

Reepham Town Council Inspection, Termination and Appeals Procedure for Allotments

There will be quarterly inspections of all allotments

Following the inspection, which identifies a plot holder not complying with the rules laid out in the allotment agreement, an improvement letter will be sent to the plot holder. This letter will detail the unacceptable criteria and indicate what is required to bring the plot up to standard. The plot holder is given 21 days during the winter or 14 days in the summer, to rectify the situation and/or explain satisfactorily the reasons for the plot's unacceptable state.

The Town Clerk (as the Responsible Officer for the Town Council) should be made aware of any special circumstances relating to a plot holder whose plot is unacceptable, e.g. illness. Any information gathered will be dealt with confidentially and each instance will be dealt with on a case by case basis

After the rectification period and in absence of improvement or explanatory letter, a final warning letter will be issued, reaffirming the statements in the improvement letter. This letter will require an immediate improvement within 21 days (winter) or 14 days (summer), of the date of issue of the letter, or an explanation as to why the improvement letter was ignored, failing which the lease will be terminated.

If there is no immediate improvement or satisfactory explanation, within the approved timescale, a termination letter will be issued to the plot holder. The Plot holder will be given 14 days (summer) or 21 days (winter) to remove any crops, tools and structures left on the site after which they will be confiscated.

A plot holder may appeal (in writing) against the termination within 14 days of the receipt of the termination letter. The appeal should detail the reasons for the lack of improvement and the reasons why the termination letter should be withdrawn. The Plot holder will retain ownership of the plot whilst the appeal is being considered.

The Chairman of Reepham Town Council will appoint a committee to consider the appeal and reply to the plot holder within 14 days of receipt of the appeal. The decision of the committee is final.

For the purposes of this procedure summer is from mid-March to mid-October, and winter mid-October to mid-March.

October 2013