

WOOKEY HOLE ROAD ALLOTMENTS TRIAL INSPECTION ROUTINE

Inspection Routine

These take place quarterly in March, June, September and December.
Each inspection records the situation of all plots, and photos are taken.
Plots are identified as Excellent, Satisfactory, Needing Action or Unacceptable.
All tenants are contacted, updating them on their plot's state
Informal, interim inspections will be carried out throughout the year.

Categories of Plots

Excellent

- Plot is maintained to an extremely high standard and is an exemplar to others
- Infrastructure & relevant path is well maintained, tidy and robust
- The plot clearly demonstrates commitment and pride.
- (Criteria for annual award(s) for best plot to be considered at a future date)

Satisfactory

- Clear evidence of being worked (Productivity to take into account the season)
- Appropriate path being maintained
- Infrastructure robust (to include fencing, sheds & their fabric)

Action:

- a) **None by tenant. Inform tenant by email.**

Need for action

- Overgrowth is such as to impact on neighbouring plots
- Infrastructure is missing, poorly maintained or inadequate
- Evidence of rubbish and/or poor housekeeping
- Likely source of vermin
- Evidence of not being worked (overgrowth, clutter, sagging fencing, dilapidated structures)

Action:

- a) **contact tenants and request update (is plot too much to manage? Have circumstances changed? Are there health issues affecting the tenant)**
- b) **If plot is relinquished, reallocate.**
- c) **If tenant wants to continue, a 3 month improvement deadline & explain that if improvements are not done, the plot moves to 'Unacceptable' and that a Notice To Quit will be issued.**

Unacceptable

- Infrastructure, overgrowth, maintenance and evidence of work is unacceptable.
- Impact on neighbouring plots and overall atmosphere of allotments is detrimental
- Plot must have been either 'Satisfactory' or 'Need for Action' in previous inspection

Action:

- a) **Notice to Quit issued immediately for stated period.**
- b) **Plot to be cleared of any personal belongings & equipment**

*Approved by Asset management Committee
12th January 2022
St Cuthbert (Out) Parish Council*