



## ALLOTMENT INSPECTION POLICY

### Inspections

- Allotment Inspections will be carried out in March, July and October of each year by the Assistant Clerk along with a representative of the Sherfield Allotment Association (SAA).
- The inspection criteria are carried out in accordance with the terms and conditions of the tenancy agreement.
- Inspection outcomes and photographs as evidence shall be recorded and if necessary, uploaded on to the Allotment database. For the inspection, notes of previous or outstanding actions or mitigating circumstances will be carried if necessary.
- All Plots may be photographed. Any plot that is contravening the Allotment Tenancy agreement must be photographed.
- Letters will be sent to plot holders not maintaining their plot to the required standard; the following factors will be taken into consideration:
  1. New plot holders
  2. Recent weather conditions.
  3. Advance notice of mitigating circumstances by plot holder (e.g. illness, family bereavement, or extended holiday).
- If an allotment is not maintained to an appropriate standard in accordance with the Tenancy agreement or is not 75% cultivated and no recent issues with the maintenance of that plot have been recorded or communicated to the Parish Council, a four-week improvement notice letter will be sent to the tenant, asking them to make the necessary improvements before a follow up inspection is carried out one month later.
- If an allotment is not maintained to an appropriate standard in accordance with the Tenancy agreement and having previously received a letter regarding the same problem(s) with that plot during the Tenancy, an improvement letter will be sent to the tenant giving an additional 4 weeks to bring the plot up to standard.

### Termination Notices

Notice To Quit (NTQ)s will be issued (but not limited to) breaches of Allotment Agreement terms. If an NTQ is appealed the Clerk has discretion, to allow a further period (generally 1 month) for the situation to be rectified after which a further inspection will be carried out and new photographs taken.

If there is still no improvement the NTQ will be enforced.

If the plot holder disputes the Clerk's decision following the above, the matter will be referred to the next Full Council meeting for a decision and that decision will be final.

The NTQ will be sent by email with a read receipt and posted to the tenant's home address with a request to return any keys at the end of the notice period.