



## Hart's Green Garden ALLOCATION POLICY

### Introduction

This allocation policy refers to the assigning of gardening plots on the Hart Green Garden site, off Pale Lane, Fleet run by Hart District Council in partnership with Hart Allotments Ltd and Hart Voluntary Action.

Hart's Green Garden contains:

- a) Plots for tenants who wish to rent private individual areas to grow their own produce
- b) Minding the Garden at Hart's Green Garden - a shared social and therapeutic growing space bringing people together from the local community supporting health and wellbeing

This allocation policy refers only to a) above. Please refer to [the hart voluntary action website](#) or contact Hart Voluntary Action on 01252 815652 or email [mtg@hartvolaction.org.uk](mailto:mtg@hartvolaction.org.uk) if you wish to join in with b) above.

### Eligibility

Only residents who live within **Hart District Councils** boundary may apply for a plot on this site. Hart District is made up of the following parish's:

- Blackwater and Hawley
- Crookham (East, West)
- Ewshot
- Fleet (Central, East, West)
- Hartley Wintney
- Hook
- Odiham
- Yateley (East, West)

As a guide the postcodes of GU51, and some areas of RG29 (Odiham) and RG27 (Hook and Hartley Wintney) are contained within Hart District. If you do **not** live in the district but would like a plot please refer to Hart Allotments website - [www.hart-allotments.org.uk](http://www.hart-allotments.org.uk) to complete an application form.



## Waiting List

Individuals who wish to apply for a plot should complete the application form which can be found at [www.hart-allotments.org.uk](http://www.hart-allotments.org.uk) and return it to Hart Allotments (who are currently administering the waiting list).

Only one plot will be allocated per household.

## Tenancy Agreements

Each tenant must sign the tenancy agreement in order to obtain a plot.

Each tenant must pay the annual rent stated on the agreement in advance via the [Hart District Council Website](#). Full payment for the year is taken on the 1st April, those joining throughout the year will need to pay, in whole months only, for the rest of the year that is left up until the 31st March. Quarterly payment can be arranged if needed.

For plots that are already established, if rent is not received within 4 weeks the tenant will be asked to vacate the plot unless there are mitigating circumstances that have been discussed and agreed with the management committee. Should a tenant vacate the plot or be asked to vacate the plot (perhaps due to neglect) no refunds will be given.

## Assigning plots

Allocations for plots will be to those on the waiting list in **strict date order**.

If a vacancy becomes available, the administrator holding the waiting list will identify the next person on the top of the waiting list i.e. those that have been on the waiting list the longest will be offered a plot first.

The administrator will try to make contact with the next named person on the list by e-mail to see if a plot is still wanted. Two attempts will be made by e-mail. If this is unsuccessful two telephone attempts will be made to contact the individual. If contact is not possible by these means, then the person will be removed from the waiting list.

Once contact has been made with the potential applicant, they will be referred to a member of the management committee who will show them the vacant plot. The applicant will be given a maximum of 2 days to confirm acceptance of the gardening plot. They will then be



required to sign the tenancy agreement and pay the fees applicable. If the plot is declined or the applicant does not confirm acceptance within the timeframe then the plot will be offered to the next person on the list.

### **Vacant plots**

In the unlikely event where there are no residents left on the waiting list and a vacancy appears, 2<sup>nd</sup> plots will then be offered to existing tenants according to the waiting list i.e. those who have been on the list the longest will be offered a 2<sup>nd</sup> plot first.

### **Age limits and Transferability**

Plots will only be let to applicants aged 18 years of age or over.

Plots are not transferrable to others. If two existing plot holders wish to exchange plots, they are required to notify the committee. The tenants must come to an arrangement regarding any financial differences between the two plots and will remain responsible for the condition of the plot that they were originally allocated until the end of that year's tenancy at which point the plot holders will be required to sign new tenancy agreements for their new plots.

### **Policy Implementation/ Enforcement**

A member of the Management Committee will oversee this policy.

Anyone found to be on an unauthorised plot will be required to vacate the plot immediately.