot holders.