

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 of any Health issues a tenant may have, particularly the death of a tenant asap.

Notifying the Council with photographic evidence of uncultivated plots, if possible, as soon as these are identified and report to Council Allotment Officers.

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 the 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 from noticeboards and gates and those of a commercial nature monthly.

Keeping BSTC signage clean and clear on entrances quarterly.

Completing a yearly plot survey and checking on remedial progress when advised by the Allotment Administrator.

Attendance at site agent meetings bi-yearly at the Council Offices if not in employment.

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

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