



Allotments: Untidy Plots and Notices to Terminate

1. Plots shall be informally inspected at least monthly by a Councillor, usually the Council's named Allotments Representative.
2. If the Councillor feels the plothead is not meeting the obligations of cultivation and tidiness outlined in the allotment tenancy agreement signed by the plothead, then the Councillor will verbally advise the plothead and they will record this with the Clerk. Alternatively, the Councillor may wish to ask the Clerk to send an informal email asking the tenant to work with the Council on an action plan with clear, measurable timescales.
3. If the warning has not been acted upon before the Councillor's next visit after a reasonable amount of time (at least 14 days), the Councillor shall take photographic evidence of the plot's state and record these with the Clerk.
4. At the council's next ordinary monthly meeting, the Council will consider whether to begin the formal warning and eviction process detailed in clauses 5 and 6 below, based on the report from the Council's allotments representative.
5. Should the Council feel it necessary to begin the formal warning process, three written notices will be issued:
 1. 1st warning – poor cultivation – the tenant will be given 28 days to make satisfactory improvements. If not achieved, the tenant will be issued with:
 2. 2nd warning – unsatisfactory cultivation – the tenant will be given a further 14 days to make satisfactory improvements. If not achieved, the tenant will be issued with:
 3. 3rd warning – warning of notice to terminate – the tenant will be given a final 14 days in which to make improvements.

Photographic evidence of the plot will be taken and recorded with the Clerk at all stages.

6. If after the third warning there has been no progress after 14 days, a notice to terminate shall be served on the plothead which will give the tenant at least one month's notice of termination. If a tenant receives a notice to terminate from the council, that plothead will no longer be eligible to apply for or hold any Village Council allotment plot in the future.
7. Any reoccurrence of untidiness which warrants a written notice within a 12-month period will be issued with the next appropriate warning letter – for example, if a tenant receives a first warning in April, tidies their plot but then warrants another written warning in June, they will receive the 2nd warning letter. The Council's allotments representative may choose to firstly issue another verbal warning in this case.
8. At all stages, the plothead is encouraged to get in touch with the Council to discuss any difficulties they may be facing or ask for any advice on keeping their plot tidy. The Council may issue an action list to assist if the plothead requests this.

Date of policy: April 2025

Approving committee: Full Council

Date of committee meeting: 01/04/2025

Reviewed 07/10/25 – warning periods amended to align with tenancy contracts

Policy version reference: Version 1

Policy effective from: 01/04/2025

Date for next review: As necessary