

## WINGHAM PARISH COUNCIL

### ALLOTMENT GARDENS, ELGARS FIELD

### WAITING LIST PROCEDURE

Procedure approved at a meeting of the Parish Council on Monday 9 September 2013

- All requests to go on the waiting list must be made to the clerk by phone, email or letter
- All contact details are required: Name, address, telephone, email
- Only residents living in the parish of Wingham may apply
- Existing plot holders may apply for another plot on the same site (*to a maximum of **two plots** in total*), BUT a plot will only be allocated to them if there are no new potential tenants on the waiting list
- The clerk will record applications strictly in the order received
- When a plot becomes vacant, the clerk will contact the applicant at the top of the waiting list to offer them the plot
- If one of the remaining large plots becomes vacant (*plot 1 or 3*) and there is more than one person on the waiting list, the plot will be divided into two smaller plots
- If the applicant decides to take on the plot, the tenancy start date and plot number is noted on the waiting list document
- If the applicant declines the plot the clerk will contact the next name on the list and continue until the plot is allocated (*always offering to new tenants before existing tenants*)
- If there are no names on the waiting list and a plot becomes available, an advert will be placed in the next monthly Community Newsletter
- Once the plot has been shown to the applicant and accepted, two copies of the tenancy agreement will be drawn up, noting the start date and yearly rent. These are signed by the clerk and by the tenant in the clerk's presence. The tenant retains one copy.
- Rent is payable either quarterly or in one full payment. The first payment must be made in advance of or, at the latest, on the day of the tenancy commencement.
- Tenants must adhere to the provisions in the tenancy agreement for maintenance of their plot. Regular maintenance checks will be undertaken by the Parish Council.

Clerk: Kerry Coltham, 4 Hillside Cottages, Preston Hill, Wingham CT3 1BY  
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