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| **PLACE DIRECTORATE**  **Nick Sayers**  **Head of Operations & Greenspace**  Hyde Depot, Park Road, Hyde Tameside, SK14 4JT  Call Centre 0161-342-8355  Twitter @tmbc\_places  [www.tameside.gov.uk](http://www.tameside.gov.uk)  email: [nicola.marshall@tameside.gov.uk](mailto:nicola.marshall@tameside.gov.uk)  Doc Ref KGV/NTQ/21  Ask for Nicola Marshall  Direct Line 0161 342 3348  Date 11 November 2021 |

Name of allotment holder

Sent via email:

Allotment holder email address

Dear

**Name of Allotment Site – Plot Number –**

**Tidy Up Notice**

Following a Council site inspection on [Insert date] we noticed that your plot is very untidy and has not been worked sufficiently. In particular it does not appear that there have been any attempts at growing produce this season and the whole plot is very overgrown. [Insert picture of plot]

This tidy up notice gives you 28 days to make significant improvements to your plot and start cultivating it and to maintain it to a good standard in future. If you do not improve it sufficiently within 28 days we will issue a 28 Day Improvement Notice and then if improvements are still not made we will issue an Eviction Notice.

We understand that sometimes people are just too busy to have an allotment plot – if that is the case please just give up the plot. There is a long waiting list for allotments and it is not fair to those who are waiting to have plots which are not being worked properly. You can let me know you want to give the plot up by email or a text – my mobile number is xxxxxx. If you have a genuine reason why you can’t work your plot, such as being in hospital, then please let me know via email or a call.

We hope that on our next visit, scheduled to be around [insert date] that the plot is significantly better and that we don’t have to take any further action.

Yours sincerely,



**Nicola Marshall**

**Greenspace Manager**