



Watery Lane Allotment & Leisure Garden Association

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Agreed Inspection Process for Allotment Plots

Report Dated 9th June 2014

The Codsall Parish Council have agreed to the Watery Lane Allotment and Leisure Gardens Association carrying out inspections of the allotment plots to ensure they reach the standards identified in the leases. After several meetings within the Association the following process was agreed as the way forward.

The proposal was accompanied by copies of the six documents required for implementation, which were also agreed with the Parish Clerk.

- a. A flow chart outlining the inspection process, timings involved and the follow up process leading to recommendation of termination of the lease.
- b. Scoring form.
- c. Letter 1 - First warning that improvements are required and the outcome of non compliance.
- d. Letter 2 - Second warning that improvements are required and the outcome of non compliance.
- e. Letter 3 - Recognition that some work has been carried out, but confirming that more work is required
- f. Letter 4 - Recognition that the work carried out has been sufficient to reach the required standard and that the plot will return to the normal inspection cycle.

The process will not be rushed, as the intention is to provide help and assistance to plot holders, where practical, and when requested. The process is based around three annual inspections that take place at times when plots should be under cultivation;

Late March to early April

Late May to early June

Late September to early October

To assist with understanding of the process, a flow chart has been produced that clearly identifies the process and areas where there is lee way for plot holders attempting to achieve the required standards. Prior to inspections, the actual date will be publicised at least two weeks in advance on the Association web site and the two notice boards at either end of the allotment site. The process is basically in three stages,

- 1) Initial warning letter (1) followed by a re-inspection two weeks later



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- 2) At re-inspection plot holder will receive either:-
 - a) Second warning letter (2) if no significant improvement is seen
 - b) Letter (3) if there are signs of appreciable improvement. The holder will then be given further opportunity to bring the plot up to standard
 - c) Confirmation Letter (4) if the plot is up to standard.
- 3) After the second warning letter and another two weeks, a further inspection is carried out. If the plot is up to standard the plot holder will receive confirmation letter (4) or if there is still no significant improvement, the matter will be passed to the council to consider termination of the lease.

A full audit trail of the process and all communications between the plot inspection team and the plot holder will be supplied to the Parish Clerk for use in the event of any challenge to the process. Although any inspection will by nature be subjective, a scoring mechanism is in place that is intended to make the process as transparent and fair as possible and allow areas of concern and improvements required to be presented to the plot holder. Further to this, at each stage of the process the plot holder is provided with an opportunity to discuss problems or issues with the Parish Clerk.