

Harlow Hill Allotment Association

PROCEDURE FOR THE BREACH OF TENANCY

1. The plot holder will be contacted, either in person or by phone, to discuss the problem, **by the committee member** who oversees that plot or, if appropriate, by the Lettings Manager or another member of the committee.
2. If this initial contact does not result in any improvements after two weeks, a letter will be sent to the plot holder stating the problem and **including the section of the tenancy agreement that he/she is in breach of.** (*Sample first letter attached*)
3. If there is no improvement **after a further four weeks**, a second letter will be sent to the plot holder, again stating the problem and including the section of the tenancy agreement that he/she is in breach of. This second letter will state that if there is no improvement **in four weeks**, then the plot will be re-possessed. (*Sample second letter attached*)
4. If there is no improvement after four weeks, then the plot **will be re-possessed**. A letter will be sent to the plot holder informing them of the date of the re-possession.
(*Sample final letter attached*)

This procedure can apply to any breaches of the tenancy agreement, but may be particularly useful when plots are untidy/uncultivated.

Harlow Hill Allotment Association

Lettings' Manager

Richard Wriglesworth

Tel: 561010

Secretary

Anne Ellis

Tel: 562869

FIRST LETTER

[Date]

Dear

Re Plot Number:

..... has spoken to you about the unsatisfactory state of your allotment plot. Unfortunately, as yet, there has been little improvement.

I am writing to remind you of the requirements of your Tenancy Agreement, Section 3 of which states:

The Tenant shall keep all hedges, ditches, fences and gates as well as all the paths alongside his/her own plot (except the main cart track and boundary fence or hedge) in good order and repair, and shall keep the Allotment properly manured and cultivated. Weeds shall not be allowed to spread their seed onto neighbouring plots, and crops shall be harvested when mature.

We currently have a long waiting list of people who want allotment plots, so we need to ensure that each plot is used to its fullest extent.

If there are any reasons why you are not able to manage your allotment, at this time, or if you need any help or advice, please contact me or a member of the committee.

Yours sincerely.

Richard Wriglesworth

Lettings' Manager

On behalf of the Trustees of Harlow Hill Allotment Association

March 17

Harlow Hill Allotment Association

Letting's Manager

Richard Wriglesworth

Tel: 561010

Secretary

Anne Ellis

Tel: 562869

SECOND LETTER

[Date]

Dear

Re Plot Number:

As Lettings' Manager, I have spoken to you about the unsatisfactory state of your allotment plot and I wrote to you on [date].

Unfortunately, there has been no improvement in your plot and we consider that you are not currently meeting the requirements of your tenancy agreement.

Section 3 of the Tenancy Agreement states:

The Tenant shall keep all hedges, ditches, fences and gates as well as all the paths alongside his/her own plot (except the main cart track and boundary fence or hedge) in good order and repair, and shall keep the Allotment properly manured and cultivated. Weeds shall not be allowed to spread their seed onto neighbouring plots, and crops shall be harvested when mature.

I am, therefore, writing to you to inform you that you have **four weeks** from the date of this letter to make improvements to your plot and show that you are meeting the requirements of the tenancy agreement.

If there are any reasons why you cannot do this or if you need any help or advice, please contact me or a member of the committee.

We currently have a long waiting list of people who want allotment plots, so we cannot allow any plot not to be used to its fullest extent.

If you fail to make the required improvements to your plot in four weeks, then you will be deemed to be in breach of your tenancy agreement and your plot will be re-possessioned.

Yours sincerely

Richard Wriglesworth

Lettings' Manager

On behalf of the Trustees of Harlow Hill Allotment Association

March 17

Harlow Hill Allotment Association

Letting's Manager

Richard Wriglesworth

Tel: 561010

Secretary

Anne Ellis

Tel: 562869

FINAL LETTER

[Date:]

Dear

Re Plot Number:

Further to my letter of [date:], there has been no improvement to your allotment plot. You are, therefore, deemed to be in breach of your Tenancy Agreement and your allotment plot will be re-possessed on [date:]

Yours sincerely

Richard Wriglesworth

Lettings' Manager

On behalf of the Trustees of Harlow Hill Allotment Association

March 17