



Fleetwood Town Council

Onward to a Better Future

Inspection Schedule Policy

Fleetwood Town Council will carry out **four** inspections throughout the year as follows:

- 1. January – Winter inspection**
- 2. March/April - Spring inspection.**
- 3. June/July – Summer inspection.**
- 4. October - Autumn inspection.**

These inspections are to ensure all plots are being maintained in accordance with the tenancy agreement. We understand the plots will look different throughout the Autumn/Winter season in comparison with Spring/Summer and this will be taken into consideration when carrying out inspections. During the Autumn/Winter season, we expect the plots to be kept clear and tidy ready for when the growing season begins.

The inspections follow a defined check list (see inspection check list on following pages), and the Enforcement Notice process will be initiated if any breaches are found.

If we find the plot to be satisfactory and no breaches to be found, the tenant will not be contacted.

If, however, we do find any breaches of the agreement, the tenant will be contacted and the Enforcement Notice Process initiated.

We also reserve the right to carry out spot checks at any time, if we feel it is necessary to do so.



Fleetwood Town Council

Onward to a Better Future

Seasonal Allotment Inspection Template

Site Name: Larkholme Avenue Allotment Site

Plot Number: _____

Tenant Name: _____

Date of Inspection: _____

Season: Spring Summer Autumn Winter

Inspector(s): _____

1. Cultivation & Planting

- At least 75% of plot under active cultivation
- Fruit trees or bushes maintained (if applicable)
- Soil prepared and free from excessive weeds

Notes: _____

2. Plot Condition

- Boundaries maintained (fences, edging, paths)
- No encroachment onto neighbouring plots or paths
- Composting area tidy and in use (if applicable)

Notes: _____



Fleetwood Town Council

Onward to a Better Future

3. Structures & Storage

- Sheds/greenhouses in safe condition
- No unauthorised permanent structures
- Water butts secure and covered

• Notes: _____

4. Waste & Environmental Care

- No accumulation of rubbish or hazardous materials
- No burning of waste
- Wildlife-friendly practices in place (e.g., pollinator plants)

• Notes: _____

5. Compliance & Tenancy

- Plot used for personal cultivation only
- No prohibited activities
- Tenant contact details up to date
- Livestock cared for (if applicable)

• Notes: _____



Fleetwood Town Council

Onward to a Better Future

Overall Assessment:

- Satisfactory
- Needs Improvement (i.e. new tenant, allotment is a work in progress).
- Breach of Tenancy – Enforcement process to be initiated.

Follow-Up Action Required:

Re-Inspection Date (if needed): _____

Inspector(s) Signature: _____