

## ALLOTMENT INSPECTION PROCEDURE

- Set Annual Inspection date for June or July and advise OBAGS.
- Display notice of inspection date on website and notice boards and include a reminder in the April or May Basinga page.
- Inspection to be carried out by Clerk or Deputy Clerk / Grounds & Facilities Manager / a volunteer representing OBAGS / a Parish Councillor (if one wishes to attend).
- A plan of plots with details of previous inspection actions/mitigating circumstances or other relevant information to be updated by Clerk/Deputy during inspection.
- Photographs to be taken of any “offending” plots.
- Following inspection letters to be sent to plot holders who, in the opinion of those carrying out the inspection, are not maintaining their plot to an acceptable standard with the following factors being taken into consideration:
  - New plot holder – G&FM to re-inspect in 1-2 months.
  - Recent weather conditions.
- NTQ’s should only be issued in cases of obvious or prolonged neglect.
- If an NTQ is appealed consideration should be given to the reasons for neglect and, at the discretion of the Clerk, a further period allowed for this to be rectified following which a further inspection should be carried out and photographs taken. If there is still no improvement the NTQ should be enforced.
- The NTQ should be sent by registered post or delivered by hand and a copy returned by the plot holder to acknowledge receipt.
- Once the acknowledgement is received the deposit 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 is returned to the plot holder with a letter advising that the plot has been re-claimed and will be re-let.