

Humberston Parish Council
Protocol for Allotment Condition Checking

Clerk receives complaint regarding the state of a particular allotment and visits the site to check



Allotment identified as untidy/uncultivated when routine inspection carried out by Cem/Allotments Committee



Committee places allotment number on monitoring list – this is informal and tenant is not informed at this stage.



Follow up visit held after one month to see if there is any improvement to state of allotment plot. This visit to be conducted by members of Allotment/Cemetery Committee (must be quorate). Written report produced post visit.



If plot is found to still be untidy/uncultivated, the Committee will agree on the next action, ie remain on informal monitoring or send a first stage letter advising follow up visit a month later.

Letter also asks if there is any problem with tenancy or any help required.

If plot has improved then no further action is taken.



Follow up visit held after one month to see if there is any improvement to state of allotment plot. This visit to be conducted by members of Allotment/Cemetery Committee (must be quorate).



If plot is found to still be untidy/uncultivated, the Committee will agree on the next action, ie further allowance or second stage letter to be sent advising follow up visit a month later.

Letter also reminds tenants if there is any problem with tenancy or any help required they must get in touch.

If plot has improved, then acknowledgement letter will be sent but the plot will be placed back on the informal monitoring list at the start of this process for rechecking to ensure improvement is maintained.



After one month from date of the letter, a follow up visit will be called by the Cemetery/Allotments Committee to check on any allotments which require follow-ups. At this point any allotment which has received a second stage letter but no improvements noted, the Committee note and take it back to the Council for consideration of rescission of the plot.



Decision made at the full Council meeting on next course of action. Options are:

- a) To consider any mitigating circumstances received from the tenant
- b) To consider any extension to the monitoring period
- c) To consider rescission of the allotment tenancy.

Notes on procedure:

- All Committee visits are followed up by full written report and circulated to all Council members.
- All letters sent are standard, pro-forma letters as part of this process.
- The Committee is delegated by the full Council to conduct inspections on a pre-arranged date notified to all members and is delegated to send letters out as required as part of this process upon agreement by all members present or through a majority vote by those Committee members present on site.
- If required by the Committee, photographic records may be taken of any plot.
- The Clerk will usually be in attendance at the Committee meetings/inspections.
- When inspections take place, a list of plot holders is not available to Committee members and inspections and reports are carried out on a 'plot number' basis only.