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**Shed Management Policy**

1. **Introduction**

Sheds are lockable self-contained storage spaces. Not all sheds are occupied. These are allocated to Caretakers, or Community Groups. The sheds allocated to caretakers have service pipes. This allows ease of access in the event entry is required and for these reasons not let to residents.

1. **Allocation of sheds**

Sheds are allocated based on a resident’s waiting list number. Once a shed becomes free (given up or forfeiture as a result of arrears), a shed will be allocated to the resident who is top of the list. Residents who are second and higher will move up a place in the waiting list by the number of sheds re-allocated (if one shed is reallocated, the resident who is second will become first. If two sheds are reallocated, the resident who is third will become first).

1. **Management of sheds**

From 1 April 2023, the price of the sheds will go up from £1 a week to £2 a week. This is lower than the price Lambeth Council charges it’s residents who do not living on Cottington Close Estate (£3 a week).

All shed owners are encouraged to keep their account in credit (12 weeks worth). Shed owners will be reminded to top up their account once the balance equates to four weeks credit (£4 – sheds are let at £1 per week). (Letter 1)

The table below sets out the types of letters shed owners will receive and the balance that triggers the letters.

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| --- | --- | --- |
| What to send | When to send | How much to ask for |
| Letter 1 | -£8 (4 weeks in credit) | 12 weeks (£24) or more |
| Letter 2 | -£4.00 (2 weeks in credit) | 14 weeks (£28) or more |
| Letter 3 | 0 in credit | 16 weeks (£32) or more |
| Forfeiture letter (let me know when we get to this stage with an account) | Debt | To be confirmed |

Forfeiture proceedings will commence once the account reaches 4 weeks debt with a seven day notice left on the door and sent to the resident. In the event of forfeiture, items will be stored for a maximum of 28 days.

1. **One address one shed**

This policy limits the ownership of sheds to one shed for one address.

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| Date approved | 20 December 2022 |
| Date for review | December 2025 |