

**BATH & NORTH EAST SOMERSET COUNCIL
DRAFT ALLOTMENTS MANAGEMENT PLAN**
(Version 3, March 2011)

FOREWORD BY CABINET MEMBER FOR THE ENVIRONMENT

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SECTION 1 INTRODUCTION

1.1 Background

The management plan has been drawn up to respond to current challenges of allotment management as a result of organisational change over a five year period, during which dedicated Allotments Officer time has been reduced from [*apparently*] 1.0 whole time equivalent (WTE) to 0.1 WTE. There have also been changes in the Parks & Open Spaces' management structure, resulting in more diffuse management of allotments. In parallel with these changes, there has been an increasing demand for allotments, with new allotment sites created and long and increasing waiting lists for all the sites.

No formal survey of customer satisfaction has been carried out by the Council, but since 2009 B&NES Allotments Association's officers and site reps became increasingly concerned about the apparent decline in maintenance and repairs, and at the reduction in the frequency of inspections and lack of enforcement for poorly or non-cultivated plots. There was also concern at the lack of transparency of administrative procedures, the lack of support offered to new tenants, and perceived inequalities in management of the waiting list.

B&NES Allotments Association was reconstituted in 1991, declined in the late 1990s and was revitalised at the beginning of the 2000s. The Association's primary objective is to promote the establishment and use of land in the Bath & North East Somerset area as allotments and to conduct negotiations with the local authority and private landowners to that end. Membership has hovered around 200-350, i.e. one-quarter to one-third of the total number of allotment tenants (? 1,130). It provides its members with regular newsletters and near cost-price seeds and gardening items via the Trading Hut which it runs jointly with Bath Organic Group.

Allotments in Bath city are the responsibility of B&NES' council, and the town and parish councils have responsibility for allotments elsewhere in the District. This management plan has been written for the Bath city allotments, but it is hoped that the quality standards developed in the management plan will be relevant for allotment management throughout the District.

1.2 Structure of This Document

Allotment provision is (a) historical and (b) set out in legislation and guidance on allotment management is provided by the Department of Communities and Local Government, through various policy documents. The legislation and national policy, and their implementation in local policy, are set out in Appendix A. Existing allotment provision is set out in Appendix B, and the Council's partner organisations are listed in Appendix C.

The main document starts by stating Bath & North East Somerset Council's vision for allotments, and then sets out objectives to achieve this (Section 2). Each objective is broken down into specific recommendations/actions identified as necessary to implement them (Section 3).

The management plan is a working document, to be monitored annually and fully reviewed every five years in order to maintain its currency with regard to policy and recognised good practice. The framework for its review is set out in the section 4

[Draft terms of reference for allotment forum, annual reporting, annual feedback from site reps, three yearly consumer surveys]. Section 5 provides the action plan.

SECTION 2 AIMS AND OBJECTIVES

2.1 AIMS FOR ALLOTMENT PROVISION

National policy and guidance on allotments is set out in Appendix A.

B&NES Council's *vision for allotment provision* is:

to provide, improve and maintain well-tenanted allotments, managed in an open and accountable manner. It will maximise the opportunities for its residents to enjoy the experience and benefits that allotment gardening can bring, ensuring that sites are safe, celebrate cultural diversity, and provide opportunities for learning and socialising. It recognises that allotments have an important role to play in promoting local food production to meet the challenge of climate change.

In the emerging Core Strategy, new allotment provision is primarily funded through developer contributions (Policy CP13) as part of the District-wide spatial Strategy (DW1, IDP reference DW1.10). Policy CF.8, which protects allotments and land last used for allotments, is one of the policies saved from the Adopted Local Plan 2007.

The Management Plan is intended to raise awareness of the benefits of allotments for all, to set a standard for the supply of allotments, to improve the standard of service provision and to consider the demand for allotments both now and in the future. Without an effective management plan, the process of managing allotments becomes one of merely reacting to events. It is important to maintain a strategic direction, a continuing and evolving sense of what is to be achieved and to be able to explain the agenda to others.

2.2 OBJECTIVES

The following objectives form a 'good allotment charter' for allotment management in the city of Bath.

2.2.1 To provide enough allotments

The Council has a Statutory duty under the Small Holdings and Allotments Act 1908 to provide allotments to meet demand.

The Council will ensure that there is a sufficient number of allotment plots in the City to meet demand and enable all sections of the community to enjoy the health, education and social inclusion benefits of allotments gardening.

The Council will safeguard existing allotment sites from redevelopment for other use.

2.2.2 To promote allotment use and food growing

The Council recognises that allotment use plays an important role among a range of methods for local food production which will help mitigate, and prepare for, climate change. The Council will promote allotment use for food production and will encourage tenants to use organic gardening methods.

2.2.3 To provide an effective management and administration process

The Council is responsible for the management of all the statutory allotment sites in the city. It will ensure that allotment management is effective, efficient and equitable.

The Council will develop strong partnerships with allotment associations, site representatives, individual tenants and other organisations working towards sustainable local food production, so that they can help shape policy and practice.

2.2.4 To provide a high quality standard of service provision

The Council will ensure that maintenance and repairs are carried out in a timely and efficient way, involving allotment representatives in decision-making and work plan formulation. It will ensure that sites are safe in terms of health, safety and security.

2.2.5 To promote environmental sustainability

Allotments provide a source of fresh, low-cost food with a very low carbon footprint. The Council will encourage organic gardening methods, green waste collection and on-site composting, the use of sustainable materials and will discourage the use of peat and pesticides. It will encourage biodiversity, particularly of beneficial insects, seed collection, use of green manures and water conservation.

2.2.6 To provide adequate resources to supply and manage allotments

Good management results in improved income, by maximising occupancy rates. The Council will maintain a forward programme of investment in new plots and improved infrastructure and maintenance. It will provide sufficient staffing for efficient management and maintenance.

Each of these objectives is examined in more detail in Section 3.

**SECTION 3
OBJECTIVES, EACH WITH RECOMMENDATIONS AND ACTIONS**

Ref.		Objective/Sub-objective	Recommendation/Action
3.1	To provide enough allotments		
	3.1.1	Improved data collection and analysis on existing provision, waiting lists and future demand.	Maintain a relational database by site, plot, tenant and applicant to provide management data. (See section 4 also) Analysis of waiting list figures by ward and by proximity to residence.
	3.1.2	All sections of the community: dis-abled, elderly, families with children, BEM	Promote the benefits of allotment gardening across the community and identify constraints to allotment gardening experienced by any particular section of the community.
	3.1.3	Ensure requirements for allotments are included in planning policies.	Define a clear strategy for allotment provision and enhancement within emerging policy. Review how allotments should be considered in relation to other forms of green space.
	3.1.4	Provide a sufficient ratio of allotments to households to meet demand.	B&NES states that its standard plot size is 125 sq.m. This is at least 50% smaller than the national norm, which is 250-300 sq.m, and is insufficient for a family to be self-sufficient in fruit and vegetables. Monitor the ratio of plots/household/proximity set out in Green Spaces Strategy.
	3.1.5	Maximise the investment potential from new developments.	Ensure that all opportunities for collection of developer contributions, via planning approvals and S106 agreements, etc., are exploited. Establish systems for effective coordination with the Planning team.
	3.1.6	Optimise opportunities for new allotment sites and 'meanwhile' gardening on council-owned land.	Maintain a register of sites with potential for use as allotments. Identify opportunities for informal gardening within Parks & Open Spaces property, such as 'guerrilla gardening', demonstration plots. Work with Property Services to find opportunities for temporary allotments and alternative growing opportunities, e.g. raised beds, sanctioned 'guerrilla gardening'. Establish/improve systems for collaborative working with the Property Services team.

	3.1.7	Encourage allotment development in rural areas.	Work with parish councils to promote and develop allotment sites.
	3.1.8	Encourage private landowners to establish temporary allotment sites (with guidance on legal constraints)	Compile and issue guidance notes on the legal issues relating to temporary allotments. Refer private landowners to the Allotments Regeneration Initiative for guidance on the design of allotment sites.
	3.1.9	Prevent encroachment onto allotment sites from neighbouring properties, and erosion of boundaries by inadequate demarcation and fencing.	Improved coordination with Property Services, Control Section, to stop encroachment by neighbouring properties. Keep boundaries clearly defined, filling in any gaps.
	3.1.10	Reduce the number of uncultivated allotments within the city.	Clarify and improve the enforcement process to reduce the number of uncultivated plots.
	3.1.11	Minimise illegal tenanting of allotments.	Tighten administrative procedures to ensure that tenancies are not transferred to third persons, either by unauthorised proxy gardening or by handing on tenancy when accommodation is sold or rented out.
3.2	To promote allotment use and food growing		
	3.2.1	Mainstream support for local food growing, including allotment provision, across Council departments.	Build allotment gardening into sustainable community policy, including biodiversity, green spaces, green infrastructure, food, health and well-being, waste management and culture and locality. Strengthen support for local food production policy, including allotments, implementing it across Council departments. Improve promotional support for local food/allotments in council publications (electronic and public space). Enhance partnership with other organisations focusing on local food production.
	3.2.2	Develop the allotments service as an education resource to support life-long learning.	The traditional skills of growing and preparing fruit and vegetables are not widely handed down generation to generation; this requires improved education of children and adults, via gardening courses, links with schools and colleges, promotion via health centres and other community spaces. There is likely to be demand for courses in the evening or at weekends. Work with partner organisations to provide gardening training. Encourage and create opportunities for volunteer gardening.

			Allotment gardening provides a useful introduction to horticulture and will contribute to the District's long-term sustainability in local food production.
	3.2.3	Ensure that allotment sites are safe and pleasant spaces for gardeners of all ages and abilities to enjoy.	Maintain secure boundaries by ensuring that there are no gaps in fencing or hedging and that all gates are secured by padlock. While allotment sites overlooked by houses may be monitored by neighbours, they may be subject to vandalism, theft and dumping of rubbish. Work with the police to monitor and reduce damage. Other allotment sites are some distance from housing and isolated gardeners may feel insecure from trespass. Encourage use of allotments as social spaces, with communal areas and space for children to play, to maximise social interaction and thus improve security.
	3.2.4	Use public space for other forms of food growing.	Provide space for community gardens and orchards; encourage edible landscapes e.g. via 'guerrilla' gardening. Reassess the priority given to ornamental gardening in public spaces in terms of time and space, and maximise opportunities for incorporating edible plants, fruiting shrubs and trees.
	3.2.5	Encourage workplace gardening.	Encourage public and private sector employers to offer opportunities for growing fruit and vegetables in the workplace, by utilising forecourts, landscaped areas, window boxes, balconies, living walls and roofs.
3.3	To provide an effective management and administration process		
	3.3.1	Set out an accountability structure to deliver effective and efficient allotment management.	Establish clear lines of accountability within the Council hierarchy of officers.
	3.3.2	Establish an Allotments Forum	Allotments Forum to meet twice a year, its members to include members of the council, officers and allotment tenant representatives. Consult on the Terms of Reference for the Allotments forum, defining responsibility for monitoring performance, strategic thinking and policy formulation. Effective communication and consultation is an essential component of good practice; the Allotments Forum will have responsibility for effecting this, both directly by its own actions and by monitoring the Council's

			<p>performance.</p> <p>The Forum would monitor, advise and lobby for allotment provision and budgeting, thereby replacing the current planning issues and budget liaison sub-groups of the Allotments Association.</p>
	3.3.3	<p>Improve information gathering and analysis.</p>	<p>Create a relational database [e.g. in Microsoft Office Access], with linkages between site, plot, tenant, waiting list, maintenance and repair, to act as both a management and a monitoring tool.</p> <p>Require proof of residence annually, when the rent is due, to deter informal transfer of tenancies.</p> <p>Investigate an integrated software system incorporating a Geographical Information System (GIS).</p> <p>Provide greater clarity of budgeting, accounting and decision-making processes.</p> <p>If an improved and meaningful council-tenant relationship is to be achieved and informed decisions made, it is important that the way in which information is coded, held and disseminated is improved.</p>
	3.3.4	<p>Clarify, and where necessary consult on, procedures for the day-to-day management of allotments, in order to increase coherence and transparency and thus improved customer service. [NB: other cities' allotment charters define allotment tenants and people on the allotment waiting list as 'customers'.]</p> <p>Ensure equitable provision/management across all council-owned sites.</p>	<p>Create a Operations Manual for allotment management, setting out:</p> <ul style="list-style-type: none"> ▪ Procedure for administering applications/waiting lists ▪ Having established a fair and equitable lettings policy, set out procedure for letting plots ▪ Allocation and replacement of keys ▪ Procedure for inspections and enforcement ▪ Rules defining cultivation rates, i.e. percentage cultivation in relation to time since start of tenancy, and nature of cultivation, i.e. food productivity, flowers, biodiversity practices ▪ Procedure for managing plot in the event of a tenant's acute ill-health lasting up to 12 months. ▪ Clearing plots before letting ▪ Acceptable weed control (extent, methods) ▪ Guidelines on wildlife, bonfires, seed saving, green manures, bees and hens ▪ Policy on sheds, what constitutes a 'structure'

			<ul style="list-style-type: none"> ▪ Policy on fruit trees (incl. cordons) ▪ Health and Safety: standards, procedures/audits ▪ Repair/maintenance: procedure and standards ▪ Procedure for recording and handling complaints ▪ Procedure for moving from a starter plot up to a half or full plot, or downsizing, or temporarily vacating; maximum 1 plot equivalent per person (natural wastage removing 2+ plot tenancies) ▪ Procedure for authorised sharing, handing tenancy over to the sharer or to a relative [cf. maybe inequitable for those at top of waiting list] <p>Copies of the Operations Manual should be made available to tenants' representatives.</p>
	3.3.5	Tenancy agreement revised to be more specific about council and tenant's responsibilities and enforcement procedures; nature and extent of cultivation.	<p>Revise tenancy agreement in consultation with allotment representatives. Incorporate "rules" as set out in the Operations Manual (see 3.3.4)</p> <p>The tenancy agreement to be reviewed every five years.</p>
	3.3.6	Encourage respect and tolerance on allotment sites.	<p>New tenants are often deterred by "allotment politics". In consultation with allotment representatives, create a code of practice to include respect for other ploholders who may be less experienced, from different cultural backgrounds, or practicing different growing methods. This should include a framework for resolving differences of opinion, and provide links with the complaints procedure in the Operations Manual. [Include Allotment Handbook 'dignity statement']</p>
	3.3.7	Improved information and support for new tenants	<p>Before applicants take on a tenancy, provide written information and site visits/introduction via the site rep.</p> <p>Ensure that applicants sign the tenancy agreement <u>before</u> taking on the tenancy, so that they are aware of their responsibilities.</p> <p>Offer new tenants a range of support: gardening workshops; starter plots [requires a review of the use/success of starter plots on Bloomfield Road].</p> <p>Explore the possibility of introducing a mentor/buddy system.</p> <p>Work with the Allotment Association and other partner organisations to write an "Allotment Gardeners Beginner's Guide", to include advice on: weed control, soil fertility, organic gardening, non-chemical weed and pest</p>

			control, rat control, the dangers of introducing non-biodegradable or toxic substances, wildlife gardening, companion planting . Monitor new tenants' progress via regular inspection and early identification of 'failing' newcomers who need additional support.
	3.3.8	Improved information for prospective tenants.	Provide applicants with information about their position on the waiting list, by maintaining accurate electronic records. In view of the length of the waiting list, applicants should be asked to re-register annually to confirm their contact details and their continued interest in acquiring an allotment. Provide applicants with information about tenants' responsibilities and about the time and effort involved in re-establishing and maintaining a productive plot, so they can make an informed choice about the size of plot to start.
	3.3.9	Improved communication with tenants.	Make greater use of electronic communication with tenants. Create a reliable system for logging telephone calls and e-mails, and recording response/time. Improve the quality of web-based information on allotments and their management. Develop strong partnerships with site representatives, the allotments association and other complementary organisations.
	3.3.10	Explore options for self-management (see Appendix A, Growing in the Community); and its incentives and disincentives	Provide support and advice to groups who wish to move towards self-management either wholly or in part. This would have to be with strong support of the allotment site plot holders and demonstrable commitment and ability to fulfil the role. Encourage the participation of allotments associations and allotment tenants in the management of allotments by regular consultation.
	3.3.11	Memoranda of Understanding with Allotments Association (and any other tenants' organisations) re commitments/responsibilities on both sides	Consult the associations in the prioritisation of available funds for improvements and essential maintenance. Develop a system for giving advance notice to site representatives of proposed works on site.
3.4	To provide a high quality standard of service provision		
	3.4.1	Establish quality parameters for each site.	Each site will have a site management plan, which will include type of provision, occupancy target, security, facilities and service levels. The

			<p>plan will be reviewed annually with tenants and/or their representatives.</p> <p>A rolling programme of capital funding required to maintain/upgrade allotments will be maintained, with bids prepared for additional capital funding and opportunities for grant funding.</p> <p>The allotments officer will carry out a joint site inspection with the site rep annually, in March/April, and will draw up and agree a summer maintenance plan and a winter maintenance plan (see 3.4.5 and 4.2.2 below).</p> <p>Improved service will require collaborative links between the internal stakeholders, e.g. Property Services, Waste Management, Finance and Parks & Open Spaces.</p>
	3.4.2	Ensure freedom from neglected plots.	Efficient administration and effective management will ensure that tenants are not inconvenienced by nuisance weeds, overgrowth, rubbish, creeping or seeding weeds.
	3.4.3	Ensure good quality facilities on site.	<p>Good access, effective security, well maintained central pathways, adequate water supply, sufficient storage facilities and adequate site drainage.</p> <p>The changing gender and age structure of allotments demography and the need to ensure social equality means that basic on-site facilities should include toilets. There are currently no toilets on any of the allotment sites (unlike other authorities). The installation of compost toilets will be permitted, in consultation with Council officers.</p>
	3.4.4	Access and boundaries will be safe in terms of security, health and sustainability.	<p>Access to the site should be safe, secure and not in itself a barrier against any group of users, such as people with disabilities.</p> <p>Secure and well-maintained fencing/hedging ensures the security of the site and prevents access by trespassers, dogs and deer.</p>
	3.4.5	Efficient maintenance programme	<p>Maintenance will include:</p> <ul style="list-style-type: none"> ▪ written action plan for each site, formulated as a result of joint site visit with site rep; ▪ timely repairs, with monitoring response rate ▪ dedicated maintenance staff to build on experience and commitment clearing vacant plots within one month for re-letting (removing rubbish,

			retaining fruit bushes/canes, removing saplings of non-fruit trees and ornamental shrubs, strimming remainder of plot.
	3.4.6	Remedial action will be taken to support improved management of sites.	Remedial actions required: <ul style="list-style-type: none"> ▪ Re-mapping of sites/plots ▪ Re-marking plot numbers/boundaries ▪ Clearing derelict plots ▪ Confirmation of applicants on waiting list ▪ Checking that no tenancies have lapsed because tenants have moved away/died/given up or failed to pay their rent.
	3.4.7	Preventing encroachment onto allotments of trees and non-fruiting shrubs	Saplings of non-fruiting trees on the perimeter of allotment sites or elsewhere on the site will be removed before their trunks measure 3” in diameter. If saplings are not removed in time, application will be made by Parks staff for permission to remove the trees. Non-fruiting bushes, such as ornamental shrubs, will be removed. (Such shrubs may be noxious, as well as reducing productive space on plots and/or blocking pathways.) Tenancy agreement should include a condition prohibiting the planting of non-edible ornamental shrubs.
3.5	To promote environmental sustainability		
	3.5.1	Allotments contribute to overall environmental sustainability and to health and well-being.	Allotments as ‘locality’, as opportunity for food production and source of health, activity and enjoyment.
	3.5.2	Promote organic gardening.	Bath has two allotment sites which are designated as ‘organic’. Increasingly, tenants are using organic methods and the Council will encourage and support them to do so. The use of organic methods should be monitored and future consideration given to voluntary (or, if necessary, statutory) designation of sites as ‘organic’.
	3.5.3	Define acceptable methods of weed control.	Non-organic methods of weed control, including chemicals and use of carpets made from inorganic materials, should be discouraged and consideration given to banning them. Guidelines will be included in the Operations Manual (see 3.3.4) and rules will be set out in the revised tenancy agreement (see 3.3.5).

			Guidance on acceptable methods of weed control and suppression will be developed with advice from Bath Organic Group and similar organisations.
	3.5.4	Encourage on-site composting	The Council encourages on-site composting by providing advice and, from time to time, subsidised compost bins. Communal compost bays were removed several years ago, and are discouraged because of inability to control their content or maintenance. The introduction of non-biodegradable items is discouraged; rubbish will be removed from derelict plots before they are re-let. The Council will provide a service of one rubbish collection per year per site. Guidance will be given on the composting of (i) perennial weeds, (ii) annual weeds.
	3.5.5	The Council will support the environmental sustainability of its green infrastructure by recycling leaves collected from its parks, spent compost, and shredded plant material.	The Council will deliver leaves and woodchip to allotment sites, distributing them as equitably as possible between the sites. Each site will have space for communal manure, leaves for leafmould and woodchip supplies.
	3.5.6	Improved water conservation.	The Council will improved the use of water by (a) creating a policy on the use of hosepipes [will require standards for water provision], and (b) by encouraging plot-based water harvesting.
	3.5.7	Ensuring soil quality	Soil quality on allotments should be equivalent to that present on good agricultural land. Soil must be free of toxic wastes and residues, and have a satisfactory depth of topsoil to allow for double-digging (250 mm). (Soil testing procedures need to be based on expert advice, yet to be obtained.)
	3.5.8	Hedges as boundaries.	Well-kept thorn hedges can be excellent boundaries and provide a haven for birds. Hedging is therefore better than other forms of fencing both for environmental sustainability and for security, but requires to be trimmed at least annually, outside the bird-nesting season.
	3.5.9	Keeping chickens and bees.	The 1950 Allotments Act allows tenants to keep chickens (but not cockerels) on their plots, and an increasing number do so. This is a

			<p>further reason, apart from nuisance and fouling, why boundaries should be secure against invasion by dogs.</p> <p>The 1950 Act also allows tenants to keep bees. The few tenants who have hives situate them in consideration of their plot neighbours. Guidance should be formulated in consultation with local bee-keeping associations. (An emergency contact number should be displayed, for use in the event of a swarm.)</p>
	3.5.10	Biodiversity and wildlife	<p>Animal pests on allotments include: dogs (tenants' dogs only allowed, which should be kept under control by their owners, on their own plots), deer, badgers, rabbits and rats. Apart from maintaining the patency of fences/hedges, there is little that can be done to deter deer, badgers or rabbits, but good husbandry can reduce the number of rats. Tenants should be provided with appropriate guidance.</p> <p>The encouragement of birds and beneficial insects helps reduce the number of insect pests. Birds and beneficial insects can be encouraged by colourful flowers, dry seed heads and some grasses. Collecting seeds annually from produce on the allotment is of environmental benefit and is becoming more popular. Similarly, there is increasing use of green manures, including rye grass and clover, and the use of nettles and comfrey as fertilisers. Some horticultural knowledge is therefore required by Council staff to distinguish between seed heads from productive plants and the hazard of seeds from weeds, and to distinguish green manures from couch grass and other weeds.</p> <p>Ponds contribute to biodiversity; the parameters for ponds on allotments should be defined.</p>
	3.5.11	Encourage micro-generation experiments to assess potential.	Allotment sites may provide opportunities for solar and wind power generation, if only to power tools or irrigation pumps.
3.6	To provide adequate resources to supply and manage allotments		
	3.6.1	Allotment budget and accounts will be open for inspection.	<p>Make the accounts easier to understand with information set at a level to produce optimum clarity.</p> <p>Budgeting and expenditure will be reviewed regularly by the Allotments Forum.</p>

	3.6.2	Forward programme of investment in (i) new plots, (ii) improved infrastructure and maintenance will be maintained.	Sufficient officer resources will be allocated to ensure that there is a coherent plan with risk analysis for the expansion and improvement of allotment provision.
	3.6.3	Income will be improved by maximising occupancy rates through the use of good management and efficient administration.	<p>The higher the vacancy rate, the lower the income and the greater the resources needed for weed control, promotion and reletting.</p> <p>The following list of tasks are needed to administer the service effectively:</p> <ul style="list-style-type: none"> ▪ Record/recall all information regarding a plot and a site ▪ Control all aspects of plot letting ▪ Conduct and control site/plot inspections ▪ Flag and produce automatically required notice letters ▪ Raise, track and acknowledge repair instructions to completion ▪ Control budget expenditure for each cost centre ▪ Identify outstanding debtors quickly ▪ Produce comprehensive management reports quickly ▪ Map plots/sites with GIS mapping links ▪ Link to corporate finance systems for invoicing ▪ Provide clear, definitive and easily accessible information ▪ Processes should be well-defined and coherent
	3.6.4	Maximise income from developer contributions.	Improved coordination with Planning staff.
	3.6.5	Adequate staffing levels will be provided	Set out staffing levels for (i) management, (ii) maintenance, (iii) administrative support.
	3.6.6	Monitoring allotment rents	<p>A procedure will be established for reviewing allotment rents; this will include scrutiny by the Allotments Forum and consultation with allotment representatives.</p> <p>Loss of potential income from vacant plots will be monitored.</p> <p>Causes of loss of potential income from non-payment should be identified.</p>

	3.6.7	Explore opportunities for grant-funding outside the Council's responsibility to provision and effective maintenance.	Grant funding may be available for facilities/improvements which are outside the Council's remit but which would contribute to raising the overall quality of allotments and their enjoyment.
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SECTION 4 MONITORING AND REVIEW

[The Allotments Association has no information about current council procedures for performance management, and has never been asked to provide feedback on service provision. This draft therefore takes no account of existing procedures.]

4.1 Allotment Forum

Effective communication and consultation is an essential component of good practice; the Allotments Forum will have responsibility for effecting this, both directly by its own actions and by monitoring the Council's performance.

The Council will consult on the Terms of Reference for the Allotments Forum, which will define responsibility for monitoring performance, strategic thinking and policy formulation.

Draft Terms of Reference

Allotments Forum to meet twice a year.

It will be chaired by the Cabinet member with responsibility for the Environment.

Its members will include councillors (numbers in proportion to elected Council), officers, allotment tenant representatives and a representative from the allotment waiting list. Additional expertise may be co-opted onto the Forum.

The Forum will

- monitor and advise on allotment provision
- monitor and advise on the allotment budget and expenditure, and on future requirements for capital investment
- receive and consider management reports (analysis of plot occupancy rates, annual site reports and the complaints log, and any other reports identified as useful by the Forum)
- monitor the delivery of the Allotments Management Plan and fulfilment of the Council's vision for allotments
- consider methods of monitoring customer satisfaction [other authorities conduct regular customer satisfaction surveys]
- bring to the attention of the full Council issues of concern relating to allotment provision and management
- assist in the development of policies for Green Infrastructure, Waste Management, and Climate Change mitigation.

4.2 Monitoring Data Collection

4.2.1 Tenancy data

There appears to be an absence of quantified information and physical identification of derelict plots; it is therefore important to establish the current baseline and then set a timetable of targets to reach the optimum level of tenancy (100% less a turnover/minimum vacancy figure).

Focus to increase plot occupation and reduce the waiting list:

Number/percentage of vacant plots

- Number vacant for more than 3 months, 6 months, 9 months, 1 year+
- Derelict/unworkable plots
- Number/percentage of tenanted plots
- Turnover
- Length of tenancy
- Proximity to residence
- Reason for termination of tenancy

Analysis will determine how closely the waiting list and the number of actual plots match the standard of provision in the Green Spaces Strategy.

Improved tenant satisfaction with the allotments service and the value for money it provides are likely to increase tenants' interest in devolved management.

4.2.2 Facilities/maintenance on allotment sites

Annual joint reports, with separate sections completed by the Council officer responsible for allotments and the site representative, with an agreed action plan will be prepared within one month of the annual joint site inspection (currently March/April). Each site will be rated against the minimum agreed standard and an estimate of the expenditure required to bring it up to standard. This information will be monitored by the Allotments Forum.

- Water supply
- Secure boundary fence
- Non-compostable rubbish removal
- Paths cut
- Hedges cut
- Weed control
- Overgrown trees and shrubs
- Quiet environment
- Vehicle access to site
- Access for the disabled
- On-site information board
- Access/carparking
- Freedom from theft, vandalism and graffiti (register of crime)
- Repair response time.

4.3 Overview of site management

Information from the annual site report, analysis of plot occupancy and the complaints log will be combined to give an overview of allotment management for each site.

4.4 Performance Management

Annual joint site reports and minutes of the Allotments Forum will form part of the officers' annual performance review. [Several strategies include annual performance appraisal of officers by site reps]

The Allotments Management Plan will be monitored annually and fully reviewed every five years.

**SECTION 5
ACTION PLAN**

Objectives	Ref. Para.	Actions	Officer(s) Responsible	Target Date	Completion Date
<p>To provide enough allotments</p> <p>To provide an effective management and administration process</p> <p>To provide a high quality of service provision</p> <p>To provide adequate resources to supply and manage allotments</p>	<p>3.1.1 3.1.10 3.1.11 3.3.1 3.3.4 3.3.5 3.3.6 3.3.7 3.3.8 3.3.9 3.4.1 3.4.2 3.4.3 3.4.6 3.4.7 3.6.3 3.6.5</p>	<p>Clarify and collate procedures into an allotment management 'Operations Manual'; make it available for inspection by tenants.</p> <p><i>To include:</i></p> <ul style="list-style-type: none"> ▪ <i>Procedure for administering applications/waiting lists</i> ▪ <i>Having established a fair and equitable lettings policy, set out procedure for letting plots</i> ▪ <i>Allocation and replacement of keys</i> ▪ <i>Procedure for inspections and enforcement</i> ▪ <i>Rules defining cultivation rates, i.e. percentage cultivation in relation to time since start of tenancy, and nature of cultivation, i.e. food productivity, flowers, biodiversity practices</i> ▪ <i>Clearing plots before letting</i> ▪ <i>Acceptable weed control (extent, methods)</i> ▪ <i>Guidelines on wildlife, bonfires, seed saving, green manures, bees and hens</i> ▪ <i>Policy on sheds, what constitutes a 'structure'</i> ▪ <i>Policy on fruit trees (incl. cordons)</i> ▪ <i>Health and Safety: standards, procedures/audits</i> ▪ <i>Repair/maintenance: procedure and standards</i> ▪ <i>Procedure for recording and handling complaints</i> ▪ <i>Procedure for moving from a starter plot up to a half or full plot, or downsizing, or temporarily vacating; maximum 1 plot per person (natural wastage removing</i> 		<p>July 2011</p>	

		<p><i>2+ plot tenancies)</i></p> <ul style="list-style-type: none"> ▪ <i>Procedure for authorised sharing, handing tenancy over to the sharer or to a relative [cf. maybe inequitable for those at top of waiting list]</i> <p><i>(Procedures to include time boundaries)</i></p>			
<p>To provide enough allotments</p> <p>To provide an effective management and administration process</p> <p>To provide a high quality standard of service provision</p>	<p>3.1.1</p> <p>3.3.4</p> <p>3.4.6</p>	<p>Re-mark plot boundaries</p> <p>Clarify plot numbers</p> <p>Re-map sites</p>		July 2011	
<p>To provide an effective management and administration process</p> <p>To provide adequate resources to supply and manage allotments</p>	<p>3.3.3</p> <p>3.6.3</p>	<p>Design relational database</p> <p><i>To include: site, plot, tenant, applicant, inspection, enforcement actions, clearing, repairs, maintenance, facilities, dates, rent payments</i></p>		June 2011	
<p>To provide an effective management and administration process</p>	3.3.8	<p>Set up an annual re-registration system for applicants and tenants</p>		July 2011	
<p>To provide enough allotments</p> <p>To promote allotment use</p>	<p>3.1.5</p> <p>3.1.6</p> <p>3.1.9</p>	<p>Establish procedures with Property Services:</p> <ul style="list-style-type: none"> ▪ to establish lines of responsibility and communication 		June 2011	

and food growing To provide a high quality standard of service provision	3.2.3 3.2.4 3.2.5 3.4.4 3.4.5	mechanisms to deal with repairs, maintenance <ul style="list-style-type: none"> ▪ to maintain a register of sites with potential for allotment use ▪ to identify opportunities for 'meanwhile' gardening ▪ to agree procedures to prevent encroachment onto allotment sites from neighbouring properties 			
To provide enough allotments To promote allotment use and food growing	3.1.3 3.2.1	Identify policy areas relevant to allotments and their role in local food production; coordinate with other departments to ensure their inclusion as policy is formulated.		On-going	
To provide enough allotments To provide adequate resources to supply and manage allotments	3.1.5 3.6.4	Establish procedures with Planning/Development Control officers: <ul style="list-style-type: none"> ▪ coordination to exploit all opportunities for developer contributions 		July 2011	
To provide enough allotments	3.1.7 3.1.8	Identify opportunities to promote allotment provision with parish councils		On-going	
To provide enough allotments To promote allotment use and food growing	3.1.2 3.1.8 3.2.3 3.2.4 3.2.5	Identify opportunities to promote allotment provision with 'hard-to-reach' and other sections of city communities. Allow space on each site for tenants' children to play while plots are being worked. Promote workplace gardening.		Dec 2011 and on-going	

To promote allotment use and food growing	3.1.8	Work with legal team to compile guidance notes on the legal issues relating to temporary allotments for private landowners		Dec 2011	
To provide enough allotments To promote allotment use and food growing To provide an effective management and administration process To provide a high quality standard of service provision To promote environmental sustainability To provide adequate resources to supply and manage allotments	3.3.1 3.3.2 3.3.3 3.6.1 3.6.2 3.6.5 3.6.6 (and others)	Establish Allotments Forum (see TOR in Section 4)		Aug 2011	
To provide an effective management and administration process	3.3.5	Revise tenancy agreement in consultation with tenant representatives (making reference to agreed procedures (see 3.3.4)		July 2011	
To provide a high quality standard of service provision To promote environmental sustainability	3.4.7 3.5.2 3.5.4 3.5.5 3.5.6	Work with other sections of the Environment Division to: <ul style="list-style-type: none"> ▪ Establish annual deliveries of leaves and woodchip to each allotment site ▪ Institute an annual collection of non-compostable 		Aug 2011 and on-going	

	3.5.8	<p>rubbish</p> <p>Maintain space on each site for delivery/storage of leaves, woodchip, manure.</p> <ul style="list-style-type: none"> Monitor and remove non-productive saplings and shrubs from allotments 			
<p>To promote allotment use and food growing</p> <p>To provide an effective management and administration process</p> <p>To promote environmental sustainability</p> <p>To provide adequate resources to supply and manage allotments</p>	<p>3.2.2</p> <p>3.2.4</p> <p>3.3.2</p> <p>3.3.4</p> <p>3.3.7</p> <p>3.3.6</p> <p>3.5.1</p> <p>3.5.2</p> <p>3.5.9</p> <p>3.5.10</p> <p>3.5.11</p> <p>3.6.7</p>	<p>Coordinate with allotment representatives and partner organisations to:</p> <ul style="list-style-type: none"> create an Allotment Gardeners Beginner's Guide promote organic growing and other environmentally sustainable practices promote allotment and 'meanwhile' gardening. 		<p>Sept 2011 and on-going</p>	
<p>To promote environmental sustainability</p>	3.5.2	<p>Monitor tenants' attitudes towards organic gardening for future designation of sites as 'organic'</p>			
<p>To provide an effective management and administration process</p> <p>To provide a high quality standard of service provision</p>	<p>3.3.5</p> <p>3.3.6</p> <p>3.3.7</p> <p>3.3.8</p> <p>3.3.9</p> <p>3.3.10</p> <p>3.3.11</p> <p>3.4.1</p>	<p>Develop an effective partnership relationship with allotment representatives.</p> <p>Agree Memoranda of Understanding with allotment association(s), with particular reference to:</p> <ul style="list-style-type: none"> Welcoming new tenants 		<p>Aug 2011</p>	

To promote environmental sustainability	3.4.5 3.4.7 3.5.2 3.5.3 3.5.4 3.5.5 3.5.6	<ul style="list-style-type: none"> ▪ Relative responsibilities for maintenance, inspection, joint site visits, workplans ▪ Good communication, recording information provided, monitoring feedback ▪ Regular consultation. <p>Explore options for different levels of self-management.</p>			
To provide enough allotments	3.4.1 3.4.3	Establish and maintain register of capital requirements for funding increased allotment provision and improvement/maintenance of facilities			
<p>To provide enough allotments</p> <p>To provide an effective management and administration process</p> <p>To provide a high quality standard of service provision</p> <p>To provide adequate resources to supply and manage allotments</p>	3.1.1 3.1.2 3.1.3 3.1.4 3.1.10 3.3.3 3.4.1 3.4.2 3.4.5 3.4.6 3.6.1 3.6.2 3.6.3	<p>Provide monitoring data and analysis for the Allotments Forum and for planning purposes, to enable assessment of:</p> <ul style="list-style-type: none"> ▪ Plot occupancy rates ▪ Turnover of tenancies; relation to site, plot, length of tenancy ▪ Demand, waiting list characteristics ▪ Comparison with parameters set out in the Green Spaces Strategy 		Sept 2011 and on-going	

Investigate different types of allotment management software, e.g. Colony On-Line (MCPC Systems UK Ltd)

APPENDIX A LEGISLATION AND POLICY CONTEXT

A.1 National Legislative and Policy Framework

The Small Holdings & Allotments Act 1908

This consolidated all previous allotment legislation. It placed a duty on local authorities to provide sufficient allotments according to demand.

Section 22 of the Act covers use. It defines an “allotment garden” as “not exceeding 40 poles (1,012 square metres) in extent, which is wholly or mainly cultivated by the occupier for the production of vegetable and fruit crops for consumption by himself or his family.” This precludes the use of an allotment garden for carrying out any trade or business, but provided that it is cultivated mainly for growing fruit and vegetables, other activities are not prohibited.

These include:

- The use of a plot as a leisure garden – There is no legal restraint on using part of the plot as a leisure garden for recreation or for growing flowers or crops that take longer than 12 months to mature.
- Limited sale of surplus produce – provided that the allotment is mainly cultivated for consumption by the plot holder and their family there is no legal constraint on selling surplus produce.
- Use of part of a plot for keeping livestock – permitted by section 12 of the Allotments Act (1950), but not in such a manner as to create a nuisance. The 1950 Act also allows for the construction or erection of shelters for hens and rabbits.

Section 23. This requires that authorities are duty bound to provide allotments for residents if they consider there is a demand for them.

Section 27. This provides for the temporary use of allotment land for other purposes if it cannot be let as allotments. However, if the land is subsequently required for allotment use, the authority must be able to regain possession by giving no more than 12 months notice.

Section 32. Revenue obtained from the sale or exchange of statutory allotment land must be spent on discharging debts associated with the acquisition of allotment land, acquiring new land for use as allotments, or improving the existing stock of allotments. Only the surplus may be used for other purposes.

The Allotments Act 1922

This Act covered the release of land requisitioned for allotment use during the First World War. The Act also gave some measure of security of tenure to tenants of allotment gardens and improved rights of tenants to compensation on termination. The Act has since been amended by the Local Government Act 1972. Allotment committees are no longer compulsory for urban authorities.

The Act limited allotment size to a quarter of an acre and that they should be “mainly cultivated by the occupier for the production of vegetables and fruit crops for consumption by himself or his family.” This implies that only a limited proportion of a plot may be used for growing flowers and no commercial use may be made of produce.

Continued/

(The Allotments Act 1922 continued)

The act protected tenants in terms of laying down periods of notice and requiring compensation for terminating tenancies. This act has since been amended by the Local Government Act 1972.

Any revenue obtained from the sale of land or exchange of statutory allotment land should be spent on discharging debts associated with the acquisition of allotment land, in acquiring new land for use as allotments or improving the existing stock of allotments. Only the surplus may be used for other purposes.

Allotment Act 1925

Allotments are protected by Section 8 of the Act, which requires that local authorities seek the Secretary of State's consent, via the relevant local office for disposal or appropriation to other use. Consent cannot be given unless the secretary of state is satisfied that:

- the allotment in question is not necessary and surplus to requirements
- adequate provision will be made for displaced plot holders
- the number of people on the waiting list has been effectively taken into account
- the authority has actively promoted and publicised the availability of allotment sites and has consulted the National Society of Allotment and Leisure Gardeners.

Smallholding and Allotment Act, 1926

This Act made a number of improvements to the 1925 and preceding acts.

- The provision relating to rents that may be charged for allotments was amended.
- The period of notice to quit was extended to 12 months as far as allotment gardens were concerned.
- Compensation should be payable to an allotment holder at whatever season of the year a tenancy terminates.
- Allotment holders who have allowed their allotment plot to deteriorate through neglect should be made liable to pay compensation for dilapidation and quitting.

Allotment Act 1950

This strengthened the requirements on councils to provide allotment gardens. Provisions relating to rents were also affected; it has provision for reduced payments of rent in special circumstances, which might include retired, elderly, unemployed, or disabled tenants, or tenant of long standing, or any other circumstances the authority may see fit. This Act included issues relating to notices to quit and compensation.

Occupiers' Liability Act (1957)

Places a common duty of care on anyone involved in allotment management to ensure their allotment site(s) is run in as safe and appropriate manner as possible.

Town and Country Planning Act 1971

Removed requirement made in 1925 Act for town planning authorities to consider allotment provision within town planning schemes.

Continued/

The Local Government Planning & Land Act 1980 and the Local Government & Planning (Amendment) Act 1981

Consolidated planning legislation which has further influenced the forward planning of allotments. The council must safeguard existing land used as allotments. Development proposals resulting in the loss of allotments should only be considered where:

- There is evidence of long-term insufficient demand for continued use of land as allotments
- Suitable land is made available, either by retention or relocation, to replace allotments that are in use
- Where it is necessary to develop a site for other purposes, suitable sites are made available to relocate tenants
- Any proceeds from land sale is re-invested in developing the allotment service.

Planning Policy Guidance Note (PPG) 17 (2002)

Planning Policy Guidance note (PPG) 17: Sport, Open Spaces and Recreation

Annex 3 of PPG 17 includes allotments as a specific category in the classification of open space. PPG 17 places an obligation on local authorities to undertake assessments of need for all open space classifications, combined with an audit of existing provision, incorporating both quantitative and qualitative criteria. These should feed into the establishment of local standards for provision, and the preparation of a strategy ensuring these local standards are met before any surplus land can be released. Plots that are well maintained and in full use, delivering the full range of benefits to the local community are likely to enjoy strong protection under the planning system. Development that would result in the loss of allotments should not be permitted unless replacement allotment sites are provided, and these should be of acceptable quality:

- Be comparable in terms of size, accessibility and convenience, and should not normally be more than three quarters of a mile from the centre of demand
- Have a soil quality and condition comparable or superior to that of the existing allotments
- Avoid detrimental impact on landscape character and other landscape features.

The Revised Planning Policy Guidance note (PPG) 17: Sport, Open Spaces and Recreation recommends the following criteria against which applications for consent to dispose of statutory allotments are determined. The revised criteria are that:

- The allotment in question is not necessary and is surplus to requirements.
- Consent of the secretary of state is required for the erection of any dwellings (but not sheds or greenhouses) by the council on allotment land (Land Settlement (Facilities) Act 1919).
- Adequate provision will be made for displaced plot holders, or that such provision is not necessary or is impracticable.
- The number of people on the waiting list has been taken into account.
- The authority has actively promoted and publicised the availability of allotment sites and has consulted the National Society of Allotment and Leisure Gardeners
- The implication of disposal for other relevant policies, in particular development plan policies, has been taken into account.

Assessing needs and opportunities: a companion guide to PPG17 (2002, DLTR, now CLG)

The number of allotments required in any area is a function of demand and there needs to be a demand-led methodology based on local authority records. Local Authorities should provide and rent allotments and keep a waiting list. There is likely to be a need for a population based provision standard, coupled with an accessibility standard or distance threshold. Waiting lists should not be treated as the only indicator of demand.

Planning and Compulsory Purchase Act 2004

Has considerable influence on the forward planning of allotments and are relevant to the council's Unitary Development Plan and the emerging Local Development Framework.

Planning Policy Statement (PPS) 3 (housing) (revised 2006)

Annex B explicitly excludes allotments and associated buildings from the definition of 'previously-developed' land which should be the subject of ongoing search for suitable new sites for housing

Legislation and policy overview taken from

(i) North Tyneside Allotments Strategy, 2009-2015:

http://www.northtyneside.gov.uk/pls/portal/NTC_PSCM.PSCM_Web.download?p_ID=50980 [accessed 19.09.10]

(ii) Allotment Strategy for Canterbury District, 2010-2014

<http://www.canterbury.gov.uk/assets/outdoorleisure/adopted%20allotments%20strategy%20/allotment%20strategy.pdf> [accessed 19.09.10]

A.2 Local Policy

[Develop from

Existing: Adopted Local Policy
Community Strategy
Green Spaces Strategy

Emerging: Core Strategy (cf. climate change and mitigation)
Green Infrastructure Strategy

A.3 Recent Guidance from Department for Communities and Local Government (DCLG)

A.3.1 ‘Growing in the Community’

[a major part of this relates to different forms of self-management]

A.3.2 ‘A Place to Grow’

Further increased demand for allotments compelled DCLG to produce guidance on the more efficient use of land for allotments, in particular:

Managing the existing allotment portfolio

(a) Non-cultivation

- Having a publicly-available management plan which deals with non-cultivation (a) assists existing tenants and (b) reduces the concern of allotment applicants that existing plots are being wasted.
- Weed control: removal of weed seed-heads before the seed had set; control of pernicious weeds such as couch-grass and bind-weed; removal of long grass or detritus likely to harbour slugs and snails; keeping paths trimmed and free of hazards.
- The establishment of standards for productive cultivation of plots¹ and the provision of advice to new tenants on the amount of work required
- Record kept of the quality of the plot before it is let to new tenants, to ensure expectations of cultivation of reasonable²
- New tenancies should be monitored frequently to detect problems in working the plot at an early stage and to enable the provision of adequate advice.
- Tenants failing to cultivate their plot should be offered the opportunity to reduce its size or to relinquish a plot temporarily until they have more time.³

(b) Waiting lists

- The guidance suggests that waiting list data be kept up-to-date by an annual verification that applicants contact details are current and that they have a continued interest in obtaining a plot.
- Accurate waiting list data enables more efficient management through regular analysis
- Applicants on the waiting list should be kept informed of their position on the list and the amount of time they are likely to have to wait for a plot to become available.
- Covert exchange of tenancies or assumed inheritance of an informally shared plots deflects from the equitable allocation of plots to applicants who are at the top of the waiting list.
- Allotment authorities should minimise the length of time plots are left untended, by establishing efficient procedures.

(c) Working with Allotment Associations

¹ The guidance notes that, in the past, these have often not been made explicit in tenancy agreements and that local authorities' should recognise their responsibility for this.

² The notes suggest that digital cameras are used to keep a record of plot cultivation

³ In those circumstances, the former tenant would 'jump' the waiting list when they are ready to take on a plot again.

- LAs should develop a co-operative approach with allotment associations. A system of periodic joint reviews is recommended, to allow development of good practice and sharing of information.
- Good practice for managing waiting lists requires (i) adequate data, and (ii) support to ensure a common standard of service.
- It is important for LAs to reach agreement with allotment associations in respect of cultivation standards, plot sizes, management of waiting lists and other aspects of good practice.

Provision of new allotment sites

(d) Legislation

There is a body of legislation covering allotment provision and management, but the key legislation on provision remains the 1908 Small Holdings and Allotments Act (section 23). Having determined that there is a demand (from six or more local taxpayers or electors), the LA must be able to demonstrate that it has a strategy in place to meet that demand.

(e) Allotments and Green Space Strategies

The guidance “strongly advocates” that LAs prepare allotment strategies, which will guide the development of the allotments service, but also form part of the broader strategic policy for green spaces.

Calculating the need for new allotment sites should be based on a ratio of plots per household, with the size of a standard plot is defined. However, demand for differently sized plots allow for flexible use of green space, including shared space e.g. communal gardens, or shared use of space, e.g. allotment sites adjacent to other recreational space.

The design of new sites should take sound environmental practices and sensitivity to visual impact into account. Design should include: palisade fencing with hedging to encourage biodiversity, vehicle access for manure deliveries and access for ploholders with restricted mobility; the provision of piped water via water tanks, of a sufficient number to meet the needs of gardeners with physical impairment.

As well as the specification of maintenance and cultivation standards (see (a) above), allotment strategies should include policies on composting and waste disposal, greenhouse, shed and polytunnel design and size. Specified areas for organic gardening should be encouraged.

‘Meanwhile’ gardening

The provision of alternative opportunities to grow fruit and vegetables can (a) help allotment plot applicants to gain experience in growing, (b) alleviate temporary demand, and (c) provide opportunities for communal gardening. The guidance makes clear that LAs should not regard such alternative opportunities as a substitute for addressing allotment provision.

Alternative opportunities include the temporary use of other land, e.g. intended for cemeteries, for allotments; small areas of land too small for permanent

allotment sites, or land intended for development - using raised beds where the soil might be contaminated.

**APPENDIX B
EXISTING ALLOTMENT PROVISION**

Location maps

Site maps [NB currently out-of-date]

Aerial photos [Google]

Description

List of facilities

Staffing (Structure, management, operatives, administrative staff WTEs)

Budget

[Other Authorities have carried out 'site audits' as part of the strategy]

Current tenancy agreement

APPENDIX C PARTNERS AND STAKEHOLDERS

External:

B&NES Allotments Association
Bath Organic Group
Somerset Housing
Transition Bath
Allotments Regeneration Initiative
National membership organisations (e.g. NSALG, SWCAA)

Internal:

Other council departments, e.g. Property Services, Environment and Sustainability Policy, Legal Services, Planning Policy.

Community:

B&NES Council is the authority responsible for allotment provision within Bath city (town and parish councils have responsibility for the rest of the B&NES administrative district). Stakeholders within the community include any six individuals (cf. 1908 Act), residents' associations, community groups, local ward councillors