



Food for Thought

A strategy for Allotments in Cheltenham and for Allotment Sites managed by Cheltenham Borough Council

Review and New Action Plan 2010–2015

October 2010

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Introduction

The Allotment strategy for Cheltenham for 2005-2015 was adopted in November 2005.

It recognised the wide range of benefits afforded by this healthy, outdoor activity and the significant contribution to environmental, community and healthy-living agendas.

An action plan for 2005–2010 was implemented.

The purpose of this document is to present the Action Plan 2010–2015. It has been written following a review of the previous action plan and within the context of the current situation for allotments in Cheltenham, which is also updated within this document.

This document takes the same format as the allotment strategy originally approved and is organised into four main sections:

- Section 1 Updates the current situation for allotments in Cheltenham
- Section 2 Updates on the 5 key issues identified in the strategy
- Section 3 Re-iterates the standards of service laid out in 2005
- Section 4 Presents the proposed Action Plan for 2010–2015

Vision and Purpose of the Strategy

The vision for the allotment strategy set out in 2005 is:

“To provide a thriving network of allotments and community gardens that meets the needs and contributes to the well-being of the whole community of Cheltenham.”

This encapsulates the desire to ensure the widest possible participation in allotment and food growing activities, meeting the needs of the population in terms of service provision.

It also recognises the important contribution that allotments and community gardening make to the health and well-being of individuals and groups.

Stakeholders

The 2005 list of stakeholder groups has been slightly amended to reflect the range of organisations interested in local food production.

- Individual allotment holders
- Local residents and those looking to participate in food-growing initiatives
- Community, charity, group and social enterprise allotment holders
- Volunteer allotment site wardens
- Allotment representative groups e.g. Cheltenham & District Allotment Holders Association (CDAHA) and Hayden Road Allotmenters
- Other allotment providers e.g. Parish Councils and churches
- Groups and individuals involved in promoting local food and allotments
- Health care organisations and those involved in healthy living initiatives
- Local environmental and sustainability groups/partnerships

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The Council currently has two formalised mechanisms for consultation with allotment stakeholder groups. Quarterly site warden meetings identify site management and maintenance issues and provide a mechanism for two-way feedback between the allotment service and the Council's allotment tenants.

The second mechanism is via the quarterly Allotment Forum, where Councillors, Council officers and members of the CDAHA discuss policy and strategic issues, particularly in relation to disposal of allotment land, which requires consultation with a local allotment association. Many of the stakeholder groups are not currently represented on the Forum.

SECTION 1: THE CURRENT SITUATION

The Allotment Strategy, adopted in 2005, noted the beginnings of a revival in allotments. The question was tentatively raised as to whether this might represent the renaissance of allotment and community gardening.

In fact, interest has snowballed. The 'Grow Your Own' phenomenon has seen a huge rise in demand for allotments all over the country. Many people increasingly appreciate fresh or organic vegetables, the exercise and fresh air, the sense of well-being and the sense of community that allotment gardening brings.

Environmental concerns play a part too and the concept of 'food miles' has become common parlance. Concerns about future oil supplies and the impact of the global food industry are leading many to take up the spade, both at home and in the spaces made available to them in the form of local authority and private allotments, community and social enterprise projects, school growing spaces and more.

The significant increase in demand for allotments has meant that some areas of the allotment strategy have come to the fore (protection and provision), whereas others have become less of a propriety in the current climate (promoting allotments).

An in-depth analysis of the statutory duties relating to allotment provision and allotment demand in Cheltenham point to a requirement for 290 additional half-sized allotment plots, mainly in the south of the Borough, to fulfil current statutory demand, and a significant proportion of waiting arrears

There is additional demand in most Parishes, which falls outside the remit of the Borough and there is also demand for non-statutory allotment land to be made available for growing purposes due to the restrictive nature of an allotment tenancy agreement.

Uptake of Plots

In 2005, 90% of Cheltenham Borough allotments were tenanted and four sites had vacancies. One site (Hesters Way) was entirely vacant and permission had been granted by the Secretary of State in 2003 for the land to be sold. This took place and some of the proceeds were used for site upgrades and improvements.

Much of the Action Plan 2005–2010 was taken up with this programme of works.

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It was envisaged that the Hayden Two allotment site, which had just a handful of tenants, would become a community gardening space. There were also large unused derelict areas within the Midwinter allotment site.

However, the number of applications per year then started to rise significantly, reaching 312 in 2008 and falling back slightly to 227 in 2009. This meant that the waiting lists for allotments in some parts of Cheltenham now stretched to seven years or possibly more.

Cheltenham Borough Council (CBC) has worked hard to keep up with the increase in demand. Policies such as 'Use it or Lose it' and 'Size to Suit' have seen large numbers of un-worked plots, or parts of plots, handed on to new tenants and brought back into use.

In addition, Hayden Two was brought back into allotment cultivation and large areas of allotments were created on derelict allotment land in the Midwinter area.

Overall, there has been an increase in the number of tenancies from 555 in June 2007 to 725 three years later. Take-up is close to 100%, with plots only being vacant while in the process of being re-let. Over 500 people are now waiting for an allotment on a CBC site.

Geographical Distribution of Plots

Over 100 new plots at the Hayden Road and Midwinter sites have contributed significantly to increasing the number of plots for the North and West of Cheltenham, which were identified as areas with a lower level of provision in the 2005 strategy.

However, the South and Southwest of the Borough remain areas of high demand and the waiting lists in these areas are very long. These are the areas of focus for additional provision over the next 5-year period.

Disposal of Former Allotment Land

As explained in the 2005 strategy, there is a requirement for proceeds of sale of statutory allotment land to be used to discharge debts and liabilities associated with the acquisition of allotment land or in acquiring, adapting or improving new land for allotment purposes.

Therefore, a central tenet of the 2005 strategy was that funds from sales of surplus allotment land in one area could be used to address a deficit in others. The proceeds of sale of the surplus land in the Midwinter area could therefore fund additional provision of allotments, across the unparished areas of Cheltenham, as well as in the Midwinter area.

To minimise the cost per plot, the Council would aim to utilise green land that is already in Council ownership for the new plots.

It seems unlikely that additional allotment land will be found to be surplus to requirement in the foreseeable future and therefore future appropriate levels of provision will need to be assured through the planning process, specifically through Section 106 contributions and potentially through supplementary planning documents listing local standards for provision.

Link to Council Business Priorities

The allotment strategy recognises the contributions that allotments make in terms of protecting the environment through reduction in food miles, reduction in chemical use, water conservation, reduction in waste, reduction of greenhouse gas emissions and more.

The benefits of allotments for biodiversity and wildlife are also widely recognised and they provide a valuable network of green spaces across the borough, particularly in developed areas with limited garden or green space provision.

With the associated consumption of fruit and vegetables, the exercise, the sense of well-being and the extensive social interaction, an allotment site provides an excellent example of a healthy community, in both the mental and physical sense. As a leisure activity, the benefits are considerable and far-reaching.

One of the main developments, since the start of this strategy, is in the extent to which a sense of community has blossomed on Borough allotment sites. Most now have picnic / communal areas where people can congregate. Some sites now have barbeques, pub nights, seed swap days, site-based competitions and more.

Another valuable benefit of this community development is the bringing together of people with a shared interest from different cultural or social backgrounds, whose paths might not normally cross. Allotments can therefore help to reduce inequalities, encourage greater citizenship, reduce hate crime, increase integration and more.

A strong sense of community was recognised and appreciated by many in the allotment feedback survey which was undertaken in January 2010. Many plot-holders detailed the enjoyment they get from the friendships they develop on site, the social aspect of allotment life, talking to others, receiving help and advice and so on.

SECTION 2: KEY ISSUES

Through consultation, 5 areas were identified as the key issues for allotments in Cheltenham for the years 2005–2015. These are:

1. Effective Management
2. Infrastructure
3. Promoting Allotments and Community Gardening
4. Provision and Protection of Allotments
5. Health, Safety and the Environment

A separate document details the previous objectives in these areas for the Action Plan 2005, along with an update relating to measures taken and the extent to which each action has been addressed or achieved during the first five years. This has informed the development of the Action Plan for the forthcoming five year period.

The objectives remain the same for the second five-year period, although the focus has changed somewhat in light of the current situation and this is addressed through the priorities for the Action Plan 2010-2015.

Key Issue 1: Effective Management

Aim: To identify, learn and implement effective management practices from the Allotment Forum, other local authorities and other allotment groups, and to move towards self-financing of management costs during 2010-2015.

Target: To implement at least two good practice ideas each year, and progressively review and simplify allotment rents, and identify cost savings.

Many measures have been taken to ensure a customer-centred approach and effective management and administration of the allotment sites. Policies such as 'Use it or Lose it' and 'Size to Suit' have made a big impact in the active use of the allotment land available.

The allotment officer works closely with a team of volunteer on-site wardens who assist in letting of plots, plot inspections, enforcement, infrastructure improvements, development of community projects and more.

In January 2010, the service undertook a feedback survey to assess levels of satisfaction with the infrastructure improvements made on the sites and with the performance of the allotment service overall. Approximately one third of plot holders took part.

78% considered the condition of their site to be good or excellent. 79% described customer services for allotments as good or excellent. 87% said their plot represented good or very good value for money. 48% indicated they would be happy to pay a bit more for the rent, particularly if the additional amount was fed back into the service.

While there is always room for improvement, the results of the survey do seem to indicate a general level of satisfaction with the performance of the Council in the management and administration of the allotment sites.

One area for attention is the funding system for allotments. Plot rent is based on a charge per metre squared and is complicated to administer. Many plot-holders are paying very small amounts for the use of their allotment and a review of the charging system is needed. Increasing on-site involvement in the day to day management of allotments could reduce the associated costs of administering the sites.

Moreover, in the coming few years, with a focus on the provision of new allotment sites, officer time to manage existing sites will be reduced. In order to maintain existing service levels, increased on-site participation in allotment site management will be required.

One efficiency measure identified is the move to a postal system for issuing new tenancy agreements. At present, a lot of officer time is taken up with meeting new tenants and changes to the allotment tenancy agreement will allow a postal system to be developed.

Key areas identified for the 2010 – 2015 Action Plan include:

- Continue with effective policies and procedures, e.g. 'Size to Suit'
- Increase on-site involvement in day to day site management
- Assess and present self-management options for allotment sites
- Review allotment charges, invoicing and tenancing processes
- Review allotment Forum

- Review sources of advice and information for prospective and new tenants

Key Issue 2: Infrastructure

Aim: To maintain and improve the infrastructure of allotments

Target: To complete investment programme on time, on budget and to a high quality

A considerable portion of the Action Plan 2005–2010 was taken up with the itemised list of infrastructure improvements identified through site and tenant surveys and consultation with site wardens and CDAHA.

As detailed in a separate document, most of these items have now been completed and the 2010 survey indicates that 78% of tenants consider the condition of their site to be good or excellent. There are a small number of items outstanding from the investment programme and these are addressed in the Action Plan 2010–2015.

Much of the investment was made with the aim of making allotments attractive and accessible to as wide a range of people as possible. Disabled access toilets were installed on most sites, as well as some disabled and raised bed plots for wheelchair access. Hauling ways were improved to allow good access to plots. Security and signage were improved to make women, families and others feel safe and welcome.

There are a small number of additional improvements required for the infrastructure at Midwinter site. These include improvements to roadways and a site toilet.

Areas for attention in the 2010–2015 Action Plan include:

- Completion of any outstanding infrastructure improvements
- Review use of internal versus external resources for site maintenance

Key Issue 3: Promoting Allotment and Community Gardening

Aim: To promote allotment and community gardening to the people of Cheltenham to increase the uptake of allotments and increase the value placed on allotments by the community as a whole

Target: To increase the tenancy of allotments by 2% per year.

The huge rise of interest in allotments and the resulting take-up of plots, particularly among the groups targeted in the allotment strategy (women, families and people with special needs or on low incomes) meant that targeted promotion was not required.

In addition, it was decided that with ever-increasing waiting lists, it was inappropriate to undertake promotional campaigns, given the number of years it might take to get a plot.

Tenancy numbers have risen from 555 in June 2008 to 725 in June 2010, a 30% increase over the last three years.

Key areas identified for the 2010–2015 Action Plan include:

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- Support and promote other forms of local food production as resources allow
- Renew marketing to target groups identified in strategy when plots are available

Key Issue 4: Provision and Protection of Allotments

Aim: To ensure that there are enough allotments in the right locations

Target: By 2015, to have halved residential areas failing to meet strategy guidelines

The 2005 Allotment Strategy listed several ways to ensure the protection and provision of allotments in Cheltenham. These included using the planning process via supplementary planning documents listing local standards, using S106 monies and using proceeds of sale of surplus allotment land to address areas of deficit.

The provision of sufficient allotments has become a major issue since the strategy was adopted, with the huge increase in demand and given the statutory duties of the authority.

Initially, and not knowing whether the huge increase in demand was going to be a short-lived trend, the allotment service focussed on maximising use of existing available allotment land. Derelict areas were renovated, un-worked and unused areas of large plots were taken back and large plots were sub-divided to reflect the demand for smaller ones.

As outlined above, these measures were very successful and tenancy numbers rose from 555 in June 2008 to 725 in June 2010, a 30% increase over the three years.

These measures are now exhausted and it appears that the upturn in demand is more than a short-term trend. With significant unmet demand, additional provision is a priority.

Current and anticipated rates of application and turnover suggest that the Borough requires 290 additional half-sized plots, mainly in the south of Cheltenham. Given that some people have waited for three years, there is an impetus to create new sites quickly.

There is additional unmet demand in Parish areas, both in Parishes which currently own and manage allotments and those that do not. The Borough Council may not act as an allotment authority within a Parish area but can help Parish Councils meet their demand through land transfer or similar.

There is also unmet demand from social enterprise and community groups looking for the opportunity to operate outside of the restrictive confines of the allotment tenancy agreement. This would require access to non-allotment Council-owned land. Further work will be needed to establish principles, not least resources, financing and levels of rent, but the Council intends to pursue this subject in conjunction with these groups.

In summary, the measures identified for priority in the 2010–2015 Action Plan include:

- Work with Parish Councils to identify extent of demand in the Borough and clarify responsibilities for allotment provision
- Establish options and extent of capacity of Borough Council to assist parishes in meeting outstanding allotment demand in Parish areas
- Allocate appropriate funds from Midwinter receipt to fund 290 new allotments
- Apply methodology for identifying additional land for allotments in conjunction with Property Services and Asset Management and present options for consideration

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- Develop 2 new allotment sites in the South of Cheltenham within 1-2 years about 100 half-size plots each, and the balance where required within 3 years.
- Ensure key policies and planning processes support sufficient provision
- Ensure framework in place to allow use of S106 monies for future provision
- Identify and provide non-statutory sites for social enterprise and community groups, the extent that available resources permit.

Key Issue 5: Health and Safety

Aim: To minimise health and safety risks on allotment sites and increase the environmental benefits

Allotments are included in regular infrastructure and tree inspections to pro-actively identify risks to health and safety on site. Information to tenants has increased, with a Health & Safety leaflet distributed to all existing and new plot-holders. The notice-boards and newsletter are used to communicate general and site specific concerns.

For example, in 2009, posters were put up at specific sites with pictures and warnings about Deadly Nightshade, which was identified at two sites. A general warning was included in the annual newsletter distributed to all tenants at the end of the year.

With many people new to gardening and many more families with children on site, there is a need to ensure on-going identification of risks on allotment sites and to encourage safe practices.

With regard to bio-diversity, a survey was undertaken as part of the assessment for the Green Space Strategy. Allotments scored more highly for bio-diversity than most other amenity green spaces. The allotment department has worked with the Gloucestershire Wildlife Trust to promote composting and a booklet on encouraging wildlife on allotments was distributed to approximately 80 new plot-holders.

Measures identified for the Action Plan 2010–2015 are:

- Review health and safety policy with corporate advisor
- Continue to apply risk management approach
- Survey and identify areas for enhancement in habitat and bio-diversity

SECTION 3: POLICY AND STANDARDS OF SERVICE

The Council will work with allotment holders and other allotment providers to:

- Provide sufficient high quality allotments, in the right places, to meet the needs of the people of Cheltenham. This will involve:
 - Protecting allotment land from the pressures of development, neglect and vandalism
 - Securing the provision of new allotments in areas of need
 - Developing partnerships to attract additional financial investment in allotments
- Provide an excellent service to plot holders from which they can expect:
 - High quality, safe sites, accessible to all parts of the community and supported by appropriate infrastructure
 - Efficient and effective administration
 - Fair rents and charges
 - Advice, information and assistance
- Promote allotments
 - To potential tenants, especially those groups under-represented in the allotment community
 - To the wider community so that they become aware of the value of allotments and their contribution to a sustainable town
- Consult with and involve allotment holders in the management of allotments – from both operational and strategic perspectives
- Provide adequate resources to achieve the above and to invest in the allotment service and infrastructure using monies received from the sale of former allotment land or other sources.

SECTION 4: ACTION PLAN

This section presents the Action Plan for 2010–2015. The actions are grouped under the headings for the five key issues already discussed above.

Key Action 1: Effective Management

Aim: To identify and implement new management practices to ensure cost effective and efficient management of allotments

Target: Ensure current service levels with increasing numbers of tenants and sites

OBJECTIVES	ACTION	WHO	TIME-SCALE	RESOURCES
To ensure the effective day to day operation of allotment sites.	Increase participation at site level through offering rent reduction for plot-holders involved in site management. Explore widening of warden role, increase in number of wardens or creation of site committees. Explore range of self-management options. Examine use of Ranger for response / site maintenance.	Allotment Officer Green Space Manager	2010-2012 2010-2011	Current internal resources
To provide an effective and efficient administration.	Complete upgrade to Colony 4.0 and undertake cost/benefit analysis of data-link with financial systems versus personnel costs for manual input of billing data. Introduce postal system for new tenant administration. Review system for issuing site keys.	Allotment Officer	2010-2012	Current internal resources
To charge fair and affordable rents.	Review charges. Simplify rent system and consult on change in plot rental from 'per metre squared' to 'charge bands for small, medium and large plots' and introduction of minimum charge. Consider application of green waste charge system in relation to allotments. Review amount and age for 'seniors' discount. Continue to benchmark with peer authorities.	Allotment Officer	2010-2012 Every 3 years	Current internal resources
To offer a range of plot sizes and group plots.	Continue with 'Size to Suit' policy and promote use of small starter plots through wardens meetings. Continue to allow full-sized plots to tenants who fully cultivate initial half plot. Assess feasibility of non-allotment tenancies for community and social enterprise groups. Work with Properties Department to identify any possible land options.	Allotment Officer	On-going	Current internal resources
To provide the staff and resources necessary for effective management	Review existing resources and budget constraints. Ensure officer time used productively and efficiently through the meeting system and in day to day administration. Investigate options to increase site level involvement in management of allotment sites.	Green Space Manager Allotment Officer	2010-2011 2010-2012	Current internal resources

	Aim towards a self financing model for allotments over the remaining five years of the strategy through a combination of action points in Key Action 1.			
To seek other sources of funding to support allotments e.g. grants	Encourage sites, groups and CDAHA to identify opportunities for further improvement / funding for allotment sites. Consult, offer advice and feedback on applications as appropriate. Encourage creation of site level committees / associations to enable site level funding applications	Sites, groups and CDAHA with Allotment Officer support	On-going On-going	Current internal resources
To provide help and support for new tenants	Provide links to information and advice through website and starter information pack.	Allotment Officer	2010-2012	Current Internal Resources
To consult plot-holders and their representatives on the day to day management and strategic direction of allotments	Continue to host wardens meetings.	Allotment Officer	On-going 2010-2011	Current Internal Resources
	Review format of Forum in view of preference to include local food production and planning functions. Review make-up of Forum in light of widening range of groups involved in allotments and local food production and requirement to ensure consultation with as broadly representative body as possible. Review frequency of Forum meetings.			

Key Action 2: Infrastructure

Aim: To maintain and improve the infrastructure of allotments

Target: To complete the investment programme by end financial year 2010-2011

OBJECTIVES	ACTION	LED BY	TIMESCALE	RESOURCES
To ensure the effective day to day maintenance of allotments infrastructure	Review use of external contractors versus internal resources to manage cleansing, fly-tipping and grounds maintenance issues. Explore option to assign Ranger hours to response and site maintenance. Explore option to increase plot-holder involvement in day to day site maintenance.	Green Space Manager and Allotments Officer	2010-2012	Current internal resources
To invest in the infrastructure of allotments (items outstanding from 2005-2010 Action Plan).	Alma Road Install site toilet	Allotment Officer	2010-2011	Existing Capital Funding
	Hayden Road Repair / replace taps as required	Allotment Officer	2010-2011	Existing Capital Funding
	Midwinter			
	Lay / repair tar macadam paths where necessary	Allotment Officer and Properties	2010-2015	Additional Capital Funding
	Repair / replace taps and water pipes where necessary	Allotment Officer and Properties	2010-2015	Additional Capital Funding
	Fit second toilet on site	Allotment Officer and Properties	2010-2015	Additional Capital Funding
	Terry Ashdown			
	Undertake pruning of perimeter trees, if site successful in identifying landowner and gaining permission. Additional tap to be installed.	Allotment Officer and site representatives	2010-2012	Existing Capital Funding

Key Action 3: Promoting and supporting allotment gardening and food growing initiatives

Aim: To promote allotment gardening and other forms of local food production

Target: Increase the number of people involved in growing food locally

OBJECTIVES	ACTION	LED BY	TIME-SCALE	RESOURCES
To support and encourage food growing initiatives in Cheltenham.	<p>Participate in Cheltenham in Bloom as and when appropriate.</p> <p>Encourage site level participation in National Allotments Week.</p> <p>Support other organisations as resources permit to encourage food growing wherever it may be e.g. land-share agreements, use of amenity land around housing, employers offering land to employees, community gardens, social enterprise small-holdings i.e. "Veggie Box Schemes".</p> <p>Support continued group participation at Hayden Two community allotment site.</p> <p>Identify possible sites and examine options for community and social enterprise groups to operate on agricultural tenancies on Borough Council land.</p>	Allotments Officer	<p>Annually</p> <p>On-going</p>	Current internal resources
Raise the profile of local food-growing initiatives.	<p>Seek opportunities to promote local food production to the local media. Support house-hold participation in food-growing initiatives.</p> <p>Support local land-swap / garden sharing initiatives through inclusion on relevant website and written communications.</p>	Allotments Officer	On-going	Current Internal Resources

Key Action 4: Provision and protection of allotments

Aim: To ensure that there are enough allotments in the right locations to meet current and future demand for plots

Target: To develop two new 100-plot allotment sites in the South of Cheltenham by end 2012.

OBJECTIVES	ACTION	LED BY	TIME-SCALE	RESOURCES
To ensure that the contribution of allotments is properly recognised in the strategies of the Borough Council and other agencies	Ensure allotments are considered in key policies and initiatives e.g. Community Plan, Local Plan, Local Development Framework, Green Space Strategy, capital budgets.	Green Space Manager	On-going	Current internal resources
To identify and dispose of surplus allotment land and reinvest proceeds in the acquisition and improvement of other sites.	Work with the Asset Management Working Group, Allotment Forum and legal department to ensure that any disposal of surplus allotment land generates appropriate income for allotments elsewhere in the borough.	Green Space Manager Allotment Officer Head of Property and Asset Management	On-going	Current internal resources
To protect existing and secure the provision of new allotment sites in areas of need.	Use analysis of allotment demand and methodology for identifying suitable land to inform development of two new allotment sites in south of Cheltenham within 1-2 years of approval of Action Plan. Work with Parish Councils to identify extent of demand in borough and parish areas and clarify responsibilities for allotment provision. Work with Property Services and Asset Management to identify suitable additional land, as required, for new allotments. Incorporate areas of need in the Local Plan and Local Development framework, through Supplementary Planning Guidance or directly.	Allotment Officer Green Space Manager Allotment Officer Allotment Officer Strategic Land Use Manager	2010-2012 2010-2011 2010-2011	Current internal resources
	Consider preparation of Supplementary Planning Guidance to help protect existing allotments and secure the provision of new ones in areas of new development or urban extension. Subject to review of SPD to be undertaken by Strategic Land Use Team at the end of	Strategic Land Use Manager	2010-2011	Current internal resources

OBJECTIVES	ACTION	LED BY	TIME-SCALE	RESOURCES
	2010.			
	Negotiate future provision of new allotments in areas of need through Section 106 agreements. Ensure Parish access to appropriate S106 monies in relation to statutory allotment provision in parish areas.	Green Space Manager Development Control Manager	On-going	Current internal resources
	Develop sample S106 agreements for use by planning officers.	Green Space Manager Development Control Manager	2010-2011	Current internal resources

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Key Action 5: Health, Safety and Environment

Aim: To minimise health and safety risks on allotment sites and increase the environmental benefits

Target: No health and safety or environmental accidents

OBJECTIVES	ACTIONS	WHO	TIME-SCALE	RESOURCES
Identify health and safety risks.	Carry out periodic reviews of the Health and Safety policy for allotment sites. Ensure infrastructure inspection regime maintained. Ensure health and safety is a standing agenda item for wardens meetings.	Green Space Manager Allotments Officer Corporate Health and Safety Advisor	On-going	Current internal resources
Manage the health and safety risks.	Continue to apply a risk management approach with regular inspections and risk assessments within allotment sites, including following up and resolving identified risks.	Green Space Manager Allotments Officer	On-going	Current internal resources
To provide advice on legal, safe and environmentally friendly gardening	Continue to issue health and safety leaflet to all new allotment holders. Support CDAHA and other organisations wishing to offer guidance to new and existing allotment holders.	Green Space Manager Allotments Officer	On-going	Current internal and external resources
To work with plot holders and others to develop the wildlife value of allotment sites.	Undertake a survey of the wildlife and biodiversity of allotments – current and potential. Identify areas/features for protection and enhancement and seek funding to implement.	Allotments Officer Rangers Glos. Wildlife Trust	2010-2015	Current internal and external resources