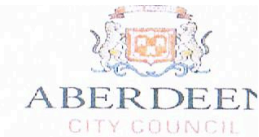


ACTION PLAN



PROJECT NAME: Allotments Policy (2008) Action Plan

SERVICE: Housing & Environment

PROJECT SPONSOR: Norrie Steed

ID NO	ISSUE	ACTION REQUIRED	TARGET DATE	RESPONSIBLE OFFICER(S)	ADDITIONAL COMMENTS/PROGRESS TO DATE
1.1	Establish an Strategic Allotment Working Group	Identify core composition of Group	30/11/2009	Sinclair Laing / Norrie Steed	Government and NGO, local and national representation
1.2		Report to Housing & Environment Committee to request single Elected Member representation	19/11/2009	Sinclair Laing	Committee meeting and decision expected 9/11/2009
1.3		Set date of inaugural meeting, invite members, draft relevant introductory paperwork	14/12/2009	Sinclair Laing	Aiming for January meeting
1.4		Host meeting to set remit (terms of reference), further representation, frequency of meetings	29/01/2010	Norrie Steed / Sinclair Laing	
2.1	Engage community partner to assist with Policy delivery	Identify and work with (community) partners to deliver Policy objectives	Ongoing	All	Potential partners include: Allotment Associations & Reps; Community Councils and groups; environmental charities; Council services, etc.

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2.2		Work with Aberdeen Forward (Transition Towns project) with regard to remediating vacant allotment plots	Ongoing	Sandy Scott / Lynn Smith	Aberdeen Forward has accessed £75K funding from the Climate Challenge Fund - in part for remediating vacant allotment plots. New officer will be in post by new year
2.3		Work with Community Learning & Development with regard to widening access to target groups	Ongoing	Sinclair Laing / Rob Hughes	Community gardening / horticultural project to make allotments more inclusive to those with disabilities / difficulties. Potential to audit access, identify further facilities / services and / or establish new sites.
3.1	Develop collective management at allotment sites	Encourage collective management at / across sites, either through development of Allotment Associations or site Representatives - to address site specific issues	Ongoing	All	Constituted associations or site representatives where associations not possible
3.2		Support Associations: Develop guidance document, including desired allotment management structure, model constitution and links	18/01/2010	Sinclair Laing	All constitutions to contain minimum clauses and approved by City Solicitor's Team

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3.3		Establish and support an Allotments Representatives Network to address site specific issues	01/07/2009 Quarterly meetings thereafter	Sandy Scott / George Davidson / Jake Gellatly / Pat Wilson	To facilitate the management of site issues that Reps are having difficulty resolving themselves Agenda and minutes for all meetings
1		Establish an Strategic Allotments Working Group with representation from established Associations and Representatives	01/02/2010	Sinclair Laing / Norrie Steed	Refer to point 1 above
3.4		Encourage and support the establishment of an Aberdeen Allotments Federation	01/04/2012	Norrie Steed	Longer term aspiration dependent upon success of new management structure (Associations, etc.)
4.1	Provide a transparent and efficient service	Review requirement for 'Register of Tenancies' and the form thereof	01/04/2010	Sinclair Laing	Check with Karen Donnelly and / or Information Commissioner for Scotland, using example Register (consult with SAGS for existing practice)
4.2		Review and consult on new form of allotment lease (new terms)	01/04/2010	Sinclair Laing / George Davidson / Iain Jamieson	In consultation with Reps - guidance may be available from Jane Nicklen / Roddy McTaggart. Allotments only available to City residents. Approved proof of residency must be shown on allocation of a plot

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4.3		Recall existing leases and re-issue with new lease - align lease term (and rental fees) with Council financial year	01/10/2010	Norrie Steed / Iain Jamieson	This will require an interim new lease from November 2010 to April 2011
4.4		Review the waiting list: Citywide list with area preferences; and adding priority access to target groups. Will require new application form (with guidance notes)	01/04/2010	Pat Wilson	Allotments only available to City residents. Approved proof of residency must be shown on application to waiting list. Possible priority to registered disabled, low income (benefits / students), no access to green space, etc.
4.5		Review the concession scheme: widening access to more target groups	01/04/2010	Sinclair Laing / Sandy Scott	Reduce concession level, but open up to over registered disabled, low income (benefits / students), etc.
4.6		Update the Council allotment webpages	Ongoing	Sinclair Laing & Pat Wilson	As and when changes occur
4.7		Develop guidance for ploholders: on new allotments management structure, on site erections, safety & security, biodiversity (bees, ponds), etc.	01/12/2010	Sinclair Laing / Anne-Marie Gauld / George Davidson / Jake Gellatly / Sandy Scott	Simple and easy to read 'leaflet' style guide – in time for issue of new lease on 1 st December 2010
5.1	Develop clear and transparent accounting procedures	Review allotments accounting, including collection of fees, to ensure Council has an annual statement of accounts, in line with financial year	01/04/2011	Sandy Scott / Gary Ridell	Statement of accounts is a legal requirement.

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5.2		Ensure collection of Association / Federation fees with allotment rents.	01/04/2011	Sandy Scott	Would be useful if all Association fees are consistent. To include provision for this in the revised lease
5.3		Set clear parameters of plot size and cost. Review and cost all existing (& new) plots on this basis	01/04/2011	George Davidson	Reviewed costs to commence at start of new lease in April 2011
6.1	Conduct a citywide assessment of allotment provision	Identify and record all allotment gardens (Council & private), numbers and sizes of plots (usable & non usable)	01/04/2010	Sandy Scott	Utilising Allotment Audit conducted by Alan Anderson November 2008
6.2		Ensure an up to date GIS map of allotment provision is developed and maintained – including details of quality criteria for each site	01/04/2010	Sandy Scott / Ian Paterson	A new ArcGIS overlay may be the most appropriate method. It may also be useful to include Community Gardens with this.
6.3		Identify requirements for all sites in terms of disability access (DDA), general services and improvements required, need / feasibility of starter, community, disabled, wildlife (orchards, etc) plots	01/06/2010	Sandy Scott / Roddy McTaggart / Rob Hughes	Must sites (as Council properties) be Disability Discrimination Act compliant?

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7.1	Review allotment provision	Review number and distribution of sites and their feasibility: taking into account economic sustainability; potential of marketing & improvements and re-distribution of sites where over or under supply within communities exists	01/04/2011	Sandy Scott	
7.2		Compile list of potential allotment sites – either new or re-instatement. And highlight potential sources of funding and forms of management	01/04/2011	Sandy Scott	Link with Community Learning & development Horticultural Project and other opportunities
9.1	Conduct a review of Council services provided to allotments	Review Council services at all sites: Waste collection, water, toilets, access, security, car parking, storage, composting, grounds maintenance, etc.	01/04/2011	Sandy Scott	
10.1	Conduct a review of the fee structure for allotments	Review fee structure based on services provided by the Council, benchmarked against other providers, and in line with meeting the Council's commitments / Policy objectives	01/04/2011	Norrie Steed	Review to commence in time for implementation at target date

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11.1	Policy commitment for inclusion into the Local Plan process	Work with planners to take this Policy into consideration in the Local Plan process	06/10/2010	Sinclair Laing / Aftab Majeed / Andrew Brownrigg	As approved by the Policy & Strategy Committee through approval of this Policy
12.1	Develop management / improvement plans for specific sites	Work with Allotment Associations and site Representatives to develop management plans for sites	06/10/2013	George Davidson / Jake Gellatly / Community Planning Officer	Once new citywide allotment management structure is established. Plans should be developed taking into account community planning processes
13.1	Direct appropriate funding from services and partners	Identify and cost aspects (health, recreation, environment, etc.) and negotiate with services and partners to allocate funding in terms of the wider benefits of allotments	31/03/2011	Tbc	
14.1	Monitor and review this Policy	Review Policy to ensure progress on the Policy objectives	Ongoing	Sinclair Laing	
15.1	Full Policy review	Conduct a full review of this Policy in 5 years time	06/10/2013	Sinclair Laing	In conjunction with Associations and Reps

PLEASE PROVIDE PROJECT START DATE: 7th October 2008

AND ANTICIPATED END DATE OF PROJECT: 6th October 2013