

## **GINHALL LANE ALLOTMENTS**

### **MONITORING GUIDELINES**

- Assessment of the allotment site will be carried out between the 1<sup>st</sup> to the 3<sup>rd</sup> of each month by the site manager and association chairperson. The site manager and chairperson will set dates of monitoring either at the association meetings for the year or for the following 2 months. The site manager may devolve responsibility when unavailable to carry out assessments personally, (as can the chairperson if they were unavailable).
- Each monthly assessment to be recorded so that monitoring patterns provide an informed overview.
- Letters regarding standards of cultivation to be sent within 3 working days of the assessment.
- Where a new plot is unsuitable for immediate cultivation (photo image should be available) and require clearance and preparation work, a rent free period should be considered.
- If a tenant has taken over a poorly cultivated plot (photo image should be available) then it is reasonable to expect 25% cultivation within the first 3 months of the start of the tenancy.

### **KEY ELEMENTS OF ALLOTMENT CULTIVATION**

- Cultivation standard is set at 75% of plot; this includes features such as a pond and an area for compost bins that demonstrate active composting.
- It is required that weed seed heads be removed before seed is set in order to prevent dispersal to neighbouring allotment plots.
- Containment of pernicious weeds and invasive crops such as those that spread through extension roots e.g. raspberries, couch grass, ground elder, or by generating new plants from growing tips in contact with the soil e.g. brambles, creeping buttercup.
- It is essential to keep access to communal pathways free from detritus and encroaching crops e.g. raspberries. Also to maintain safety for others by ensuring that there are no protruding wires, nails, plants or any other material which may cause injury.

## LETTER 1

Dear

I visited your allotment on \_\_\_\_\_ during a routine site assessment. I have noted that the standard of cultivation is not at a satisfactory level and that you are not fulfilling your tenancy agreement. Please contact me by \_\_\_\_\_ if you are experiencing difficulties managing your plot in order to discuss with me any way in which I can help. Otherwise at the next site assessment due \_\_\_\_\_ I shall expect to see a definite improvement in the standard of your allotment plot.

Yours sincerely,

Below, I have included key elements of cultivation which you may find helpful:-

It is required that weed seed heads be removed before seed is set in order to prevent dispersal to neighbouring plots.

Containment of pernicious weeds and invasive crops such as those that spread through extension of roots e.g. raspberries, couch grass, ground elder, or by generating new plants from growing tips in contact with the soil e.g. brambles, creeping buttercup.

It is essential to keep access to communal pathways free from debris and encroaching crops e.g. raspberries. Also to maintain safety for others by ensuring that there are no protruding wires, nails, or any other material which may cause injury.

## LETTER 2

Dear

I visited your allotment on \_\_\_\_\_ during a routine site assessment and your allotment remains at an unsatisfactory level of cultivation and therefore you continue to breach your tenancy agreement.

Please attend to your allotment as a matter of urgency and return it to a satisfactory level of cultivation by \_\_\_\_\_ when the next site assessment is due. I would also like you to contact me to discuss the situation.

Yours sincerely

## **LETTER 3 ( FINAL)**

Dear

I visited your allotment on \_\_\_\_\_ during a routine site assessment and it is evident that the standard of cultivation of your allotment continues to breach the terms of your tenancy agreement. You have been given a reasonable length of time to rectify the situation to no avail. Therefore this letter represents a notice of termination of your tenancy agreement and thus your tenancy will cease in two weeks time on \_\_\_\_\_

Yours sincerely