From: **Allotments** <Allotments@brighton-hove.gov.uk>
Date: Fri, 25 Jun 2021, 16:33
Subject: Allotments Lettings Update

Good Afternoon

We hope you are well and have coped with the ongoing disruptions that the Pandemic has wrought on us all. The allotments were a great source of comfort for many over this period. We are sending this email to all of the site reps to update you what the process is for letting plots from now on. Please accept our apologies if you are not the site rep who does lettings, we didn’t want to miss anyone out.

Thank you for checking the vacant plot lists that we sent out to you, most of which have now been agreed. As you may already know due to data protection regulations there are problems sharing the personal data of people on the waiting list with you, so we have had to alter the letting procedure. We have piloted this new system and it can work. When we roll it out more widely, we will find out how many issues do come up.

We will contact you to check your availability and then contact people on the waiting list to arrange times for them to meet you. We will provide you with the up to date waiting list. The list will include a list of names of the waiting list applicants, along with their order on the waiting list for your site.

When you are arranging a plot letting, please let us know the date and time and how many people you want us to contact from the waiting list. We will contact the applicants ourselves, first to ask them to confirm they are still interested. When they confirm back to us, we will give them the date and time and your name, and we will send you the list of attendees. If you would prefer us to pass your phone number or your email to the person so they can arrange the time with you directly, please reply to let us know.

Site reps should allocate the plots and issue the keys. Please advise us as soon as possible of who has taken which plot we will then send out the tenancy agreements and collect the required information.

We appreciate that this new process is different to how it has worked in the past. If you have any questions, please don’t hesitate in contacting us.

We will be in touch with the lists of names and waiting list order shortly.

Many thanks,

The Allotments Service

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