Bicester Town Council

Allotment Inspection Policy / Procedure
GP20

Document Control				
Review date is indicative and will depend on changes in legislation, best practice or when required. Alternative formats of this document may be available upon request.				
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V1	Originally adopted 5th Aug 2019		Document Control added	August 2023
V2	24th April 2023		Review	April 2026
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Bicester Town Council
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Launton Road
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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.

1. Site Inspection

1.1. Inspections of all allotments will take place at an appropriate time throughout the year.

1.2. 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

1.3 The Inspections will consist of the following personnel:

- Bicester Town Council Officer
- Bicester Town Council Member – Ward Members will be invited/informed once a date has been set with Officers and Allotment Representatives
- Site Specific Allotment Representative

2. Procedure for plots out of Specification.

2.1. Should the inspection identify issues that need addressing, it will be noted in the inspection report (photographs taken where necessary) and Bicester Town Council will then action using the following procedure:

1. Administration Officer to contact the tenant (in writing and email) 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.

2.2. Should the plot fail upon re-inspection, Bicester Town Council 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.

2.3. 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 has 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.

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