



# Baldock Allotment and Leisure Gardeners' Association

## Termination Procedure for Non-compliance with Tenancy Agreement

Baldock Allotment and Leisure Gardeners' Association is committed to handling non-compliance checks in a proper fashion, and this procedure defined how it will be done.

### 1 Inspection Process

Each plot will be inspected at least once per year to check that it is in a good state of cultivation, with no obvious safety hazards and that any structures are safe and in good repair. Normally this inspection will be carried out as part of the annual Best Kept Allotment competition. Additional inspections will be carried out if any member complains about a plot, or if one of the site representatives has a particular concern.

The inspection team will comprise at least 2 members, and they will normally not be plot-holders from the site concerned. The purpose of the inspection will be to see whether the plot-holder has complied with the requirements of the tenancy agreement.

### 2 Action if the plot is Non-compliant.

The inspection team will report to the next General Committee meeting. The committee will decide whether to issue a warning letter. If so, this letter will give the plot-holder 4 weeks to rectify the situation, and after this time the plot will be inspected again. If the plot is still unsatisfactory, a termination letter will be issued.

If there are extenuating circumstances which mean that the plot-holder is unable to take action within this time, he or she should inform a member of the General Committee without delay, so that the Committee can decide whether more time can be given.

### 2 Complaints Procedure

If the plot-holder is not satisfied with the process at any stage, he or she may use the complaints procedure

If the complaint relates to a termination notice for non-cultivation or other breach of the Tenancy Agreement, and is received in writing, the decision will be made within 28 days of the date that the complaint is received.

Signed ..... Chairman

Date.....