

Bishops Stortford Town Council

Allotment Site Agent Responsibilities

Keeping the site list and waiting list information confidential and completing a Data Protection Compliance form.

Notifying the Council of accusations of any form of abusive, sexual, racist, or threatening behavior but to advise the Tenant to make a formal report to the Police (101). Evidence may be requested.

Notifying the Council of any unauthorized methods of pest control.

Keeping matters discussed with the Council relating to Tenants confidential.

Notifying the Council with any issues Tenants may have e.g., ill health.

Notifying the Council of plots that don't appear to be worked.

Contacting applicants on the waiting list to arrange viewings of available plots.

Promoting good practice and aid in the management of plots by offering help and guidance.

Regularly checking site for maintenance requirements e.g., fences, gates, and water leaks.

Ensuring internal paths are not encroached on or causing an obstruction by materials or vegetation monthly.

Removing old notices and those of a commercial nature monthly.

Keeping BSTC signage clean and clear on entrances quarterly.

Completing bi-yearly plot surveys and checking on remedial progress when advised by the Allotment Administrator.

Entering plots in the yearly Best Plot Competition by taking photos of which plots they consider best on site.

Attendance at site agent meetings bi-yearly (Zoom or face to face & unless in full time employment)

Advising Tenants that copies of the Informal Site agent Meetings minutes can be requested from the Allotments Administrator.

Updated: 04.05.22