



Last amended: 06/12/2023

To be reviewed: 06/12/2024

## GREESTY STREET COMMUNITY ALLOTMENTS ASSOCIATION

### INSPECTION PROCEDURE

This document is to inform members of the procedure in place during site inspections and what to expect depending on the inspection finds.

#### Stage 1

All plots are inspected by three committee members to ensure plots are in line with the tenancy agreement and findings from the inspection are categorised into the following categories,

In Order

Some Improvement Required

Major Improvement Required

Urgent Action

Please note if a plot is not accessible, we will reach out to organise access, members will have 5 days to reply with an agreeable date and time. Failing communication, the committee has the authority to access the plot with alternative means and will do so.

#### Stage 2

If a member's plot falls into either urgent action or Major Improvement required, they will be issued with an intention of notice letter see Appendix 1. the member will be invited to a meeting so the committee can understand the reason for the current state of the plot, and if they can support in any way to get the plot back into good order. The member will have 5 working days to contact the secretary to let them know their intention. If this time lapses and no communication has been received the committee will begin stage 3

#### Stage 3

The committee will serve our 4 weeks' improvement notice, please see Appendix 2

If adequate improvement is not made, then the committee will have no other option but to move to stage 4.

#### Stage 4

The committee will serve the 2 weeks termination of tenancy notice see Appendix 3, from the end date of the 4 weeks' notice for plot improvement and reallocate the plot to a new member within 24 hours of the date the two weeks have been served.



Last amended: 06/12/2023  
To be reviewed: 06/12/2024

## Appendix 1

Dear Member

The Committee recently completed an inspection of the Gresty Street Allotment site. It has been identified that your plot\>s require further cultivation and attention.

As part of your tenancy agreement, page 2 Cultivation and Use, you are required to cultivate the plot and keep it to a certain standard.

### Consultation period

You will now be given five days, from the date of this letter, to respond. To arrange a meeting to discuss options with members of the committee. If there is no response after five days, you will be sent a letter of notice.

### Letter of Notice and vacating the plot

If, however, following the four weeks letter of notice, if there is still no resolution, you will be issued with a final notice and have two weeks to vacate the plot\>s and remove all items, including any buildings and structures.

In total, from the beginning of this process, you will have six weeks to vacate the plot. If, however, the committee, do not hear anything from you to confirm your intentions, the process of re-letting the plot will commence.

It is not our intention to want to have anybody leave Gresty Street Allotments. We, as an association, do have rules and regulations to adhere to. We are here to help and support to try to resolve any problems amicably.

We hope you get in touch with us, please.

via [gsca.association@gmail.com](mailto:gsca.association@gmail.com)

Kind Regards

The Committee



Last amended: 06/12/2023  
To be reviewed: 06/12/2024

## Appendix 2

Dear Member

The Committee recently completed a walk-around of the Gresty Street Allotment site. It has been identified that your plot\`s require further cultivation and attention.

As part of your tenancy agreement, page 2 Cultivation & Use, you are required to cultivate the plot and keep it to a certain standard.

We have issued you with the intention of a notice letter and unfortunately have not received a communication from you as set out in our inspection procedure document.

You have four weeks from the date of this letter to bring your plot up to standard with the tenancy agreement.

At the present time, the city of Stoke on Trent has an 800 waiting list for allotments and there is a growing need for people to grow their own produce. So therefore, we want to see the site utilised to its full potential.

If you fail to adhere to the requirements in your tenancy agreement you will be served the final two-week notice and your tenancy will be terminated forthwith.

The committee will review your plot after the four weeks' notice period to confirm improvement has been made and a monthly inspection for three months will follow to ensure the cultivation and maintenance is sustained.

Kind Regards

The Committee

If you wish to get in touch with us, please contact us via [gsca.association@gmail.com](mailto:gsca.association@gmail.com)



Last amended: 06/12/2023  
To be reviewed: 06/12/2024

### Appendix 3

Final notice letter

Date

Address

Dear Member (name)

This is your final two weeks' notice, after two attempts of communication you have not fulfilled your obligation to adhere to the tenancy agreement you signed on the ..... you will be met on your final day (date) to retrieve the site key and have your deposit returned as per the key policy.

Reasons why the notice is being served .....

Specific Reasons Listed

If your plot contains any buildings or structures at present, you will need to have these removed or sold in this two-week period. We ask that you contact the committee if you need assistance.

If we cannot retrieve the Key and the plot is not ready by the final date, then we will unfortunately have to share this information with the local council which may affect your chances of getting a future allotment plot.

Kind Regards

The Committee

If you wish to get in touch with us please contact us via [gsc.a.association@gmail.com](mailto:gsc.a.association@gmail.com)