**Inspections**

Issue: 1

Date: 20 Sept, 2023

As per the tenancy, all plot holders must actively cultivate 75% of their plot and inspections will occur once a month from February to October.  If a plot is deemed inadequately tended a first warning letter will be sent detailing what needs to be done, giving 4 weeks from the date of the letter for that work to be achieved.  If after four weeks the inspection reveals that the work has not been undertaken, a second warning letter will be issued, giving a further 4 weeks for the required work to be achieved.   If it is found that the work described in the second warning letter has not been undertaken after 4 weeks a notice of termination will be issued. Please attached documents inspection and complaints procedure.

For guidance, please see below:

**Established plotholders:**

Feb/March to May 1st – signs of activity which should include but is not limited to: turning soil, weeding, tidying, mowing, planting seeds in prepared beds, planting plugplants, harvesting winter veg, cutting back brambles etc to ensure paths are clear. The plot holder should be attending the site regularly and the plot should be tidy and ready for the season.

By June 1st the committee shall expect, at the very least**, 50%** of the plot to be actively cultivated. This means that there will be vegetable, flower and/or fruit plants growing on 50% of the total plot area. The rest of the plot is neat and weed free and ready for more plants and/or seed. Grass paths must be mowed. Please remember that there must be an 18 inch path around your plot.

June to September – The plot must be at capacity. **75% of the plot must be actively cultivated**. Weeds should be removed promptly and paths kept clear and mown. Mature crops should be harvested and empty beds replanted or (near the end of the season) left fallow (and potentially covered) until spring.

**New plotholders (1st year ONLY)**

Feb/March to May 1st – signs of activity which should include but is not limited to: turning soil, weeding, tidying, mowing, planting seeds in prepared beds, planting plugplants, harvesting winter veg, cutting back brambles etc to ensure paths are clear. The plot holder should be attending the site regularly and the plot should be tidy and ready for the season.

By June 1st the committee shall expect, at the very least, 25% of the plot to be actively cultivated. This means that there will be vegetable, flower and/or fruit plants growing on 50% of the total plot area. The rest of the plot is neat and weed free and ready for more plants and/or seed. Grass paths must be mowed. Please remember that there must be an 18 inch path around your plot.

June to September – The plot must be at capacity. **50% of the plot must be actively cultivated**. Weeds should be removed promptly and paths kept clear and mown. Mature crops should be harvested and empty beds replanted or (near the end of the season) left fallow (and potentially covered) until spring.

**NOTE: the non-cultivated portion should not exceed 25% and may contain temporary structures, sheds, lawn, wildlife area and compost heaps.**

Inspections shall be conducted by 2 people in the 1st instance. With subsequent teams of 2 doing a 2nd inspection for confirmation or to solve disputes/complaints.

Plot holders may raise concerns, in which case 2 further committee members will inspect the plot and a decision shall be made between the 4 inspectors.

Should the plot holder still disagree with the decision, they can raise a formal complaint in writing to the secretary who will review the case as per the complaints procedure document.