



WROUGHTON PARISH COUNCIL

Open Spaces

Allotment Report – General Update

On January 18th there was an allotment working party meeting and since then some actions have been followed up.

Newsletter

A newsletter was recently publicised to plot holders, it was out on FB, sent to all plot holders with a registered email address and also put on the allotment notice board. This was simply to inform plot holders of any updates which included the deposit system being introduced, the skip which we are planning in April, the office accepting card payments and a decision made at the working party not to introduce bees and chickens. See Appendix A (newsletter)

Skip

A skip will be on the allotment site in the latter part of April/May for one day. Daniel Wells who is a plot holder and member of the working party has agreed to man it, however a request has been put out to plot holders for a help to volunteer it on the day. Another plot holder has already offered to help and depending on their schedule the grounds team might be able to help.

Terms and Conditions

The following will be put into the tenancy agreement following the introduction of the deposit:

A refundable charge of £50.00 per tenant(s) paid by cheque, cash, card or bank transfer will be made at the start of the tenancy to ensure the plot is left in a satisfactory condition at the end of the tenancy. This is to include: The area left weed free with the pathways mown; no rubbish left behind – including tools, building structures or other equipment without prior permission from the Parish Council. The sum of £50 will be returned by bank transfer once the plot has been checked and verified as left in a suitable condition for the next tenant. The payment of this deposit makes no reference to the condition of the plot upon signing the lease agreement and refunds at the end of tenancy are only given upon the conditions above being met.

The recommendation is that this will be added as term 4. In the first section of the allotment agreement. Please note that the allotment agreement format has changed slightly since the changeover from Rialtas. See Appendix B

Signable PDFs

As new Terms and Conditions will be sent out prices have been sought for signable PDF software but this does seem to be an expensive option especially as there are about 49 plot holders who are currently not on email. See Appendix C

Allotment Guideline Booklet

New flow charts have been created to show the process of allotment refunds. In the allotment guidelines booklet there is also one that shows the existing process of inspections. A new flow chart has been creating to show the inspections process which matches the style of deposit process and should be more straightforward to follow. See Appendix D & E. The allotment guidelines booklet shows the new flow charts and two new sections has been added called deposits (15) and appeals (16). See Appendix F.

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Joint Tenancy

The new RIALTAS software allows for a joint tenancy. The plot holders have been notified and for the ones who are not on email they will receive a letter in April. The advantages of a joint tenancy mean that in the case that are two separate plots where a husband occupies one and the wife occupies another then the invoicing will be done jointly and only one deposit amount of £50 will be charged which will make the cost easier to manage if there are multiple tenants within one household.

Extenuating Circumstances

Due to cost of living I would like some guidance if plot holders feel they are not in the position to afford the £50. For example, could the tenant write a letter to the council to explain their circumstances and the council could consider cancelling the charge or maybe some leniency on the payment terms by giving them two months to settle the invoice instead of the one month as stated on the invoice. Factors about how they currently manage their plot should also be taken into consideration.