



Cultivating the future

Allotment strategy 2019-2029

January 2019

Contents

1.	Introduction	3
2.	Background	4
3.	Richmond's allotments	7
4.	Cultivating the future	11
5.	Implementation and review	16
6.	References.....	19
Appendix 1: LBRuT allotments facts and figures		20
Appendix 2: Current position statements		21

Document management	
Document title	Allotments Strategy 2019-2029
Date modified	17 January 2019
Status	Version 13
Classification	External
Author	Steve Marshall • steve.marshall@wildfuture.co.uk
Contact details	
Main point of contact	Yvonne Kelleher
Email	parks@richmond.gov.uk
Telephone	020 8891 1411

1. Introduction

The renaissance of allotment gardening in recent years continues and sees high levels of interest in the current 2,046 plots spread across Richmond's twenty-four Council allotments. Healthy eating, outdoor exercise, and cheaper and organic food have been important factors in this demand, but allotments foster many individual, community and societal benefits.

The first Council strategy for allotments – A Growing Community, 2010-2015 – aimed to ensure appropriate usage and the improvement of management processes. Significantly it achieved increased consultation and collaboration between the Parks and Open Spaces Service and the allotment community, improved management systems, increased active occupation rates and improved financial sustainability.

With many processes now established, this second strategy will focus on improving the service further from 2019-2029.

New applications and waiting lists remain at high levels, which in turn take more administration time; more than 2,000 people are currently waiting for a plot. We have seen significantly increased turnover of inactive ploholders but this has not proportionately increased the active occupation rate. This is for a number of reasons including change of circumstances of those at the top of then lists, neglected plot condition and new ploholders finding allotment gardening unexpectedly hard work.

This strategy seeks to confirm the closer working with the allotment community; guide the development of the administration processes, and improvement of management protocols; invest in site safety and promote sustainability enhancements.



2. Background

Previous strategy: A Growing Community, 2010-2015

- 2.1 In 2010, the Council adopted its first allotment strategy. It came at a time when allotments had seen a significant increase in interest and as a result the service provision changed from having lots of available plots to having significant waiting lists. A Growing Community sought to guide the development of allotment provision and management to meet this growing demand and see more structured and effective systems put in place to maximise use of the land available.
- 2.2 The Strategy outlined the process for managing the boroughs allotments in the following 5 years and looked at 3 main topics:

Nurturing a growing community!	Working with existing and new plot holders
Making the land work for us!	How the land itself is managed
How's it growing?	How to develop the service

- 2.3 The strategy made 16 recommendations; progress made on these is outlined below:

Recommendation	Current Status
Recommendation 1:- Set up a quarterly Allotment Forum, where two representatives from each site are invited to discuss topical issues and be part of the ongoing consultation between the council and the plot holders.	Not completed - in discussion with the Allotment Steering Group, it was decided this was not necessary and therefore was not progressed.
Recommendation 2:- A representative and inclusive Steering Group be established to help the council keep processes and policies under review. This Steering Group should be formally established as soon as is the strategy is adopted.	Completed - the Steering Group was established and oversaw adoption of the Allotment Terms and Conditions. The group evolved into the Borough of Richmond Allotment Groups (BRAG), which still operates.
Recommendation 3:- Review and amend the Garden rules, which will henceforth be known as the Allotment Terms and Conditions in consultation with the Cabinet Member and the Environment and Sustainability Overview & Scrutiny Committee.	Completed and adopted in 2011.
Recommendation 4:- Adopt the revised Termination Procedure and inform all plot holders of the revision.	Completed

Recommendation 5:- Chair persons of each site association to make themselves available for Appeal Hearings.	Completed and utilised on a number of occasions.
Recommendation 6:- Open all waiting lists to allow the council to assess the real demand for allotments and to allow applicants to establish their position in the lists.	Completed ; the lists remain open as of January 2019.
Recommendation 7:-The people on the current waiting lists will be contacted and asked if they wish to remain on the list.	Completed – but an ongoing issue due to changes in applicants' circumstances / addresses.
Recommendation 8:- An appeal for mentors will be made to all existing plot holders	Completed – however, this generated very little interest.
Recommendation 9:- Anyone who already has a plot will only be permitted to be on any waiting list in order to transfer to a larger plot or another site, and in doing so will give up their existing plot when a new plot becomes available.	Completed and in place.
Recommendation 10:- Carry out a biennial survey of plot holders.	Not completed - this was carried out only once, in 2012.
Recommendation 11: - The lease agreement will be reviewed and updated in consultation with the Steering Group.	Completed and adopted in 2011.
Recommendation 12:- A 5-year management plan for the upgrading of existing sites should be drawn up in consultation with the site committees with funding sought within the service or from external funding sources.	Not completed - committees were asked to provide wish lists for prioritisation in management plans - there was a low response rate.
Recommendation 13:- The Parks department undertakes mapping of all allotment sites.	Not completed – following staff changes, the resources were no longer available.
Recommendation 14 – Review the cost of plot rental as part of the annual budget process with a view to making the allotments a fully self-financing service over a number of years.	Completed and part of the annual review.
Recommendation 15:- Provide a clear definition of what is under cultivation.	Completed as part of the Allotment Terms and Conditions
Recommendation 16:- No changes be made to allotment site provision at this time.	Completed – There has been no change.

- 2.4 During the life of the strategy, significant achievements were made in improving consultation and administration. The turnover of inactive plots saw a significant increase due to clearer terms and conditions and improved processes and implementation.
- 2.5 The actual occupation rate did not increase to the same degree: delays and difficulties in contacting those on the waiting list, caused by out-of-date contact information or people changing their minds since applying for an allotment means long intervals forming between active gardeners. Turnover amongst new plotheolders also remains high due to plot condition on starting and underestimating the time and hard work involved on allotment gardening.
- 2.6 With increasing allotment demand and costs at a time of financial shortages in local government, the strategy also set an aim of the service becoming self-financing over a number of years. Through improved collection rates and a significant increase in rents, the authority progressed from a position where the service was being subsidised by £29.5k in 2009/10 to being self-financing by 2013/14.
- 2.7 In summary, A Growing Community was successful in meeting many of its aims – but challenges remain due to continued high demand and stretching of the resources to meet them.

3. Richmond's allotments

The current resource

- 3.1 The Council has twenty-four allotment gardens covering 27.44 hectares, currently split into 2,033 plots. The sites range in size from 12 plots at Brook Road to 389 at Bushy Park. Nine of the sites are designated as statutory allotments; all apart from three sites are on Council-owned land and the remainder are on Crown land. A full list of the sites can be found in Appendix 1 along with a series of metrics.
- 3.2 There are also two private sites in the borough. The long-standing Royal Paddocks allotments in Hampton Wick has around 282 plots on 5.8 hectares and Barn Elms Allotments in Barnes has 116 plots on 2 hectares. These sites are included in the analysis of provision.

Analysis of provision

- 3.3 There is a relative balance of supply across the borough in terms of east and west, using the Thames as the division:

Area	# sites	Area (ha)	Plots	Population ¹	Households ²	Ha / 1,000 population	Plots / 1,000 households
East	14	14.38	1006	80061	34794	0.18	28.9
West	12	20.86	1425	117764	51179	0.18	27.8
Total	26	35.24	2431	197825	85973	0.18	28.3

- 3.4 Looking at parts of the borough in more detail:

Area	# sites	Area (ha)	Plots	Population	Households	Ha / 1,000 population	Plots / 1,000 households
Richmond	14	14.38	1006	80061	34794	0.18	28.9
Hampton & Teddington	4	15.45	947	54742	23791	0.28	39.8
Twickenham	8	5.41	478	63022	27389	0.09	17.5

- 3.5 The national recommendation (Thorpe Report, 1969⁹) for provision of allotments by local authorities is equivalent to 15 full-size plots per 1,000 households. This equates to 32.2ha for Richmond; the borough exceeds this with 35.24ha of allotments, approximately 121 full-size plots higher than the national recommendation.
- 3.6 The National Society of Allotment and Leisure Gardeners (NSALG) suggests a national standard of 20 allotments per 1,000 households. The NSALG standard asks

for plot size to be 10-rods (250 square metres). The average plot size across the borough is estimated at 5.75 rods (145 square metres). To reach the NSALG standard would require the borough to provide an additional 7.75 hectares (77,500 square metres) of allotment land.

- 3.7 However, with the current demand in London and support from a number of organisations including the GLA⁴ to split plots and create smaller, more flexible plots that appeal to a wider array of people, our strategy suggests that simply 20 allotments per 1,000 households is a more appropriate standard for an Outer London borough to be judged by. In Richmond, this suggestion equates to a standard of 20 allotment plots per 2,301 people, which the borough meets by having 28.3.
- 3.8 Analysis of other London boroughs indicates that this can be regarded a reasonable target. In London, only Sutton has a larger ratio of plots per 1,000 households with a result of 28.6. The average for Outer London boroughs is estimated at 13.3 plots per 1,000 households. The table below gives indicative data for neighbouring London Boroughs; the figures may not include any private provision:

Borough	London area	Plots	Population ¹	Households ²	Plots / 1,000 households
Hammersmith & Fulham	Inner	495	180733	83673	5.9
Hounslow	Outer	1821 ³	274653	107328	17.0
Kingston upon Thames	Outer	1200	178918	72879	16.5
Wandsworth	Inner	458	318906	139138	3.3

Policies

Strategic principles for Parks and Open Spaces

- 3.9 Richmond upon Thames has a local and national reputation for quality and leadership in the delivery of excellent parks and open spaces. To ensure the quality of our facilities remain at a high level, following public consultation we have developed a series of strategic principles by which parks will be managed:
1. Parks and Open Spaces will be a sustainable legacy for future generations.
 2. Parks and Open Spaces will continue to define our borough.
 3. Parks and Open Spaces will enrich the life, health and wellbeing of residents and visitors.
 4. The Council will lead in the delivery of excellent Parks and Open Spaces services.
 5. Parks and Open Spaces will offer positive experiences to all visitors.
 6. Through innovation, the future development of Parks and Open Spaces services will be ensured.
 7. Increased community participation in Parks and Open Spaces will be encouraged and supported.
 8. Parks and Open Spaces will be celebrated as centres of excellence.

The London Plan

- 3.10 The Mayor for London is responsible for the strategic planning in London. His duties include producing a 'Spatial Development Strategy' for London - the London Plan. Local (Local Authority level) plans must be in 'general conformity' with the plan. The current London Plan⁵, last updated in 2011, indicates that boroughs should protect existing allotments and identify other potential spaces for community gardening, including orchards and allotments. The plan asks boroughs to undertake audits and needs assessments to highlight deficiencies and to assist with planning for and managing open space, including allotments.
- 3.11 The draft new London Plan⁶, currently out to public consultation, maintains these same policies in policy G8 'Food growing'.

Richmond planning strategies

- 3.12 Richmond upon Thames' proposed new Local Plan⁷, being adopted in spring 2018, recognises the importance of open space in the Borough. Allotments are seen as local features which are part of the overall green infrastructure network, alongside strategic features such as parks, watercourses and woodlands and other local features such as playgrounds, sports pitches and other small green spaces used for recreational purposes. The importance of open space as an urban structure, providing relief from the built environment, is acknowledged, as is the importance of providing for leisure. These collectively contribute to quality of life in the borough - the strategy seeks to promote open space as a network of recreational, ecological and landscape assets which both serve the people of the borough and help enhance and preserve the Borough's physical entity.
- 3.13 Allotments are seen as part of a natural habitat network alongside parks, playing fields, trees, woodlands and private gardens, contributing to ecological connectivity and protecting against habitat fragmentation, and increasing the ability of the natural environment to adapt to climate change. This leads on to the borough's policies to protect areas of conservation value and to manage and enhance wildlife habitats.
- 3.14 The Local Plan includes policies to: protect existing allotments and support other potential spaces that could be used for commercial food production or for community gardening, where possible; promote conservation of wildlife, including on allotments; support access to local healthy food from allotments and other food growing spaces; recommends new developments provide opportunities for households to grow food.

Richmond Biodiversity Action Plan

- 3.15 To conserve Richmond's biodiversity, the decline of valuable species and habitats needs to be prevented. The origin of the Biodiversity Action Plans was to explain how to promote the conservation of biological diversity and the sustainable use of biological resources.
- 3.16 Richmond's BAP⁸ prioritises habitats and species that are rare, in decline or characteristic of Richmond, and aims to use them to help raise the profile of biodiversity in the borough. The BAP's strategy is based around protecting and celebrating local wildlife, and improving the quality of wildlife habitats and the environment in our borough.

- 3.17 Allotments are included in the Urban Habitat Action Plan, which has not yet been completed, and have relevance to the Mistletoe and Song Thrush Species Action Plans in particular.

Healthy Allotments

The primary purpose of allotments is food production, and this fits well with the Borough's policy of promoting sustainability. But they also provide their plot holders with exercise and contribute to increasing bio-diversity while enhancing individual and social wellbeing. In an urban environment, green space is a crucial factor in adding value to an area. Having green space near property is known to increase the property value, but the added value to the community and the environment is much more difficult to measure. What is clear is that allotments are multi-dimensional places that are socially inclusive and offer a wide range of benefits to a community including an opportunity for a year-round healthy lifestyle, mental relaxation and lifelong learning opportunities.

Looking after an allotment is very much a family focused activity, which provides an opportunity for a family to have a common goal and encourage communication and interaction. This responsibility often develops into a great sense of pride and passion that invariably passes to future generations.

As well as benefiting the plot holders and their families, there are also benefits for the wider community as there is greater social interaction and a sense of responsibility and ownership for the area. This results in a situation where social boundaries can be overcome, and a collection of individuals become a community.



4. Cultivating the future

The next ten years

- 4.1 The Council aims to continue improving the borough's allotments in partnership with the plotholder community over the years to come. It is always difficult to predict future trends in any service; however confidence is high that allotments will continue to be popular. With a continuing interest in personal food production and the desire to create a connection between the food we eat and its origins, it is expected demand will remain high and that the current demand is not a mere fluctuation. The profile of users is also expected to continue its recent transition to younger people and families.

Strategic Principles for Allotments

- 4.2 These expected trends mean we need to take a strategic view towards the provision of the allotment service, and the priorities for that service. To help guide us through this we have developed a set of strategic principles that become the foundation of our approach for the next ten years, building on the overall principles for open spaces.
- The Council will promote and encourage best practice in the management of allotments.
 - The Council will continue to seek quality improvements in allotment provision.
 - The Council will seek to ensure an effective ongoing partnership with plotholders.
 - The Council will seek to ensure a financially sustainable future for allotments.

Ten Year Goals and Recommendations

- 4.4 Applying these principles, the goals and recommendations below set out the direction for allotments in the borough and a sense of what it is the Council wishes to achieve alongside other stakeholders over the period 2019 to 2029.

Goal 1: To improve food-growing provision through planning gain

- 4.5 Aim: To increase food growing provision in the Twickenham area and offset increased demand due to a rising population by achieving new food-growing spaces within new developments.
- 4.6 Rationale: The analysis of provision shows that, through Council and private sites, allotment supply is meeting reasonable standards for outer London of 20 plots per 1000 households across the borough. However, at an area level Twickenham sits slightly below this standard. Whilst it is not envisaged that the Council will acquire new sites in this area, opportunities should be explored to achieve provision of privately managed food-growing space on any large new developments. Similarly, any large developments in other areas should include food-growing provision.

Recommendation 1	Working with Planning, maintain a watching brief for suitable developments and seek any arising opportunities for food growing.
------------------	---

Goal 2: To improve consultation and partnership working

- 4.7 Aim: To liaise with key stakeholders and plotholders to improve joint working and feedback and understanding of challenges and potential solutions.
- 4.8 Rationale: When the Allotment Steering Group's work was completed, some site representatives came together independently to form the Borough of Richmond Allotments Group (BRAG). The council formally recognise this group as the representative voice of the boroughs plot holders and will continue to consult it on any proposals to significantly change policy or practice as long as it remains representative. The council will however need to ensure that BRAG represents the views of all plot holders.
- 4.9 The Council also believes that engagement with plotholders should be increased to understand customer needs and satisfaction.

Recommendation 2	Work closely with the Borough of Richmond Allotments Group (BRAG).
Recommendation 3	Undertake a plotholder survey, possibly by repeating 2013 survey or by testing new survey on one site as a trial before extending to all sites if useful.
Recommendation 4	Consult allotment holders affected by new Controlled Parking Zone proposals.

Goal 3: To improve site administration

- 4.10 Aim: To improve management systems and update policies whilst reducing staff resources spent on administration and increasing those spent on site management.
- 4.11 Rationale: With increasing occupation rates, waiting lists and a more active approach to plot neglect, the administration side of the Allotment Officer's role has become dominant, reducing time spent on site to monitor plots and assist site development.
- 4.12 The waiting lists are currently open and have been for five years. The numbers on the list sit relatively consistently around 2000, although many people have their names on up to three lists. Much of the effort in managing the new applicant and waiting list processes is wasted. Due to the waiting times, only an estimated one in ten applicants is still contactable and interested in an allotment when they reach the top of the list.
- 4.13 The differing approaches of site representatives and committees, and the 'outsourcing' of waiting list management to site level, creates a lack of consistency and adds to the administration burden as there is no one set process with clear responsibility.
- 4.14 The current Allotment Terms and Conditions ensure the proper use of allotments and deal with any behaviours which are not appropriate. As the needs and expectations of the service and its users change, there needs to be greater flexibility for updating the terms and conditions and plotholder licence on a constant basis.

- 4.15 Investing in better management systems for data, bringing consistency to site management and improving policies will provide a stronger foundation for the service.

Recommendation 5	Improve administration system for waiting lists and allotment metrics through new software and bring all lists under central management of the Allotments Officer. Produce a protocol on how lists are to be managed so it is clear for applicants, site representatives and committees.
Recommendation 6	Close waiting lists for each allotment when it exceeds the number of plots on the site and until it drops to a point where the waiting time is estimated to be no more five years.
Recommendation 7	Develop consistent role profiles and guidance for site representatives and committees for their contribution in terms of neglected plots and waiting lists / new plotholders. All formal correspondence to be undertaken by the Allotments Officer to ensure there is a clear, auditable trail.
Recommendation 8	Continue to develop, improve and refine the Allotment Terms and Conditions on a continual basis as needed, in consultation with BRAG and the appropriate Cabinet Member.
Recommendation 9	Bring all protocols, position statements and the Allotment Terms and Conditions together in an Allotments Policy. The policy will be reviewed annually with plotholders accepting any changes as part of their renewal.
Recommendation 10	Improve the allotments pages on the website, providing clear information on waiting times, Allotment Terms and Conditions, and practical advice for prospective tenants.

Goal 4: To improve active occupation of plots

- 4.16 Aim: To improve the efficiency of the warning and termination processes and reduce plot turnover time in order to maximise active occupation.
- 4.17 Rationale: Prior to 2010 the warning and termination procedure was lacking, and through the previous strategy this process has become much more robust. This improvement has been welcome, however due to the time period allowed it is often the case that a plot holder who is not complying with the terms and conditions can remain on the plot for six to nine months. This process is time consuming and also delays those on the waiting list from taking on a plot. Plot condition also plays a role in new gardeners being deterred.

Recommendation 11	Work with BRAG and the Cabinet Member to improve the protocols for dealing with termination and plot neglect to create a fair but efficient process. This should include clarifying grounds for appeal and how issues such as illness and assistance by other parties will be dealt with. The time periods given for cultivation / termination should be reduced. Any appeal should be dealt with between the termination letter and the termination date to reduce delays and the number of inactive plots. Any further formal complaint process should continue after the plot has been handed back and re-let.
Recommendation 12	Examine options for providing resources to assist new ploholders to clear neglected plots, possibly as a paid option through a Council contract.

Goal 5: Support self-management of allotment sites

- 4.18 Aim: To support sites interested in taking a self-management approach.
- 4.19 Rationale: Encouraging and supporting voluntary management is an established position, with many sites using this model very successfully.
- 4.20 The benefits of self-management include sites setting their own priorities and managing their own finances and waiting list.

Recommendation 13	Assist any sites interested in self-management including support for committees to become constituted Allotment Associations.
-------------------	---

Goal 6: Identify and prioritise investment needs

- 4.21 Aim: Identify investment needs and prioritise health and safety improvements.
- 4.22 Rationale: The Council encourages site committees to identify improvements that are necessary to benefit all plot holders, with a specific emphasis on any health and safety issues. The council will support any appropriate funding applications to see funds for investment, and will consider match funding such bids.
- 4.23 Trees within allotments are included within the Council's inspection regime where trees are inspected at appropriate intervals by qualified and experienced staff.

Recommendation 14	The Allotments Officer will work with Committees to identify and prioritise health and safety improvements.
Recommendation 15	Re-survey trees on all allotments by 2022 and at appropriate intervals thereafter.

Goal 7: Develop and promote sustainable allotment management

4.24 Aim: To encourage allotments to adopt more sustainable practices.

4.25 Rationale: The Council encourages sustainable practices for food growing and site management that nurture and preserve resources and contribute to the quality of the natural environment.

Recommendation 16	Identify waste issues on each site and plan action to improve matters, such as communal composting.
Recommendation 17	Maximise water efficiency and reduce annual mains water useage.
Recommendation 18	Work with Ecology Officer to identify and maintain any areas of existing or potential value for wildlife.

5. Implementation and review

Delivery and review timescales

- 5.1 Whilst the Council is setting ten-year goals, the ambition is to work through the recommendations over the next three years to 2021 in order to deliver service improvement in a structured and timely way.
- 5.2 An informal review of progress will be undertaken annually with BRAG. A more formal review will be undertaken after five years and it is suggested this be reported to the Council's Overview and Scrutiny Committee.

Council resources

- 5.3 At present, the Allotments Officer (3 days per week) and Allotments Administrator (2 days per week) manage the day-to-day operation of the borough's allotments with a small amount of time dedicated to service improvements. It is anticipated that this level of resource – 1 full-time equivalent – will be maintained unless there is a significant change in the service, e.g. a shift towards voluntary-managed sites.
- 5.4 In order to deliver the strategy, support will come from other officers, teams and contractors including the Head of Culture, Parks Service Manager, Tree team and Environment Finance.
- 5.5 Below is a summary of the income and expenditure on the allotments budget over the last five years. The expenditure figures do not capture allotments expenditure made through the Parks budget, for example for larger capital works or contractor works delivered through existing Parks' contracts.

	2013/14	2014/15	2015/16	2016/17	2017/18
Income	£94k	£101k	£103k	£105	£111k
Expenditure	£86k	£90k	£102k	£113k	£94k

- 5.6 The figures demonstrate that the previous strategy's goal of allotments being self-financing (recommendation 14, page 5) has been met. Whilst financial decisions in respect of fees and charges are made on an annual basis, it is not anticipated that allotment rent prices need to increase above the annual inflation factor set by the Council in the next five years; this should be reviewed at the strategy mid-point based on the impact of any policy changes arising from the strategy.

Other resources

- 5.7 The Council acknowledges the important assistance by individuals and groups - including site representatives, committee members, former Allotment Steering Group members and BRAG - who have contributed to both the daily running of allotments and the success of the previous strategy in a variety of ways. This support and co-operation will remain a key part of improving the service further under the new strategy.

Implementation plan

- 5.8 The plan below shows the timescales for working through the new strategy's recommendations.

2018/19

1	Working with Planning, maintain a watching brief for suitable developments and seek any arising opportunities for food growing.	Ongoing from February 2019
2	Work closely with the Borough of Richmond Allotments Group (BRAG).	Ongoing
4	Consult allotment holders affected by new Controlled Parking Zone proposals.	Discuss with Parking Services, February 2019
5	Improve administration system for waiting lists and allotment metrics through new software and bring all lists under central management of the Allotments Officer. Produce a protocol on how lists are to be managed so it is clear for applicants, site representatives and committees.	Complete first phase by March 2019, ongoing thereafter
6	Close waiting lists for each allotment when it exceeds the number of plots on the site and until it drops to a point where the waiting time is estimated to be no more five years.	Introduce in April 2019
7	Develop consistent role profiles and guidance for site representatives and committees for their contribution in terms of neglected plots and waiting lists / new plotholders. All formal correspondence to be undertaken by the Allotments Officer to ensure there is a clear, auditable trail.	Complete by October 2019
8	Continue to develop, improve and refine the Allotment Terms and Conditions on a continual basis as needed, in consultation with BRAG and the appropriate Cabinet Member.	Complete by April 2019, review regularly thereafter
9	Bring all protocols, position statements and the Allotment Terms and Conditions together in an Allotments Policy. The policy will be reviewed annually with plotholders accepting any changes as part of their renewal.	Complete by April 2019, review regularly thereafter
10	Improve the allotments pages on the website, providing clear information on waiting times, Allotment Terms and Conditions, and practical advice for prospective tenants.	Complete in February 2019

11	Work with BRAG and the Cabinet Member to improve the protocols for dealing with termination and plot neglect to create a fair but efficient process. This should include clarifying grounds for appeal and how issues such as illness and assistance by other parties will be dealt with. The time periods given for cultivation / termination should be reduced. Any appeal should be dealt with between the termination letter and the termination date to reduce delays and the number of inactive plots. Any further formal complaint process should continue after the plot has been handed back and re-let.	Complete by April 2019
12	Examine options for providing resources to assist new plotholders to clear neglected plots, possibly as a paid option through a Council contract.	Complete by March 2019
13	Assist any sites interested in self-management including support for committees to become constituted Allotment Associations.	Ongoing
15	Re-survey trees on all allotments by 2022 and at appropriate intervals thereafter.	Complete by 2022

2019/20

3	Undertake a plotholder survey, possibly by repeating 2013 survey or by testing new survey on one site as a trial before extending to all sites if useful.	October 2019
14	The Allotments Officer will work with Committees to identify and prioritise health and safety improvements.	Begin April 2019
16	Identify waste issues on each site and plan action to improve matters, such as communal composting.	Begin April 2019; complete by April 2021
17	Maximise water efficiency and reduce annual mains water useage.	Begin discussions in April 2019.
18	Work with Ecology Officer to identify and maintain any areas of existing or potential value for wildlife.	Begin April 2019, ongoing thereafter

6. References

1. Population estimate of 197,825 for Richmond-upon-Thames in 2017, based on GLA's short-term trend 2016-based population projections.
2. Household size average of 2.301 people for Richmond-upon-Thames, based GLA's short-term trend 2016-based population projections.
3. Plot data from Allotment waiting lists in England 2011, Transition Town West Kirby in conjunction with NSALG
4. A Lot to Lose: London's disappearing allotments, Greater London Authority, October 2006
5. The London Plan, Greater London Authority, March 2016 (consolidated with alterations since 2011)
6. The Draft London Plan, Greater London Authority, November 2017
7. Local Plan, Richmond upon Thames, publication version for consultation, January 2017
8. Richmond upon Thames Local Biodiversity Action Plan, 2005
9. Departmental Committee of Inquiry into Allotments Report, Cmnd. 4166, HMSO 1969

Appendix 1: LBRuT allotments facts and figures (January 2018)

Site	Ward	Postcode	Area (ha)	# plots	# plots taken, last 3 years	Application date at top of list, Jan 2018	# on list at Sep 2017	Wait time based on top of list (years & months)
Hertford Avenue	East Sheen	SW14 8RE	1.22	54	18	May 2013	184	4y 8m
Palewell Fields	East Sheen	SW14 8JJ	0.31	30	5	June 2011	175	6y 7m
Palewell Pavilion	East Sheen	SW14 8RE	0.27	22	3	February 2013	139	4y 11m
The Priory	East Sheen	SW14 8ED	1.42	87	20	July 2013	127	4y 6m
The Triangle	East Sheen	SW14 8JG	0.44	37	15	May 2013	91	4y 8m
Shacklegate Lane	Fulwell & Hampton Hill	TW11 8UJ	1.22	28	0	Closed	-	-
Walnut Tree	Ham, Petersham & Richmond R'side	TW10 7HA	1.32	110	32	February 2013	205	4y 11m
Bushy Park	Hampton	TW12 2ST	5.73	389	85	September 2013	593	4y 4m
Hatherop Road	Hampton	TW12 2PS	2.7	248	95	October 2017	6	0y 3m
Short Lots	Kew	TW9 3BZ	0.61	60	6	January 2010	203	8y 0m
Townmead	Kew	TW9 4EN	0.2	17	5	May 2012	218	5y 8m
St Annes Passage	Mortlake & Barnes Cm	SW13 8DA	0.11	68	9	June 2011	450	6y 7m
Westfields	Mortlake & Barnes Cm	SW13 0PN	0.69					
Manor Road	North Richmond	TW10 5AB	4.25	276	68	April 2014	375	3y 9m
Old Palace Lane	South Richmond	TW9 1PG	0.32	32	10	November 2011	365	6y 2m
Queens Road	South Richmond	TW10 5BJ	1.22	97	11	September 2013	324	4y 4m
Heath Gardens	South Twickenham	TW1 4BP	0.33	55	17	April 2012	306	5y 9m
Marsh Farm	St Margarets & North Twickenham	TW2 7SF	0.37	27	5	November 2011	237	6y 2m
Brook Road	St Margarets & North Twickenham	TW1 1JQ	0.2	12	4	March 2012	281	5y 10m
Cavendish House	St Margarets & North Twickenham	TW1 1EB	0.93	85	22	April 2013	217	4y 9m
Briar Road	West Twickenham	TW2 6PD	1.84	144	47	February 2014	217	4y 9m
Mill Road	West Twickenham	TW2 5DJ	0.32	25	11	August 2013	168	4y 5m
Sixth Cross Road	West Twickenham	TW2 5PG	1.36	119	33	September 2013	397	4y 4m
South Close	West Twickenham	TW13 6HH	0.06	11	1	September 2013	67	4y 4m
TOTAL			27	2033				

Appendix 2: Current position statements

Item	Position statement
Management plans	Site committees are encouraged to develop a 5 year management plan so local priorities can be identified.
Composting facilities	All organic waste arising from an allotment should be composted on site or removed from site. Any non-compostable waste should be removed from site by the plot holder.
Fires	The rules for fires were updated in autumn 2018. The council will keep these under review as part of the Terms and Conditions. The results of the current Air Quality Review by the borough will be considered.
Car parking	Car parking is available on a number of sites, but at the expense of allotment space. If new allotment space is required this parking will be removed in the first instance to create additional plots.
Plot subdivision	Subdivision of plots remains limited to 50% of the overall site area, with a maximum of 10, 1 rod plots on any one site.
Cemetery Land	The temporary use at Shacklegate Lane is currently under review. The Cemeteries Scrutiny Panel recently recommended an assessment of remaining burial space in existing Council cemeteries and considered how to achieve more plots in the remaining area through better use of space. At this time it is not envisaged that the Shacklegate Lane land will be required for burials until at least 2022.
Provision of new allotment sites	The national recommendation (Thorpe Report, 1969) for provision of allotments by local authorities is equivalent to 15 full-size plots per 1000 households. This equates to a recommended 32.2ha for Richmond; the borough exceeds this with 35ha of allotments, approximately 110 full-size plots higher than the national recommendation. The primary focus for allotments remains around the management of existing sites to ensure efficient use. New sites are not considered necessary however this will be reviewed if the situations significantly changes.
Personal safety / Security	The security of the sites is an issue in terms of thefts. The Council will work with the Safer Neighbourhood Teams in this regard.
Water	The cost of water on allotments is included in the annual charge.
Biodiversity	Allotments are already a haven for wildlife, however management plans will be encouraged to consider measures for improving the biodiversity of all sites.
Fallow	The issue of allowing crop rotation and leaving the ground fallow is an important one. If a plot holder would like to leave an area of the plot fallow, it must be requested in writing, setting out the dimensions of the area and period of time required. This will be considered by the Allotment Officer and agreed if appropriate.