

**Agenda Item:** 5  
**Report to:** Amenities Committee  
**Date:** Wednesday 11<sup>th</sup> November 2020  
**Subject:** Amenities – Allotment Status Report  
**Summary:** Allotment report for the November Amenities meeting

---

**The Committee is recommended to**

- **To consider issuing a 30 days' notice to vacate for the 11 other allotment holders who have failed to return a complete tenancy Agreement by the 1<sup>st</sup> November 2020 (the extended deadline from 29<sup>th</sup> September 2020)**
  - **To consider continuing with the current 30 days' notice to vacate served on plot 20 as they have still not returned their Tenancy Agreement.**
  - **To approve 6ft x 4ft greenhouse on allotment plot.**
  - **To consider how to proceed with regard to CCTV at the allotment site.**
- 

**Introduction**

This report highlights the latest allotment developments since the last meeting.

**1. Allotments**

New Season

Please see Appendix 1 'Allotment Tenancy Status'.

On the 29<sup>th</sup> September 2020 the 2020/21 Allotment Tenancy Agreement came into force.

Allotment holders were sent their renewal packs in August 2020 and asked to make their rent payment and return their tenancy Agreements by the 29<sup>th</sup> September 2020.

A circa-email was sent on the 22<sup>nd</sup> September 2020 reminding allotment holders to make their rent payment and return Tenancy Agreements by the 29<sup>th</sup> September 2020.

After this date had passed – several allotment holders had not made their rent payment or returned their tenancy Agreement correctly (or returned anything at all). In line with the previous season, an extended final deadline of rent payment by 16<sup>th</sup> October 2020 and return of Tenancy Agreement by 1<sup>st</sup> November 2020. The email stated that failure to meet the relevant extended deadlines would result in a 30 days' notice to vacate in-line with the Tenancy Agreement.

Since the extended deadlines were issued every allotment holder has paid their fee. However, 12 Tenant's have yet to return an adequate Tenancy Agreement.

It should be noted that the tenant of plot 20 whom was issued a 30 days' notice to vacate for no rent payment made by the extended deadline (plus no Tenancy Agreement received) emailed explaining personal reasons for the delay and to say they would make the payment the same week and return their Tenancy Agreement by the 1<sup>st</sup> November – has only made the rent payment and still not returned their Tenancy Agreement.

### **Decision Required**

- **To consider issuing a 30 days' notice to vacate for the 11 other allotment holders who have failed to return a complete tenancy Agreement by the 1<sup>st</sup> November 2020 (the extended deadline from 29<sup>th</sup> September 2020)**
- **To consider continuing with the current 30 days' notice to vacate served on plot 20 as they have still not returned their Tenancy Agreement.**

### **Request for a walk in greenhouse**

**A new tenanted has requested to put the following on their plot.**

**6ft x 4ft walk in greenhouse.**



## **inny Walk-in Greenhouse PVC w/**

### **Decision Required**

**To approve 6ft x 4ft greenhouse on allotment plot.**

### **2. CCTV Quote**

The quotation for CCTV to extend to the allotment site is £695+vat.

There is no budget for this in 2020/ 2021 or 2021/ 2022.

This works out £11.27 per plot (inc VAT)

### **Decision Required**

**To consider how to proceed with regard to CCTV at the allotment site.**

Contact Officer: Michael Dean  
Date 5<sup>th</sup> November 2020

Chief Facility Officer