

# Policy – Allotment waiting list

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## Background

Prior to October 2010 the waiting list was 400+. There was a list for each site. The process for filling vacant plots was to contact the next person on the list when a plot in a particular site became available. As people had been on the list, in excess of 4 years we often found they had moved away, were no longer interested or not able to take up the offer of a plot. The time taken to fill a plot from identifying the vacant plot to taking money from residents was over 5 to 6 weeks. At this point the weeds will have invaded the plot.

In September 2010 we wrote to all people on the waiting list asking them if they were still interested, residents completed a form and this created our “new single list”. Residents were listed in the order that they first registered with the parish.

This reduced the waiting list to 80. The way we deal with people on the waiting list has completely changed. We have tested the process as detailed below over the last few months and it is much less time consuming for the office and also gets people on plot quicker.

## Proposal - to formally accept the policy for managing the allotment waiting list

1. There is only one waiting list
2. As per the terms and conditions updated in 2010
  - a. there is to be only 1 allotment site per household when there is such a large waiting list. This may be amend if the waiting list was to reduce dramatically
  - b. residents can only go on the waiting list if they live within the parish
3. If there is 1 vacant plot it will be allocated to the next person on the list
4. If there are several vacant plots at any one time e.g 5 plots then 4 people will be contacted at the same time to come and review the sites. They will be dealt with on a first come first served basis. People are contacted by letter, email and telephone where possible.
5. Residents will be allowed 2 opportunities to turn down vacant plots, on the third occasion they will be asked to take the plot or will be moved to the bottom of the list. the only exception to this rule will be if a person does not have access to a car and is waiting for a plot close to their home.

The aim of this process is to get people on the plots as soon as possible to avoid them become over run with weeds in the growing season. Plots normally become vacant because people are not cultivating them effectively and hence are already in a poor state when the plot holder leaves, quick turnaround of people is essential.

## Costs

No impact on costs .