



Andover Town Council

To **consider** checklists produced for new tenants, and to suggest any amendments.

Item
No.
6

Produced for: Allotments Committee

By: Town Clerk

Date of Report: 31 Jan 2024

Background:

The allotment officer and wardens are finding that the same questions are being asked by tenants upon commencing or terminating a lease for a plot. The wardens suggested that a checklist be drafted that could be emailed to new tenants and exiting tenants. Officers have prepared a draft document.

Proposals:

To **approve** the draft document.

Considerations:

To take into account comments from the wardens, as they will know how the document is likely to be received.

Checklist for new Allotment Holders

Before you start:

- Have the Rules and Regulations been read and fully understood?
- Are any structures that have been left on the plot in a good state of repair? If no, has this been discussed with the Allotment Officer?
- Are there any tyres on the plot? If yes, has this been reported?
- If you are considering erecting a shed, greenhouse or polytunnel, please ensure you seek permission from the Allotment Officer.
- Are you aware that a new Tenant is expected to cultivate the plot to an agreed acceptable standard?
 - 25% within the first 3 months,
 - 50% within 6 months and
 - 100% within the first year of tenancy.
- Will anyone be helping you, regularly? If so, please ensure they are included on your tenancy agreement.
- Does the plot have a plot marker? If not, then please have this displayed somewhere visible on your plot.

Handing back your plot:

- Have you advised the date you wish to cease your tenancy?
If no, please advise the Allotment Officer in writing as soon as possible.
- Have you removed bricks/paving slabs acquired during your tenure on the plot?
- Have you removed any rubbish and old produce left on your plot?
- Are you planning to leave your shed/greenhouse/polytunnel?
 - If so, are they in a good state of repair?
 - If not, then this will need to be removed by yourself.
- If you are leaving a shed/greenhouse/polytunnel, will it be left unlocked ready for the next tenant?
- Are you aware that if the plot has not been left in a satisfactory condition, then you will be charged for the cost of clearance?