

HWDA INSPECTION POLICY

When your plot will be inspected and the level of cultivation required

1. Probationary tenancy and inspections

The first 4 months of your tenancy is a probationary period. During this time we will regularly inspect your plot for progress.

- Monthly informal reviews will be undertaken. Minimum Cultivation must take place as follows.
10% Month 1
25% Month 2
50% By the end of 4 months

At the end of 4 months we will expect your plot to have a minimum of 50% cultivation. Failure to achieve this could lead to the ending of your tenancy.

After your 12-months we will expect you to cultivate a minimum of 2/3 of your plot as applied to all plot holders

2. Normal inspection process

We will carry out up to 2 scheduled initial inspections on each site during the growing season. These will be between February and November. Inspections will be carried out by the site rep and another site rep/committee member.

You will receive a notice if you're not cultivating your plot, or if you break the rules as listed in the allotment Rules and Regulations or breach your tenancy agreement.

We'll send your notice to the address we have on record; to the email address we have on record; hand the notice to you or post the notice on your allotment plot. Your site rep may also discuss the issue with you in person or over the phone. It is important that you let us know if you change your address or contact details as the notice will be deemed as served to the given address.

Issues captured within the inspections policy may also be escalated in a similar manner by site reps in line with the normal duties of their role throughout the year outside of the scheduled 2 inspections.

3. The Failed Inspection Notice

The notice you receive will indicate why it has been issued.

3.1 Failure to Cultivate

You must be actively growing crops or flowers on at least 2/3 of your plot. If you have excessive areas of grass/lawn and unkempt or non-cropped beds, you could receive a cultivation notice.

If you receive a cultivation notice, you'll need to increase the area you're cultivating before the date stated on the notice. If things are not corrected and you fail the re-inspection, we could end your tenancy.

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3.2 Weed notice

If you've received a weed notice, you'll need to clear your beds of weeds and prevent weed seeds from affecting neighbouring plots.

3.3 Rubbish and polluting materials notice

If you have rubbish or material that is in breach of the tenancy agreement or materials that cause pollution on your allotment, you could receive a rubbish and polluting materials notice. You should act on this immediately.

3.4 Trees and hedges and bushes notice

If you have oversized/overgrown trees, hedges or bushes on your plot particularly if they are impeding a pathway or general access, then you could receive a notice.

3.5 Pathways Notice

If you have allowed your grassed pathway to overgrow, caused it to be obstructed or your pathway is in a hazardous state then you may receive a notice.

3.6 Water Notice

If you waste water, do not have water collection fitted to your structures, use a hose for watering, or do not comply with our rules on water use and water conservation then you will be issued with a notice.

The first notice you receive is a warning, but if you commit the same offence a second time, we may end your tenancy.

3.7 Sheds and structures

As per the tenancy agreement, tenants are responsible for the maintenance of sheds and other structures whether or not they are owned by the association. The cost of replacing a shed may exceed over ten years rent. It is therefore of vital importance that tenants maintain sheds on their plots to a good standard.

A notice can be issued if your shed or structure

- Has not been approved
- contravenes the allotment rules
- is collapsing
- is leaning dangerously
- has loose or rotten parts
- has loose or jagged metal work
- is not being maintained to an adequate standard (weatherproofing/ roofing felt)

If you receive a *dangerous building* notice, you'll need to make it safe or remove it completely within the time stated.

3.8 Other breaches of the tenancy agreement

You will fail an inspection if you are found to be in breach of other elements of the tenancy agreement or HWDA A rules. If so, you may be issued a notice or other appropriate action will be taken in line with HWDA A rules and policies.

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4. Failed inspections

If you fail an inspection, you will receive a formal "Notice to Improve" giving you a 6 week period to remedy or make initial inroads to address the identified issue.

This notice either posted on your allotment plot, in the post, or via email. You then have 6 weeks to put things right (except 3.3,3.6 & 3.7 which must be complied with immediately) or we could end your tenancy. The plot will then be reinspected after this 6 weeks.

It's very important that you act immediately. If you fail the re-inspection, we could end your tenancy. If you pass your reinspection, the notice will be lifted.

If you're unsure why you've received a notice, have a medical condition or other circumstance which means you need more time to act on your notice, please speak to the site rep.

5. 'Getting there' or Good Progress Made Letter

You might receive a 'getting there/ good progress made' letter or e-mail during re-inspection for a cultivation, tree or weed notice. This means the inspecting officer can see a significant amount of work has been done, but there is still some more work to do. You'll have another 14 days before a further re-inspection. If you fail this, we will end your tenancy.

6. What to do if we end your tenancy

We'll inform you by letter or email if we plan to end your tenancy.

You will be notified of the date by which you will need to clear your plot of any materials or crops that you want to keep. Tenants will receive 1 month notice. After this date, we will clear your plot and re-let it. You'll no longer have the right to enter the plot.

Please keep us informed of your current address and ensure that you can receive correspondence from us. Inspection and termination processes will still stand if paperwork goes to an old address or into your email junk box.

7. Appeals of Tenancy Termination

Should you feel there are grounds to appeal this decision then you may put your representations in writing, clearly stating on what grounds the appeal is based, to the secretary at hwdaa@hwdaa.com The committee will consider your appeal at a committee meeting which you may attend. You may submit your statement in writing if you do not wish to attend the meeting. Following your statement, you will be asked to leave the meeting and you will be notified of the decision of the committee, in writing, within 7 days.

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