



# BIRSTALL PARISH COUNCILS

## STATEMENT OF POLICY FOR THE UPKEEP OF ALLOTMENTS

The Parish Council's statement of policy for the Upkeep of Allotments was adopted at a Council meeting held on: 14 September 2020

"The Parish Council will:

1. Undertake an inspection of all sites and plots on a quarterly basis. These visits will be undertaken by Councillors and Council staff, the dates will not be published in advance.
2. In the event that any plot appears to be being neglected, appropriate letters will be sent. In exceptional cases and where appropriate, this will lead to tenancies being terminated or renewal refused.
3. The Council / Council staff does not undertake to conduct inspections with third parties.
4. The Council's staff will also have regard to the condition of the sites during routine visits. In the event that minor works are thought necessary, these will be undertaken if they are within the Estates staff's area of expertise. More complex work or work involving significant expenditure will be referred to the Council's Estates and Recreation Committee for consideration and approval.
5. A list of all vacant plots is to be produced by the office staff for the Estates team. All vacant plots will be cleared, weed killed and have a weed suppressant membrane applied by the Estates team, which will remain in place until the plot is re-let.
6. The Council will respond appropriately to any complaint it receives about the sites and plots but will not normally inform third parties of what action it has taken or proposes to take.
7. An annual Tenants Satisfaction survey is undertaken when the renewal invoices are sent out in September, the results will be received by the Estates & Recreation Committee for monitoring purposes.
8. These principles should be read in conjunction with the tenancy agreement issued annually.