

ALSAGER GARDENS ASSOCIATION ALLOTMENT INSPECTIONS

When your plot will be inspected and the level of cultivation required

1. Probationary tenancy and inspections

The first 3 months of your tenancy is a probationary period. During this time we will regularly inspect your plot for progress.

- You must start work within 7 days of taking up your plot.
- Failure to commence work on the plot within 7 days of the start of the tenancy may lead to termination.
- Monthly Reviews will be undertaken. Minimum Cultivation must take place as follows.
 - 10% Month 1
 - 25% Month 2
 - 50% By the end of 12 weeks

At the end of 3 months we will expect your plot to have a minimum of 50% cultivation. Failure to achieve this could lead to the ending of your tenancy.

After your 12-months we will expect you to cultivate 75% of your plot as applied to all plot holders

2. Normal inspection process

We will carry out up to 3 inspections on each site during the growing season. These will be between February and November.

You will receive a notice if you're not cultivating your plot, or if you break the rules as listed in the allotment Rules and Regulations

We'll send your notice to the address we have on record; to the email address we have on record; hand the notice to you or post the notice on your allotment plot. It is important that you let us know if you change your address or contact details as the notice will be deemed as served to the given address.

3. The Failed Inspection Notice

The notice you receive will indicate why it has been issued

3.1 Failure to Cultivate

You must be actively growing crops or flowers on 75% of your plot. If you have excessive areas of grass/lawn and unkempt or non-cropped beds, you could receive a cultivation notice.

If you receive a cultivation notice, you'll need to increase the area you're cultivating before the date stated on the notice. If things are not corrected and you fail the re-inspection, we could end your tenancy.

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3.2 Weed notice

If you've received a weed notice, you'll need to clear your beds of weeds and prevent weed seeds from affecting neighbouring plots.

Following compliance, a cultivation or weed notice will remain active for 3 calendar months after it was issued. After this the AGA will take no further action. If we agree with you that a future re-inspection is required, the notice could stay active for longer.

3.3 Rubbish and polluting materials notice

If you have rubbish or materials that cause pollution on your allotment, you could receive a rubbish and polluting materials notice. You should act on this immediately.

3.4 Trees and hedges and bushes notice

If you have oversized/overgrown trees, hedges or bushes on your plot particularly if they are impeding a pathway or general access, then you could receive a notice.

3.5 Pathways Notice

If you have allowed your grassed pathway to overgrow, caused it to be obstructed or your pathway is in a hazardous state then you may receive a notice.

3.6 Water Notice

If you waste water, use a soaker hose, use a hose for unattended watering or do not comply with our rules on water use and water conservation then you will be issued with a notice.

The first notice you receive is a warning, but if you commit the same offence a second time, we may end your tenancy.

3.7 Unapproved or Dangerous building notice

A notice can be issued if your building:

- Has not been approved
- contravenes the allotment rules
- is collapsing
- is leaning dangerously
- has loose or rotten parts
- has panes of glass
- has loose or jagged metal work
- needs painting or aesthetically improving

If you've received a dangerous building notice, you'll need to make it safe or remove it completely within the time stated.

3.7 Nuisance notice

A nuisance notice can be issued if you:

- have a dog roaming free without a lead
- act in an anti-social or immoral way including loud noise of any kind

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- act in a way that is considered unsafe, either to yourself or someone else

Nuisance notices are recorded on your tenancy records and remain active.

The first nuisance notice you receive is a warning, but if you commit the same offence a second time, we will end your tenancy.

4. Failed inspections

If you fail an inspection, you will receive a notice either posted on your allotment plot, in the post, or via email. You then have 28 days to put things right (except 3.6 & 3.7 which must be complied with immediately) or we could end your tenancy

It's very important that you act immediately. If you fail the re-inspection, we could end your tenancy.

After 28 days your plot will be re-inspected and if it has not complied with the notice, we could end your tenancy.

If you're unsure why you've received a notice, have a medical condition or other circumstance which means you need more time to act on your notice, please speak to the site manager.

5. 'Getting there' or Good Progress Made Letter

You might receive a 'getting there/ good progress made' letter during re-inspection for a cultivation, tree or weed notice. This means the inspecting officer can see a significant amount of work has been done, but there is still some more work to do. You'll have another 28 days before a further re-inspection. If you fail this, we will end your tenancy.

6. What to do if we end your tenancy

We'll inform you by letter if we plan to end your tenancy.

You will be notified of the date by which you will need to clear your plot of any materials or crops that you want to keep. After this date, we will clear your plot and re-let it. You'll no longer have the right to enter the plot.

Please keep us informed of your current address and ensure that you can receive correspondence from us. Inspection and termination processes will still stand if paperwork goes to an old address or into your email junk box.

7. Appeals of Tenancy Termination

Should you feel there are grounds to appeal this decision then you may put your representations in writing, clearly stating on what grounds the appeal is based, to secretary at alsagergardensassociationsecetary@outlook.com. An appeals panel made up of a minimum of 3 officers of The Committee will consider your appeal. You may attend the meeting and will have 5 minutes to state your case, this will not be a question and answer session. You may submit your statement in writing if you do not wish to attend the meeting. Following your statement, you will be asked to leave the meeting and you will be notified of the decision of the Appeals Panel, in writing, within 7 days.