

## WINGHAM PARISH COUNCIL

### ALLOTMENT GARDENS, ELGARS FIELD

### WAITING LIST PROCEDURE

Reviewed and approved at a meeting of the Parish Council on Monday 11 June 2018

- 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 and there is more than one person on the waiting list, Councillors will consider dividing it into two smaller plots. This would be approved at a full council meeting.
- 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 when a plot becomes available, an advert will be placed on social media and Wingham Community News.
- 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 the tenant who 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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