

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. 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.*
 - b. 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.
 - c. regularly inspect his/her allocated plots and contact the plot holder requesting an improvement if necessary.
 - d. 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 1st 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.
 - e. liaise with Lettings Manager on whether subsequent "Breach of Tenancy" letters are required.
 - f. 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. Send out 'Beach of Tenancy' letters as outlined above.