

PLOT CHECKS

Plot checks are carried out once a year to identify any issues, such as plots that haven't been worked for a while or have quite a lot of waste on them, and look at how these issues can be resolved. The intention is to ensure plots on the site remain as well-looked after and productive as possible.

The process

The Rep for each field will carry out the initial check. They will make a note of any plots where there are issues that need to be acted on, such as:

- Less than 75% of the plot is cultivated
- An 18 inch path is not being maintained between plots
- The plot is encroaching on communal paths or neighbouring plots
- Weeds are not being prevented from spreading
- The plot is missing an identifying number sign
- There is a build up of waste or non-biodegradable materials e.g plastic, carpet, glass etc
- There are invasive or inappropriate tree species growing on the plot, such as buddleja or wind-blown sycamore saplings, which need to be removed.

The Field Reps will then feed this back to the farm office.

If Field Reps have noted only a minor issue, the Farm may follow up with an informal email or letter asking the plot holder to remedy the issue.

If the issues are more extensive or serious, the plot holder will be sent a **'Notice to Remedy'** - this asks the plot holder to address the issue within 4 weeks. Plot holders are encouraged to speak to the farm if they will struggle to do this, and options can be explored such as granting a small extension where appropriate, or switching to a smaller plot on the site if the current plot feels unmanageable.

Next steps

After 4 weeks have passed, the Field Reps will check the plots again. If the plot holder has made significant progress to address the issue, no further action will be taken and the plot holder won't receive any further communication regarding this.

If no action has been taken (or if the plot holder has agreed a plan with the farm but has not carried this out) an eviction notice or **'Notice to Quit'** will be issued. This asks the plot holder to vacate the plot and remove their belongings within 10 days. The plot is then let to a new tenant (the next person on the waiting list).

Future checks

As per Bristol City Council's rules, if you have been sent 3 Notices to Remedy within a 3 year period and your plot is still not being cultivated satisfactorily, you will automatically be sent a Notice to Quit if you haven't made any changes after 28 days of being sent the third Notice to Remedy.

If your plot is still not being cultivated when checks are carried out in the 4th year, you will not be given a 28 day period to remedy the issues and will instead receive an instant Notice to Quit.

While plot checks are carried out once per year, a 'Notice to Remedy' letter can be sent to plot holders at other times of the year if a significant issue arises which the Field Reps / the Farm feel needs to be addressed promptly.