

Drury Lane Allotments



Allotment Tenants' Handbook

Introduction

This handbook contains information about the allotments at Drury Lane, Stainland. The allotments are owned by Stainland and District Parish Council and are managed by Drury Lane Allotment Association. There are 24 plots; 22 are half plots and 2 are full plots.

Mission Statement:

Stainland and District Parish Council, in partnership with Drury Lane Allotment Association, aims to provide, promote and develop the allotment site at Drury Lane so that it offers people of all backgrounds and abilities opportunities to enjoy gardening in safe, secure, accessible, peaceful and environmentally sustainable surroundings.

Welcome to the allotments!

We want our allotment site to be a supportive place for people to enjoy growing food and flowers, with a thriving community of gardeners who will guide and encourage each other.

The Allotment Association Committee is responsible for the day to day running and administration of the allotments. Questions and comments about the allotments should be addressed to the Allotment Association Committee by email: drurylane.allotments@sd-pc.gov.uk or by speaking to one of the committee members.

The Allotment Committee members for 2026 – 27 are:

- Chair, Ruth Redfern (Plot 3A)
- Vice Chair, Maria Lijka (12A)
- Secretary, Zoe Hygate (Plot 10B)
- Treasurer, Sandy Gee (Plot 12B)
- Site Co-Ordinator, Tony Weeks (Plot 11)
- Events and Engagement, Jim Wilkinson (Plot 13B)
- A Parish Councillor, Lisa Fieldhouse, is also a co-opted Committee member.

The Allotment Association's responsibilities:

- To act as the first point of contact for tenants for all matters relating to the allotments;
- Manage the allotments' waiting list, allocate vacant plots to new tenants, advertise the allotments and hold Open Days to ensure all plots are occupied;
- Mentor new tenants through a probationary period;
- Promote a sense of community on the allotments and support tenants who need advice or practical assistance;
- Promote sharing of spare seeds, plants and produce;
- Conduct inspections of plots and provide feedback to tenants;
- Promote environmentally-friendly, sustainable and wildlife-friendly gardening;
- Communicate with tenants through regular information emails, a closed Facebook group, a tenants' WhatsApp group, noticeboard, consultation meetings and social events;
- Facilitate the purchase of discounted seeds and plants via Kings Seeds;
- Risk assess the site and work to mitigate risks;
- Manage the site infrastructure, e.g. shared paths. Organise improvements to the site either through working party days or applying for funding;
- Implement agreed policies for tenants who wish to install sheds, greenhouses or ponds;
- Register tenants for liability insurance through the National Allotment Society.

The Parish Council's responsibilities:

- Landowner and legally responsible body for the allotments:

- Issue tenancy agreements, rent collection, termination of tenancies;
- Public Liability Insurance for the allotment site;
- One Parish Councillor attends Allotment Association Committee meetings and takes part in allotment inspections.

Contact the Parish Council c/o The Old Library, South Parade, Halifax, HX4 9HW or by email parish.clerk@sd-pc.gov.uk

Water

Water is available between April and October from three taps. One tap is next to the side of the last house in Drury Lane and the other two taps are sited along the main access path running up the allotment site. A charge for water use is included with the annual plot rental fees.

Car parking

Drury Lane is a private, unadopted road (the road surface is maintained by residents) with very narrow access and limited space for cars to park and turn around at the end. Cars may be brought to the allotment entrance for dropping off or collecting equipment, but it is recommended that tenants park in the public car park at Stainland Recreation Ground. Please do not block access to Drury Lane public footpath, gateways or space for vehicle turning in Drury Lane at any time.

Wildlife

The allotments have an abundance of wildlife including hedgehogs, foxes, frogs, newts, bats and birds. By nurturing small areas of wildlife habitat around the site we are able to benefit from the biological control of pests such as slugs, snails and insects. Tenants are requested to be mindful of our resident pest controllers in all aspects of their gardening.

Health and Safety

An annual risk assessment is carried out by the Allotment Association to identify and mitigate risks. Risks are further assessed during plot inspections. Allotment tenants have a duty of care and are responsible for their own health and safety and for the safety of others whilst on the allotment site. This duty of care extends to anyone on their allotment, regardless of whether they have given permission for them to be there. If any hazards are identified on the site, these should be reported to the Allotment Association.

Insurance

The Allotment Association registers all tenants for Allotment Association Liability Insurance (ALI). This is a commercial policy between National Allotment Society and the insurance provider and offers Third Party Liability Insurance including Products Liability – protecting insured members from claims made by third parties for accidental bodily injury or property damage. This insurance does NOT cover tenants for loss or damage to sheds or their contents and IS NOT personal injury cover. It is a liability policy - not a material damage policy.

Accidents and First Aid

Allotment tenants and their visitors are responsible for their own first aid for minor injuries. For serious medical emergencies, ring 999. The nearest defibrillator is on the outside wall of the Old Library, South Parade, Stainland. Any accidents or injuries which require medical attention should be reported to the Allotment Association.

Probationary Period

A probationary period of 6 months begins when a new tenant takes a plot. A mentor from the Allotment Association Committee supports the tenant throughout their probation period. The tenant and mentor complete a written probation agreement, which includes photographs of

the state of the plot at handover. The percentage of the plot that should be cleared and cultivated by the end of the probation period is mutually agreed and will consider the condition of the plot at handover and the time of year. If the Allotment Association Committee determines that the tenant has not met their probationary period agreement and has not done adequate work on their plot, then the Committee will make a recommendation to the Parish Council to serve a Notice to Quit to end the tenancy at the 6-month point. If during the probationary period, the tenant decides they no longer want the plot, they can resign from their tenancy and be refunded their plot fees minus a £20 administration charge.

Support for tenants

If a tenant has a genuine reason why they cannot work their plot for a period of time or is not managing to keep on top of it for health or other reasons, they should contact the Allotment Association Committee as soon as possible. This information will be treated in the strictest confidence. A reasonable timescale to bring the plot back to an acceptable standard will be agreed, and if required, some support from other tenants to help look after the tenant's plot may also be arranged.

Benefits of National Allotment Society membership

All tenants become members of the National Allotment Society www.thenas.org.uk which provides a range of information and advice about allotments on its website and via regular magazines. In addition to this, it offers discounted seeds, plants and gardening supplies through Kings Seeds. To access this, log into the NAS website as a member, then go to the Members Area and open the Seed Scheme tab. The Allotment Committee co-ordinates a group purchase at least once a year. Alternatively, tenants can purchase directly via the website and have deliveries made to their home address.

Seed and plant sharing

A seed share box is located just inside the main gate. Tenants are encouraged to share spare seeds and plants. Please take what you need and share something in return when you can. If you have other items you wish to donate, e.g. plant pots or other gardening equipment, please keep these on your own plot and advertise your donation via the tenants' WhatsApp group or noticeboard so that the gate area doesn't become cluttered with unwanted items. If your donations are not taken within a couple of weeks, please remove them.

Shared tools

There is a toolbox near the main gate which contains some gardening tools for communal use. Please return the tools to the box before you leave the site. If anything is damaged or faulty please advise a member of the Allotment Committee.

Giving up an allotment

Tenants who wish to give up an allotment must contact the Allotment Association or Parish Council in writing stating that they wish to give up their plot and giving a date to end the tenancy.

Liability

The Allotment Association and the Parish Council are not liable for loss by accident, fire, theft or damage of any structures, tools, plants, or personal possessions on the allotments.

Complaints procedure

The Allotment Association and Parish Council aim to provide a high quality of allotment service. If, however, a tenant is dissatisfied with any aspect of their experience, in the first instance they should email the Secretary of the Allotment Association. If they are still unhappy with the response, then they should follow the Parish Council's Complaints Procedure which is

available from the Parish Clerk or the Parish Council website.

Allotment rules

The following pages contain the Allotment Rules. These are set out to enable all tenants to understand the expectations for keeping the allotment site in good condition for the benefit of all. In accepting a tenancy, the tenant is agreeing to follow these rules. If a tenant does not follow these rules, this will be a breach of their tenancy agreement and could result in their tenancy being terminated.

1. Tenancy / Sub-letting

- The tenancy of an allotment is personal to the tenant named in the agreement. The tenant may not sublet or part with possession or control of all or any part of their allotment.
- Tenants may invite family members or friends to help with the cultivation of their plot. However, the responsibility for the plot remains with the named tenant and any family member or friend who has assisted with cultivation has no right to take over the tenancy if the named tenant relinquishes their tenancy or dies. *See Waiting List Policy (Available from Allotment Committee Secretary or on the Parish Council website).*
- Tenants must immediately inform the Parish Council, in writing, of changes of address.
- The tenant shall use the plot as an allotment garden only as defined by the Allotments Act 1922 (wholly or mainly for the production of vegetable, fruit and flower crops for consumption or enjoyment by the tenant and their family / friends) and for no other purpose.
- Tenants must display their allotment number on a sign or post at the entrance to their plot.

2. Percentage Cultivation

- The tenant shall have at least 75% of the entire area of the plot under cultivation of crops after 12 months and thereafter during the main summer growing season (May to September). Allotment crops are vegetables, fruit, herbs, flowers for cutting, or cover crops such as green manure. Perennial shrubs which do not produce flowers for cutting do not count as part of the 75% for cultivation but may be grown in addition to this, for example if planted in a part of the plot which is otherwise difficult to cultivate. Compost heaps, greenhouses and water butts are also included within the cultivated area. An area that is cleared of weeds yet remains un-cropped or un-planted during any one year will be considered as non-cultivated. This includes beds which are weed free but covered in weed suppressing materials during the growing season.
- Allotments must be maintained in a good state of cultivation throughout the year.
- The percentage of cultivation expected of a new tenant by the end of their 6-month probationary period will be agreed at the start of the tenancy, with consideration given to the condition of the plot and the time of year the tenancy started. At the end of the probation period, a further decision will be made setting out the expectation for cultivation by the end of the first year. Depending on the condition of the plot when it was taken on, this may be less than 75%.
- The maximum amount of a plot allowed to be taken out of cultivation e.g. shed, patio / lawn, internal paths etc is 20%. Plots that have areas that are not suitable for cultivation - such as heavily shaded areas, or where there are walls / foundations of a former structure - may be allowed extended leisure and wildflower / wildlife habitat areas. This must be agreed with an Allotment Association committee member.

3. Weeds and Compost

- The whole plot, including any uncultivated / leisure areas, must be kept tidy, safe and free from flowering weeds.
- Where, on inspection, or as the result of complaints, a plot with weeds is identified, the tenant will be sent an Improvement Notice. A further inspection will be carried out 6 weeks later, and if there are no improvements a Notice to Quit will be issued. See *Inspection Policy for more information*.
- The tenant shall maintain a compost heap whereby waste plant material from the allotment is used to produce compost which is then returned onto the plot. Compost heaps should be managed appropriately. Piles of weeds or refuse bags full of weeds / plant material which are not being composted should be disposed of in a timely manner. Compost heaps should not be placed between the main path and the boundary wall of the site.
- To suppress weeds on growing areas, biodegradable materials such as green manure, mulch, cardboard, hessian or sheep fleece are recommended rather than plastic-based materials, including plastic weed control fabric (which frays over time and contaminates the soil with shreds of plastic). Any weed control fabric which is starting to fray should be removed.

4. Use of chemicals / weedkillers

- Avoiding pests, diseases and weeds by good practice in cultivation methods such as regular hand weeding or mulching, cultivar selection, garden hygiene and encouraging or introducing natural predators, should be the first line of control.
- The use of any commercial weedkillers containing glyphosate on the allotments is not permitted.
- If insect or pest infestations occur, advice should be sought from the Allotment Association Committee to ensure an appropriate and environmentally safe control measure is used. Many commercial pesticides sold in garden centres are systemic (taken up into every part of the plant,) leech out into soil and water and adversely affect bee and other insect populations. The use of pesticides containing any of the following synthetic chemicals is not permitted on the allotments: permethrin, cypermethrin, lambda-cyhalothrin, deltamethrin, acetamiprid, flupyradifurone.
- Tenants are strongly advised not to use any slug pellets (even those labelled as organic) as they contain compounds which are also harmful to other soil invertebrates such as earthworms.

5. Trees, hedges and invasive plants

- Fruiting trees should be on dwarfing rootstock and should not be allowed to grow higher than 1.5m.
- Fruit bushes should be pruned appropriately and maintained at a height of no more than 1.5m.
- Fruits such as raspberries, blackberries and other related varieties which send out runners / suckers should be well managed within a defined area of the plot and not permitted to spread further. Raspberries must not be planted adjacent to the main path where runners could come up through the path.
- Hardwood fruits such as currants, gooseberries, raspberries and other similar cane fruits, plus fruit trees on dwarfing rootstock should not exceed 25% of the plot. This is to ensure future tenants do not take on a plot which is difficult to clear. Strawberries and rhubarb are not included within this limit.
- Tenants must not, without consent of the Parish Council, cut or prune trees outside of their own allotment or allow self-seeded trees to grow on their allotment.
- Invasive plants such as bamboo, all types of willow and conifers (including Christmas

trees) are not permitted.

- Tenants are responsible for maintaining any existing hedge bordering their plot. They should be kept to no more than 1.5m in height and 50cm in width. Hedges should be trimmed at least once per year, noting that it is illegal to do so during the bird nesting season, which runs from 1st March – 31st August. No new hedges between plots should be planted.

6. Plot use and storage

- Tenants must use their allotment and any structures on it for their own personal use and must not carry out any business or sell produce from it for their own financial gain
- Tenants may not remove any mineral, sand, gravel, earth or clay from the allotments.
- Tenants may not use their allotment as a place of residence and / or sleep overnight.
- Only gardening equipment and materials for use on the plot may be stored there, such as beanpoles, cloches, pots and netting for seasonal use.
- The departing tenant must remove all gardening equipment, other items and derelict structures from their plot before the end of the tenancy.

7. Water

- Tenants should practice sensible water stewardship, including mulching as a water conservation practice.
- Where permission is granted to install a shed or greenhouse, this will include the requirement to install an adjacent water butt fed by gutters on the roof of the shed / greenhouse.
- Tenants must always have consideration for others when taking water from water points. Water pressure is much lower when more than one tap is in use.
- Hose pipes may be used to water directly if hand-held or to fill water butts, provided this does not prevent other tenants having access to water supplies. The use of sprinklers or any other form of continuous irrigation is not permitted.
- All taps (and water butts beneath taps) will be considered as a common resource to be shared with surrounding tenants. Any tenant who uses excessive quantities of water, takes water from butts on other plots without permission, or who is seen to consistently monopolise the water supply to the detriment of fellow tenants, will be put on notice.

8. Bonfires

- Bonfires are permitted for the burning of allotment waste only. Old timber from raised beds or sheds should not be burnt on the allotments if it has been treated with creosote, varnish or wood stain, which are toxic when burnt. The burning of any other materials – such as plastics, tyres, carpet, MDF, laminated wood – is against the law.
- Bonfires may be lit between the hours of 12 noon and dusk in winter and after 3pm in summer (summer / winter denoted by clocks changing). Tenants are requested to be considerate of the presence of other tenants and to note if the wind is blowing towards neighbouring houses when deciding whether or not to light a fire.
- All fires must be contained within an incinerator barrel, must be attended and must be extinguished fully before leaving the site.

9. Waste materials and pollutants

- The bringing on site and use of polluting materials such as tyres, glass and carpet, as well as other timber and plastic materials not relating to crop production, is not permitted.
- If tenants witness illegal fly tipping of rubbish onto allotment land they should contact the police immediately.

10. Installation of structures such as sheds, greenhouses, fences, polytunnels and ponds

- Tenants wishing to install any structure on their plot must first request permission from the Allotment Association, stating what they would like to install, where exactly it will be sited on their plot and the dimensions and materials proposed. No structure should be built on top of underground utilities, e.g. water supply pipes.
- Permission for polytunnels will not be granted due to the exposed nature of the site.
- Any structure must be maintained in safe order with an appropriate external appearance and condition. If the Allotment Association Committee is not satisfied with the state of the structure the tenant must either repair it as requested or remove the structure within one month of instruction to do so.
- It is an offence to attach or hang any materials to any boundary fencing. Tenants are not permitted to erect any new fences around their plot; any existing fences should be maintained in good order.
- Greenhouses must be of stormproof construction and use toughened glass or Perspex and be of a standard height.
- The maximum permitted size of a shed is 6 x 4 feet. Sheds should be treated with water-based wood preservative or stain (not paint) in a colour in keeping with the natural environment.
- Sheds and greenhouses must be anchored down securely by fixing to a base of slabs.
- The maximum size permitted for a pond is 1m wide / long and no deeper than 60cm. Ponds must be temporary and should not be constructed out of concrete or any other hard landscape material. All ponds should be sited at least 2m distance from any communal path. Ponds must be maintained to ensure the water is clear and they should have a 'wildlife ladder' so that animals such as hedgehogs can escape should they fall in. The use of bathtubs as ponds or for water storage is not permitted on safety grounds.

See Policy for Installation of sheds, greenhouses, fences, polytunnels, ponds for further detail. (Available from Allotment Committee Secretary or on the Parish Council website)

11. Paths

- The entrance area and main access path which runs the length of the allotment site must be kept free of obstructions. Tenants should not permit plants from their plot to overhang or grow across this path.
- All tenants should help to keep the main path in front of their plot free of annual weeds (including B plot tenants). Tenants should not attempt to dig weed roots out of this hard-surfaced path.
- Each tenant has the responsibility for maintaining the shared path between their plot and the plot to the right-hand side (when looking down the plot from the main access path). New tenants are informed which paths bordering their plot they have responsibility for maintaining.
- All tenants should have safe access to their plots. This means:
 - Paths should be as level and flat as possible, with no obstructions or irregular surfaces which may form a trip hazard;
 - Materials for surfacing paths can include grass, weed membrane, woodchip or canvas sacks. Before making a change to the type of path surface between two plots, a tenant should consult their neighbours who will also be using the path;
 - Any coverings on shared paths should be securely fastened using fabric pegs or tent pegs or similar. Bricks / stones should not be placed on paths to hold down the path covering;
 - Grass paths should be as level as possible; the grass should be mown short and

kept free of flowering weeds. (A communal push-along lawn mower is available for tenants to borrow);

- No concrete paths or paths constructed of hardcore or any other permanent hard landscaping are permitted on or between allotment plots;
- Shared paths between two plots must be maintained at a minimum of 60cm wide (maximum 1m). Branches of any overhanging plants should be pruned back to ensure at least 60 cm clearance for people walking on the path.
- The strip of land between the main path and the boundary wall is the responsibility of the tenant with the adjacent plot and forms part of their overall plot area. This area may be used for cultivation of allotment crops and for seating but should not be used for storage or a compost heap. Tenants should not plant raspberries or similar cane fruits in this area where suckers could come up through the path.

12. Dogs, livestock and bees

- Dogs must not be brought onto allotments or any part of the site unless they are kept on a lead. Tenants who fail to keep dogs on leads will receive a notice. All dog faeces must be bagged and disposed of offsite by the dog owner. Tenants with dogs that bark persistently or dogs that harass other allotment tenants shall have dogs barred from the allotment site.
- The burial of any pets or animals on allotments is strictly forbidden.
- No livestock or bees are allowed to be kept on the allotment site due to the proximity of the site to a public footpath and the small size of each plot.
- Any incidence of vermin (rats) on the allotment site must be reported to the Allotment Association.

13. Rent

- The tenant must pay the invoiced rent and water charge within 40 days of the due date.

14. Observance of Rules

- Tenants must observe and comply with current rules, regulations and policies, and those which the Parish Council may make at any time in the future (e.g. statutory law changes, local restrictions - such as bonfire restrictions).
- Rules will be posted online on the Parish Council website <https://sdpc.uk> and will be communicated to tenants by email. Failure to observe rules will lead to tenants being put on notice and possible tenancy termination. In certain extreme instances a breach of site rules can lead to immediate termination of tenancy.
- Tenants must comply with any reasonable or legitimate directions given by an Allotment Association committee member in relation to an allotment.

15. Conduct

- Tenants must not discriminate against any other person/s on the grounds of age, sex, disability, race or other protected characteristics as defined in the Equality Act 2010.
- Any harassment of another tenant, use of violence or threats of violence or damage to another's plot or property will be grounds for termination of tenancy and possible prosecution.
- In the case of two tenants having an unresolved dispute and no one party can be proven as being in breach of any site rules then the Parish Council reserves the right to end the tenancy of both parties.
- The allotment site may not be used for any illegal or anti-social purpose. Tenants found to have committed an illegal act will be subject to immediate tenancy termination.
- Playing of amplified music / radio which is audible on a neighbouring plot is not allowed.

- Only the tenant, or a person authorised or accompanied by the tenant is allowed on the site. The tenant is responsible for the behaviour of children and adults visiting the allotment. In an instance where a visitor breaches site rules then the tenant will be held responsible.
- The tenant must not enter onto any other plot at any time or remove produce or water without the express permission of the relevant tenant.

16. Site Safety and Security

- Tenants have a duty of care to everyone, including visitors and themselves.
 - Care should be taken when using strimmers, rotovators and other mechanical / powered equipment both in relation to the user, any third-party and wildlife. Appropriate personal protective equipment should always be worn. Unsafe working practices may result in plot termination and the tenant shall be liable for any damage or injury caused by unsafe working practices.
 - Storage of fuels in sheds, e.g. for strimmers is not recommended.
 - Tenants must not use barbed or razor wire on the allotment.
 - All tenants and authorised persons must close the gate on entry and departure to prevent access by unauthorised persons or animals. This applies even if the gate is found to be already open on arrival / departure.
 - The Allotment Association / Parish Council are not liable for loss by accident, fire, theft or damage of any structures, tools, plants or items on allotments. Tenants are advised not to store any items of value on the allotment, and to insure and mark any items kept at the allotment.
 - Tenants should report incidents of theft and vandalism to the Allotment Association and the police.
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Drury Lane Allotments Inspection Policy

The purposes of inspection are to:

- Ensure the allotments are maintained as an asset to the local area and are managed in a safe, environmentally friendly and sustainable manner;
- Ensure that tenants are cultivating their individual plots to their full potential as set out in the Tenancy Agreement and Allotment Tenants' Handbook;
- Identify where individual tenants require support or guidance to improve their plots;
- Establish a transparent and fair process for ending the tenancy of plots which are not being cultivated according to the agreed standards.

Two Allotment Committee members and a Parish Councillor conduct the inspections and are expected to adhere to agreed allotment policies and procedures. The inspections take place three times a year, in mid-March, mid-June and mid-September. These inspection periods are notified to tenants in advance, however the exact date / time will be determined according to the availability of the inspection team and the weather.

New tenants are not included in the inspection cycle during their 6-month probation period. Instead, they receive monthly support and feedback from their mentor. After passing probation, tenants are inspected following this policy, but judgements take into account the state of the plot when the tenant took it over. New tenants will not be expected to achieve 75% cultivation of their plot within their first year if the plot was very overgrown when they started.

The Allotment Association aims to build an allotment community where all tenants have access to support to enable them to be successful gardeners and to gain satisfaction from their plots. This is fostered through the 6 months of probation and mentoring for new tenants, a newsletter, social events, working party days, a WhatsApp group and seed and plant swaps.

If a tenant has a genuine reason why they cannot work their plot for a period of time or is not managing to keep on top of it for health or other reasons, they should contact the Allotment Association Committee as soon as possible. This information will be treated in the strictest confidence. A reasonable timescale to bring the plot back to an acceptable standard will be agreed, and if required, some support from other tenants to help look after the tenant's plot may also be arranged.

Inspections focus on:

Cultivation: Tenants are expected to make good use of their plot for the purpose of growing vegetables, fruit, herbs, flowers for cutting, or cover crops such as green manure. If there is a greenhouse, this should also be used for cultivation. 75% of the area of the whole plot should be cultivated in the main summer growing season (May to September). The cultivated area includes a working compost heap but does not include any area taken up by internal paths, seating, storage area or shed. Areas of the plot which are overgrown, or ground covered in weed membrane, cardboard etc or beds which are cleared but not planted, do not count as cultivated. Some of the rear plots, where former brick-built structures have been demolished, have ground that cannot easily be cultivated, but can be used for compost heaps, raised beds or a wildlife area. If the plot is not being used to its full potential, with at least 75% of the total area in cultivation during the main growing season, this will result in a Notice to Improve for Cultivation.

Weeds: If the plot has significant annual or perennial weeds which are covering beds, setting seed or otherwise impacting on successful cultivation, this will result in a Notice to Improve

for Weeds.

Safety and Maintenance: Any structures on the plot including sheds, greenhouses, fences, compost heaps, ponds or water butts should be maintained to a safe standard. Any hedges should be pruned to no taller than 1.5m (noting that it is illegal to cut hedges between 1st March and 31st August). Internal paths and the path to the right of the plot should be well maintained for safe access. No rubbish should be accumulating. If anything on the plot is deemed to pose a risk to tenants, the environment or wildlife, this will result in a Notice to Improve for Safety and Maintenance.

Feedback

Tenants will receive feedback, by email, within 7 days of the inspection. Inspection feedback will be objective, factual and focus only on matters which relate to items in the Allotment Tenants' Handbook. There are different ways to garden, and we respect the variety of approaches which are used across our site, e.g. dig or no-dig, small beds with internal paths or full plots in rows. Each of the three inspection areas will be graded green / amber / red on the form.

- Green: the elements covered in this area are met to a good standard.
- Amber: there are some jobs to do, but overall, the standard is acceptable.
- Red: there are significant concerns and an Improvement Notice will be issued to set out exactly what the tenant is required to do for the plot to return to an acceptable standard.

If any issues are identified in a plot inspection, the tenant will be offered the opportunity to meet with a committee member to discuss the feedback and how to act on it. The tenant will also be offered the opportunity to receive advice from another tenant.

| Plot: / Date: / Inspected by: | Spring | Summer | Autumn |
|--|--------|--------|--------|
| Cultivation: 75% of the plot area is cultivated with allotment crops. | | | |
| Weeds: Growing areas are largely weed free. | | | |
| Maintenance and safety: Structures, paths, hedges, ponds are safely maintained. | | | |
| Outcome of inspection: | | | |

Improvement notice: An Improvement Notice will specify the area/s for improvement with photographic evidence of the issues identified. A re-inspection of the specific items identified will take place no more than 6 weeks later. If no improvement has been made during this period, a Notice to Quit the plot will be issued.

Warning notice: If the issues identified in the Improvement Notice have been partially but not fully addressed after the period of 6 weeks has elapsed, a Warning Notice (with photographic evidence) and a further period of no more than 6 weeks will be given before re-inspection.

Notice to Quit: A notice to quit is issued if:

- a tenant has not addressed the issues identified in an Improvement Notice
- a tenant has not fully addressed the issues identified in a Warning Notice
- a tenant has received Warning Notices on two occasions within one inspection cycle year (starting in March)

- A tenant intimidates Allotment Association Committee members, Parish Councillors or attempts to interfere with the inspection process.

A Notice to Quit signed by the Parish Council clerk 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 Parish Council in respect of any clearance / rectification work deemed necessary to restore the allotment to an acceptable condition.

Right of Appeal: The tenant is entitled to a final right of appeal to the Parish Council if they have been issued a Notice to Quit which they believe is not justified. A different pair of Allotment Association Committee members and a Parish Councillor not previously involved will review the allotment inspection feedback, improvement notices and consider the tenant's viewpoint before arriving at a decision which will be final.

We hope you have an enjoyable and productive year on your allotment.

Please ask at any time if you need any advice or support from the Allotment Association Committee.

Happy gardening!

