

<b>Management Plan</b>						
<b>Task</b>	<b>Objective</b>	<b>Risk to Council / Plotoholders</b>	<b>Measures of success</b>	<b>Frequency</b>	<b>Responsibility</b>	<b>Risk (1-5)</b>
General Site Inspections.	To regulate the condition of plots and identify plots that are ill kept.	Unkept plots that affect other plotholders. Unmanaged site to maintain.	Tenancy turnover is reduced.	Bi - Monthly from Feb to Oct	Tenant Inspectors recommend and HHTC Officers review and implement.	4
Cutting of Communal Grassed Areas and Pathways (as per site map).	To keep the site in good order and allow access to allotment plots.	Poor condition will lead to unmanageable site.	Tenancy turnover is reduced.	TBC	HHTC officers and groundstaff.	4
xxxxxxx drainage ditch.	To identify and clear blockages to the stream. To maintain the bank in good condition. To maintain good relationships with adjoining householders.	Flooding of site and adjacent plots and properties. Bank falling into ditch and proximity of some structures of allotment holders.	1. Water flows freely. 2. No incursion onto banks by householders. 3. There are no H and S incidents reported by tenants or Ground Team.	Bi - Monthly Quarterly	Tenants to report issues regarding householders for action by Town Clerk. Groundstaff to implement repairs.	3
xxxxxxx drainage ditch.	To identify and clear blockages to the drainage ditch. To maintain the bank in good condition.	Flooding of site and adjacent properties. Bank falling into stream and proximity of some structures of allotment holders.	1. Water flows freely. 2. There are no H and S incidents reported by tenants or Ground Team.	Bi - Monthly Quarterly	Grounds Team, HHTC Officers.	3
Driveways and Path Network.	To keep the site in good order and allow access to allotment plots for tenants and Town Council staff.	Access is restricted and hazardous. Neglected plots and pathways lead to deterioration of neighbouring plots.	1. Tenancy turnover is reduced. 2. No H and S incidents reported.	Quarterly	HHTC Officers, Groundstaff and tenant inspectors.	2
Security.	Main Entrance - to allow entry only to authorised keyholders. Perimeter Fencing - to make sure site is secure as possible.	Damage to property and theft from plotholders.	Reduction in incidents of theft and damage reported to Council/Community Warden or Police.	Ongoing	Tenants to report issues, Community Warden to patrol, groundstaff to repair breaches, HHTC Officer to manage key control	4
Erection of Structures.	To ensure structures are sound and unlikely to collapse and cause harm to tenants and HHTC staff.	Health and safety of tenants and council employees through unsafe structures collapsing or otherwise causing injury.	No H and S incidents reported.	Quarterly	Tenant Inspectors and HHTC Officers.	3

Trees.	To review state of trees within and overhanging the allotment site.	Trees falling, overhanging trees affecting sun light onto plots.	Reduction in turnover of plots, No H and S incidents reported through falling trees	Ongoing	Groundstaff, HHTC Officers.	4
Water Supply.	Ensure that water tanks and stand pipes are free of disease, function efficiently and do not present any Health and Safety issues to tenants or Town Council staff.	Water-borne diseases, such as legionella, may develop. Leaks from standpipes or tanks may cause damage to plots. Open tanks may be hazardous.	1. No reports of legionella or other water-borne diseases. 2. Water supply is constant and flows freely 3. No reports of H and S incidents.	Quarterly	Groundstaff, Allotments Officers.	3
Ancillary Facilities.	To ensure structures are sound and unlikely to collapse and cause harm to tenants and HHTC staff.	Health and safety of tenants and council employees through unsafe structures collapsing or otherwise causing injury.	No H and S incidents reported.	Quarterly	Tenant Inspectors and HHTC Officers.	3
Pest Control.	To react to reports of rats, foxes and other pests when reported to HHTC.	Reduce vermin on site and to eradicate pests that could cause damage produce on site.	Prompt action required.	When required.	HHTC Officers, Ground Team. With professional assistance.	3