



CHILTON TOWN COUNCIL

ALLOTMENT INSPECTION POLICY

This document outlines the policy / procedures for inspections at any of the following Chilton Town Council allotment sites: -

West Chilton Terrace (Sites 1 and 2)
Prospect Terrace
Hambleton Way (Sites 1 and 2)

General Routine site visits to all the Council's allotment sites will be conducted at regular intervals by the Chair and/or Vice Chair of the Allotments Committee. In the event of a contentious issue, it may be necessary for a further site visit to be undertaken by an officer of the Town Council, accompanied by either the Chair/Vice Chair of the Allotment Committee and/or the Town Mayor. The issue may have to be discussed by the Allotment Committee, before a specific course of action can be taken. Each issue will be reviewed on an individual basis and an appropriate course of action agreed, depending on individual circumstances.

Site Inspection

Inspections of allotments will take place at regular intervals, without prior notice by at least 2 members of the Allotment Committee. The inspections will cover the following criteria:

- General condition
- Rubbish on the plot
- Hazardous objects / materials
- Percentage cultivated
- Structure condition

Allotments will be inspected in July each year, reviewed in September by use of drone photographs and again in April using drone photographs. Interim inspections will be carried out after Warning Letters have been issued.

If it is agreed that a Tenant has contravened the Allotment Tenancy Agreement, the following procedure will be adopted: -

Stage 1	Issue of 1st Warning letter	1st Formal Inspection
Stage 2	Issue of 2nd Warning letter	2nd Formal Inspection
Stage 3	Issue of Final Warning letter	Final Formal Inspection
Stage 4	Issue of Notice to Quit	

For the purposes of the procedure, any timescale stated in a Warning Letter for rectification work, etc. would commence from the date of the letter.

This Policy was agreed by Chilton Town Council in June 2022. The Policy will be reviewed on an annual basis and updated as required.

Stage 1 - 1st Warning Letter

The Officer will send a 1st Warning Letter to the Tenant within 1 week (7 days) of the issue being highlighted, together with photograph of their plot. The letter will state;

- the reason for writing, outlining area(s) of contravention;
- the rectification action required by the tenant;
- a re-inspection date and timescale for any rectification work to be carried out (normally within 28 days), although a longer period can be agreed at the discretion of the Clerk based on individual circumstances;
- an opportunity for the Tenant to contact the Council to discuss the matter if they are experiencing difficulties or have any queries arising from the letter.

Stage 2 - 2nd Warning Letter

If the issue(s) outlined in the 1st Warning Letter have not been appropriately addressed, then a 2nd Warning Letter will be issued. The process for issuing a 2nd Warning Letter is the same format as for Stage 1. If the issue(s) outlined in the 2nd Warning Letter are not appropriately addressed, then a Final Warning Letter will be issued.

Stage 3 - Final Warning Letter

The process for issuing a Final Warning letter is the same format as for Stages 1 and 2. If the issue(s) as outlined in the Final Warning Letter are not appropriately addressed, then a Notice to Quit will be issued.

Stage 4 - Notice to Quit

A Notice to Quit signed by the Town Council and accompanied by a covering letter will be sent to the Tenant and will include references to the following: -

- a termination date;
- an instruction to the Tenant to remove all personal property;
- an outline of the implications of failing to comply with any special condition imposed by the Council in respect of any clearance/rectification work deemed necessary to restore the Allotment Garden to an acceptable condition;

6-Month Rule

Following the issue of a Warning Letter, should a further breach of the Allotment Tenancy Agreement take place within a 6-month period from the date of the original Warning letter, a next stage Warning Letter will be issued. However, if a breach occurs after the 6 -month period from the date of the last Warning letter but within a 12-month period, the Tenant will be issued with a Notice to Quit no matter what Warning Stage they have previously reached.

The tenant is entitled to a final right of appeal to the Allotment Committee