



OFFERING PLOTS TO LET – OBJECTIVES AND PROCEDURE
in relation to section 1 of “RGS Allotments Letting Agreement and Rules”

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 The Society aims to reduce the number of large plots i.e. any plot of 4 rods or more, to increase access to more people on the waiting list.
- 1.4 The Society aims to reduce the number of very small plots - ie plots of 1 or 1.5 rods - and create plots of a more satisfactory size - ie. 2.5 or 2 rods.
- 1.5 To minimise the amount of time that plots are left unlet to ensure minimal loss of rent and to maximise cultivation time.

RGS Letting Agreement and Rules and the above Objectives inform the procedures below

		Procedure	Rule/ Obj. number
1. Primary Waiting List	a)	<p>Any Wandsworth resident wanting a plot at either allotment site will have their name and contact details added to the Primary Waiting List. Existing tenants wanting more land must also be added to the Primary Waiting List. Requests can be made in any one of the following ways:</p> <ul style="list-style-type: none"> • Completing the request form on the RGS website • Completing a request form which is available from the allotment store • By Email <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>Roehampton Garden Society Email: rgs.sw15@gmail.com Website: www.roehamptonallotments.co.uk RGS Store: Next to 18 The Pleasance, SW15 5HF. Open Sundays 10-12.</p> </div>	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 of small plots (1 or 1.5 rods) who requests more land up to the total maximum permitted size of 3.5 rods, will be added to the bottom of the Primary Waiting List (see paragraph 4 for detail). Likewise to move plots a plot holder must be added to the waiting list (see paragraph 5 for detail).	Rule Obj. 1.4
	d)	A current copy of the Primary Waiting List (without contact details) updated monthly, will be posted on the notice board in the allotment store (see address in 1 above) so accessible to all	Obj.1.1

		Procedure	Rule/ Obj. number
	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 will be offered to the person at the top of the Primary Waiting List.	Obj.1.2 Rule
	b)	<p>A discussion will take place inviting the prospective tenant to consider the suitability of the plot.</p> <p>If the plot is not suitable, the following options should be discussed:</p> <p>(i) Wait for a plot smaller or larger and for their name to remain at the top of the Primary Waiting List.</p> <p>(ii) Take the plot that is smaller than they wish and to add their name to the bottom of the Primary Waiting List to move to a larger plot or if the plot is 1.5 rods or less to add to the plot. (see paragraphs 4 and/or 5a) for detail).</p> <p>(iii) Defer taking a plot for a period of time, in which case their name is moved to the Secondary Waiting List.</p>	Obj.1.2 Rule
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 when he/she is able to take up a tenancy on a plot.	Rule
	b)	When a member on the Secondary Waiting List is ready to take on a plot their name will be added near the top of the Primary Waiting List but below those who have been contacted to say they are near to top of the 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
	d)	If a tenant has been evicted they are not permitted to go on the secondary waiting list.	
4. Existing tenants of a very small plot		<p>Holders of plots of 1.5 rods or less can be added to the bottom of the waiting list for more land preferably attached to the 1.5/1 rod plot giving their total holding of no more than 3.5 rods.</p> <p>Before their name is added to the waiting list they will have to have cultivated their current plot to a good standard* for at least a year and continue to maintain their plot well while waiting for the plot they want to move to.</p> <p><i>*A 'good standard' is a plot that is maintained to the standards set out in the tenancy agreement and reviewed through the inspection process so will at least have met the criteria set at each plot inspection and had no warnings or staged letters sent to the plot holder.</i></p>	Obj.1.4

		Procedure	Rule/ Obj. number
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. They must have cultivated their plot to a good standard (*see paragraph 4 for detail.) throughout their tenancy not leaving a bad plot behind.	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 relevant Site Secretary. If this involves their plot being split, it should result in plots of at least 2 rods.	Obj.1.1 Obj.1.2 Obj.1.3 Obj. 1.4
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
	c)	No more than 3 plots will be shown to any one prospective plot holder.	Obj. 1.5
7. Procedure for Plot Holder Partners (PHP) and Plot Holder Assistant (PHA)	a)	A PHP lives with the Plot Holder and does have some rights to inherit the shared plot. A PHA does not share a residence with the Plot Holder, does not have right to inherit the plot and should go on the waiting list, therefore must be resident in Wandsworth Borough. For details see the document Definition of Plot Holder Partner and Plot Holder Assistant on the RGS Website.	Obj. 1.3
	b)	The purpose of a PHP or PHA is to assist/support a plot holder (tenant). A tenant must not use a PHP or PHA exclusively to cultivate their plot long term i.e. sublet it. A PHP or PHA must be a member of RGS.	Obj.1.1 Obj. 1.2 Obj. 1.3
8. Plot letting issues not covered above	a)	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 within three weeks. The request will be considered with reference to the Rules and Objectives. The decision of the Plot Letting Subcommittee will then be taken to the full RGS Committee for final approval.	Rule Objectives
	b)	An appeal against a decision made by the Subcommittee may be made in writing. (See Appeals and Hearing Procedure document on RGS website)	

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

RGS AGM 18.10.18 updated 23.05.19
updated AGM 12.11.21
updated AGM 18.11.22
Updated at Committee Meeting 10.05.26

Copy on RGS website and Dropbox