



Bicester Town Council

Allotment Inspection Policy / Procedure

GP20

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

- Anson Way
- Claypits
- Colne House
- Evenlode
- Leach Road

The policy and procedures are in addition to Bicester Town Council's allotment tenancy agreement as per clause 8 in the tenancy agreement.

Site Inspection

Inspections of allotments will take place at regular intervals, without prior notice. The inspections will cover the following criteria:

- Percentage of the plot not being worked
- Hazardous items present
- Items exceeding size dimensions stated in tenancy agreement
- Rubbish on plot
- Working within the plot boundary's
- Walkway conditions
- Buildings conditions
- General plot condition
- Unauthorised planting material as stated in tenancy agreement
- Un-kept boundary's
- Animals being kept as stated in tenancy agreement

Administration Procedure

Should the inspection identify issues that need addressing, it will be noted in the inspection report and passed to the administration team for further action. The administration team will then action using the following procedure:

1. Write to the tenant advising them of the failure to meet the guidelines and issue a date by which the matters should be corrected. The letter will give 14 working days to rectify the issues identified.
2. Tenants are advised to contact Bicester Town Council to discuss any issues arising.
3. Re-inspect the plot.

Should the plot fail upon re-inspection, the administration team will action using the following procedure:

- Write to the tenant to terminate their agreement in line with the tenancy terms and conditions.

- The tenant will then have 28 days to vacate and clear the site.
- All items left on site will be cleared and the tenant will be invoiced accordingly for removal.

In the event of the tenant being unable to manage their allotment to the required standards, the Town Council must be contacted immediately to identify the best approach to cover the circumstances. The Town Council have sheeting for hire to cover plots for short periods if personal circumstances prevent cultivation temporarily. Please note that all cases will be dealt with and assessed on an individual basis.