



BEXHILL-ON-SEA TOWN COUNCIL ALLOTMENT INSPECTION POLICY DRAFT JULY 2023

I. Allotment Inspection Guidelines

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

Site 1:

Preston Road, Norfolk Close, Bexhill

Site 2:

Sidley House, Turkey Road, Bexhill

This policy is in addition to Bexhill-on-Sea Town Council's Allotment Tenancy Agreement.

General

Routine site visits to all the Council's allotment sites will be conducted at regular intervals by a Town Council Officer.

In the event of a contentious issue, it may be necessary for a further site visit to be undertaken by the Town Clerk of the Town Council, accompanied by appointed members of the Climate Nature and Environment Committee.

The issue may have to be discussed by the Climate Nature and Environment 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 take place at regular intervals, this will take place start of the growing season, one midway through the season, one at the end of the growing season and one during the winter months. The inspections will take place without prior notice.

The inspections will cover the following criteria:

- General condition
- Percentage of the plot not being worked
- Hazardous objects/materials present
- Percentage cultivated
- Condition of structures
- Rubbish on the plot



BEXHILL-ON-SEA TOWN COUNCIL ALLOTMENT INSPECTION POLICY DRAFT JULY 2023

- Working within the plot boundary
- Walkway conditions
- Unauthorised planting material as stated in the tenancy agreement
- Animals being kept as stated in the tenancy agreement

Contravention Procedure

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.

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



BEXHILL-ON-SEA TOWN COUNCIL ALLOTMENT INSPECTION POLICY DRAFT JULY 2023

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 Clerk and accompanied by a covering letter will be sent to the Tenant by Special Delivery and will include references to the following: -

- Condition 3 of the Allotment Garden Tenancy Agreement;
- 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;
- details of how an agreement, in respect of payment for the transfer of growing crops, equipment, sheds, or structures, with the incoming tenant can be reached.

Subsequent notices in a 12-month period

If the tenant receives two or more stage 2 warnings in a 12-month period, the Council may use its discretion to terminate the tenancy with a 12-month notice to quit which will be issued outside of the growing season (which runs from 6th April to the 29th September).

The tenant is entitled to a final right of appeal to the Climate, Nature and Environment Committee