

## **Procedures for Appeal against a decision made by the Committee to terminate a tenancy**

The Tenant making the appeal should provide in writing the nature of their appeal against the decision made by the Committee, and should submit it to the Committee, through the Secretary. The criteria for appeal are that the Tenant maintains:

- That they have abided by the rules of their Tenancy Agreement (e.g. they have maintained two thirds of the plot in cultivation). The Tenant should provide a list of all the actions they have taken to ensure they have abided by the rules of their Tenancy Agreement and may provide evidence (e.g. photographs) if available.
- That the Committee and/or the field rep have not applied the Neglect Process correctly.
- That the Committee and/or the Field Rep have not taken account of extenuating circumstances which were known to the field rep.

A chronological record of all correspondence between the Tenant and the Committee, relevant to the original dispute/complaint, should be provided by the Committee, including a record of informal communications prior to the formal Neglect Process.

The Committee will create an appeal panel which will comprise the Chair or their deputy, and two other Committee Members (who will not be representatives of the field involved in the dispute). The panel is given delegated authority by the Committee to make the final decision on the appeal. The panel or any member of it may visit the plot in question prior to the appeals meeting if they consider it appropriate.

The Committee shall convene a meeting at the earliest possible date, to which the Tenant will be invited. The Tenant may be accompanied by a friend if they so wish.

A decision will normally be taken at the conclusion of the meeting and the appellant will be informed in writing as soon as possible. The three potential outcomes to the appeal are:

- Accept the appeal, in which case no conditions apply.
- Reject the appeal, in which case the tenancy is immediately terminated.
- A tenant may be allowed to continue with the plot subject to certain conditions being met. If, after six months (or another period to be defined by the Committee), the plot continues to be in an unsatisfactory state of cultivation that is contrary to the conditions specified, the tenant will be sent a Final Letter and the tenancy will be terminated, with no further right of appeal. If judged to be satisfactory after the specified period, then no further conditions are applied.

This decision will be final.

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