

## **MBG&AC Allotment Allocation Policy**

*This policy was adopted on 5<sup>th</sup> November 2018*

The Club Committee shall agree, and if necessary modify, a clearly written **Allotment Allocation Policy** which will guide, and protect, the Allotment Secretary and inform Club members and prospective Club members. This will enhance members' perception of the fairness and transparency of the allotment allocation process.

The policy states:

- a) The maximum plot allocation allowed will be one full plot (or part plot equivalents) per individual member (ie not one of a double membership). This policy will only apply from the date the policy is adopted and will not be retrospective.
- b) A waiting list will be maintained by the Allotment Secretary recording the date when people formally expressed an interest. The number of people on the waiting list will be presented in the Allotment Secretary's report at committee meetings. A full list of names and dates of registered interest will be available to Committee members on request.
- c) The guiding principle for the allocation of a plot will be that the person(s) at the top of the waiting list will be first in line (and so on) unless he/she/they have specified a particular site and a plot on that site is not available OR he/she/they have specified a particular size of plot that is not available.
- d) Existing allotment holders who have expressed a wish in writing to the Allotment Secretary to add an additional half plot to make a full plot holding will have priority over waiting list applicants as long as they have maintained their existing plot satisfactorily.
- e) Priority will be given to waiting list applicants for plots on Washford Rd and Vicarage Rd if he/she/they live within easy walking distance of those sites. This is to ease parking pressure on or near those two sites.
- f) Allotment allocations recommended by the Allotment Secretary need to be approved by the two named local site liaison officers (currently Neil Bryant and Rob Lewis) and reported to the committee at the next committee meeting.
- g) If there are circumstances where it is not reasonably practicable or advisable to follow the guiding principles expressed above in (c), (d) and (e) then the Allotment Secretary, with the approval the nominated officers (see (f)), may exercise discretion in selecting an alternative applicant from the waiting list in priority order.
- h) The allocation of quarter plots should be phased out and no new quarter plots should be allocated unless it is impracticable to avoid this happening. This policy will only apply from the date the policy is adopted (ie not retrospectively). Ideally when quarter plots come to be relinquished these should be incorporated back into adjacent plots at no increase in rent in the current year.