



RAHA Plots Inspection Procedure Document

The purpose of this document is to explain the Inspection and Resolution procedures, and the associated roles and responsibilities, to ensure that a consistent approach is taken.

This document has 3 sections:

1. Inspection Procedure (1 page)
2. Inspection Questions (1 page)
3. Resolution Procedure (1 page per stage of resolution)

A summary of Roles and Responsibilities is in a separate document.

1. Inspection Procedure

This Inspection Procedure is to ensure that a consistent approach is taken with inspecting plots.

1.	Each month, from April to October inclusive, the Committee Member inspects the plots that the Estates Manager has allocated to them for the current year.
2.	If the Committee Member is going to be away for longer than 2 weeks they will let the Estates Manager know so that someone can be found to cover their inspection.
3.	The Committee Member uses the Inspection Questions (Section 2 of this document) and determine the state of each plot which will be either: - Satisfactory - Unsatisfactory
4.	From April to October (inclusive) by the 8 th of each month, or before a committee meeting (whichever is earlier) the Committee Member emails the Estates Manager a Plots Report for all their allocated plots. This report will include (but not be restricted to) the following: - Plot number - State of the plot (Satisfactory or Unsatisfactory) - Any action being taken (for example, working with the Plot Holder to sort things out)
5.	The Estates Manager reviews all the Plots Reports and, for any that are reported as "Unsatisfactory", follows the Resolution Procedure (section 3 of this document) from the beginning.



end of RAHA Plots Inspection Procedure



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2. Inspection Questions

The questions below reflect [Rule 9 of the RAHA rules](#) and **must be asked** by **Committee Members** to ensure that a consistent approach is taken.

“Signs of working?” which means

1. 50% or more of the plot is either being used to grow plants or being prepared for growing.
 2. Any weeds are under control or being dealt with.

“Tidy?” which means

1. The plot is clear of anything which will cause inconvenience to other Plot Holders (for example size of shed, use of illegal substances or inappropriate materials such as asbestos).
 2. The plot is clear of non-vegetative waste not originating from the allotments.
 3. The plot is clear of livestock (such as chickens).

If the answer to *any* of these questions is “*no*” then please report the plot number to the **Estates Manager** as “Unsatisfactory”, stating why this is.

The following checklist is included here for Committee Members to adapt for their own use if they choose to.



 end of RAHA Plots Inspection Questions



3. Resolution Procedure

This procedure ensures that a consistent approach is taken with plots that fail inspection.

The stages of resolution that are explained below are:

- “Verbal Enquiry”
- “Formal Warning”
- “Notice To Quit”

The timeframe of a plot going from “Unsatisfactory” to “Notice To Quit” is:

Inspection	Next inspection	7 days
Verbal Enquiry	Formal Warning	Notice To Quit

"Verbal Enquiry" Procedure

1. If the **Committee Member** has reported the state of a plot as “Unsatisfactory” the **Estates Manager** will have a look at the plot and then will contact the **Plot Holder** to ask if everything is OK and to discuss a resolution. This contact is preferably in person or by phone, although if this is impossible then this could be a phone call, an email, a letter.

This is a 2-way conversation between the **Estates Manager** and the **Plot Holder** and advises the **Plot Holder** of
 - the problem that has been reported
 - any action that is required of the **Plot Holder** within 30 days from the day of the communicationand asks them if there is anything that RAHA can help them with. This could include (but not be limited to)
 - finding someone to help out for a while
 - finding a more experienced plot holder to provide advice
 - arranging for the **Plot Holder** to leave their plot
2. If a resolution is not reached within 30 days from the day of the “Verbal Enquiry” then the **Estates Manager** follows the “Formal Warning” procedure - see below



end of RAHA “Verbal Enquiry” Procedure





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<i>"Formal Warning" Procedure</i>	
1.	The Estates Manager will ask the Membership Secretary to send the Plot Holder a "Formal Warning" communication – this will be by a "Notice to take action" email or letter as appropriate and contain: - the problem that has been reported - what action is required of the Plot Holder - that this needs to be done within 30 days from the day of the communication - a warning that if the action is not completed in time then the plot will be taken from them and they will lose their deposit.
2.	The Membership Secretary will notify the Chair and Committee of this action.
3.	When a response is received to this "Formal Warning" the Estates Manager and Committee Member will liaise with the Plot Holder to reach a resolution. This could include (but not be limited to) - finding someone to help out for a while - finding a more experienced plot holder to provide advice - arranging for the Plot Holder to leave their plot
4.	If a resolution is not reached within the time frame stated in the "Formal Warning" then the Estates Manager will follow the "Notice To Quit" procedure - see below

✿ end of RAHA "Formal Warning" Procedure ✿



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<u>"Notice To Quit" Procedure</u>	
1.	The Estates Manager will ask the Membership Secretary to send the Committee Members a request to vote on a "Notice To Quit", stating: - the plot number - the reason for the "Notice To Quit"
2.	Committee Members have 2 weeks to respond to the request to vote on a "Notice To Quit". If a Committee Member does not respond then their vote is assumed to be for a "Notice To Quit".
4.	After 2 weeks of the committee members having been emailed, if the total number of votes for a "Notice To Quit" is 5 or more, then the Membership Secretary sends the Plot Holder a "Notice To Quit" communication.
5.	The Membership Secretary sends the Plot Holder a "Notice To Quit" communication. This will be by email or letter as appropriate and contain: - the problem that was been reported - the date that the problem was reported - what action was required of the Plot Holder - the date that the action needed to be done by - Notice that the plot is being taken from them ("recovered by the association" in Rule 9 c) and that they have 7 days to remove any items from their plot. - Notice that as the plot status is "Unsatisfactory" their deposit is forfeit.
6.	The Membership Secretary emails the Committee with confirmation that this "Notice To Quit" has been sent to the Plot Holder .
7.	After 7 days of the "Notice To Quit" having been sent to the Plot Holder the plot is available for the Estates Manager to let.
8.	Once the "Notice To Quit" has been sent to the Plot Holder then this decision is final and cannot be reversed.



end of RAHA "Notice to Quit" Procedure



end of RAHA Plots Inspection Procedure Document

