

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



Clerk 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 Clerk and members of Allotment/Cemetery Committee on informal basis – ie informal follow up by simple visit to allotment site by members of the Committee (they don't all have to go at the same time, just within a week of the follow up date)



If plot is found to still be untidy/uncultivated, the numbered plot will be listed in a written report to the full Council, at its next meeting from the Clerk. Recommendation will be to place the plot on formal monitoring list and send letter to tenant advising that allotment plot is untidy and that it has been placed on monitoring list and a follow up visit will be held after one month. Letter also asks if there is any problem with tenancy or any help required. If resolved by the Council, then letter will be sent out.  
*If plot has improved then no further action is taken.*



After one month from date of the letter, a follow up visit will be called with Clerk and Cemetery/Allotments Committee to check on any allotments which require follow-ups. This to be done as a whole group. Report then written by the Clerk and submitted to all members ready for next full meeting of the Council.



Report received at next full Council meeting. If allotment plot is still found to still be untidy/uncultivated, then recommendation be made to write again to tenant advising that one further month be given to allow the plot to be brought up to an acceptable standard or the Council may have to consider rescinding tenancy. Again, the letter also asks if there is any help required with the plot. If resolved, letter then sent.

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



After one month from date of the letter, a follow up visit will be called with Clerk and Cemetery/Allotments Committee to check on any allotments which require follow-ups.

Report then written by the Clerk and submitted to either the next full Council meeting.



Decision made at the 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:

All letters are standard, pro-forma letters for this process and are not deviated from. Inspection visits to the site by the Committee, do not require a formal meeting agenda etc. as no action or decisions are taken at these visits, they are merely information gathering visits. Clerk will take pictures for record during these visits.