

Appendix A - Draft allotments allocation policy for growth sites

1. Principles

- 1.1 Priority for allotments will be given to residents of that growth site until twelve years after the completion of that site.
- 1.2 Residents in later stages of the build out of the growth site should not be disadvantaged by all plots having already been allocated.
- 1.3 The majority of the allotment site should be fully cultivated throughout the development of the growth site.
- 1.4 If actual demand for allotments exceeds supply, the sizes of plots let will be adapted and opportunities explored to provide more allotments.
- 1.5 Any surplus supply should be offered to 'non growth site' applicants on a temporary basis.
- 1.6 Allotments will be managed in accordance with the approved Allotments Management Policy.
- 1.7 In the absence of an allotment society, the City Council or successor will be responsible for allocation.
- 1.8 This allocation policy shall be kept under review and revised as appropriate.

2 Allocation Policy (see definitions below)

- 2.1 Only applicants living on the growth site will be allocated plots on a permanent basis until 12 years after the completion of the growth site.
- 2.2 During the build out of the growth site, the following procedure will be followed in February of each year:
 - a) The appropriate proportion of the allotment site will be allocated on a permanent basis. This annual supply will

be calculated as defined below. If the actual demand exceeds the annual supply, permanent allocations will be made after a ballot on 1st February.

- b) Any applicant from the growth site failing to achieve a permanent allocation through the ballot shall be given a temporary allocation if available, by further ballot if necessary.
- c) Applicants from the growth site unsuccessful in two previous ballots for a permanent allocation will be given a permanent allocation, without the use of a ballot.
- d) Priority can be given to Community Group applications linked with the growth site without ballot, either as a temporary or permanent basis.
- e) Applicants not from the growth sites will be given temporary allocations if there are vacancies on the site after all the allocations have been made to residents of the growth site.
- f) If there are vacancies on the site, applicants after February will be given a temporary contract until the following February.

2.3 For the first 8 years following completion of the growth site, permanent allocations will be given to residents of that site as plots become available. If necessary, a waiting list shall be set up. On 1 February of each year, if there are vacancies on the site after all the allocations have been made to residents of the growth site, temporary allocations will be made to non-residents. Residents of both Cambridge City and South Cambridgeshire will have equal access to the waiting list.

2.4 After 12 years from the completion of the growth site, allocation is open to all. It may be appropriate to vary this on a site by site basis if this is justified, for example there could be a separate policy on the allotments provided in association with University key workers to take into account that the residents will generally be on short term tenancy agreements.

3 **Definitions**

Growth Sites – Trumpington Meadows, Clay Farm, Glebe Farm, Bell School, NIAB and NIAB Extra, North West University, and Cambridge East.

Completion – Date of completion of last dwelling.

Potential Demand – Number of Properties still to be completed within the growth site / Years of anticipated future build out = Potential applicants per year.

Actual Demand – Number of residents seeking allotment plots each year.

Annual Supply – Area of allotment site remaining / Years of anticipated build out from that time = Available area per annum.

Temporary Allocation – Allocation for a period up to the 1st February on the following year.

Permanent Allocation – an allocation until such times as the applicant surrenders their plot. This can be an allocation of full, half or any proportion of an allotment plot;

Allotment Society – a collective of allotment holders usually a constituted group administering the allotment site, under licence.

Community Group – a collective of residents linked with the growth site with a constitution with stated aims and objectives.