

Allotments Provision Action Plan 2025 /26 Quarterly Monitoring by OSS from April 2025	Action Plan Owner	City and Neighbourhood Services Department
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	Recommendation <i>All subject to legal advice</i>	Priority S/M/L	Actions
A.	Review allotments waiting list	Short Term Next Three Months	1. Review allotment waiting list and recommend improvements OSS Management with support of Performance and Improvement Unit
B.	Review and improve where appropriate the general rules associated with councils' allotments.	Short Term Next Three Months	2. Review allotment tenancy agreements to identify any required improvements.
			3. A biennial (every two years) survey of allotment holders to enhance levels of engagement and support continual improvement.
			4. Increase frequency of management inspections of allotments to six monthly 5. Deliver an allotment maintenance course for holders
C.	Identification of additional areas to potentially increase provision of allotments	Medium to Long Term Next Six Months to 12 Months	6. Prepare a bid into the Council's Capital programme for feasibility study into Allotment provision across the city.
			7. Work with the Climate team to assess of extent of usage of council community gardens and addressing any barriers to usage.
D.	Allotment sizes / charges	As required	8. Review size of allotment plots provided with a view to assessing need for increased range of provision and associated charges.
E.	Reset of waiting list / rationalistic approach to waiting list management given continuing high demand.	Short Term Next Three Months	9. Subject to legal advice Council to correspond with existing allotment holders and those on waiting list regarding feasible measures to be taken to reduce the waiting list.
F.	Legislation and scope to support to priority applicants for example special circumstances/currently no access to a garden.	Short Term Next Three Months	10. Advise what additional support council can provide with the confines of current legislation.
			11. If appropriate implement that support via staff teams and communication to relevant applicants

Appendix B

G.	Equality Screening	As required	12. Complete an equality screening exercise including a rural needs impact assessment to identify any equality considerations.
H.	Facilities i.e. Toilets etc. and Capital Programme	Medium to Long Term Next 6 to 12 Months	13. Feasibility study to consider and also look at potential of availing of external funding to support development of facilities.
I.	Proposed collaborative work within existing resources between Committees / Associations and Council support which could be provided.	Medium to Long Term	14. Meet with allotment associations representatives and identify if appropriate any capacity building support they need from council and partners.
		Next Six to 12 Months	15. Collaborate with Open Spaces and Street Scene and Climate Team to encourage more use of council community gardens