



Site Representative Role

What is the role of the site representative?

The Site Representative is a plot holder appointed by the Brentwood Horticultural Society to represent plotholders and to play a key part in the management of their site.

The voluntary role is to help maintain a strong, functioning community, and support plotholders by providing information and, where possible, practical help. It is also an important role in bringing improvements whenever possible.

Helping new tenants take on plots

The Site Representative will work with the membership secretary to help match potential new plotholders with vacant plots. They will ensure vacant plots are ready to be let, and if necessary, help advise new tenants on issues such as strimming / rubbish removal etc

They will contact the potential new tenants, arrange for them to visit the site and show them around the vacant allotment plots. They will offer the tenant options on plots and size, up to five rods if available. Once paperwork and a deposit are arranged by the Treasurer and membership secretary, they will give out keys.

Watching over the Site

Site Reps will routinely identify plots which are not being well used and will be supported in this by the Committee. They look out for plots which are largely uncultivated or have too many weeds, plots which have accumulated rubbish or have an unsafe greenhouse/shed etc. They also look out for plots with large trees or hedges especially if they cause a problem for neighbours. They can explore reasons for any of these issues, for instance ill health, and make concessions in that case. If there are significant issues such as site security or water supply issues, they can pass information to the Committee/Trustees.



Helping create a sense of Community

Site Representatives try to foster a friendly supportive community on site and promote the aims of the allotment strategy, and are key in communicating issues to and from the Committee. To help in this, they or a colleague will attend Committee meetings, **no more than 4 a year**, when they can raise issues, gain timely support from the Committee and other reps and keep up to date with developments.

In short, Site Reps are responsible for

- Helping let vacant plots to those residents who have registered their interest
- Providing advice, support and encouragement to tenants
- Helping the Treasurer in ensuring subscriptions are paid
- Ensuring tenants are aware of their responsibilities, and supporting tenants if illness or personal circumstances have affected their ability to maintain their plot
- Engaging with the Committee to achieve improvements and maintain positive and effective relationships
- Monitoring the need for repairs and representing the site to ensure it is well maintained and remains safe, while minimising waste and over-use of resources
- Promoting the importance of allotments through a sense of community and involvement of tenants, and developing shared initiatives such as social events
- Being aware of proposals and plans which may impact on allotments and their immediate environment, and encouraging effective management of wildlife and biodiversity, including avoiding inappropriate use of chemicals, and encouraging beneficial insects and mammals onto plots with flowering plants.