

# Harlow Hill Allotment Association

## PLOT LETTING AND MONITORING ROLES AND RESPONSIBILITIES

1. Each Committee Member (CM) will be notified by the Secretary of the plots that they are responsible for and provide the CM with the plot holders' contact details.
2. **Each CM will:-**
  - a. Monitor new plot holders' progress during their 6 month probationary period on a frequent basis, say monthly, to ensure a reasonable amount of progress is being made.
  - b. Let the Lettings Manager know after 3 months (or before if no progress is being made) if they believe there is a problem with the new plot holder.
  - c. Contact their allocated plot holders and advise them of the CM's role (including for erection of sheds & greenhouses e.g. requesting and agreeing siting) and supply the plot holder with their contact details. *N.B. It is still incumbent upon the plot holder to attempt to resolve any local issues with neighbouring plot holders.*
  - d. The "Request to erect a Shed/Greenhouse" pro-forma to be used and, when agreed by the CM and approval has been given, a copy of the form should be deposited with the Secretary.
  - e. Regularly inspect his/her allocated plots and contact the plot holder requesting an improvement if necessary.
  - f. If, after 2 weeks, the requested improvement is not made or an acceptable plan of action has not been forthcoming, request the Lettings Manager to issue the 1<sup>st</sup> formal "Breach of Tenancy" letter. The Lettings Manager will ensure a consistent approach is adopted across the site. The Lettings Manager will inform the CM of the deadline given in the letter.
  - g. Liaise with the Lettings Manager on whether subsequent "Breach of Tenancy" letters are required.
  - h. Report briefly at each committee meeting on their group of plots, highlighting any problems.
3. **The Lettings Manager will:**
  - a. Maintain the allotment waiting list, noting the name, address, phone number and, where possible, email address of people joining the list.
  - b. Allocate new plots as they become available
  - c. Give out the 'Request to erect a shed/greenhouse' pro-forma to new tenants
  - d. Train new plot holders in the use of the lawn mowers and ask the plot holder to sign the mower training form to confirm training has been given.

- e. Advise new tenants that there is a 6 month probationary period.
- f. Contact the CM monitoring a new tenant's probationary period after 3 months and again at the end of the probationary period to determine if there is an issue that needs to be dealt with.
- g. Send out 'Breach of Tenancy' letters as outlined above.