

Roehampton Garden Society (RGS) Objectives and Procedure on “Offering Plots to Let” RULE 3

1. Objectives (Obj.):

- 1.1 To ensure clarity, consistency, reasonableness and transparency in the process of offering plots.
- 1.2 Tenants, as far as possible, have plots that suit their disposable time, gardening expertise, physical ability and aspirations.
- 1.3 To enable more people to enjoy cultivating a plot, large plots may be split. Consideration will be given to the long-term manageability and integrity of the whole site. If demand for allotments falls off small plots may be combined.
- 1.4 To retain some plots of 5 rods for those committed gardeners who have indicated by their efforts that this is a suitable size for them.
- 1.5 To minimise the amount of time that plots are left unlet to ensure minimal loss of rent, and maximise cultivation time.

RGS Rule 3 and the above Objectives inform the procedures below

		Procedure	Rule/ Obj. number
1. Primary Waiting List	(a)	Any Wandsworth resident wanting a plot at either allotment site will have their name and contact details added to the Primary Waiting List. Also existing tenants wanting more land must also be added to the Primary Waiting List. Requests must be made in any one of the following ways: <ul style="list-style-type: none"> • Completing a request form which is available from the allotment store. • Email to: root@roehamptonallotments.co.uk. • Call or text (mobile phone number of the Waiting List Secretary) & leave a message. 	Rule
	(b)	If a potential or current tenant wants a plot of a particular size or location, he/she must specify his/ her preferences in writing to the relevant Site Secretary who will ensure these are noted on the Primary Waiting List.	Obj.1.2
	(c)	An existing tenant who requests more land (up to the total maximum permitted size of 5 rods) will be added to the bottom of the Primary Waiting List.	Rule Obj. 1.4
	(d)	A current copy of the Primary Waiting List (without contact details) updated monthly, will be on the notice board in the allotment store on site 2 so accessible to all members.	Obj.1.1
	(e)	If a person on the Primary Waiting List moves out of the borough, he/she will be removed from all waiting lists.	Rule
2. New potential tenants	(a)	Vacant plots of 2 to 3.5 rods (inclusive) will be usually be offered to the person at the top of the Primary Waiting List.	Obj.1.2 Rule
	(b)	The site secretary will discuss with the potential tenant the suitability of the plot. If the plot is not suitable, various options can be discussed: <ul style="list-style-type: none"> (i) Wait for a plot smaller or larger and for their name to remain at the top of the Primary Waiting List. (ii) Take the plot that is smaller than they wish and to add their name to the bottom of the Primary Waiting List for more land. (iii) Defer taking a plot for a period of time and their name is moved to the Secondary Waiting List. 	Obj.1.2 Rule

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3. Secondary Waiting List	(a)	If a potential tenant has reached the top of the Primary Waiting List but is unable to take a plot at that time their name can be added to the Secondary Waiting List. This potential tenant will contact the RGS (eg by website or email root@roehamptonallotments.co.uk) when he/she is able to take up a tenancy on a plot. Names will be kept on the list for 10 years then deleted.	Rule
	(b)	When ready to take a plot, the member's name from the Secondary Waiting List will be inserted on the Primary Waiting List below those who have been informed that they are near the top of the Primary Waiting List.	Obj.1.1
	(c)	If a tenant needs to relinquish his/her plot due to a temporary change in circumstances, the tenant's name can be added to the Secondary Waiting List if desired. However, usually they would not be permitted to take another plot for 3 years.	Obj.1.2
4. Existing tenants on the Primary Waiting List for more land	(a)	Any tenant wanting to increase their land holding to the maximum of 5 rods per household would need to have demonstrated that they have consistently cultivated their current plot to a good standard (as described in the Allotment Letting Agreement, 2009) for at least a year.	Obj.1.4
	(b)	Plots of 1.5 rods or less are usually only suitable as additional land so would be offered to the existing tenant nearest the top of the Primary Waiting List whose total land would not then exceed 5 rods. If by taking on a small additional plot the tenant still has a total of less than 5 rods, they can remain at their current position on the Primary Waiting List.	Obj.1.3 Rule
	(c)	When a 4 to 5 rod plot becomes available it must be offered to an existing tenant on the Primary Waiting List who meets the cultivation criteria described in the Allotment Letting Agreement. If it is refused then the next existing tenant on the list will be offered the plot and so on including those from the other site. Those tenants refusing the plot will not lose their place on the Primary Waiting list. If the large plot is not wanted, it will be divided and offered to new potential tenants.	Rule Obj.1.4 Obj.1.3
5. Existing tenants changing plots	(a)	Anyone wishing to move plots must join the Primary Waiting List and when at the top, will be offered the next vacant plot which meets their preferences.	Obj.1.1 Obj.1.2
	(b)	A tenant may downsize to a smaller plot, or relinquish part of their plot, in consultation with the Site Manager and relevant Site Secretary. If this involves the tenant's current plot being split, it should result in plots of a minimum of 1.5 rods.	Obj.1.1 Obj.1.2 Obj.1.3
6. Procedure for showing plots to let	(a)	Plots will be let according to the Primary Waiting List order. However if there are delays in contacting people and /or arranging showing the plot(s), then the next name will be called while continuing to contact or arrange a viewing with the previous person on the list.	Obj.1.5
	(b)	If more than one plot is shown then a deadline for a decision can be given to avoid any delay.	Obj.1.2 Obj.1.5

		Procedure	Rule/ Obj. number
7. Procedure for Plot Holder Partners (PHP)	(a)	A PHP would informally share a plot with the Plot Holder. In some cases a PHP does not share the same household.	Obj.1.1 Obj.1.2 Obj.1.3
	(b)	The PHP must hold membership of RGS but not necessarily be resident in Wandsworth Borough.	
	(c)	A PHP may inherit the plot if he/she has been a PHP and worked the plot for 3 years or more. He/she must also be a resident in Wandsworth Borough.	Obj.1.1 Obj.1.2
	(d)	If the PHP does not share the same household but is resident in Wandsworth Borough he/she should be encouraged to go on the Primary Waiting List to enable each to have his/her own plot if wanted in a few years (see above paragraph 2 'New potential tenants').	Obj.1.1
8. Plot letting issues not covered above		If a need/ request/ circumstance occurs that is not covered by the above, it will be taken to the Plot Letting Subcommittee*. The request must be in writing and circulated to the Plot Letting Subcommittee* before the meeting. The request will only be considered if it is consistent with the Rules and Objectives. This decision of the Plot Letting Subcommittee will then be taken to the full committee.	Rules Objectives

***Plot Letting Subcommittee:** this will be comprised of the Site Manager, both Site Secretaries, Chair of the RGS and one other RGS committee member.