

Newcastle under Lyme Borough Council

Allotment Strategy 2014 - 2020



Contents

Subject	Page Number
Introduction	3
Background	3
Legislation	4
Benefits of Allotments	5
Purpose of Strategy	6
Next Steps for Allotment Services; Aims and Objectives	7
Outcomes and Action Plan	9
Monitoring and Review	12
Conclusion	12
Appendix A Tenancy Agreement	13
Appendix B Operating Procedure	17

1. Introduction

The Borough Council's Allotment Strategy was last reviewed in 1989/90. There have been significant changes in a number of factors affecting the demand for allotments and the way allotments are provided and managed since this time, meaning that there is now a need for a modern, fit for purpose strategy.

Since early 2000 there has been a significant improvement in the quality of Council allotments as a result of better management and administration, through the provision of more support to voluntary associations, targeted investment, better publicity and information, the closure of unusable plots and the introduction of minor improvements and changes over this period. These changes have been mirrored by an increase in occupancy reflecting a growing interest both locally and nationally in allotments. As a result occupancy rates on the Council's sites have remained at the 80 – 89% occupancy rate over the last 3 years, with the waiting list sitting at 133 residents spread over the Council's 6 sites.

To help maintain this momentum of improvement it is proposed to adopt an Allotment Strategy with the aim of creating an efficient, flexible and effective service that reflects best practice. The adoption of the proposed Strategy action plan will then guide the work of the allotment team over the coming 5 years.

The Allotment Strategy is a response to these demands. It has been prepared in conjunction with the Council's Allotment Review Task and Finish Group, and in consultation with ploholders and voluntary site association members, Parish Councils, residents who are on the waiting list and other stakeholders. Advice has also been provided by the Allotment management team and the National Society of Allotment and Leisure Gardeners.

The Allotment Review Task and Finish Group set out to capture the future aspirations and needs of the tenants, whilst looking into detailed areas where improvements could and should be made, such as current expenditure, rules and regulations, working methods, rents and concessions. These areas of improvements along with many other ideas have all been woven into the strategy and action plan to create a working document that will take the allotment service through to 2020 and beyond. The Strategy laid out below will be used by staff and partners of Newcastle-under-Lyme Borough Council as a working document to ensure that the allotments are being managed efficiently and effectively and meet our customers' needs and aspirations.

2. Background

Newcastle-under-Lyme Borough Council allotment sites are managed by the Operations Service, including all grounds maintenance, construction works and administration.

The Borough Council currently manages 6 allotment sites offering 188 allotment plots. The demand for allotments is significant, with a current waiting list of 133 people. The size of allotment sites vary considerably with the smallest site having only seven plots and the largest having 70 plots. The sizes of the plots also vary ranging from 150 m² – 350 m² with each tenant paying a standard rate.

Classification: NULBC **UNCLASSIFIED**

Concessionary rates apply to tenants who are over 60 years of age and those who are unemployed. This concession has been set at a 50% reduction for many years.

The service is currently managed by the Council which in the main is an administration role in managing the allotment waiting list, dealing with complaints and enquiries and the letting and eviction process.

The Council also carries out regular site inspections and identifies and manages any work required for regular maintenance, repairs or construction, subject to the limited budgets available.

There are also a number of other allotment sites within the Borough which are managed by Audley and Madeley Parish Councils and Kidgrove Town Council, as well as other charitable and voluntary organisations. These allotment plots number approximately 174 in total across 8 sites. With allotments becoming more and more publicised on TV programmes such as Gardeners World and through organisations such as the Royal Horticultural Society and the National Trust, the demand for allotments nationally is rising.

3. Legislation

Allotments are governed by a number of pieces of legislation.

- The Small Holdings and Allotments Act of 1908
- The Land Settlement Facilities Act 1919
- The Allotments Act 1922
- The Allotment Act 1925
- The Town and Country Planning Act 1947
- The Allotments Act 1950

The Small Holdings and Allotments Act of 1908 consolidated previous allotment legislation and established the modern day allotment system that is seen today. This Act placed a responsibility on the local authority to provide allotments so to meet the demand of the general public.

The Land Settlement Facilities Act 1919 provided some assistance to servicemen and opened allotments up to the whole population rather than the 'laboring population'. The popularity of allotments increased to a peak of 1,400,000 plots nationally at the height of 'Dig for Victory'. Following this high demand for allotments there has been a slow decline since, with 265,000 plots nationally in 1997.

The Allotments Act 1922 and the Allotment Act 1925 both provided the allotment holder with more security over their tenure, and greater compensation at the termination of a tenancy. The Allotments Act 1925 also intended to initiate the further acquisition of allotments. This was later removed under the Town and Country Planning Act 1947.

The Allotments Act 1950 made better provision for compensation following the termination of a tenancy. It also clarified the system for collecting rent, and included some further allotment management issues. Other further acts have influenced allotment legislation; however the Allotments Act 1950 is still the dominant legislation.

Classification: NULBC **UNCLASSIFIED**

4. Benefits of Allotments

Allotments have been an important and valuable part of the urban community for over 150 years. They were created to empower those on low incomes to improve their quality of life, health and diet, by growing their own food. The common land these people worked was the remains of land that had once been communal agricultural land. Post war Britain saw a fall in allotment use due to changes in society with 'cheap' food and the negative stereotyping of allotment gardening as the leisure pursuit of those on low incomes, or the white, retired male.

Allotment law was last updated under The Allotments Act 1950. There remains the need for alteration in the law to reflect changes in allotment gardening. In modern allotment gardening people of all ages and backgrounds are creating vibrant communities that produce fresh, healthy food and offer a healthy lifestyle too. In 1998 the Department of Environment Transport and the Regions published a White Paper on the Future of Allotments. 'A Good Practice Guide' from the Local Government Association has followed this. Both documents highlight the contribution that allotments make to an improved quality of life.

During the past ten years gardening has become a very popular leisure activity in the UK because it offers a relaxing alternative to the stressful pace of modern day life. Increasingly allotments are being valued for their therapeutic benefits in providing a quiet refuge, where people can have the sense of gardening in the country, within an urban environment.

There has been a recent surge in demand for allotments, with an estimated 13,000 people on waiting lists in the UK. Another reason for this demand for allotments is increasing concerns over the safety and quality of our food. Food scares and the poor vitamin and mineral quality of food grown in depleted, intensively farmed soils have led to an increasing awareness of the value of home grown produce, free of chemicals. This desire for 'home grown food' and concern over environmental damage from 'air miles', is leading many people to turn to allotment gardening as a means of producing healthy, fresh, locally produced food that is often organically grown. This concern over our diet is acknowledged at government level with increasing concern over obesity in the population. Public health campaigns are consistently highlighting the necessity of a diet high in fruit and vegetables, along with adequate exercise.

The benefits of open spaces and in turn allotments are increasingly being recognised and documented in the public domain. This is through such schemes as Green Flag, BTCV's Green Gym's and various bodies such as Natural England.

Over the last few years there is an increasing amount of research being undertaken regarding the benefits of allotment gardening. These benefits assist local authorities in meeting government objectives in areas such as health, education, environment, social inclusion and crime reduction.

5. Purpose of the Strategy

As there are no nationally agreed standards for the provision of allotments either in terms of quality or quantity it is difficult to judge how well the Borough compares nationally. The National Society of Allotment and Leisure Gardeners suggest that there should be a minimum of 15 plots per thousand households (or 1 plot for every 65 households). For Newcastle-under-Lyme Borough Council and other providers (Parish and Town Councils/voluntary and charitable organisations) there are 8.6 plots per thousand households. Other authorities compare the number of plots per thousand populations; this would give the Borough a figure of 3.9 plots per thousand population.

Many developments have taken place during 2000 -2014, which have led to an increase in demand for allotments in Newcastle Borough. The purpose of this Strategy is to build on these improvements in order to create an efficient, flexible, effective Allotments Service that reflects best practice in allotment management and provision. This will enable the Borough's allotment sites to be used to their full potential, whilst improving the service offered to allotment tenants.

In order to achieve this vision, the Allotment Strategy provides recommendations to allotment gardeners and council officers on the policies, procedures and guidelines for allotment management.

The Allotment Strategy will:

- Support the uptake of allotments and the development of associations
- Improve and speed up the administration processes relating to allotments
- Decrease the over-all cost of allotments to the public
- Increase the sustainability of allotments
- Reflect recognised good practice in allotment management

The Allotment Strategy reflects wider corporate objectives such as "A Healthy and Active Community", "A Clean, Safe and Sustainable Borough" and "Becoming a Co-operative Council".

In summary Newcastle Borough Council's allotments will offer:

- The opportunity to grow fresh food and flowers
- The opportunity to grow organic produce
- The opportunity for fresh air and exercise
- The chance to be part of a community
- The ability to take part in an enjoyable leisure activity
- Valuable areas for people without a garden
- Places for children to experience the outdoors and to learn
- The opportunity for adults to develop new skills and participate in lifelong learning
- The opportunity to develop skills that could assist with employment
- Places to grow food locally so reducing an area's environmental footprint
- Support for biodiversity and conservation
- Contribution to sustainability
- Green corridors in urban and suburban settings

6. Next Steps for the Allotment Service

Aims and Objectives

To deliver the Strategy five aims have been identified. The aims and objectives have been drawn up in accordance with the outcomes agreed by the Allotment Review Task and Finish Group/

The intention is to use the Strategy document to manage the Borough Council's allotment sites, through an improved method of operation. This is detailed in appendix B and through a new set of rules and regulations (tenancy agreement) which are detailed in appendix A.

The new working methods combined with the improved rules and regulations will bring in efficiencies which will reduce revenue expenditure, speed up the re-allocation of plots and increase income.

These objectives along with the new rules and regulations and improved methods of working will be delivered by the Community Management Section over the next 5 years, and reviewed thereafter.

Aim 1: To ensure appropriate provision of allotments in the Borough

To regularly review and rationalize the waiting list to improve the lettings and eviction process

To carry out a basic needs assessment and set a local standard for allotment provision based on current demand and provision levels

To engage with other providers to explore shared service potential

To consider the potential for additional provision should demand arise

To explore opportunities for funding for additional provision and/or improvements to existing provision

To identify potential sites for future provision should demand arise

Aim 2: To manage allotments co-operatively

To offer varying plot sizes and tenancies to meet differing needs
To set rents based on varying plot sizes (charged per m² rather than standard rate) to ensure fairness and consistency

To improve administrative and billing procedures to achieve efficiencies

To improve enforcement procedures to tackle non-payment, non-cultivation and speed up eviction/re-letting

To review tenancy agreements and operating procedures to achieve efficiencies and devolve responsibilities to tenants

To develop community management models for all allotment sites

Classification: NULBC **UNCLASSIFIED**

To assist community management groups to identify funding sources to manage and improve sites

To encourage site membership of the National Allotment Organisation

To encourage volunteering, education and learning opportunities on allotment sites

Aim 3: To make best use of resources

To review support service recharges to manage down costs

To reduce maintenance and repair costs and devolve responsibilities to tenants and community management groups (water charges, waste removal, toilets)

To increase rents incrementally over the life of the strategy to reduce the gap between cost and income
To reduce the concession offered from 50% to 20% to reduce the gap between cost and income

To review the billing procedure to issue one annual bill, payable in advance and non-refundable

Aim 4: To improve sustainability

To devolve responsibility for waste management and removal on allotment plots/sites to tenants/community management groups and to encourage recycling/re-use wherever possible to improve the efficiency of site management

To devolve responsibility for mains water supply and costs on allotment plots/sites to tenants/community management groups and to encourage sustainable water supplies such as water butts increase tenant involvement with the management of allotment sites

To devolve responsibility for toilet provision, maintenance and cleansing on allotment sites to community management groups and to encourage sustainable toilet provision if it is required to provide efficient allotment administration

To encourage bio-diversity on allotment sites and assist community management groups to develop habitats where appropriate

To encourage sustainable practices including reduced use of chemicals, reduced pollution and organic gardening

Aim 5: To promote allotment gardening and it's benefits

To promote the benefits of allotment gardening through a variety of media and events

To promote links with the Council's Health and Wellbeing Strategy

To develop partnerships to improve allotment provision, management and improvement where opportunities arise

Classification: NULBC **UNCLASSIFIED**

To consult stakeholders on the Strategy and action plan, and on other issues affecting allotment provision, management and improvement

To review the Council's webpages and provide good quality information to service users and non-users

Outcomes of an Allotment Strategy

The delivery of this Allotment Strategy will ensure:

- Good access and security, well-maintained pathways, adequate water provision and a system for dealing with neglected plots
- Promotion and encouragement to individuals and communities interested in becoming involved in the cultivation of allotment gardens
- Sustainable allotments
- Efficient, effective and accessible allotment administration
- Active involvement of gardeners in allotment management through tenants meetings, allotment associations and site secretaries/stewards
- Effective and appropriate allocation of resources
- Equal opportunities
- Educational opportunities
- Improving social inclusion
- Developing partnerships
- Promotion of organic gardening
- Increased opportunities for recycling and composting
- Fully occupied allotment sites
- Development of good environmental practices

Action Plan

The following action plan sets out the specific tasks and timescales which will be undertaken over the 5 year life of the Strategy to deliver the aims:

Year 0 (2014/15)				
ID Number	Task	Timescale	Lead Officer	Commentary
A001	Report to Cabinet	April 2014	RT	Approve draft strategy for consultation
A002	Consultation with stakeholders	July 2014	SM	Consider responses and amend draft strategy
A003	Report to Cabinet	September 2014	RT	Approve and adopt strategy
A004	Complete transfer of Park Road Allotments to Silverdale Parish Council	April 2014	SM	Sign transfer agreement

A005	Complete transfer of Acre Allotments to Silverdale Parish Council	September 2014	SM	Rationalise plots and sign transfer agreement
A006	Give notice to plotholders of new tenancy agreements and rents	April 2014	SL	Issue letters and update webpages
A007	Set up new billing arrangements	September 2014	SL	Create database and plot measurements to determine rent
A008	Measure all plots	September 2014	SL	Determine charge based on m2
Year 1 (2015/16)				
ID Number	Task	Timescale	Lead Officer	Commentary
A009	Set up Allotment Associations for all sites	April 2015	SL/BS	Complete constitutions
A010	Affiliate Allotment Associations to NAO	September 2015	SL/BS	Complete registration/membership
A011	Issue rent bills and review rent for following year	April 2015	SL/BS	Single annual bill in advance, including supplement for water charges. Determine rent increase for following year
A012	Review waiting list	April 2015	SL/BS	Rationalise list
A013	Set local standard	April 2015	SM	Needs assessment and plans showing demand and provision
A014	Identify sites for future provision	September 2015	SM	Plans showing potential sites and capacity
A015	Promote allotment gardening	April 2015	SL	Organise local competitions, open days, projects

Year 2 (2016/17)				
ID Number	Task	Timescale	Lead Officer	Commentary
A016	Issue rent bills and review rent for following year	April 2016	SL/BS	Determine rent increase for following year
A017	Review waiting list	April 2016	SL/BS	Rationalise list
A018	Update webpage	April 2016	SL/BS	Provide up to date information
A019	Hold stakeholder meeting	September 2016	SL/BS	Annual meeting to discuss issues and opportunities
A020	Promote allotment gardening	April 2015	SL	Organise local competitions, open days, projects
Year 3 (2017/18)				
ID Number	Task	Timescale	Lead Officer	Commentary
A021	Issue rent bills and review rent for following year	April 2017	SL/BS	Determine rent increase for following year
A022	Review waiting list	April 2017	SL/BS	Rationalise list
A023	Hold stakeholder meeting	September 2017	SL/BS	Annual meeting to discuss issues and opportunities
A024	Promote allotment gardening	April 2015	SL	Organise local competitions, open days, projects
Year 4 (2018/19)				
ID Number	Task	Timescale	Lead Officer	Commentary
A025	Issue rent bills and review rent for following year	April 2018	SL/BS	Determine rent increase for following year
A026	Review waiting list	April 2018	SL/BS	Rationalise list
A027	Hold stakeholder meeting	September 2018	SL/BS	Annual meeting to discuss issues and opportunities
A028	Promote allotment gardening	April 2015	SL	Organise local competitions, open days, projects

Year 5 (2019/20)				
ID Number	Task	Timescale	Lead Officer	Commentary
A029	Issue rent bills and review rent for following year	April 2019	SL/BS	Determine rent increase for following year
A030	Review waiting list	April 2019	SL/BS	Rationalise list
A031	Hold stakeholder meeting	September 2019	SL/BS	Annual meeting to discuss issues and opportunities
A032	Review Strategy	September 2019	SM	Report to Cabinet
A033	Promote allotment gardening	April 2015	SL	Organise local competitions, open days, projects

7. Monitoring and Review

It is proposed that the aims and objectives will be reviewed and updated every year so that they reflect any changes in government, corporate, site and tenant priorities. Part of this review process will be undertaken through meetings with site representatives and tenants, as well as regular research and feedback. In addition developments with national allotment organisations such as the National Society of Allotment and Leisure Gardeners, will be included within the review processes. The Action Plan will be amended accordingly each year and progress will be reported annually to the Cabinet of the Council.

At the end of the 5 year life of the Strategy, a full review will be undertaken.

8. Conclusion

The history of allotments has always reflected the changing needs of our society. At the beginning of the twenty first century people are increasingly searching for ways of improving the quality of their lives. Concerns over health and diet are encouraging people to garden on an allotment. The intensity of urban living and loss of open spaces strengthens the value of allotment sites as ‘being in the country whilst living in a town.’ The variety of habitats within an allotment site allows them to develop as vital wildlife habitats, enhancing the biodiversity of an area and adding to ‘green corridors’.

Finally the fast pace of twenty first century life leads increasingly to a sense of isolation and loss of community. Allotments allow people to enjoy a sense of being in a strong community, where people get to know each other well, to talk, share ideas and make friends.

In recognition of the vital role allotments have to play within the Borough this Allotment Strategy aims to build on current good practice and from this develop a vibrant, sustainable allotment community.

Allotment Tenancy Agreement and Rules

The Allotment site is managed (“the site”) on behalf of Newcastle-under-Lyme Borough Council (“the Council”)

This agreement explains the rules that you and we must obey when the council let you an allotment. Do not sign this agreement unless you understand and agree to be bound by these rules.

1. Rent

- a. The plots are to be let on an annual tenancy, which commences on 1st April each year and ends on the 31st March the following year.
- b. All tenants agree to pay a rent payable in advance for the months due up to 31st March that year or following year, this will be apportioned at a rate of 1 / 12th of the annual sum. This payment is due in one annual payment in advance on issue of the agreement, and each subsequent rent demand on April 1st each year, which is non-refundable.
- c. Failure to pay the rent by the due date will result in termination of the agreement.
- d. The current rent for the year (20---) is £0.----- pence per m2
- e. The council will review and fix the rent annually and advise tenants in writing 3 months before the increase is to take effect. The tenant will be deemed to have accepted the rent increase unless they give notice to terminate the tenancy.
- f. There will be a surcharge for mains water and the council will review and fix the charge annually and advise tenants accordingly.
- g. A concessionary rate of 20% reduction in the annual rent will be available to tenants who are over 60 years of age or who are unemployed. Tenants will be required to provide proof of qualification for the concessionary rate every year prior to tenancy renewal and payment of rent.

2. Conditions of Letting for the Council.

The Council will:

- a. Divide the allotment land into plots (allotments) of an approximate size of between 150 - 250 Sq m or other size to be agreed in advance.
- b. Provide a key for each allotment holder (there will be a £10.00 deposit paid by the tenant with the initial tenancy rent, with £5 returned at the end of the tenancy)
- c. Not agree to succession tenancies. A plot may only be recorded as being a joint tenancy with the prior written agreement of the Council at the outset of the tenancy.
- d. Define the proportion split of the allotment between leisure area and vegetable growing, this will be a maximum of 25% leisure area, with the remainder for vegetable, fruit and flower growing.
- e. Have a plan of the site, with a register of plot holders, the vacant plots, keep and manage a waiting list of those persons wishing to rent a plot on that site
- f. Identify any plot deemed as neglected and will give notice to the plot holder

Classification: NULBC **UNCLASSIFIED**

that the situation will have to be rectified within 30 calendar days otherwise the tenancy will be terminated and the plot allocated to the next person on the waiting list. Mitigation such as illness will be taken into account where this has been advised to the Council Officer managing allotment sites.

- g. Allow a person to be on only one allotment waiting list, and have only one plot.
- h. Priority in plot lettings will be given to residents of the Borough of Newcastle-under-Lyme.

3. Conditions of Letting for the Tenant

The Tenant will:

- a. Use the allotment / leisure garden during daylight hours for growing vegetables, fruit and flowers for their personal use (but not by the way of trade or business)
- b. Not cause any nuisance or annoyance to any other person, including other allotment tenants and neighboring residents.
- c. Not use glass in constructions of any sort e.g. greenhouses, cold frames etc without the prior agreement of the council, and keep all glass maintained safely, removing broken glass immediately.
- d. Not light fires or burn anything on the site.
- e. Be restricted to one shed per plot, which will be apex in style, maximum size 2.44 x 1.83 (8 ft x 6 ft) and or a poly-tunnel no longer than 5 meters in length x 1.83 wide by 2.44 meters high.
- f. Require written permission from the Council prior to erecting any additional structure on the plot (e.g. poly tunnels, additional sheds) (see note above)
- g. Not keep any livestock (e.g. cattle, pigs, horses, rabbits, chickens, pigeons etc)
- h. Park within the defined parking bays only (where these are provided) and use the site roadway for unloading purposes only
- j. Not use any of the following items on the plot: barbed/razor wire, tyres, carpet underlay (horticultural weed suppressant material is allowed)
- k. Remove any harmful material from the allotment plot
- i. Be responsible for any guests and their subsequent actions. Any child under the age of 16 must be accompanied by a responsible adult
- n. Lock the gates upon entering and leaving the site.
- o. Report any damage to the site to the Council or Site Steward as soon as is possible.
- p. Not use the allotment for storage of vehicles or goods, or the storage of any crops which have not been grown on site
- q. Keep all paths clean and tidy, maintain and trim hedges and not obstruct access for other allotment users.
- r. Not fly tip or dump rubbish on any part of the allotment site.
- s. Not underlet, share, sign or part with the possession of the allotment or any part of it.
- t. Allow access to council staff, at any time to enter and inspect the allotment. This includes access to any building.
- u. Keep all dogs on a lead when on allotment land, including when on the paths.
- v. Advise the council if changing your address to allow correspondence to be sent to you.
- w. Give back the allotment in good condition at the end of the tenancy period. (the Council will pursue recovery of cost to clear a badly littered plot from tenants)
- x. Not remove from the plot any identification number affixed to the plot by the

Classification: NULBC **UNCLASSIFIED**

Council.

- y. Maintain the plot in a proper state of cultivation; weed free with the soil kept in fertile condition.

4. Termination of the Agreement

If any of the rules are breached termination of this agreement may result.

It is hereby agreed and declared that the tenancy may be terminated:

- a. By the Council, by giving twelve months notice to quit, expiring on or before the 6th day of April, or on or after the 29th day of September in any year; or.
- b. By the Tenant, by giving three months or longer notice to quit; or
- c. By the Council, by re-entry upon the allotment garden after three months previous notice in writing to the Tenant on account of the same being required by the Council for a purpose (not being the use of land for agriculture) for which it was acquired by the Council, or has been appropriated under any statutory provision; or
- d. By the Council, by re-entry upon the allotment garden for non-payment of rent or breach of any term or condition of this agreement by the Tenant, or on account of the Tenant becoming bankrupt or compounding with his creditors.
- e. In the event of non-cultivation, the Council will give 30 days notice, followed by 7 days Notice to Quit if cultivation is not resumed within the 30 day period.

5. Notice of Termination

Any notice to be served on the Tenant may be served personally, by the Council , or by leaving it at his/her last known address, or by recorded delivery addressed to him/her or by posting a notice on the allotment plot.

6. Agreement

As witness the hands of the parties hereto the day and year first before written.

SCHEDULE

Plot Number: :

Site: :

Signed on behalf of the Council
and in the presence of:-

Head of Operations

Counterpart
Signed by the tenant in the presence of :

Name & Address:
Telephone:

ALLOTMENT OPERATING PROCEDURES

Procedure for Notice of Non-Cultivation: -

1. Any complaints received to be forwarded via service request e-mail to Community Management Section.
2. Community Management Section to follow up complaints and undertake general inspections of sites.
3. Community Management Section to issue a non-cultivation notice (30 days) to plotholder if appropriate.
4. Community Management Section to re-inspect plot 30 days later.

Procedure for Notice to Quit: -

1. Following the above, if non-cultivation still evident, Community Management Section to issue a Notice to Quit (7 days) as follow up to Non-cultivation notices.
2. Community Management Section to re-inspect plots 7 days later.
3. If no improvements have been made Community Management Section to evict tenant and offer allotment plot to next person on the waiting list.

Procedure for new tenants: -

1. Current procedure to be followed when offering vacant plots to potential tenants
2. Community Management Section to ascertain what services the new tenants require from the Council to help them start.

It should be noted that the service is offered as an aid to the new tenant for an agreed fee and that the tenant is free to undertake the work themselves which may prove more beneficial in the long term [especially cultivation].

- The four services on offer are;
- Plot clearance – removal of rubbish, old sheds etc. = £
- Vegetation removal – Usually strimming but also removal of unwanted fruit trees etc. = £
- Weed killing – with glyphosate weedkiller = £
- Cultivation – Usually rotavating = £

When offering service, tenant to be advised that work will be undertaken upon receipt of payment.

3. Community Management Section to advise Streetscene team by e-mail which if any of the above services are required by new tenant.