



SITE INSPECTION POLICY JULY 2024

Introduction

This policy is to clarify the inspection process that takes place at regular intervals on Pine Street Allotments. **A summary of the policy can be found on the notice boards on site.**

The purpose of the policy is to

- Ensure all plot holders understand why the inspection process is undertaken
- Ensure all plot holders know the criteria involved when an inspection takes place
- Ensure all plot holders understand their responsibilities as tenants on Pine Street Allotments
- Ensure all plot holders know and understand the process should they be contacted by the committee following an inspection

Policy Terms

- The inspection process will take place at regular intervals throughout the year. The reason for the committee carrying out the inspections are as follows
Firstly we as a committee have an obligation to keep the site in good order as per our management agreement with the council. Secondly we need to ensure that plot holders are adhering to their Tenancy Agreement and keeping their plots properly cultivated and tidy.
Thirdly we need to ensure neglected plots are dealt with as per the inspection process and if not rectified then given to someone on the extensive waiting

- **Criteria for the Inspection Process**

Inspections will take place at the following points in the year, Early Season, Main Season ,Late Season. This is to ensure all plot holders know and understand exactly what the committee are looking for during the inspection process. The criteria for each inspection are as follows

Early season	Signs of work and cultivation clearly evident	Storage is well managed and safe within the plot boundary	Plot clearance and rubbish disposal is being managed
Main Season	Plot is being actively cultivated	Weeds are few and not likely to cause problems for other plot holders	Paths and edges are maintained but not eroded
Late Season	Plot has been in productive use during the season	Evidence of clearing and cleaning empty beds	Preparation for winter clearing, tidying, mulching, manuring etc

- As a plot holder you have obligations under the terms and conditions of your Tenancy Agreement in particular section 3.4 onwards which focuses on your allotment/s.
- Following an inspection should a plot not meet the criteria set out in the policy then the tenant will be sent a letter from the committee. The letter will state the reasons why the plot does not meet the criteria. At this point the tenant will need to notify the committee within 14 days of how they intend to rectify the situation. A date will also be given for a follow up inspection to ensure the work has been done. As a tenant you have the right to respond to the letter by contacting The Secretary. This will stay on record for a period of 6 months
- If after the follow up inspection the work has not been completed to bring the plot up to the required standard then a second letter will be sent but this time it will be a first warning, again a date will be given for a follow up inspection. As previously stated the tenant has the right to respond to the letter. This will stay on record for 12 months.
- Finally if no progress is evident then the tenant will receive a letter terminating their tenancy with notice to vacate the plot within 14 days and removing all tools, crops and any rubbish

(see section 3.24 of your tenancy agreement)

INSPECTION POLICY SUMMARY

The criteria for the inspection process are

Early season	Signs of work and cultivation clearly evident	Storage is well managed and safe within the plot boundary	Plot clearance and rubbish disposal is being managed
Main Season	Plot is being actively cultivated	Weeds are few and not likely to cause problems for other plot holders	Paths and edges are maintained but not eroded
Late Season	Plot has been in productive use during the season	Evidence of clearing and cleaning empty beds	Preparation for winter clearing, tidying, mulching, manuring etc.

Tenants are expected to keep their plots cultivated as per the above standards. The management committee will routinely inspect all plots. If a plot is found not to be cultivated to the committee's satisfaction a letter will be sent to the tenant explaining the problem and asking the tenant to notify the committee within 14 days of how they intend to rectify the problem. If a follow up inspection shows that the tenant is still not cultivating their plot a first warning will be issued. Finally if the plot is still not being cultivated the tenants agreement will be terminated and an eviction letter will be sent. The tenant will have 14 days to vacate the plot taking all tools, crops and any rubbish.

Signed By - - - - - (on behalf of Pine Street Committee)

Date -----