

Ipswich Borough Council

Allotments

Strategy 2014 – 2020

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1. Foreword

Allotments have made a revival over recent years with the current financial climate along with healthy eating, organic food and exercise. This has been confirmed with an increase in demand for allotments within Ipswich.

Everyone benefits from allotments and their vital role in connecting people to the process of food production, enabling them to grow fresh cheap food, whilst reducing food miles. The Council believes that allotments not only promote good health through exercise, hard work and healthy eating, but bring the community together to share advice experience and a passion for growing

The Council is conscious that it's allotment land resource is well used and there is rising demand, as well as many different pressures on open space in our community. This is why we are committed to working ever more closely with our partners and in particular the Ipswich Allotment Holders Association to support and plan for allotments and to widen understanding of roles and responsibilities to maintain and enhance them, ensuring they will be there for future generations to enjoy.

2. Executive Summary

- 2.1 The 2005 Allotment Strategy Action Pan has been reviewed to assess progress, see Appendix 3.
- 2.2 The provision of allotments is a statutory duty, with Local Authorities required to provide sufficient land to meet the demand for allotments from residents living within the borough.
- 2.3 Allotments are a key type of open space with many social, environmental & economic benefits.
- 2.4 The service is provided in partnership with the Ipswich Allotment Holders Association (IAHA) which plays a significant role in the letting of plots and day to day management of fields.
- 2.5 Occupancy rates have increased dramatically in recent years due to issues such as environmental concerns and the cost of food. Since the previous Strategy in 2005 overall occupancy rates have increased from 69% to 94%. Satisfaction with the service is good at 85%.
- 2.6 There is over provision compared to national standards but demand & supply are approximately in balance although due to uneven distribution accessibility issues exist in some parts of the town and some fields have a significant waiting list.
- 2.7 The Strategy therefore recommends that the focus of improvements should be on the quality of sites and provision of new sites associated with new developments where appropriate.
- 2.8 Sites with waiting lists should be actively managed with a view to reducing these, which can be achieved by limiting the number of plots individuals can rent at any one time and restricting the size of plots let e.g. half plots or through plot sharing.

3. Introduction

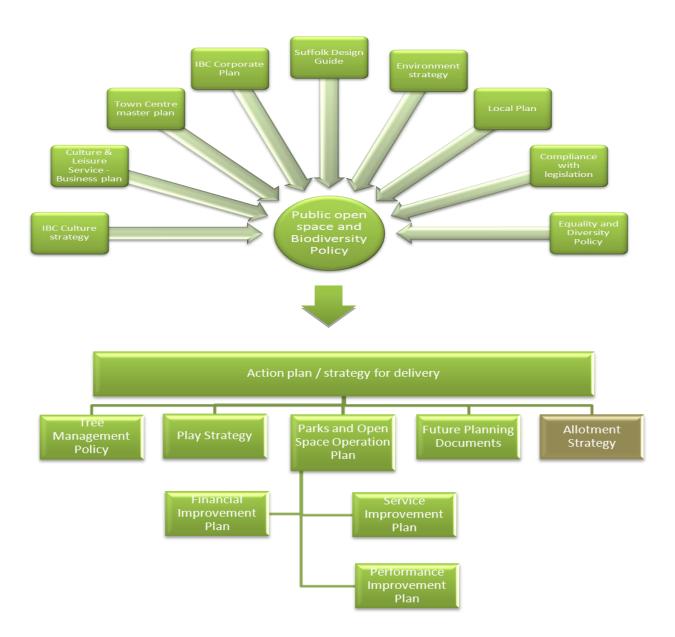
- 3.1 Allotments originate from the enclosure legislation of 1845 where provisions were made for the landless poor to cultivate 'field gardens'. Modern legislation covering allotment provision and protection is in the form of various Allotment Acts being introduced between 1908 and 1950. The new legislations were introduced to reflect the changing role of allotments. These various Acts are still in force today and continue to define many aspects of allotment provision.
- 3.2 The legislation places a duty upon local authorities to provide allotments where demand exists. Beyond this, the most important feature of the legislation is the protection it provides for statutory sites owned by local authorities.
- 3.3 Statutory allotments are land of which the freehold or very long lease has been vested to the authority, and was either originally purchased for allotments or has since been appropriated for allotment use. Under Section 8 of the Allotments Act 1925 a local authority must seek permission from the Secretary of State before selling or changing the use of a statutory site. The authority has to satisfy the Secretary of State on many different criteria before any decision is made.
- 3.4 Temporary allotments are rented or owned by the authority and are generally pieces of land where the planned permanent use is not allotments. The protection against change of use is provided by the normal planning procedures.
- 3.5 Allotments are an important feature in our landscape. With the ever increasing demands on land for development they provide a low cost 'green lung', which benefits not only the allotment holders but also the community and the environment. Not only are allotments important for good and low cost food, they are also a valuable recreational facility combining healthy activity and social contact between residents of a wide age range, abilities and cultural backgrounds, fostering community cohesion. The benefits of allotments for health are achieved through exercise and a diet of fresh vegetables and fruit. Also from being part of a community that share knowledge, plants, tools, produce and more organised community activities.

4. Aims

- To work with the Ipswich Allotment Holders Association to maximise sources of external funding, such as County Council Locality budgets, in order to improve existing fields
- ➤ To continue to raise awareness of the benefits of allotments in order to maintain and increase use by all sections of the community.
- > To review standards for the provision of allotments in Ipswich.
- > To continually improve the standard of service provision.
- > To provide a cost effective, value for money allotment service.
- Consider the demand for allotments both now and in the future.
- Establish future allotment management policies and procedures.
- Develop and promote sustainable allotment management.
- 4.1 In achieving these aims continued partnership working needs to be developed so that present and future plot holders can depend on a service that ensures:
 - > Sites are secure with good access and water provision.
 - Sustained promotion of allotments as a facility for people of all backgrounds.
 - > Encouragement to develop skills and help new allotment gardeners.
 - Work in partnership with the Ipswich Allotment Holders Association and other organisations to deliver the aims of the allotment strategy.
 - > Effective allotment administration to aid communication and service delivery.
 - > Fair rents, to enable continued reinvestment.
- 4.2 It is intended that the strategy will be reviewed every seven years and updated annually. A key role for the Council's Allotment and Open Spaces Officer will be to implement, review and update the strategy through regular consultation to ensure that it remains a valid document for the effective management of the allotments.

5. Strategic Context

5.1 The strategic context for the Allotment Strategy is represented below in diagrammatic form as presented in the recently adopted Open Spaces & Biodiversity Policy / Strategy.



5.2. Following on from the success of the 1998 government select committee report on the 'Future of Allotments', a good practice guide, "Growing in the Community" was published in June 2001 by the Local Government Association and updated in 2008 with the objective to assist those who are responsible for managing allotments to work more efficiently and effectively by following examples of good practice.

5.3 The Open Space and Biodiversity Policy / Strategy 2013 - 2023 intends to bring together the aspirations and actions of the Council, other agencies and the community and set out the vision for the protection and enhancement of Ipswich's open spaces heritage. Allotments play a major part within this. Producing a strategy for allotments not only fulfils many of the aims and objectives within the Council's corporate plan but in conjunction with the Open Space and Biodiversity Policy/ Strategy also achieves a number of other goals including a wildlife friendly approach to field management and development.

6. Existing Provision

6.1 There are 18 Ipswich Borough Council managed allotment fields in Ipswich, 16 with statutory protection and 2 temporary sites. One of the fields, Belstead Allotments, is located outside of the Borough Boundary within the administrative area of Babergh District Council.

Site	Designation	Plots available	Plots let and percentage (as of 10.11.12)	Field Area (Hectares)
Aster Road	Statutory	164	164 (100%)	5.53
Back Hamlet	Statutory	77	77 (100%)	1.63
Belstead	Temporary	157	157 (100%)	4.41
Bramford Lane	Statutory	264	258 (98%)	7.87
Castle Hill	Statutory	184	182 (99%)	3.16
Colchester Road	Statutory	172	169 (98%)	3.0
Felixstowe Road	Temporary	16	16 (100%)	0.4
Holywells	Statutory	66	65 (98%)	1.70
London Road Field 7	Statutory	38	38 (100%)	3.28
London Road Field 8 Statutory		99	87 (88%)	1.00
Maidenhall Statutory		216	153 (71%)	4.92
Morland Road	Statutory	102	96 (94%)	2.64
Norwich Road	Statutory	90	68 (76%)	2.56
Northgate	Statutory	185	178 (96%)	5.82
Sidegate Lane	Statutory	174	168 (97%)	4.63
Spring Road Field 1 Statutory		78	76 (97%)	2.35
Spring Road Field 2 Statutory		59	52 (88%)	1.46
Whitton Church Lane	Statutory	107	105 (98%)	3.03
TOTAL		2248	2109(94%)	59.39

6.2 There are 2,248 allotment plots across the town covering an area of 59.39 hectares. Most sites have a security fence, lockable gates, roadways, adequate water supply and communal shed. See Appendix 1.

6.3 The Ipswich Allotment Holders Association (IAHA)acts as the Council's managing agents in return for a management fee of 15% of rental income in return for the assistance provided to the Council in the management of fields and the letting of plots.

The (IAHA) is responsible for:

- the letting of plots on the ground including showing prospective tenants vacant plots
- processing paperwork in relation to new plotholders and conveying this to Revenue Services for billing & tenancy issuing purposes
- dealing with paperwork relating to Termination of Tenancy Agreements
- monitoring non cultivation plots and assist the Council in taking follow up action to bring plots back into cultivation
- monitoring field security and the condition of facilities and infrastructure & report any issues to the Council for action
- organising & electing Field Committees
- They work with Council Officers to report the views of the plot holders on any field issues, enabling problems to be identified and improvements to be implemented as efficiently as possible. Meetings are held regularly throughout the year and foster excellent working relations.

6.4 Surveys

Allotment surveys are carried out every few years with the most recent one being carried out in November 2012.

Every plot holder (1650 in total) was invited to complete a short survey questionnaire either on-line or hard copy using a pre-paid return envelope. 868 (52.6%) surveys were completed - 767 paper copy returns & 101 on-line completions.

- 6.5 <u>Summary of Survey Results Key Points</u>
- 6.5.1 When asked "Are you satisfied with the service provided by the Council?" 84.8% of plot holders who responded said they were satisfied.
- 6.5.2 Most plot holders perceive their Allotment plot as a long term project. Results showed the length of time as follows:

Less than 1 year	6.6%
1-3 years	23.7%
4-5 years	20.3%
6-10 years	20.2%
Over 10 years	29.2%

These findings would indicate a low turnover rate of plots with little opportunity to satisfy increase in demand.

6.5.3 Most plot holders found out about allotments through local knowledge, e.g. on recommended by an existing plot holder or by visiting the field.

- 6.5.4 27% of plot holders spend more than 10 hours a week on their plot.
- 6.5.5 96.9% of plot holders think their allotment represents good value for money.
- 6.5.6 The 3 main reasons people choose to have an allotment are (in order):
 - 1. Healthy food
 - 2. Exercise
 - 3. Fresh air
- 6.5.7 When asked "What is the one thing which would help improve your allotment field?" the highest response rate (at 43.7%) was "Improved security"
- 6.5.8 79.8% of those who responded are members of the Ipswich Allotment Holders Association (IAHA).
- 6.5.9 Only 37.5% of those who responded are members of the National Society of Allotment & Leisure Gardeners Ltd (NSALG).
- 6.5.10 The largest age group is that of 60-69 years (34.6%)
- 6.6 <u>Promotion</u>
- 6.6.1 The allotment service has been advertised within the local newspaper, features in the Angle, magazines, recycling leaflets to all Ipswich households and one off promotions such as the Ipswich Hospital plan hand-out for all visitors and patients. However, consultation results show that the most popular way for acquisition of a plot is via knowledge of the local area, or knowing an existing plot holder and recent results show that these methods of conveying information are substantially more effective than advertising.
- 6.6.2 As well as this conventional advertising we have also been involved in other activities along with the Ipswich Allotment Holders Association such as stands at Flower Shows, event at the Corn Exchange, Waste Saver promotions, Radio Suffolk Exhibition, Suffolk Show, Shovel-it-yourself days.
- 6.6.3 The Ipswich Allotment Holders Association holds a number of open days on fields in the town each year which leads to an increase in new plot holders.
- 6.6.4 Promotional campaigns remain a useful way of raising awareness and encouraging uptake across a wider section of the community. Information on allotment growing is available via:
 - An online pack available through the Council's website, this can also be requested as a hard copy.
 - ➤ IAHA Open Days to attract new plot holders. These Open Days could be expanded to more fields per year, publicised widely with posters, radio coverage and local papers.
 - ➤ The Council will continue to support IAHA involvement at events and allotment holders will be encouraged to sell their produce at IAHA promotional stands at these events.

- ➤ The Wildlife Rangers hold many successful events throughout the year. At least one event will be held within an allotment site, such as a guided walks and talks on allotment wildlife.
- ➤ Increased community involvement invite further schools for educational visits or offering produce for Harvest Festivals. Health organisations and other groups could also be involved in visits and talks. Further partnership working with organisations such as ActivLives, Community Garden Project.
- ➤ Plots are already let to some schools and community groups more research will be undertaken to encourage other groups to take on a plot. Schools could be encouraged to sell the produce they grow to increase school funds or link up with a centre for the elderly or special needs.
- Using the local newspaper to publish more news / stories on allotments. Featuring allotments in the Angle covering different fields spread over several months.
- ➤ IBC will continue to support the annual competition for Best Allotment by waiving the winners rent for a year.
- ➤ Keep noticeboards up to date with essential information, contacts, plot availability, prices etc.
- 6.7 As well as attracting new plot holders, we must ensure that we retain existing users. The key to this is to ensure continued assistance and quality of service and maintaining dialogue with the allotment holders through regular surveys to identify improvements.

6.8 Security and Facilities

- 6.8.1 Security of the sites is of great importance. Good fencing, gates and locks are a must for all fields. Fencing has been replaced at some sites through community initiatives and every effort should be made to continue a programme of replacement where funding allows. The best form of security is a natural hedge and where fencing is an issue on any field, it will be investigated as to whether a hedge could be planted to ensure greater security. Aside from physical security measures, well used fields will generally mean greater self-surveillance and greater security.
- 6.8.2 The field shed is a storage facility for the field's stock and tools but is also a focal point for the field. Problems with vandalism and fire on these sheds can lead to a great loss of morale for any site. Stronger storage facilities in the shape of renovated shipping containers have been introduced at several sites and have been a huge success with no vandalism problems and a greater community feel for the field.
- 6.8.3 Adequate paths, car parking and water supply are basic needs for the fields and are generally in good order. Problems with paths increase in the poor weather and each field needs to manage the use of the paths in particularly damp conditions.
- 6.8.4 Overgrown plots following consultation with the IAHA a way of dealing with vacant plots has been introduced with less large areas being cut and a more

- selective approach with a smaller number of plots ploughed at a time ready for new plot holders. This has been well received by both the IAHA and plot holders.
- 6.8.5 A membrane can be used to suppress weed growth and then moved to another area when that plot is let.
- 6.8.6 Fields at Castle Hill, Sidegate Lane, Maidenhall & Colchester Road have disabled access features e.g. raised beds. Consideration of accessibility issues and on-site facilities required to improve inclusivity should remain a priority. Fully accessible compost toilets have been installed at a number of sites and a further facilities are planned for Whitton Church Lane Allotments and Bramford Lane allotments with support from the North West Area Committee.

6.9 Quality of Service

- 6.9.1 The level of customer Service available is generally good as confirmed by the 85 per cent satisfaction level in the 2012 allotment survey. The IAHA have regular evening meetings of their Management Committee, which the Allotment & Open Spaces Officer attends. The Chairman of the Association and the Allotment & Open Spaces Officer also meet once a month, and the Officer is in regular contact with all the Field Secretaries by phone, e-mail and site visits. There is also direct contact with individual plot holders.
- 6.9.2 The meetings with the Association are an opportunity to feedback information both ways and to work out solutions for any queries or problems.
- 6.9.3 Representatives of the IAHA have attended regular meetings with the Portfolio Holder.
- 6.9.4 A starter pack is available to all new plot holders with tips and hints on tackling a new plot, Information on procedures for sheds and livestock and a list of contacts for each field.

6.10 Cost of Service Provision

- 6.10.1 The allotment service is provided at a net cost of £63,920 (2013/14) and recent benchmarking has shown allotment rents to be comparable with other authorities in the region.
- 6.10.2 The Ipswich Allotment Holders Association receives a management fee of 15% of rental income in return for the assistance provided to the Council in the management of fields and the letting of plots

7. SERVICE STANDARDS

7.1 Quantity.

7.1.1 The recommended local standard is 0.41 Hectares per 1000 head of population. This is equivalent to the existing level of provision. The new standard is based on the increase in population from 2009 and 2011 (latest census figures: 2011). The standard recommended is is considerably above the national standard of 0.2 Hectare's per 1000 population set out in the Thorpe report 1969. However, based

on current demand it is considered necessary in order that the Council meets the statutory duty to provide sufficient land to meet demand for allotments.

- 7.2 Quality.
- 7.2.1 The recommended quality standard remains unchanged from the 2009 Open Space Sport and Recreation study:

'All allotments should adhere to the standards set out in the Local Government Association (LGA) document 'Growing in the Community''.

- 7.3 Accessibility.
- 7.3.1 The recommended accessibility standard is that allotments should be within 720m (15 minutes' walk time), as advocated in the 2009 PMP Open Space, Sport and Recreation study and feedback obtained though consultation.

(See accessibility map Appendix 2)

7.4 Application of the standards

7.4.1 The table below applies the current quantity standard and highlights areas of over and under provision:

Analysis Area	Population 2011	Provision per population 2009	(Hectares 1000) 2011	Local Standard	Current Balance (Ha)	Future Balance (Ha), 2021
Central	27,514	0.12	0.19	0.41	- 7.47	- 9.01
North East	24,513	0.55	0.55	0.41	6.36	4.98
South East	25,582	0.43	0.18	0.41	- 4.52	- 5.95
South West	31,394	0.46	0.46	0.41	1.57	0.10
North West	24,381	0.59	0.68	0.41	4.06	2.70
Overall	133,384	0.43	0.41	0.41	0.29	- 7.19

7.4.2 The accessibility map at Appendix 2 shows that a significant proportion of residents have access to allotments across Ipswich within recommended distance threshold. There are however pockets within the town where distribution is poor. These include large areas of the central area and to the southeast.

7.5 Overall

- 7.5.1 Provision exceeds national standards in terms of quantity. The quality of allotments is good; there is a high satisfaction rate. Recent consultation asked "Are you satisfied with the service provided by the Council?" and 84.8% of plot holders who responded said they were satisfied.
- 7.5.2 Whilst there are pockets which lack accessibility e.g. SW, SE and NE Ipswich, provision in SW is considered satisfactory in terms of quantity of provision and new allotment provision should be considered as part of any new developments.

7.6 Recommendations for future provision

- 7.6.1 It is recommended that the above service standards for quantity, quality and accessibility that have been updated to reflect the 2011 population census figures and changes in demand for allotments are adopted.
- 7.6.1 The main future investment focus for allotments should be on the delivery of high quality ancillary facilities at sites and adherence to standards in both the LGA publication "Growing in the Community".

- 7.6.2 On fields with a waiting list the following measures should also be introduced to ensure provision better meets demand by:
 - Limit the number of plots let to any one plot holder / Household It is recommended that this is reduced from 4 ten Rod plots (40 rods) to 2 ten Rod plots (20 rods.)

 This would not be applied retrospectively
 - ➤ All new plot holders on fields where a waiting list exists, be limited to half a plot (5 rods) initially and progressing to a full sized plot (10 rods) if they can demonstrate
 - Undertake targeted promotion in areas where provision exceeds demand e.g. Southwest & Northwest Ipswich
 - Deliver further partnership working

they can maintain their plot.

- > Ensure new allotment provision is considered as part of new development and that a plan of potential locations for new allotment fields is developed
- Review standards as part of the process of reviewing the Local Plan Core Strategy.

Allotment Strategy Action Plan 2014 - 2020

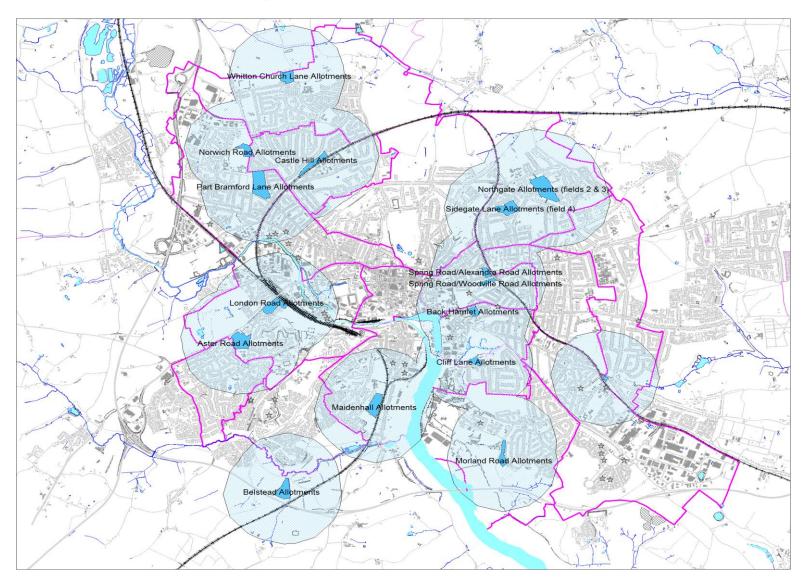


	1	BOROUGH COUNCIL
Recommendation	Action	Target Date
On fields where a waiting list exists, limit the number of plots let to any one plot holder/Household It is recommended that this is reduced from 4 ten Rod plots (40 rods) to 2 ten Rod plots (20 rods.) This would not be applied retrospectively.	Investigate amending the current allotment tenancy documentation and Allotment Garden Rules to include a restriction to this effect and secure co-operation from field secretaries regarding this and in future monitoring of occupation levels and waiting lists.	2014/15
All new plot holders on fields where a waiting list exists, be limited to half a plot (5 rods) initially and progressing to a full sized plot (10 rods) if they can demonstrate they can maintain their plot.	Investigate amending the current allotment tenancy documentation and Allotment Garden Rules to include a restriction to this effect Consider buddying scheme	2014/15
Encourage formal plot sharing between individuals	Investigate amending the current allotment tenancy documentation and Allotment Garden Rules to include a clause to this effect.	2014/15
Deliver further partnership working with the Police (Plot Watch).	Meet with the Police and allotment holders to review the existing Plot Watch scheme.	2014/15
Ensure new allotment provision is considered as part of new development.	Work with Planning officers to ensure appropriate provision is delivered through the planning process and develop a plan identifying potential sites for the provision of new allotments.	On going
Review Quantity, Quality and Accessibility standards	Review standards as part of the process of reviewing the Local Plan Core Strategy.	2014
	Inspect all allotment site fences and investigate the potential for natural hedging where possible. Working with field secretaries, assess all sites and provide possible solutions to improved security to restrict unauthorised access as funding allows.	On going
	Work with field secretaries to identify sites requiring a steel container and investigate funding for those requiring a container.	2015/16
	Clarify the status of all overgrown plots and work with field sectaries on a rolling programme of clearing overgrown plots eg Norwich Road	2015/16
	Work towards achieving public toilet provision at every allotment site.	2014 – 2020
Promotion	Undertake targeted marketing including to schools ans generally where capacity for new plotholders exists.	2014 – 2020

Appendix 1 – Allotment facilities by Field

	Fencing	Gates	Locks	Field Shed	Paths	Car Parking	Water Supply	Toilet	Number of plots
Allotment Field									
Aster Road	Yes	Yes	Yes	Yes	Adequate	Yes	Yes	Yes	164
Back Hamlet	Yes	Yes	Yes	Yes	Adequate	Yes	Yes	No	77
Belstead	Yes	Yes	Yes	Yes	Adequate	Yes	Yes	Yes	157
Bramford Lane	Yes	Yes	Yes	Yes	Adequate	Yes	Yes	No	264
Castle Hill	Yes	Yes	Yes	Yes	Adequate	Yes	Yes	Yes	184
Colchester Road	Yes	Yes	Yes	Yes	Need improving in places	Yes	Yes	Yes	172
Felixstowe Road	Yes	Yes	Yes	No	Yes	No vehicle access	Yes	No	16
Holywells	Yes	Yes	Yes	Yes	Adequate	Yes	Yes	Yes	66
London Road (made up of 2 different fields)	Yes	Yes	Yes	Yes	Adequate	Yes	Yes	No	137
Maidenhall	Yes	Yes	Yes	Yes	Adequate	Yes	Yes	Yes	216
Morland Road	Yes	Yes	Yes	Yes	Adequate	Yes	Yes	Yes	102
Northgate	Yes	Yes	Yes	Yes	Need improving in places	Yes	Yes	Yes	185
Norwich Road	Yes	Yes	Yes	No	Adequate	Yes	Yes	No	90
Sidegate Lane	Yes	Yes	Yes	Yes	Adequate	Yes	Yes	No	174
Spring Road 1	Not around whole of site	Yes	Yes	Yes	Need improving along one strip	Yes	Yes	No	78
Spring Road 2	Not around whole of site	Yes	Yes	Yes	Adequate	Yes	Yes	No	59
Whitton Church Lane	Yes	Yes	Yes	Yes	Adequate	Yes	Yes	Funding pending	107

Appendix 2 – Accessibility Map, showing 15 minute walk (720m) radius from each field



Appendix 3

Allotment Strategy 2005 - Action Plan Update

Action	Target date for 2005 Strategy	Current status
Redesign allotment leaflet	Spring 2006	Web based pack which is downloadable from the IBC website instead of a hard copy
Annual show/open days	To include Rangers events	Complete/on-going, the majority of fields stage regular open days
Investigate community involvement – schools and educational visits	For start of school year 2006	Complete on-going, schools active in plots on fields e.g. London Rd, Whitton Church Lane.
Organise features in the Angle	Regular reports	On-going
The Council to support the annual competition run by the Association	Yearly 2006	Complete/On-going
Renew notice boards	Rolling programme of 3 per year	The majority of the fields have had new notice boards since 2005
Complete a Management Plan for each site on a rolling programme over 6years	Partially complete	Whilst management plans are desirable documents, changes in priorities and workloads with the Parks and Open Spaces Service mean that the resource required to produce, monitor and maintain and regularly review 15 plans is prohibitive. As an alternative action plans based of groups of fields grouped by Area Committee area could be developed and fed into the relevant Area Committee Action Plans.
Devise a programme of repairs for fencing and	First 3 sites by 2006	The majority of sites have secure containers and repairs

Action	Target date for 2005 Strategy	Current status
storage		are carried out within 3 working days.
Starter pack for each new plot holder	September 2006	New plot holders are given in an introduction pack with details of field rules and allotment gardening advice e.g. compost making.
Explore the need for computerised software	In progress	Agresso (Council's financial computer software) is utilised for allotment plot letting and billing is and further benefit could derived from computer based non plot cultivation management and various permission requests e.g. sheds, glass houses, chickens, rabbits etc. which are all processed 'manually'. In future possible devolved management options for allotments may result in the need for an integrated computer based system for all of the above.
Explore the alternatives for disused areas of allotments	In conjunction with the management plans	The amount of disused areas on fields has reduced due to the growth in allotment gardening
Arrange asbestos survey	Completed	This has been carried out and all known asbestos has been removed
Investigate Community Composting	Autumn 2006	Composting bins have been built on sites such as Colchester Road allotments.