

OLD BASING & LYCHPIT PARISH COUNCIL

ALLOTMENT INSPECTION POLICY

Inspections

- An Annual Inspection will be carried out in June or July by the Clerk or Deputy together with the Grounds & Facilities Manager and a representative from OBAGS (Old Basing Allotment Grounds Society).
- Interim inspections will be carried out in Spring and Autumn by the Grounds & Facilities Manager and at other times if deemed necessary.
- A notice of the annual inspection will be published on the Parish Council website, displayed on parish notice boards and the Old Basing Allotment Grounds Society (OBAGS) hut.
- An inspection schedule will be completed during the inspection to include notes of previous or outstanding actions or mitigating circumstances.
- Plots not meeting the required conditions set out in the Tenancy Agreement will 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 holder – plot checked 2 months after commencement of tenancy.
 - Recent weather conditions.
 - Advance notice of mitigating circumstances by plot holder (eg. illness, family bereavement, or extended vacation).
- Letters worded to reflect the particular problem as set out in Clause 5.4 of the Tenancy Agreement will be in 2 stages:
 - An Improvement/Warning Notice notifying a re-inspection will take place in 1 month (specimen attached).
 - A Notice to Quit (NTQ) (See below) (Specimen attached).

Notice To Quit (NTQ)

- 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 hand or sent by registered post.
- 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.