

# **Procedure after failing a plot inspection**

## **Step 1: A plot fails the inspection**

If a plot has failed at an inspection, the Member will be notified by the Committee either in person on site, by telephone, or in writing via email or post.

If the Member is contacted in person or by telephone, a record of that meeting should be kept.

If the Member is contacted by email or by post, a copy of that correspondence should be kept.

The notice will explain what needs to be done in order to address the problem and set a date by which this should be achieved (usually one month from the date of contact).

### ***Mitigating circumstances***

Members should advise the Committee if there are mitigating circumstances. These will be taken into account and, if appropriate, the Committee may offer help to redress the situation.

Members may be able to reduce the size of their plot, if that would make it easier for the Member to maintain it.

## **Step 2: Second warning**

If there has been no improvement to the problems identified by the plot inspection by the deadline set above, and there are no mitigating circumstances, a second warning will be issued in writing by email or post and a further deadline set.

## **Step 3: Final warning**

If there has been no improvement by the deadline given in the second warning, a final written warning will be issued by email or post and a final deadline set.

## **Step 4: Eviction**

If there has been no improvement by the final deadline, the Committee will notify the Member in writing by email or by post that they have forfeited their plot.

The eviction notice should state:

- Why the Member is being evicted, including a brief summary of the procedures followed above in this case.
- That the Member has one month from the date of the notice to collect their belongings.

Members unable to collect their belongings by this date should liaise with the Committee to make alternative arrangements.

## **Appeals**

An appeal from the decision of the Committee may be granted at an Annual or a Special General Meeting upon written application signed by not less than ten members.