

APPENDIX A . ALLOTMENT PLANS. DECEMBER 2022

Table I. ALLOTMENT ACTION PLAN AT SEPTEMBER 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 Reps	Feb 2022	In-house	Still in Design – Now Jan 2023
9	Set Rent Levels for 2022, issue invoices and self-management newsletter	Inflation only	Dec 2021	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 18 of 20 sites. Mail-outs/site meetings 19 sites.
	Targets developed since HNL Nov 2021				
12	HNL March 2022 Update Report HNL November 2022 Update Report		March 2022 Nov 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		Meetings held on all sites. Cav Court needing follow 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	19 SLRs on board and on Site Liaison Rep Sounding Board. No SLR Meeting held
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	Info shared with 14 sites. 2 sites approached NAS directly for guidance

				with SLRs and Steering Groups.	
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	Draft Tenancy Agreement with Legal Services for approval. Rent Review options to be determined January 2022. Waste policy to be developed over Jan-March 2023 Allotment Data Management System options under consideration
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. Draft
19	Approve Consultation Plan for ... -Rent Review & Tenancy Agreement Review -Waste management & recycling proposals. -Consult on proposals regarding joint-/self-mgt	Statutory Desirable Essential	Jan 2023	Internal via LCB & HNL	Internal discussions, options to be prepared Jan 2023 prior to consultation from March 2023 only
20	Consultation Phase Consult Analysis of feedback across all themes Update/Proposal report to HNL as Allotment Strategy 2023 Implement approved changes		By April 1 st 2023	Using consultation plan used in 2020 with increased traffic via Site Reps and website	Subject to 19 above
21	Joint-/Self-Management uptake on sites -All sites investigating options at any level -Sites with elected committees -Sites with AllotSocs -Sites proposing fully devolved management		Detailed in Appendix A Table 2	Delivered through Self-Management Plan.	Direction of travel positive, but pace is reduced.
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'	Non-compliant tenants	January 2023	Written policy agreed with Legal Services	Tenancy management caseload is to the detriment of the overall project.

Table 2. READING ALLOTMENTS SELF-MANAGEMENT PLAN – DECEMBER 2022		
DATE	SELF-MANAGEMENT TARGETS. Set February 2022	PERFORMANCE AT September 2022
Spring 2022	Site Liaison Reps are in place on all 20 sites . 13 of the 20 SLRs are already proving an effective communication channel and are helping each other through the SLR email group.	19 ex 20 sites have an active Site Liaison Rep, who is also linked into the SLR e-mail group. Caversham Court & Oak Tree Road process initiated Oct 2022
Summer 2022	Inaugural Reading Allotment SLR Meeting – To launch consultation on Reading Allotments Strategy 2023 (including Self-Management Plan, Site Maintenance Plan, and Tenancy Management Plan). To scope potential Reading Federation of AllotSocs .	No meeting held. Only soft/verbal consultation with SLRs and at Site Committee or informal meetings.
		RG4 SLRs have had initial dialogue about forming a Caversham Allotments Association
Autumn 2022	Level 1 activities are being worked towards or carried out on all 20 sites , of which...	18 EX 20 SITES. Caversham Court and Oak Tree Road process initiated Oct 2022.
	... Level 2 activities are operational OR being developed AND elected Site Committees/AllotSocs are in place on 9 sites .	11 ex 20 sites with Level 2 activities. 6 of these 12 have an elected Committee, and 6 have some form of unelected site steering group.
	... Level 3 or Fully Devolved Self-Management is being developed on 1 site .	No site is currently considering or developing plans for Fully Devolved Self-Management.
Winter 2022	Level 2 activities and an elected Site Committee/AllotSoc on 9 sites . Level 3 proposals being worked on at 3 or more sites . Level 3 negotiation on terms of lease underway on 1 site (aspirational). Reading Federation of AllotSocs formed , comprising at least 15 sites. (aspirational)	12 ex 20 sites with Level 2 activities. 6 of these 12 have an elected Committee, and 6 have some form of unelected site steering group.
		No Level 3 proposals currently being taken forward
Spring 2023	Level 2 activities AND an elected Site Committee/AllotSoc on 12 sites .	
Winter 2023	Level 2 activities AND elected Committee/AllotSoc on all or as many sites as possible . Level 3 Fully devolved Self-Management in place on 1 site. Level 3 being worked toward on 5 sites .	

Table 3. Site-by-site appetite for and progress towards self-management. September 2022

	A	B	C	D	E	F	G	H
	2020 Interest in Self-Mgt? % of replies	2020 Interest in Site-Maint? % of replies	2020 Social Media on site	2022 Social media on site	2020 Steering Group or Committee on site?	2022 Steering Group or Committee on site?	2022 Site Liaison Rep?	Self-mgt appetite & progress since Oct 2021 to Dec 2022
ARDLER ROAD	100% of 1	100% of 1	N	Y	N	TBA	Y	New SLR linking in with other Caversham SLRs
ASHAMPSTEAD RD	50% of 2	50% of 2	N	Y	N	N	Y	Not required at present
BALMORE	80% of 5	80% of 5	Not known	Y	N	N	Y	Positive, awaiting whole site overhaul.
BULMERSHE	45% of 29	62% of 29	Y	Y	Y	Y	Y	Informal group is positive
CAVERSHAM COURT	13% of 8	75% of 8	Not known	Not known	Not known	N	Y	Needs reinitiating
CIRCUIT LANE	33% of 6	67% of 6	N	Y	N	Y	Y	V Positive
COLEY	56% of 9	78% of 9	Not known	Y	N	N	Y	Positive but dependent on seeing RBC Grounds Team on site by March
EMMER GREEN (Grove Road)	20% of 15	27% of 15	N	Y	N	N	Y	Positive
GEORGE STREET	33% of 3	100% of 3	Y	Y	N	TBA	Y	Needs reinitiating
GODDARDS FARM	50% of 10	60% of 10	N	Y	N	Y	Y	V Positive
HENLEY ROAD	45% of 20	40% of 20	N	Y	N	Y	Y	V Positive
LOWER SOUTHCOTE (Brunel Road)	78% of 9	67% of 9	N	Y	N	TBA	Y	Positive
MEADWAY	25% of 4	75% of 4	Not known	Y	N	Y	Y	Positive
MOCKBEGGARS	50% of 4	100% of 4	Y	Y	TBA	Y	Y	V Positive
NEWCASTLE ROAD	100% of 7	86% of 7	Y	Y	TBA	Y	Y	V Positive
OAKLEY ROAD	63% of 8	75% of 8	Not known	Y	N	Y	Y	Positive
OAK TREE ROAD	53% of 17	65% of 17	Y*	Y*	N	Y	N	Start November

SCOURS LANE	62% of 29	66% of 29	Y	Y	TBA	Y	Y	V Positive
VICTORIA ROAD	33% of 3	100% of 3	Not known	Not known	N	N	Y	Needs support
WATERLOO MEADOWS	29% of 7	71% of 7	Y	Y	Y	Y	Y	V Positive