



Little Paxton Parish Council

Duties of the Council's Allotment Representative

1. The Allotment Representative (AR) is a voluntary position, appointed by the Parish Council at the Annual Meeting for a period of 12 months. AR will be subject to a Disclosure & Barring Service (DBS) check carried out by the Council
2. The AR will provide a report to the Council as requested by the Clerk or Council.
3. The AR will not be a Member of the Allotment Holders Association and will report on an independent basis.
4. The AR will assist in maintaining the conditions and regulations for Allotments in Little Paxton as described in the Tenancy Agreement. Minor infringements of the regulations will be brought to the attention of Allotment Holders verbally, with an aide memoir record being kept by the AR. Major infringements or repeated minor infringements (by the same allotment holder) will be brought to the attention of the Parish Clerk who will, if necessary, write to the Allotment Holder.
5. The AR will make contact with any applicants referred from the Parish Clerk, or from other sources, within seven days.
6. The AR will uphold the Tenancy Agreement and will maintain a waiting list of applicants containing the following information.
 1. Name
 2. Address & Phone Number, email details
 3. Enquiry for Full/ Half/Starter Plot & Raised Beds
 4. Contact Date
 5. Site Visit Date
 6. Follow-up (e.g. Final plot No. allocated)

The AR will issue a Plot Application Record to each applicant at their site visit, with details as above. The waiting list records will be open to scrutiny by the Council. All records will be kept in accordance with the current Data Protection Guidelines.

All plots will be allocated on a first come first served basis.

Adopted 01/10/20

The AR will show the potential Allotment Holder the allocated plot and issue a copy of the Tenancy Agreement & Bonfire Rules and collect the first year's rent. The AR will arrange to issue appropriate keys against a deposit.

The AR will provide and maintain a record of receipted payments and deposits which are made by Allotment Holders to the Parish Clerk against signature of receipt, for audit purposes. All cheques and cash must be passed to the Parish Clerk as soon as possible.

The AR will notify and seek advice from the Parish Clerk and / or the Council Chairman regarding the supply and usage of utilities (e.g. water), plot measurement, boundary fencing, hedges, gates, site development, ground alterations and possible changes to layout.

7. Matters relating to annual rent (payment or arrears) are the responsibility of the Parish Clerk. The official receipt for payment by a new Allotment Holder will be issued by the Clerk. The AR will complete the official 'Allotment Proforma for New Allotments and Amendments' and notify the Parish Clerk within seven days.

8. An up to date list of all Allotment Holders will be provided to the AR by the Parish Clerk, as and when changes occur.

9. The AR should not issue any written communications on behalf of the Council. All matters requiring written communications material should be referred to the Parish Clerk.

10. Although the AR has some discretion as to how he/she carries out his/her duties the following are offered as guidance:

(i) Weekly – Check perimeter security, ensure gate locks & taps are working correctly. The Allotment Representative will test the water temperature from tap water as part of the Legionella Risk Assessment.

(ii) Monthly (April to October) – Lubricate locks and Monitor plots/paths. The water to be turned off at the meter in October and turned on in March

(iii) Routine Site duties- inspect paths, monitoring of plots to ensure compliance with Tenancy Agreement.

11. The Council will mark out new plots and re-measure plots that have become vacant.

12. The Allotment Representative has no spending powers.

13. The Allotment Representative cannot make a decision that is binding on the Council.

Next review date September 2021