



ALLOTMENT INSPECTION POLICY

Inspections

- Allotment Inspections will be carried out in March, May, July and October of each year by the Clerk and Deputy Clerk together with another independent volunteer with Allotment keeping experience.
- Inspection outcomes and photographs as evidence shall be recorded on the Edge Software InspectEDGE tablet, and the inspection team shall also carry notes of previous or outstanding actions or mitigating circumstances with them for the Inspection.
- All Plots may be photographed. Any plots which are contravening the Allotment Rules booklet must be photographed.
- Letters will be sent to plot holders not maintaining their plot to the required standard with the following factors being taken into consideration:
 - New plot holders (Rule 1.3)
 - Recent weather conditions.
 - Advance notice of mitigating circumstances by plot holder (eg. illness, family bereavement, or extended vacation).
- If an allotment is not maintained to an appropriate standard in accordance with the Allotment Rules booklet and no recent issues with the maintenance of that plot have been recorded, a suitably worded 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 at the follow up inspection a month later, the plots condition has not improved, the
- If an allotment is not maintained to an appropriate standard in accordance with the Allotment Rules booklet having already previously received a letter regarding the same problem(s) with that plot, a warning letter will be sent to the tenant

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 Facilities Management Committee for a final decision.
- The NTQ will be delivered by email or by hand.
- A copy of the NTQ should be returned by the plot holder within the 1-month enforcement period to acknowledge receipt.
- Once the acknowledgement is received any deposit paid will be returned to the plot holder (subject to clearance not incurring any significant costs) and the plot re-let.
- If no acknowledgement is received the deposit (if applicable) will be returned to the plot holder with a letter advising that the plot has been re-claimed and will be re-let.