

Langton Matravers Parish Council

Allotment Liaison Officers (Elected Councillors)

To perform all the necessary operational duties that are required for the good management of the Council's Allotment Gardens:

Tasks to include:

- Conduct a formal site visit , every two months to :-
 - a) Ensure that the terms of the tenancy agreement are being observed.
 - b) No health and safety issues are present.
 - c) The Council's fencing, shed and any other property is in good repair.
 - d) Complete a site visit report to be presented to the Council at the next meeting and then filed by the Clerk.
- Conduct informal inspections of the site at the discretion of the officers.
- Try to resolve any issues at the allotments by either talking to individual tenants or if a general problem by informing the Chair of the LMAA.
- Report any issues to the Council that may require further official action or where a change to policy is required.
- With any outgoing tenants, inspect plots that are to be formally vacated, to ensure that no hazardous or other unwanted material will be left on the plot. If the tenant has already left, make contact with this tenant to have rubbish removed. File a report of its general state to the Council.
- Re-measure vacant plots and mark their boundaries before they are handed over to the new tenants.
- Liaise with the LMAA and/or tenants concerning any issues raised by the Council.
- Liaise with the Council on any issues raised by the LMAA or any individual tenant that cannot be easily resolved.
- Liaise with any third party, e.g. local residents that have raised any issues or concerns about the allotments or its activities.