



CHAPEL ALLERTON ALLOTMENTS AND GARDENS ASSOCIATION TENANCY AGREEMENT

Gledhow Valley Allotments are owned by Leeds City Council but are ran by a committee of volunteers (CAAGA). We (CAAGA) are required to follow the rules set out by Leeds City Council. One of them is to carry out regular inspections to ensure their site is being maintained and used correctly.

Please see below the procedure for plot inspections.

1: - Information

- . The committee (CAAGA) will carry out 4 planned inspections of all 129 plots of the Gledhow Valley site
- . The inspection may be carried out by one member of the CAAGA committee, however any plots identified will be reviewed by another member before the issuing an uncultivated plot letter.
- . Inspections will be carried out every year in April, May, July, and August.

2: - Inspection

During an inspection you plot will be inspected for the following

- . At least 60% of the plot is cultivated
- . Uncultivated areas are maintained
- . The plot is free from the build-up of waste and litter
- . Paths around your plot are cut/maintained

During the inspection your plot will be checked for any safety issues, if any are found we will contact you to discuss further.

3: - After Inspection

3.1: - If your plot is identified as needing attention

- . You will be sent an uncultivated plot letter (UCPL) via email.
- . You will have 28 days from the date of the letter to bring your plot back to the agreed standard.

3.2: - Re-inspection

- . Your plot will be re-inspected after the 28 days
- . If the committee are satisfied with the work that has been carried out, you will hear nothing more from us.

- . If the committee are not satisfied with the work, you have carried out or if no action has been taken you will be sent via email a termination letter, you will have 7 days from the date of the letter to remove your belongs from the plot.

4: - Addition information

4.1: - All inspection dates, finding and outcomes will be recorded

4.2: - If your plot is identified 3 times as needing action in a rolling 12 month period, on the 3rd occasion you will receive an termination letter via email giving you 7 days to remove your belongings from your plot.

Examples

1 - April - UCPL July - UCPL August - Termination letter

2 - April - UCPL August - UCPL April following year - Termination letter

4.3: - If at any time you are struggling to maintain your plot please let us know, there are members of the committee that can help you with your plot.

4.4: - You also have the option to reduce the size of your plot