



# WEMBURY ALLOTMENT ASSOCIATION

*Affiliated to NSALG*

29/11/23

W.A.A. policy and procedure for dealing with errant or non-compliant tenants draft 2

For the purposes of clarity and consistency it is felt that the W.A.A. procedure for dealing with plots whose tenants have not been following their tenancy agreement should be recorded and shared with all plot holders. Our aim is to be supportive of tenants and help them return to compliance. Mitigating circumstances will always be taken into account.

The Plot Steward will keep a watch on all plots and report any that have immediate issues to the Secretary and Chair.

Every 3 months the Plot Steward, Chair and Secretary will conduct a full walk around inspection of all plots and note any that are in serious breach of the agreement. Photographs may be taken and sent to tenants to illustrate the problem(s)

These tenants will be sent a standard letter stating their non-compliance and giving them 30 days in which to do so. They will be invited to contact the Plot Steward if they are unsure what they need to do.

At the end of this 30-day period any individual plots will be reinspected by the Plot Steward, Chair and Secretary who will then decide whether the plot has been returned to compliance or whether a dismissal notice be issued. The offer of downsizing from a full to a half plot (if available ) may be made at this stage in order to keep the tenant as a member.

If the tenant wishes to appeal against this, they may do so by contacting the Secretary and stating their reasons or any mitigation they may have. Following this the whole committee, excepting the Plot Steward, Chair and Secretary will take a vote, which may be by electronic means, on the dismissal, having all had due regard to the facts.

If a tenant must be sent 2 final warning letters in a year, then the Association may decline to renew their plot tenancy at the end of the rental term.