

Appendix A. HNL Committee March 2022. Allotments Action Plan - Update (22nd February 2022)

	ACTION	NOTES	DATE	METHOD	STATUS
	Targets arising from 2020 Plan		Reported at HNL Committee November 2021		
1	Publish 2020 Consultation results & report	All tenants	Nov 2020	Email. Website	Completed
2	7 Sites to be engaged in a level of joint-/self-management		End Mar 2021	Officer engagement	8 sites of 20 engaged by end August 2021
3	Site Audits of Pilot Sites		To Feb 2021	GM Supervisor	Completed March 2021
4	Winter Clean-Up for Pilot Sites		To March 2021	GM Teams	Completed July 2021
5	Winter Works to Other Sites		To March 2021	GM Teams	Completed March 2021
6	Appoint Allotment Project Officer	6-month post	October 2021	Secondment	Extension agreed
7	HNL Progress update report & Lead Councillor Briefings		November 2021	Written report	Complete & ongoing at each LCB
8	Overhaul Allotment webpage	With Site Liaison Reps	Feb 2022	In-house	Currently in design with Web Team
9	Set Rent Levels for 2022, issue invoices and self-management newsletter	Inflation only	Dec 2022	Electronic invoicing	Completed. Rents agreed, invoiced, but not electronically
10	Site engagement in self-mgt dialogue Site surveys & agreed site works plans, Mail-outs, site meetings, ongoing dialogue		Ongoing	See Appendices A & B	Working with/on 14 of 20 sites. Mail-outs/site meetings 12 sites.
	Targets developed since HNL Nov 2021				
12	HNL March 2022 Update Report		March 2022	Written report	Completed
13	Engage with the 6 sites that have not had initial site meetings or that are identified as needing a renewed engagement push.		To April 2022		Critical task. Project workload to date has limited site coverage. 1 site meeting booked, 5 being set up.
14	Identify Site Liaison Reps and run SLR Sounding Board. Host first SLR Meeting with National Allotment Society (NAS)	ID as many as possible	ASAP Summer 2022	Site meetings	13 SLRs on board, 9 on Site Liaison Rep Sounding Board. See Table 5, Appendix B

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15	Self-Management Information Sources		Continual	Site Reps, website, from NAS	Promoted site meetings, circulated in Site Liaison Rep email group.
16	Promote National Allotment Society (NAS) membership to support formation of AllotSocs.		Continual	Share NAS mission & contact details with SLRs and Steering Groups.	Info shared with 14 sites. 2 sites approached NAS directly for guidance
17	Reviews of -Tenancy Agreement Conditions - Rents and Discounts - Site waste recycling & waste collection, and charges for clearance of abandoned plots. -Data handling, billing, etc -Site plans (plot numbers, sizes, infrastructure) -On-site buildings		All December 2021 to Spring 2022	Internal & benchmarking	Initial discussions on Tenancy conditions, waste plans, site plans, on-site buildings. Outline modelling and benchmarking of rent & discount levels.
18	Consultation Drafts of a. Self-Management Plan. b. Site Maintenance Works Programme, and c. Tenancy Management Plan		Spring 2022	Written plans for consultation	a. Completed b. Live c. To do
19	Approve Consultation Plan for ... -Rent Review & Tenancy Agreement Review -Waste management & recycling proposals. -Consult on proposals regarding joint-/self-mgt	Statutory Desirable Essential	Summer 2022	Internal via LCB & HNL	These plans form the basis of the Draft Allotment Strategy 2023
20	Consultation Phase Consult Analysis of feedback across all themes Update/Proposal report to HNL as Allotment Strategy 2023 Implement approved changes		Summer 2022 Autumn 2022 Autumn 2022 Late Autumn 2023 All by December 2022	Using consultation plan used in 2020 with increased traffic directed via website	
21	Joint-/Self-Management in place on sites				

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	-All sites investigating options at any level -Sites with elected committees -Sites with AllotSocs -Sites proposing fully devolved management		Detailed in Appendix B	Delivered through Self-Management Plan. Appendix B	
22	SITE MAINTENANCE	Planned Winter Works Reactive works	Annual Oct-March As arising	Site Maintenance Plan	Programme Winter works over 2 winters, dealing with minor works and reactive works in summer months or as required.
23	Policy and procedure for TENANCY MANAGEMENT 'ACTION'	Tackling tenants in breach of tenancy conditions.	January 2023	Written policy agreed with Legal Services	Handle problem tenants with existing method till 2023, then apply new procedure in light of agreed new Tenancy Agreement Conditions.