



Guildford Allotments Cooperative Society Limited

Report on the Consultation for Revised Tenancy Agreements

v1.0

This brief document sets out:

- the proposed changes to the Society management and its effect on Tenancy Agreements
- the programme for implementation of such changes
- the process of consultation that has been carried out
- the tenant feedback and Society responses
- the new Tenancy Agreement (Version 2.0, Aug 2021) that will be implemented from the 1st October 2022

This document constitutes the formal Notice that all tenancy agreements, both GAS and GACSL issued before 1st August 2021, will be terminated on the 30th September 2022.

Tenants will be offered the new Tenancy Agreement during September 2022 in order that they may continue to hold their allotment.

Proposed Changes

Guildford allotments, comprising circa 650 plots across 13 sites within the borough of Guildford, were managed by the Guildford Allotments Society (GAS) under a lease agreement with the Guildford Borough Council (GBC). This lease expired in 2020 and was re-established with a 25-year lease between GBC and the Guildford Allotment Cooperative Society Limited (GACSL, the "Co-op") commencing on the 10th November 2020. All allotment Tenancy Agreements since this date have been issued as Co-op agreements (Version 1.0, Nov 2020). It is proposed to transition from the GAS organisation to the Co-op, concluding with sole Co-op management from the 1st October 2022. During this transition period, both GAS and Co-op will exist and operate to manage the allotments. Although contractually two separate organisations, in practice there is a single, elected Committee of Management overseeing both GAS and Co-op tenancies.

To implement this change, it is necessary to replace all existing GAS Tenancy Agreements with a new Co-op Tenancy Agreement. In addition, we wish to take this opportunity to make changes to the current Society rules, terms, and conditions. This means that from the 1st October 2022, all Tenancy Agreements issued before the 1st August 2021, both GAS and Co-op, will be replaced with a new Co-op Tenancy Agreement.

Programme for Implementation of Changes

The steps for this process are as follows:

- June 2021: Issue of a draft Co-op tenancy agreement to all tenants (both GAS and Co-op) for consultation. This was to give tenants the opportunity to raise any concerns or issues associated with the new agreement. Comments to be returned to the Society by 31st July 2021.
- September 2021: Issue of the new Tenancy Agreement as formal, 12-months' Notice of the future termination of all GAS and Co-op agreements issued before the 1st August 2021. No action is required by the tenant at this date.

- September 2022:
 - All Tenancy Agreements issued before the 1st August 2021 (both GAS and Co-op) will be terminated.
 - Issue of new Co-op Tenancy Agreement (Version 2.0, Aug 2021) for tenant signature. Full implementation of the new Tenancy Agreement from the 1st October 2022. Tenant(s) must sign and return their new Tenancy Agreement and make payment by 30th Sept 2022 if they wish to keep their plot.

The Consultation Process

By mid-June a copy of the draft new Co-op Tenancy Agreement and explanation of proposals was issued:

- By email to main tenants
- By post to those main tenants who did not have an email address lodged with the Society
- By post to joint tenants

In addition, posters explaining what was happening were put up at all allotment sites and site Wardens were requested to encourage tenants to participate in the consultation. Tenants were invited to review and comment upon the draft Agreement with a consultation closure date of the 31st July 2021.

A total of 33 comments was received from 13 tenants (including the GBC). The feedback from tenants was recorded and draft Society responses and proposed amendments to the Tenancy Agreement reviewed, initially by the Society chairman, with a final review and endorsement by the Committee at a meeting of the 12th August 2021. All comments on the draft Tenancy Agreement and the Society's responses are shown below.