

NON-FINANCIAL RISK MANAGEMENT

Risk	Allotments
Degree of risk	Medium <i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment</i>
Persons Involved	Deputy Clerk and Allotment Association Representative. The St George’s Allotment Association reports issues to the Clerk or the Maintenance Committee. Individual plot holders report issues to the Allotment Association or Office The Wardens – carry out a fortnightly inspection. Routine maintenance is carried out by the Wardens and contractors engaged for other work.
Control Measures	<ul style="list-style-type: none"> • An inspection should be carried out at least annually by 1 Councillor from the Maintenance Committee. A member of the Allotment Association will be invited to attend the inspection. A report of the inspection will be recorded in a file. • The Parish Council is responsible for the site as a whole, and un-rented plots. Individual plot holders are responsible for their own plots and the PC checks that they have insurance. • Issues reported by the plot holders or Association are passed on via the Office to the Maintenance Committee to be recorded in those minutes and the jobs list. • Completed jobs are listed in the Maintenance Committee minutes and these are published on the Council website. • Maintenance and ownership of any buildings on the site to be covered by separate lease agreement.
Reviewed by	Maintenance Committee : 15 April 2026 Full Council : 22 April 2026

Actions/comments	<ul style="list-style-type: none">• Regular inspections are being carried out in conjunction with the Allotment Association to ensure plots are worked.• Councillor to be invited to complete annual check.• Lease agreement to be drawn up and agreed for any additional buildings added to sites.
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Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 22 April 2026