

Seaton Town Council

Procedure for ensuring allotments conform to statutory rules 2016/2017



Plot identified that requires attention
Plot checked, photographed (D)
Letter A sent (H&M)

Response received
Plot no longer required

Response received
Difficulties or issues advised
- Council will respond appropriately on a case by case basis (D&H&M)

Allow
Four
weeks

No response received (H&M)
Allotment checked (D) -No improvement/change to plot
Letter B sent (H&M)

Allow
1 month

Allotment holder's items removed
Plot checked (D)
Contact made with next person on waiting list (D&H&M) - arrange to meet on site (D)

Welcome letter and pack sent to new allotment holder

Seatonallotments spreadsheet, files and gmail updated (H&M)
All Seaton Allotment plots look good and well cared for