

Chadlington Parish Council – Allotment Tenancy Agreement Enforcement and Termination Policy

Adopted by Chadlington Parish Council on XXXX

Introduction

Chadlington Parish Council requires allotment holders to abide by the terms of the tenancy agreement, will check allotments regularly to ensure that allotments are maintained properly, and will terminate tenancy agreements if the terms are being breached.

Procedure

Allotment inspections

The Trustees will inspect the allotment plots regularly, at least four times a year.

A notice of a pending inspection will be placed on the allotment noticeboard at least two weeks prior to the inspection.

The inspection will note plots which are not being maintained properly in accordance with the tenancy agreement, and log the problem, or extent of problem(s).

An inspection report will be produced showing the results of the inspection.

Inspection Results:

0	F	Fine
1	TU	Tidy Up
2	VPC	Very Poor Condition
3	NC	Non-cultivation
4	P	Other problem

Where a plot is deemed not to be in compliance with the tenancy agreement, the allotment holder will be informed in writing, via email or post.

Inspection report communications to allotment holders

The allotment holder will be informed in writing if necessary after the allotment inspection, based on the inspection results, and the relevant letter sent via email or post.

State of cultivation

There are three letters regarding the state of cultivation: Tidy Up, Very Poor Condition, Non-cultivation. The relevant letter will be sent to the allotment holder requesting the work is carried out to allotment, and stating the date of the next inspection.

If the allotment holder has not responded to the letter by the next inspection, a further letter may be sent, or the tenancy may be terminated, as per the terms of the Tenancy Agreement. If the allotment holder receives two Non-cultivation letters from successive allotment inspections, the Trustees will start the tenancy termination process.

Other problem

If there is another problem with the plot, the allotment holder will be sent a letter stating the problem, and the work required to bring the plot back into compliance, with a time limit if relevant. If the allotment holder does not respond to this letter, the Trustees will start the tenancy termination process.

Tenancy Termination

The tenancy will be terminated by the Trustees, as per the terms of the Tenancy Agreement, if the terms of the tenancy agreement have not been upheld by the allotment holder. Where possible the allotment holder will have been informed before the tenancy termination or the reason why termination is deemed necessary, and been advised of the timescale to carry out any necessary works.

Special considerations

The Trustees reserve the right to take allotment holders' personal situations into consideration when making decisions regarding inspections and tenancy terminations. This information will be kept confidential if requested.

Right to appeal

The allotment holder has the right to appeal an inspection letter or tenancy termination, using the Appeals Procedure.

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