

Role of Allotment Site Representatives

Site representatives are volunteers. Volunteers play an important part in the running of the allotment site. They can contribute in many ways, and their contribution will depend on their experience and time available. The maintenance of the allotment site and its assets remains the responsibility of the Council.

1. Site representatives or their nominated representative or both to attend Harrow in LEAF committee meetings wherever possible. Site representatives will receive - a) notification of committee meetings; b) committee meeting agendas and; c) minutes of committee meetings irrespective of whether they attend committee meetings.
2. Site representatives will conduct their own audit of plots on their site twice a year (in the Spring and Autumn) in advance of the Council's own audit. The results of the audit should be forwarded to Harrow Council's allotment officer (Norman Bertrand: Norman.bertrand@harrow.gov.uk) and to the Harrow in LEAF audit coordinator (Trevor Steeples trevorsteeple@uk2.net). The site representative, where appropriate, will also provide additional information about untended plots e.g. extenuating circumstances like long-term illness.
Site representatives should produce their own audit log and agree it with the HiL audit coordinator.
3. Site representatives should accompany Harrow Council's allotment officer when they undertake their official audit, if the site representative is available to do so. The Council will give site representatives a week's notice of the Council's intended audit.
4. Before a plot is given to a new tenant, site representatives should be contacted by Harrow Council allotment staff so they can advise the Council on the most suitable plots to let.
5. The Council will ask the prospective plot holder to contact the site representative, but if this did not happen site representatives would be contacted by the Council to show prospective plot holders round the allotment site before a plot is allocated. This will be at a date and time suitable to the site representative.
6. If prospective plot holders contact the site representative before they have approached Harrow Council the site representative will immediately direct the prospective plot holder to Harrow Council.
7. Site representatives should encourage plot holders to join Harrow in LEAF; inform them of Harrow in LEAF events; inform them of any local horticulture events; and encourage them to exhibit at the Harrow in LEAF Annual Show.
8. Site representatives to publicise Harrow in LEAF and local horticulture events on site notice boards and bring any notices displayed by Harrow Council to the attention of plot holders.

9. Harrow Council are introducing a new computer system which will enable plot holders to give permission for their contact details to be given to site representatives. This will enable site representatives to inform plot holders of any “break ins” and other local site issues e.g. Any new notices on the notice board.
10. It is up to individual plot holders that are affected by a “break in” to inform the police if they feel it warrants this action. If the “break in” is of such a serious nature then site representative can inform the police on behalf of the whole site and obtain a crime number (which is needed for insurance purposes).
11. Site representatives to liaise with the Council over local site issues.
12. Site representatives to raise strategic allotment issues at HiL committee meetings.
13. If necessary, site representatives to remind plot holders about site rules e.g. maintenance of paths, bonfires, use of glass etc. Harrow allotment team to place key bullet points from the site rules on allotment site notice boards.

This is the quasi-legal jargon covering assistance that site representatives may provide to Harrow council.

This agreement between volunteer site representative and the Council contained in this note is binding in honour only, is not intended to be a legally binding contract between the parties and may be cancelled at any time at the discretion of either party. Neither party intends any employment relationship to be created either now or at any time in the future.