2025 - 2033

Allotment Strategy

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Nuneaton and Bedworth Borough Council
2025 - 2033

Nuneaton & Bedworth
United to Achieve

Allotment Strategy 2025-2033

Nuneaton and Bedworth Borough Council

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Foreword

Allotments have a long and valued history providing the residents of Nuneaton and Bedworth the opportunity to grow their own food, enjoy healthy outdoor activity and connect with nature. They offer far more than just a growing space – they help with wellbeing, community spirit and environmental awareness. The strategy reflects a shared ambition to encourage more people to take up allotment gardening- promoting healthy lifestyles, biodiversity and climate friendly practices.

Councillor Brady Hughes – Portfolio Holder for Leisure and Health

Executive Summary

The Allotment Strategy (2025-2033) presents an analysis of the allotment landscape within Nuneaton and Bedworth Borough, highlighting its importance as a vital component of greenspace and community well-being. Currently, the borough has twenty-eight allotment sites, providing over 37 hectares of growing space, with a notable demand reflected in a waiting list of an average of four people per site.

Allotments serve various functions, including food cultivation, social interaction, and biodiversity support. The council's past strategy expired in 2022, necessitating the development of a new plan to address current needs and future planning.

The document outlines the statutory obligations and historical context of allotment legislation, as well as planning frameworks guiding allotment provision at national and local levels.

Allotments offer significant social, environmental, and economic benefits, contributing to health and well-being, biodiversity, and food security.

Current and future allotment provision is assessed quantitatively and spatially, with strategies outlined for meeting demand through planning processes and new developments.

The management structure, including lease agreements, funding mechanisms, and service level agreements, is detailed, emphasising community engagement and the promotion of allotment benefits.

An action plan is proposed, focusing on securing allotment land, ongoing maintenance, community engagement, and a strategy review every five years.

In summary, the allotment strategy for Nuneaton and Bedworth Borough highlights the importance of allotments as valuable assets for community health, environmental sustainability, and social cohesion. Through strategic planning, effective management, and community engagement, the council aims to continue and expand allotment provision and maximize their benefits for residents.

1 Introduction

Allotments are an important part of greenspace provided by Nuneaton and Bedworth Borough Council (NBBC). Allotment sites fulfil numerous functions including providing space for cultivating fruit and vegetables, a social space to help with physical and mental wellbeing and areas for increased biodiversity.

There are currently twenty-eight allotment sites across Nuneaton and Bedworth, providing over 37 hectares of growing space for the Borough's residents. 21 of these sites are owned by the Council and managed by allotment societies through leases. These provide just over 30 hectares of allotment space. A further five are privately owned (providing 4.7 hectares) and two are on sites where NBBC itself leases from a third party and then sub leases the site to an association (providing 2.3 hectares). Six new allotment sites are proposed, as part of new developments, and the future ownership and management of these are still being resolved - either falling to residents' management companies or through future adoption by NBBC to be leased on to associations. Table 1 details the allotment sites in the borough and their management.

The social and environmental benefits that allotments provide are well-established. As well as providing opportunities for growing healthy food, allotments provide mental and physical wellbeing benefits that come from the adoption of an active lifestyle, support social cohesion, and can address issues of social isolation.

Allotments are significant in supporting biodiversity (especially, the important connectivity between different areas of greenspace) and can form part of the council's response to the climate change emergency by addressing urban warming, capturing and storing carbon (through soil action) and absorbing precipitation.

The significance of allotments to Nuneaton and Bedworth's residents are reflected in the waiting list for allotment spaces which currently runs at an average of four people per allotment site.

The Council adopted a strategy for allotments in 2012 and updated this in 2018. The current strategy expired in 2022 and a new strategy is needed to update the current situation and plan for the future.

The strategy will:

- Consider allotment provision in terms of national, regional and local legislation and policy.
- Consider the benefits of allotments in the context of Nuneaton and Bedworth's overall provision of parks, and green infrastructure.
- Assess current and future levels of provision geographically and spatially against national provision standards.
- To review how NBBC can support the work of local allotment federations and associations to improve the facilities at allotment sites.

- To review how best to standardise advice on specific allotment-related subjects and help promote allotment gardening in the borough.

Table 1

#	Site name	Ownership	Ward	status B- built TBB - to be built	area (Ha)
NBBC owned					
1	Bulkington Road Allotment Association	NBBC	Poplar	B	1.315
2	Barnacle Lane Allotment Association	NBBC	Bulkington	B	1.556
3	Mount Pleasant Allotment Association	NBBC	Slough	B	2.233
4	Newdigate Road Allotment Association	NBBC	Slough	B	1.294
5	Royal Oak Lane Allotment Association	NBBC	Exhall	B	1.239
6	School Lane Allotment Association	NBBC	Exhall	B	0.447
7	Smorrall Lane Allotment Association	NBBC	Heath	B	1.454
8	Wheelwright Lane Allotment Association	NBBC	Exhall	B	0.758
9	Marston Lane Allotments	NBBC	Bede	B	2.135
10	Queen Street Allotment Association	NBBC	Poplar	B	0.155
11	Ryder's Hill Allotment Association	NBBC	Camp Hill	B	1.423
12	College Street Allotment Association	NBBC	Wem Brook	B	0.712
13	Vernons Lane Allotment Association	NBBC	Bar Pool	B	1.96
14	Higham Lane Allotment Association	NBBC	St. Nicolas	B	1.483
15	Aberdeen Road Allotment Association	NBBC	Attleborough	B	1.483
16	Hilltop East Allotment Association	NBBC	Wem Brook	B	1.031
17	Shepperton Allotment Association	NBBC	Wem Brook	B	0.652
18	St Mary's Road Allotment Association	NBBC	Abbey	B	0.773
19	Weddington Allotment Association	NBBC	Weddington	B	1.873
20	Woodstock Allotment Association	NBBC	Attleborough	B	0.199
21	Greenmoor Rd & Milford Street Allotments	NBBC	Bar Pool	B	6.109
				sub-total	30.284
NBBC leased					
22	Little HoarstoneAllotment Association	WCC/NBBC	Whitestone	B	1.016
23	Bowling Green Lane Allotment Association	Private/NBBC	Heath	B	1.285
				sub-total	2.301
Private sites					
24	Stockingford 'The Cabbage' Allotment Association	Private	Kingswood	B	2.731
25	Weddington Sports & Social Club	Private	Weddington	B	0.169
26	Atholl Crescent Allotment Site	Private	Arbury	B	0.437
27	The Weavers Allotment Association	Private	Wem Brook	B	0.565
28	Stockingford 'Pavilion' Allotment Association	Private	Kingswood	B	0.795
				sub-total	4.697
To be developed					
29	Golf Drive	Unknown	Whitestone	TBD	0.655
30	Hawkesbury Golf Course	Unknown	Poplar	TBD	0.309
31	Callendar Farm	Unknown	Weddington	TBD	0.294
32	Top Farm	Unknown	Weddington	TBD	1.216
33	Hospital Lane	Unknown	Heath	TBD	0.313
34	Arbury Allotments	Unknown	Arbury	TBD	0.217
				sub-total	3.004
				total	40.286

2 Definitions and Law

2.1 Statutory context

There has been a significant amount of legislation relating to allotments in the last century and as such this area of law can appear quite complicated. Put simply, Local Authorities have a statutory duty to provide allotment land, both permanent (statutory) and temporary (non-statutory), where there is proven demand, and they cannot dispose of statutory allotments without approval by the relevant Secretary of State.

The Allotment Act of 1922, which defines the term 'allotment garden' as:

"an allotment not exceeding forty poles in extent which is wholly or mainly cultivated by the occupier for the production of vegetable or fruit crops for consumption by himself or his family"[1].

The main statutes known collectively as The Allotments Acts 1908~1950 are outlined below:

Small Holdings & Allotments Act, 1908 repealed and consolidated previous legislation, establishing the framework for the modern allotments system. It principally dealt with the duties of allotment authorities to provide allotments for the 'labouring population' and compensation to tenants who had their tenancies terminated.

Land Settlement (Facilities) Act, 1919 made a number of amendments to the 1908 Act, most notably abolishing the reference to 'labouring population' principally to assist returning WWI service personal.

Allotments Act, 1922 provided improved security of tenure for allotment tenants, requiring specific periods of notice and compensation if necessary, based upon the value of the tenants crops. It also required most allotment authorities to appoint allotment committees.

Allotments Act, 1925 required planning authorities to take specific account of allotment needs when preparing town planning schemes, a safeguard which disappeared with the Town & Country Planning Act 1947.

Small Holdings & Allotments Act, 1926 made minor amendments to previous acts, but was mainly concerned with Small Holdings.

The Agricultural Land (Utilisation) Act, 1931 was passed at the time of the depression to encourage the provision of allotments for the unemployed. It is no longer actively used.

Allotments Act, 1950 was passed as a consequence of the Allotments Advisory Committee report of 1949, although not all the recommendations were included in the eventual legislation. It extended the period of notice to tenants from six to twelve months, expiring during the winter period. It also dealt with matters relating to compensation due, both to the tenant upon being

[1] Allotments Act 1922 (legislation.gov.uk)

given notice to quit and the allotments authority, if the plot holder had allowed the plot to deteriorate.

2.2 Planning context

The National Planning Policy Framework (NPPF: 2021)

Paragraph 91 (c) of the NPPF states that planning policy should

'enable and support healthy lifestyles, especially where this would address identified local health and well-being needs – for example through the provision of safe and accessible green infrastructure, sports facilities, local shops, access to healthier food, allotments and layouts that encourage walking and cycling.' [2]

This principle is extended to policy for Greenbelt in Paragraph 143 (b).

The Nuneaton and Bedworth Borough Plan (2011-2031)

NBBC adopted a Borough Plan on 11th June 2019 which planned for new development in the borough until 2031. The Council has committed to undertaking an immediate review of the adopted Borough Plan following the publication of the updated National Planning Policy Framework. The current Local Development Scheme (2024)[3] sets out the timetable for the production of a review of the Borough Plan which is as follows:

• **May 2021:** Consultation on an Issues and Options document (complete);

• **September 2023**: Consultation on a publication document;

• **February 2025:** Submission of the document to the Secretary of State;

• **February 2025:** Receipt of Inspector's report on the examination of the document; and

• **June 2025:** Adoption of the document.

The Nuneaton and Bedworth Borough Plan includes references to allotments in the following policies:

- HSG1/HSG8/HSG12: provision of allotments in the respective strategic development sites across the Borough
- HS4: retention of community facilities
- HS6: creating a healthy environment across the borough through the use and maintenance of sports, leisure and recreation facilities
- NE1: the creation, protection, and management of the Borough's green infrastructure assets

[2] National Planning Policy Framework - GOV.UK (www.gov.uk)
[3] Local Development Scheme | Nuneaton and Bedworth Borough Council

- NE2: the creation of an improved green network of publicly accessible and linked open spaces to support growth

Open Space and Green Infrastructure Supplementary Planning Document

The process of defining the provision of new allotment capacity through the planning process is addressed in the Borough's Open Space and Green Infrastructure Supplementary Planning Document SPD[4].

2.3 Local Strategic Context

Building a Better Borough

The Council's Strategic Plan 'Building a Better Borough' includes a commitment to promoting and supporting an improvement to the health and wellbeing of residents. The Council commits to working:

'to ensure facilities and services take advantage of opportunities to realise that improvement. Reducing the levels of poorer health experienced by our residents, including both mental and physical health.'[5]

Nuneaton and Bedworth Parks and Open Space Strategy (2023-33)

The Nuneaton and Bedworth Parks and Open Space Strategy (2011-21) will be superseded by a new Nuneaton and Bedworth Parks and Green Spaces Strategy (2024). The new strategy will cover the provision and maintenance of public open space in the borough, owned by the Council and is due to be adopted in 2025.

Warwickshire Joint Strategic Needs Assessment (JSNA)

The Warwickshire JSNA identifies the principal health issues affecting the Borough:

Between 2014 and 2017 and compared to the 22 JSNA geographies within Warwickshire, Nuneaton Central had:

- The highest directly standardised rate (DSR) of emergency admissions for COPD (1,230.9 per 100,000 population 35+)
- The highest DSR of emergency admissions for stroke (1,070 per 100,000 population)
- The 4th highest DSR of emergency admissions for Myocardial Infarction (heart attack) (147.0 per 100,000)
- The 4th highest DSR of emergency admissions for diabetes (275.5 per 100,000)

Allotment provision has the capacity to help address some or all of these conditions to an extent.

[4] open-space-and-green-infrastructure-spd-2021-part-b-10-dwellings-or-more
[5] Building a Better Borough | Corporate plan | Nuneaton & Bedworth (nuneatonandbedworth.gov.uk)

The JSNA identifies the need to: '*Review the social prescribing offer, including services that support mental wellbeing, and look to expand the offer to reflect local needs.*'[6]

2.4 National Strategic Context

The Department for Levelling Up, Housing and Communities identifies a number of priorities for greenspace across government:

'Ensuring natural beauty is accessible to all will be central to our planning system, with improved Green Belts around towns and cities, supported by Local Nature Recovery Strategies reflected in plan making, and woodland creation supported across the UK. Access to safe, attractive communal green spaces is critical to enhancing the attractiveness of towns and cities. Access to a network of high-quality open spaces and opportunities for sport and physical activity is important for the health and well-being of communities and environment.

Good green infrastructure varies in terms of types and sizes of green and blue spaces, green routes, and environmental features. It functions and connects as a living network, is inclusive, safe, welcoming, and accessible for all, and is an integral part of the story of a place. It includes outdoor activities such as local walking schemes, therapeutic horticulture programmes, community allotment partnerships and conservation projects.'[7]

[6] Joint Strategic Needs Assessment – Warwickshire County Council
[7] Levelling Up the United Kingdom - GOV.UK (www.gov.uk)

3 Benefits of Food Growing

The benefits that are gained from allotment gardening have been well-researched and documented. These fall into three over-arching categories that can apply to all open space provision: *social, environmental* and *economic*.

A year-long diary study of allotment plot owners in 2020 by Sheffield University demonstrated that "…*allotments, across the country, provide their tenants with a huge spectrum of benefits beyond fruit and vegetables. Mental and physical health, community resilience, social connection, experiencing nature, and a culture of sharing knowledge and produce were just some of the co-benefits mentioned by our study participants."* [8]

3.1 Social Benefits

Social benefits include health and wellbeing, community cohesion, sense of place and educational outcomes. There is abundant evidence to suggest that access to the natural environment improves health and wellbeing outcomes: Research by the University of Essex concluded that:

'The results showed that people who have regular contact with wilder, natural surroundings experienced:

- *Improvements to health through increased physical activity*
- *Reductions in stress and anxiety*
- *Increased positive mood and self-esteem*
- *A better and healthier social life'* [9]

Research carried out by Leeds Beckett University in 2019[10] concluded that:

'Targeted programmes designed for people with a health or social need, showed a return of £6.88 for every £1 invested. This value was generated from health gains such as improved mental wellbeing.

For those attending general volunteering programmes, the value was even higher with a return of £8.50 for every £1 invested. The research showed a range of benefits, such as increased feelings of positivity and levels of physical activity.'

3.2 Environmental Benefits

Allotments make a distinctive contribution to local biodiversity, not only where untenanted plots are allowed to revert to nature, but also through being some of the last refuges of spade

[8] BFJ-07-2020-0593_proof 1..12 (nsalg.org.uk)
[9] r1_literature_review_wellbeing_benefits_of_wild_places_lres.pdf (wildlifetrusts.org)
[10] Improving mental health at nature reserves is excellent value for money | Leeds Beckett University

cultivation in urban areas. They are a natural home for foraging animals and birds. This contribution is recognised in Natural England Guidance on 'Wildlife on Allotments' (2007)[11] that identifies the significance of allotments in linking greenspaces and providing corridors for wildlife.

In common with other greenspaces, allotments can help to address the impact of climate change:

- Soils and vegetation sequester carbon from the atmosphere.
- Soils absorb precipitation and provide attenuation in the face of more extreme weather events. The run-off rate for surfaces consisting of trees and grass is estimated to be 10-20%. This compares with a rate of 60- 70% for hard landscape urban areas.
- Daytime temperatures in greenspaces have been found to be 2-3 degrees lower than those of surrounding streets and this effect can be experienced up to 100m from the edge of the space. Open spaces and particularly trees, have a significant effect on moderating temperatures in 'heat island'.

3.3 Economic benefits

The economic benefits of allotment gardening include directly supporting the livelihoods of allotment holders, reducing the cost of inactivity to the health service and providing allotment holders with the opportunity to acquire new skills.

Allotment gardening also enables plot holders to grow potentially lower cost food and can also bring benefits in the form of food security. With increasing prices and fluctuating availability of some fruit and vegetables, allotment gardening can provide a means to ensure that for a significant part of the year there is fresh produce for the family.

Allotment gardening has wider ranging economic benefits also – a study by the Brighton and Hove Allotment Federation concluded that the reduction in waste, ecological benefits, health benefits and carbon fixing benefits that allotments bring were worth £166 per plot in savings to Brighton City Council[12].

[11] Biodiversity and Wildlife - Wildlife on Allotments (enablelc.org)
[12] Value-of-Benefits-Allotments-bring-to-Brighton-and-Hove-City-Council-March2022.pdf (bhaf.org.uk)

4 Provision of Allotments in Nuneaton and Bedworth Borough

4.1 Quantitatively – current and future provision

It is a statutory requirement for the allotment authority (NBBC) to provide enough allotment space; if there is a demand for it. The Council considers that there *is* a demand for allotments, as most sites in the borough are full, with an average waiting list for NBBC owned and/or leased sites being four people (in 2023).

To enable the provision for allotment plots to be measured in the borough we can look to the National Society of Allotment and Leisure Gardeners (NSALG). The NSALG recommend a minimum standard of *20 plots per 1000 households*. For these calculations an average plot size, including paths, to be 0.029Ha or 290 square meters is used.

The NSALG methodology can be used to determine the total requirement for allotments in the borough:

Table 2

	2023 household figure[a]	**2033 household figure[a]**	**Number of plots needed using NSALG standard[b]**	**Available land[c]**	**Available plots[d]**	**Net number of plots available[e]**
2023 provision	56,853		1137	37.28 Ha	1286	149
2033 provision		60,378	1208	40.29Ha	1389	181

[a] Based on 2018 Office for National Statistics housing projections (Household projections for England - Office for National Statistics)

[b] Based on 20 plots per 1000 households

[c] Available allotment land in hectares including NBBC owned sites, NBBC leased sites and private sites. 2033 figure also includes land for allotments planned in new developments.

[d] Available plots is calculated by taking the number of hectares and dividing by the average size of a plot (0.029Ha)

[e] Net number of plots available *over* the NSALG minimum standard

As you can see from the table above the borough has a current *over* provision of 149 plots (4.32Ha) and in 2033 based on the household growth an *over* provision of 181 plots (5.25Ha). Even when taking into account people on waiting lists, there is still a small over-provision of plots overall in the borough.

The calculation for new provision is sought through the planning process and the Borough's Local Development Plan. Part of the Borough plan is the Open Space and Green Infrastructure Supplementary Planning Document (2021) (OSSPD). The OSSPD is used by planners and developers to determine the amount and type of open space (including allotments) that developers should provide for residents in new developments.

The minimum requirement for allotment provision in the OSSPD is 0.244Ha per 1000 residents (which equates to approximately 21 plots per 1000 households, slightly above the recommended national standard). The provision of which can be an off-site contribution to a nearby allotment to increase plot capacity, on-site provision of allotment plots or a combination of both. For example, for developments of over 434 units that do not sit within the catchment of an allotment that can increase capacity; a basic equipped site should be provided, with the number of plots to be provided based on the number of units in the development. For developments of 1000 units or more a fully equipped allotment site of 20 plots will be needed. More information on the standards can be found on the NBBC website:

Supplementary planning documents | Nuneaton & Bedworth (nuneatonandbedworth.gov.uk)

Several new allotment sites have already been negotiated through the planning process, the size of which has been used in the calculations for provision in 2033 in table 2:

- Golf Drive, Nuneaton
- Hawkesbury Golf course, Bedworth
- Callendar Farm, Nuneaton
- Top Farm, Nuneaton
- Hospital Lane, Exhall
- Arbury Allotments, Nuneaton

These new allotments will either be owned and managed by management companies or will be owned by NBBC and leased to allotment associations. The timeframe for the provision of these new allotments will vary, depending on the progress of each planning application and on site development progress.

Full details of the minimum specifications for a new allotment site are detailed in the Open Space Supplementary Planning Document, Appendix 1- Detailed Design Standards:

open-space-and-green-infrastructure-spd-2021-appendix-1-detailed-design-standards (nuneatonandbedworth.gov.uk)

4.2 Spatially

In section 4.1 we have established that there is an adequate provision of allotment plots in the borough to satisfy the minimum national standard as set by the NSALG, both now and when projecting the household figure for 2033. The Council will also continue to request contributions to allotments that will be affected by an increase in residents through new developments, in line with the OSSPD. It is also beneficial to look at the geographical distribution across the borough.

Figures 1a to 1e in Appendix 1 show the distribution of allotment sites under the different forms of management described in Table 1. a 1,000 metre 'accessibility buffer' has been added to the drawings to define the catchment for each of the allotment sites.

The catchment areas have been modified to take account of major barriers which might act as a disincentive to access (e.g. major roads, railways, canals and rivers). Allotment sites that lie outside the Borough boundary are included in the drawings if their catchments fall within the borough.

Figure 1f in Appendix 1 shows all allotment sites irrespective of the form of management and their collective catchment areas. A good level of access to allotment provision across the Borough is revealed. However, there are five areas of the borough that do not current enjoy close access to allotment sites:

- *Bermuda Village (west of Griff Way)*
- *The western fringe of Galley Common*
- *The southern fringe of Horeston Grange*
- *The southern fringe of Whitestone*
- *The northern fringe of Bulkington*

If possible, provision will be sought in these areas.

5 Allotment Management

In 2016/17 allotment management was devolved to associations with 25-year leases drawn up and registered to provide a level of security of tenure for associations to manage their sites.

In Nuneaton, the Council has a head lease with the Nuneaton Federation of Allotment Associations (NunFed) running from 2016 to 2041.

The Federation manages sub-leases for the following Allotment Associations in Nuneaton:

- Abbey Allotments Association (Vernons Lane)
- Aberdeen Allotment Association
- College Street Allotment Association
- Greenmoor Allotment Association

- Higham Lane Allotment Association
- Hill Top East Allotment Association
- Ryders Hill Allotment Association
- Shepperton Allotment Association
- St Mary's Road Allotment Association
- Weddington Allotment Association
- Woodstock Allotment Association

Although there is a parallel representative organisation in Bedworth (the Bedworth District Horticultural Council) there is no equivalent head lease arrangement in place. The Bedworth and District Horticultural Council liaises with the Council over the provision of allotment services across Bedworth. Bedworth and Bulkington Allotments owned by NBBC are directly leased to individual Allotment Associations:

- Bulkington Allotment Association (Barnacle Lane)
- Bulkington Road Allotment Association
- Marston Lane Community Allotment Association
- Mount Pleasant Allotment Association
- Newdigate Allotment Association
- Queen Street Allotment Association
- Royal Oak Lane Allotment Association
- School Lane Allotment Association
- Smorrall Lane Allotment Association
- Wheelwright Lane Allotment Association

Two private allotment sites are leased by NBBC and in turn sub-leased to associations:

- Little Hoarstone Allotment Association
- Bowling Green Lane Allotment Association

Before the devolution of allotment management to associations the Council had a modest budget to help with allotment maintenance such as boundary and footpath repairs. During the process of devolution audits of all NBBC sites were undertaken and remedial work carried out.

NBBC now has no budget to assist allotment associations with ongoing maintenance and repair. Allotment Associations on most sites hold long term leases which affords them security of tenure to apply for grant funding from a number of sources. The Council are on hand to offer advice and guidance on allotment lease issues and signpost associations to sources of external funding for maintenance and improvement of allotment sites.

The Council has and will continue to actively seek contributions from developers to improve existing allotments via section 106 legal agreements that are tied to planning permissions. Contributions from these permissions are starting to be paid to NBBC and we will be allocating them to specific allotments in line with the legal agreements. As with all s106 agreements

contributions are to be used specifically to mitigate the effects of additional pressure on allotment site(s) nearest to the new development. Most s106 agreements have specific requirements for the money i.e. *'to increase plot capacity and provide ancillary facilities'*.

The Council is devising a process whereby eligible allotment associations can apply for their s106 contributions. Allotments not eligible for s106 contributions will be signposted to other sources of funding, including Lottery funding, Warwickshire Community and Voluntary Action (WCAVA) and possible funding from local County Councillors.

Full details of the process of allocating s106 funding to eligible allotments and the application procedure will be available on the NBBC web pages in due course.

Allotment service level agreement

In the previous Allotment Strategy a service level agreement (SLA) was included between the Council and allotment associations. The SLA formalises what NBBC expect from the Allotment Associations in term of yearly reporting and what the Associations should expect from NBBC, over and above the agreements between the two in formal allotment leases. All allotment land is leased to associations on a 'peppercorn rent' basis and leases allow the associations to run their allotments as they see fit, within the confines of the lease and the Allotment Acts setting plot rents and managing the site accordingly.

Each allotment association must take into consideration the lease terms that they signed up to and statutes as laid down in the Allotment Acts 1908-1950 and make sure that they are followed.

NunFed, holding the head lease agreement with NBBC for 10 allotments, make site visits to each of their allotments on a regular basis, to audit the sites and ensure that lease terms are being adhered to.

The Council propose that a similar system is set up for the direct-leased allotments in the borough, of which there are 13. We propose that each allotment association will be audited on a biennial basis, on a mutually acceptable date. More detail on how this audit will work will be made available to associations through direct contact by the Council.

As detailed in earlier sections of this strategy allotments bring health and wellbeing benefits to plot holders and their families. These benefits should be celebrated and brought to the wider community. The Council encourages allotment associations to promote the work they do and suggests that community events resume after some were paused during the COVID-19 pandemic and lockdown restrictions.

As part of the SLA the Council require each allotment to provide the following by the end of November each year:

1. Number of plots on the site (and size)
2. Number of tenants
3. Number of people on the waiting list
4. Details of any community events and/or open days in the previous 12 months
5. Any details of trustee changes or committee member changes

In return the Council will:

1. Ensure that allotment land is secured through long term leases,
2. Allotment Associations are audited on a rolling biennial basis,
3. Contributions for allotment improvements, expansion or new sites are continued to be sought through the planning process
4. The allotment action plan is kept up to date on a yearly basis
5. The allotment strategy is refreshed after 5 years

6 Action Plan

Action Plan for Allotment Provision and Management:

Short Term –

Continue to work with Little Hoarstone Allotment Association (LHAA) and Warwickshire County Council (WCC) on agreeing a new long-term lease for the allotment land (owned by WCC).

Involved: Parks and Green Space Service (PAGS), NBBC legal, NBBC Estates and WCC and LHAA.

Publish the allotment s106 contributions document, detailing the process by which Allotment Associations can apply for funding to increase capacity and provide ancillary facilities.

Involved: PAGS, NBBC legal, NBBC planning.

Develop and publish Technical Advisory Notes (TANS) for allotment management including guidance on being a Trustee, Chair, Secretary, Committee member and Treasurer.

PAGS, NBBC legal, NunFed, BDHC.

Medium Term –

Develop and publish a further set of Technical Advisory Notes (TANS) for allotment management, including guidance notes on how to change trustees on a lease.

Involved: PAGS, NBBC legal, NunFed, BDHC.

Develop NBBC allotment pages to signpost AAs to national guidance and publicise the benefits of allotment gardening.

Involved: PAGS, NunFed, BDHC.

NBBC Officers to formulate a rolling programme of allotment visits with all allotments which have direct leases with the Council.

Involved: PAGS, NunFed, BDHC.

Long Term –

Investigate the feasibility of developing an Allotment Forum for borough AAs to get together to share best practice

Involved: PAGS, AAs, NunFed, BDHC.

Undertake a review of the Allotment Strategy after 5 years, to ascertain whether the strategy is fit for purpose and NBBC has an adequate provision of allotment sites.

Involved: PAGS, AAs, NunFed, BDHC.

7 Consultation results

The following comments were received from the October – December 2024 draft strategy consultation:

Consultee	Page/reference	Consultee comment	NBBC response	Change to strategy (if applicable)
Bedworth and District Horticultural Club (BDHC)	3	Why has the draft taken nearly 12 months to be circulated?	A first rough draft was circulated internally at the end of 2023 and a further draft at the start of 2024, also internally. The final consultation draft was circulated to stakeholders in October 2024 with an extended deadline of December 16th 2024.	None required
BDHC	3	There is no funding. A Service level Agreement was part of the previous Allotment Strategy. Like most other proposed documents it never materialised.	Noted	None required
BDHC	11	With reference to the parks and Green Space Strategy: BDHC were told it does not impact on the Allotment Strategy, so why is it mentioned?	The PAGS is mentioned as it is a complimentary strategy that is being written at the moment and will form a suite of new strategies.	None required
BDHC	15	How can there be an over provision when there are 4 on the waiting list for each allotments?	Even if there are 4 of each of the current 28 allotments waiting lists this equates to 112 plots. The 2023 over provision is 149, less the 'waiting list plots' of 112 still equates to an over provision in plot space terms of 37 plots, based on national allotment association guidelines.	A note will be added to the table to explain that even with waiting lists there is a plot overprovision.

BDHC	16	Hospital Lane is in Exhall, not Nuneaton	Noted	The reference will be changed.
BDHC	17	Horeston Grange, not Honeston Grange	Noted	The reference will be changed.
BDHC	17	With reference to list of Nuneaton allotments: Are all allotments signed up? This information has never been made available. BDHC Officers managed the sign up of their members	The list the response refers to is of the Nuneaton allotments that are signed up, not Bedworth ones.	None required
BDHC	18	Bulkington Allotment Association is not part of BDHC.	Noted	This will be made clear in the paragraph before the list.
BDHC	18	Correct title is Marston Lane Community Allotment Association	Noted	Marston Lane Allotment Association reference will be amended to Marston Lane Community Allotment Association.
BDHC	18	General comment: Never happened during the time of the last strategy	Noted	None required
BDHC	18	With reference to para 1 on page 19: Again, never happened during the time of the last strategy	Noted	None required
BDHC	19	With reference to para 3 on page 19: Not happened in last 12 years	Noted	None required
BDHC	19	With reference to the last list of bullet points on page 19/20: Not happened for a number of years now	Noted	None required

BDHC	Appendix 2a	Appendix: Allotment Association management technical Advisory Note comment: Have all associations a constitution?	As the Technical Advisory Note (TAN) states 'It is important that every allotment association has a written constitution.' The TAN goes on to advise what should go into a constitution and some links to examples. TANs have been written to advise associations on best practice.	None required
BDHC	Appendix 2a	Appendix: Allotment Association management technical Advisory Note. Comment: Section 5 last word should be flounder, not founder	Noted	The word will be corrected to 'flounder'
BDHC	Appendix 2c	Bonfire TAN: marston lane Community Allotment Association were told they could not have bonfires	Specific advice was given to MLCAA via a letter.	None required
BDHC	Appendix 2c	Bonfire TAN: 'Do not take rubbish to the site to burn' - this should be covered in the association rules.	The bonfire TAN is an advisory note that will hopefully asist allotment associations when putting together their rules. Comment noted	Bonfire TAN updated to refl;ect latest National Allotment Society and NBBC guidance.
BDHC	Appendix 2d	Wildlife TAN: Little or none of this information featured in the previous Strategy. Will it in the next one?	No TANs were produced in the previous strategy - the TANS in the new draft strategy will form part of the strategy and more will be added over time	None required

Portfolio Holder, leisure, Communities and Health	15	With the "over provision" capacity. I take it this is across the whole borough and there will be specific areas that will have a greater demand. Is there any data for this and is there any way we are able to meet the extra local demand? There seems to be a lack of allotment provision in Galley Common in particular.	NBBC do not currently have up to date data on demand for allotments (other than waiting list data for each NBBC owned allotment). Through accessibility modelling we have identified areas that do not have close access to existing allotments sites, where if possible we will seek provision, usually through the planning process.	None required
Portfolio Holder, leisure, Communities and Health	appendix 1	I don't know how easy it is to edit your maps but allotment 37 - Bennetts Road (outside the borough in Coventry) is no longer there and is currently being developed into a housing estate.	site will be removed	Site 37 will be removed from the maps
Portfolio Holder, leisure, Communities and Health	Appendix 2d	with reference to wildlife TAN: I was wondering if we could add a pic of a slow worm and other beneficial animals in the wildlife section? I think a lot of people don't know what they are and think they are snakes and we have had incidents of them being killed in the past.	A photo of a slow worm can be added to the appendix	A photo of a slow worm has been added to the Wildlife TAN

8 Appendices

Appendix 1

Spatial maps of allotments:

Appendix 1a: Allotment sites in Nuneaton and Bedworth (including sites in surrounding districts within 1,000m of the borough boundary)

Appendix 1b: NBBC owned and NBBC leased allotments sites

Appendix 1c: Allotments outside the borough boundary

Appendix 1d: Privately owned allotment sites

Appendix 1e: New allotment site provision being made on large development sites

Appendix 1f: All allotment provision and catchment coverage

Appendix 2

Technical advisory notes

A priority from the previous Allotment Strategy (2012-2022) was the production of a suite of Technical Advisory Notes (TANs) on specific areas of allotment management. Many issues are the same across all allotments such as water use, biodiversity, waste disposal and climate change. The National Allotment Society (NAS) is the national advisory body for allotment management and tenants and as such holds up to date information and advice on allotment management. We recommend that associations are members of the NAS and as such can access their help and advice. Even if not members the NAS has lots of information online to assist allotment management: The National Allotment Society.

There are a number of Nuneaton and Bedworth-specific TANs that have been drafted, in conjunction with the Nuneaton Federation of Allotment Associations, to detail the main issues when managing allotments in the borough:

Appendix 2a - Allotment Association Management

Appendix 2b - Health and Safety

Appendix 2c - Bonfires

Appendix 2d - Wildlife

Allotment sites in Nuneaton and Bedworth (including sites in surrounding districts within 1,000m of the borough boundary)

01 - Atholl Crescent Allotment Site
02 - Bulkington Road Allotment Association
03 - Bulkington/Marston/Barnacle Lane Allotment Association
04 - Mount Pleasant Allotment Association
05 - Bowling Green Lane Allotment Association
06 - Newdigate Road Allotment Association
07 - Royal Oak Lane Allotment Association
08 - School Lane Allotment Association
09 - Smorrall Lane Allotment Association
10 - Wheelwright Lane Allotment Association
11 - Marston Lane Allotments
12 - Weddington Sports & Social Club
13 - Queen Street Allotment Association
14 - Ryder's Hill Allotment Association
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16 - College Street Allotment Association
17 - Vernons Lane Allotment Association
18 - Higham Lane Allotment Association
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22 - Shepperton Allotment Association
23 - St Mary's Road Allotment Association
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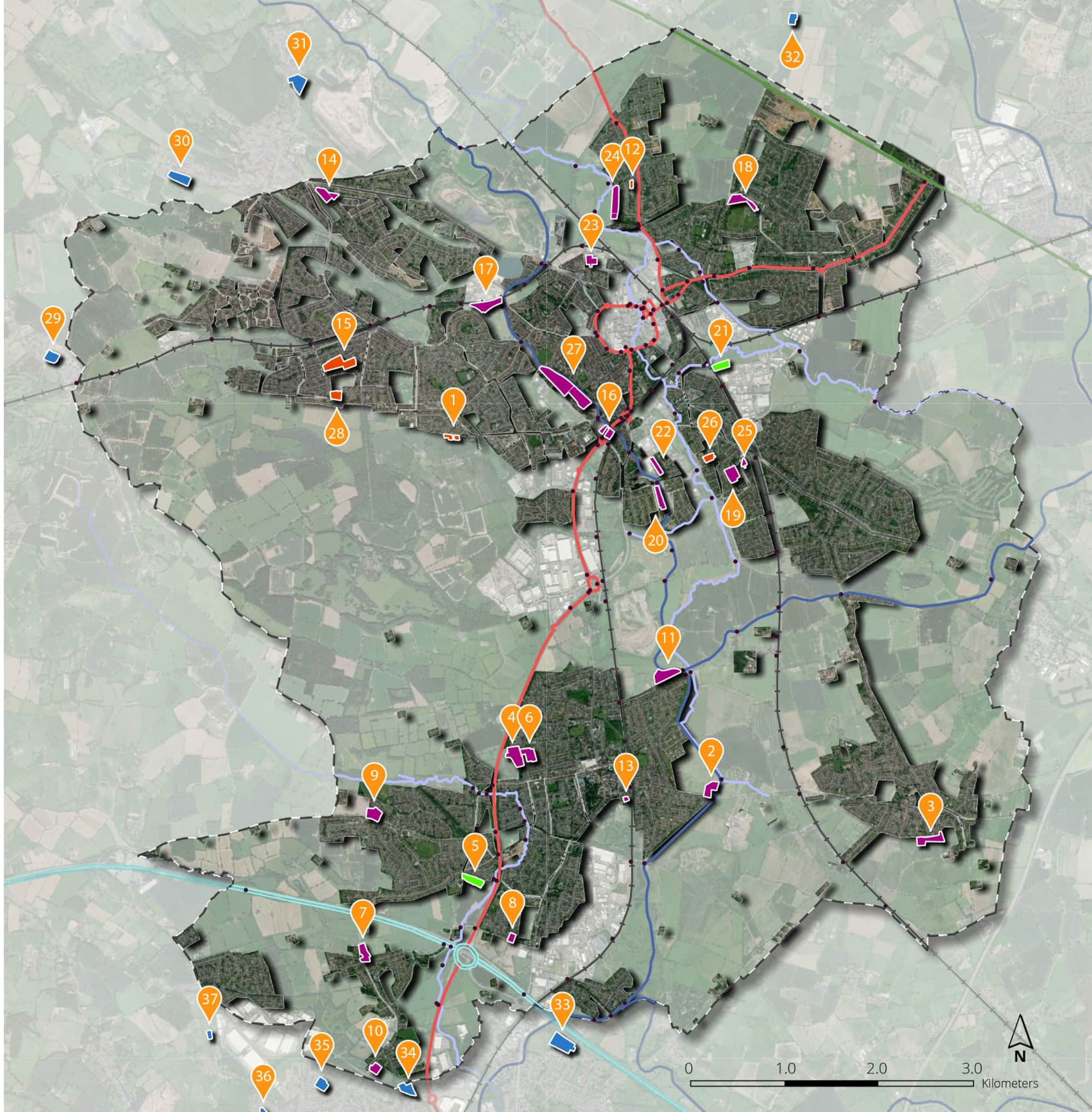
25 - Woodstock Allotment Association
26 - The Weavers Allotment Association
27 - Greenmoor Rd & Milford Street Allotments
28 - Stockingford 'Pavilion' Allotment Association
29 - Ansley Village Allotment Association
30 - Coleshill Road Allotments
31 - Nuneaton Road Allotments
32 - Nuneaton Lane Allotments
33 - Grange Road Allotment Site
34 - Burbages Lane Allotments
35 - Houldsworth Crescent Allotment Site
36 - Watery Lane Allotment Site
37 - Bennetts Road Allotment Site

* 37 in neighbouring authority believed to have been consented for housing development since mapping prepared



KEY

- Residential Built-up Area
- Borough Boundary
- Railway
- A Road
- Trunk Road
- Motorway
- Canal
- River, Channel and Brook
- Barrier crossing point
- Allotments That Are Private
- Allotments Outside the Borough Boundary
- Allotments Owned by NBBC
- NBBC Leased in Alloment Sites

NBBC owned and NBBC leased in Allotment Sites

02 - Bulkington Road Allotment Association
03 - Bulkington/Marston/Barnacle Lane Allotment Association
04 - Mount Pleasant Allotment Association
06 - Newdigate Road Allotment Association
07 - Royal Oak Lane Allotment Association
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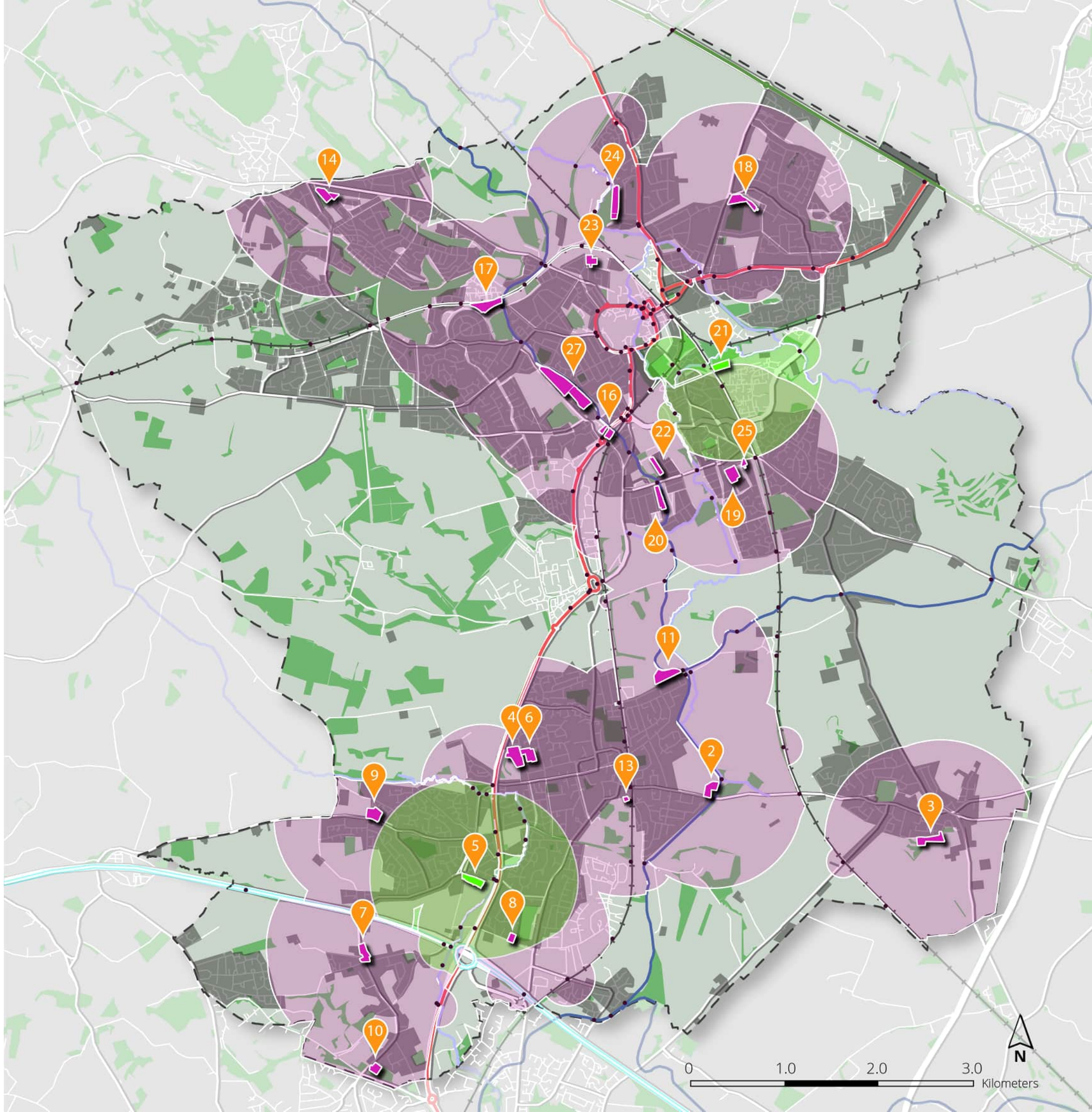
24 - Weddington Allotment Association
25 - Woodstock Allotment Association
27 - Greenmoor Rd & Milford Street Allotments



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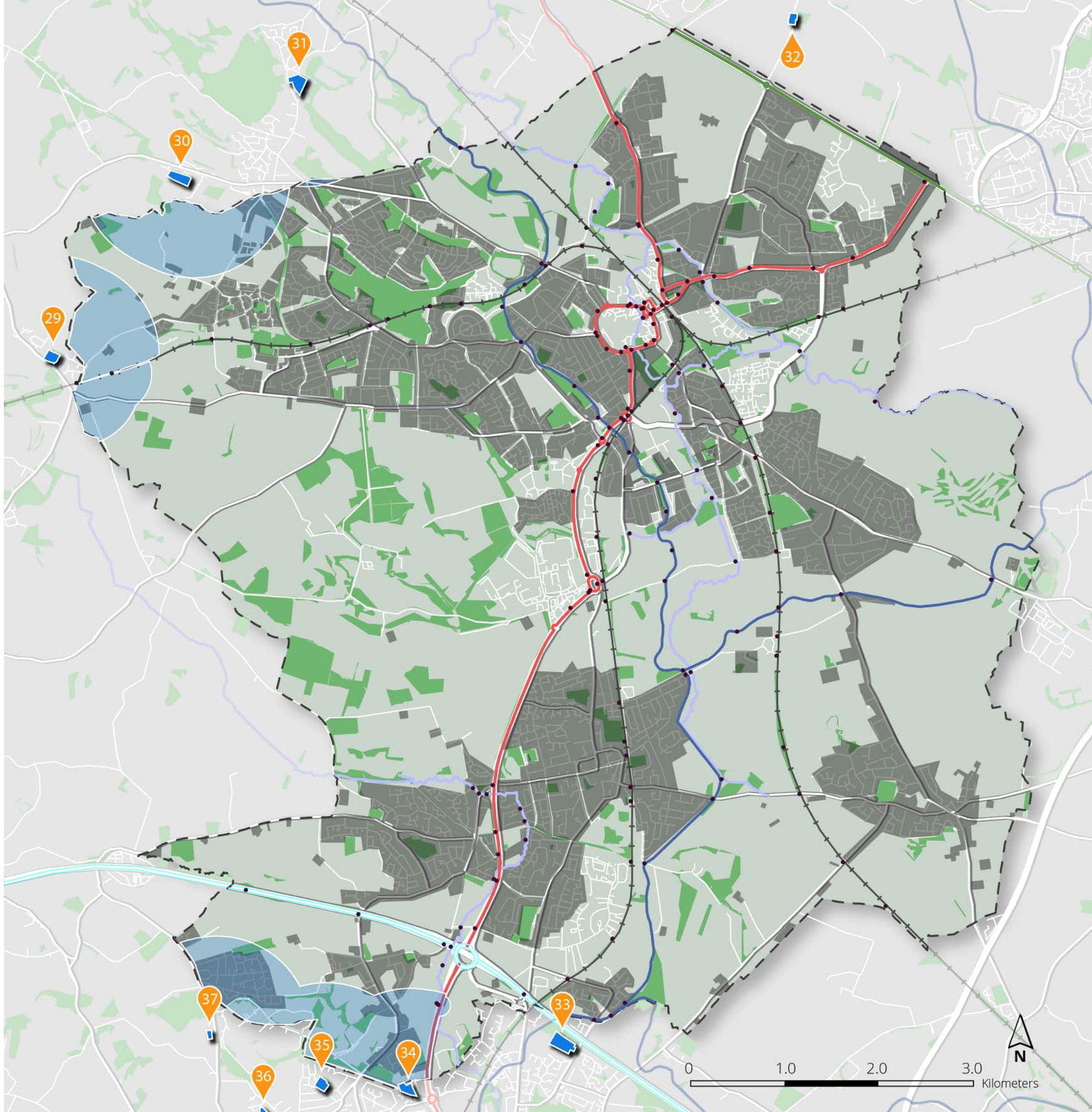
- Allotments owned by NBBC with 1000m Catchment
- NBBC Leased in Alloment Sites
- NBBC Leased in Alloment Sites with 1000m Catchment

Allotments Outside the Borough Boundary

29 - Ansley Village Allotment Association
30 - Coleshill Road Allotments
31 - Nuneaton Road Allotments
32 - Nuneaton Lane Allotments
33 - Grange Road Allotment Site
34 - Burbages Lane Allotments
35 - Houldsworth Crescent Allotment Site
36 - Watery Lane Allotment Site
37 - Bennetts Road Allotment Site



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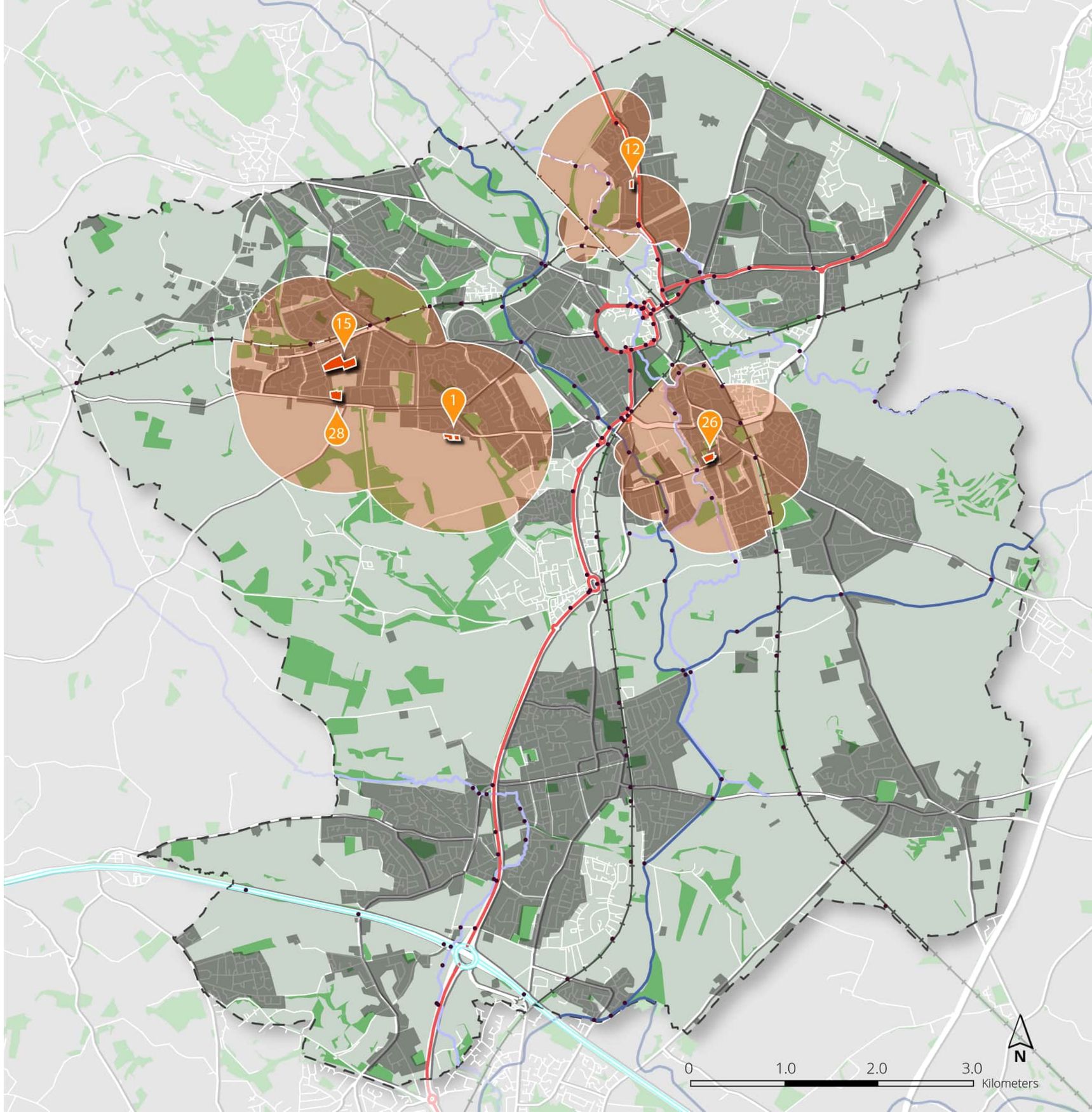
- Allotments Outside the Borough Boundary with 1000m Catchment

Privately owned allotment sites

01 - Atholl Crescent Allotment Site
12 - Weddington Sports & Social Club
15 - Stockingford 'The Cabbage' Allotment Association
26 - The Weavers Allotment Association
28 - Stockingford 'Pavilion' Allotment Association



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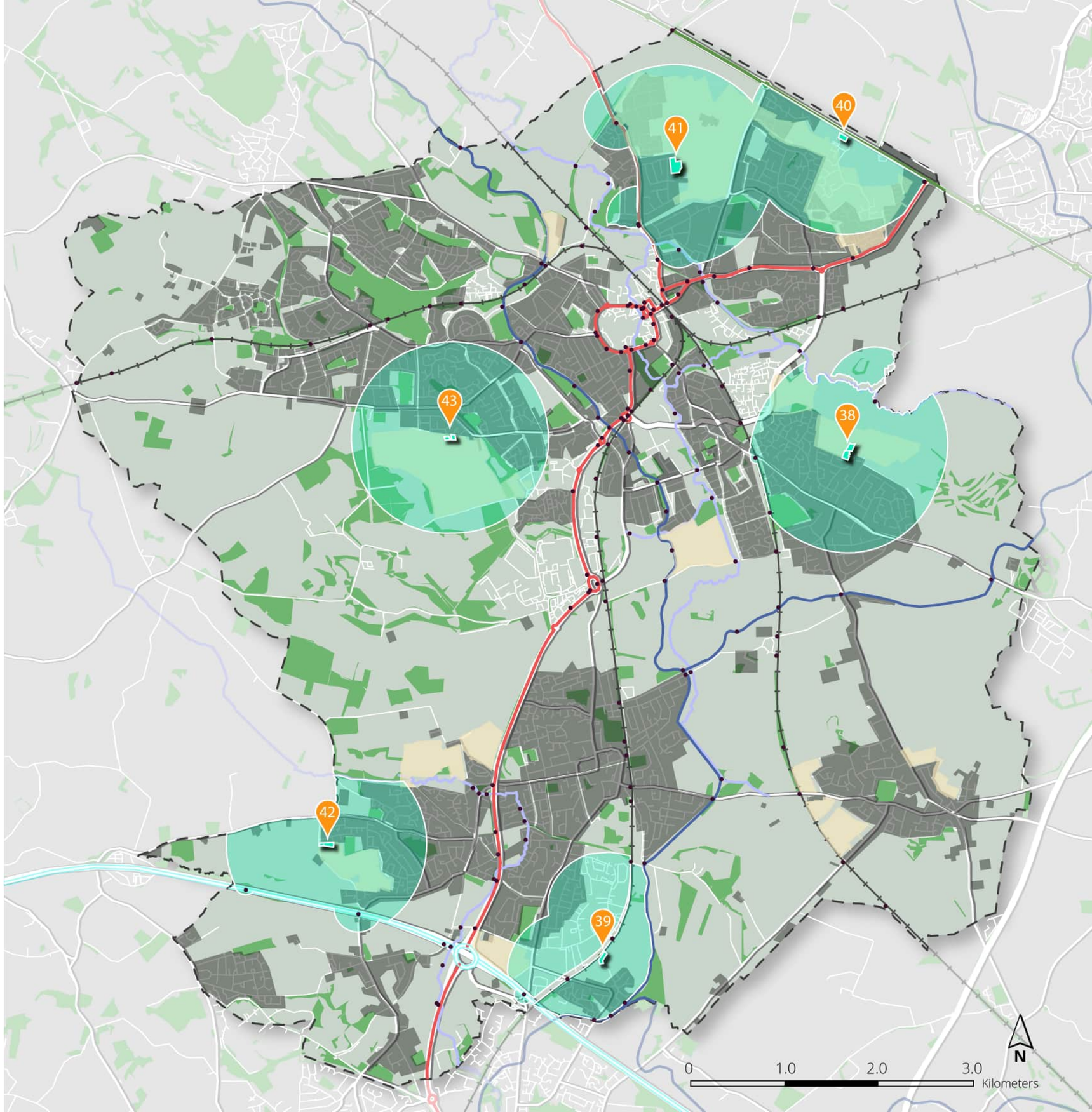
- Allotments That Are Private
- Allotments That Are Private & Shared with 1000m Catchment

New allotment site provision being made on large development sites

38 - Golf Drive
39 - Hawkesbury Golf Course
40 - Callendar Farm
41 - Top Farm
42 - Hospital Lane
43 - Arbury Allotments



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- River, Channel and Brook
- Barrier crossing point
- Allotments That Are To Be Developed
- Allotments That Are To Be Developed with 1000m Catchment
- Upcoming Developments and Allocations

All Allotment Provision and Catchment Coverage

01 - Atholl Crescent Allotment Site
02 - Bulkington Road Allotment Association
03 - Bulkington/Marston/Barnacle Lane Allotment Association
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05 - Bowling Green Lane Allotment Association
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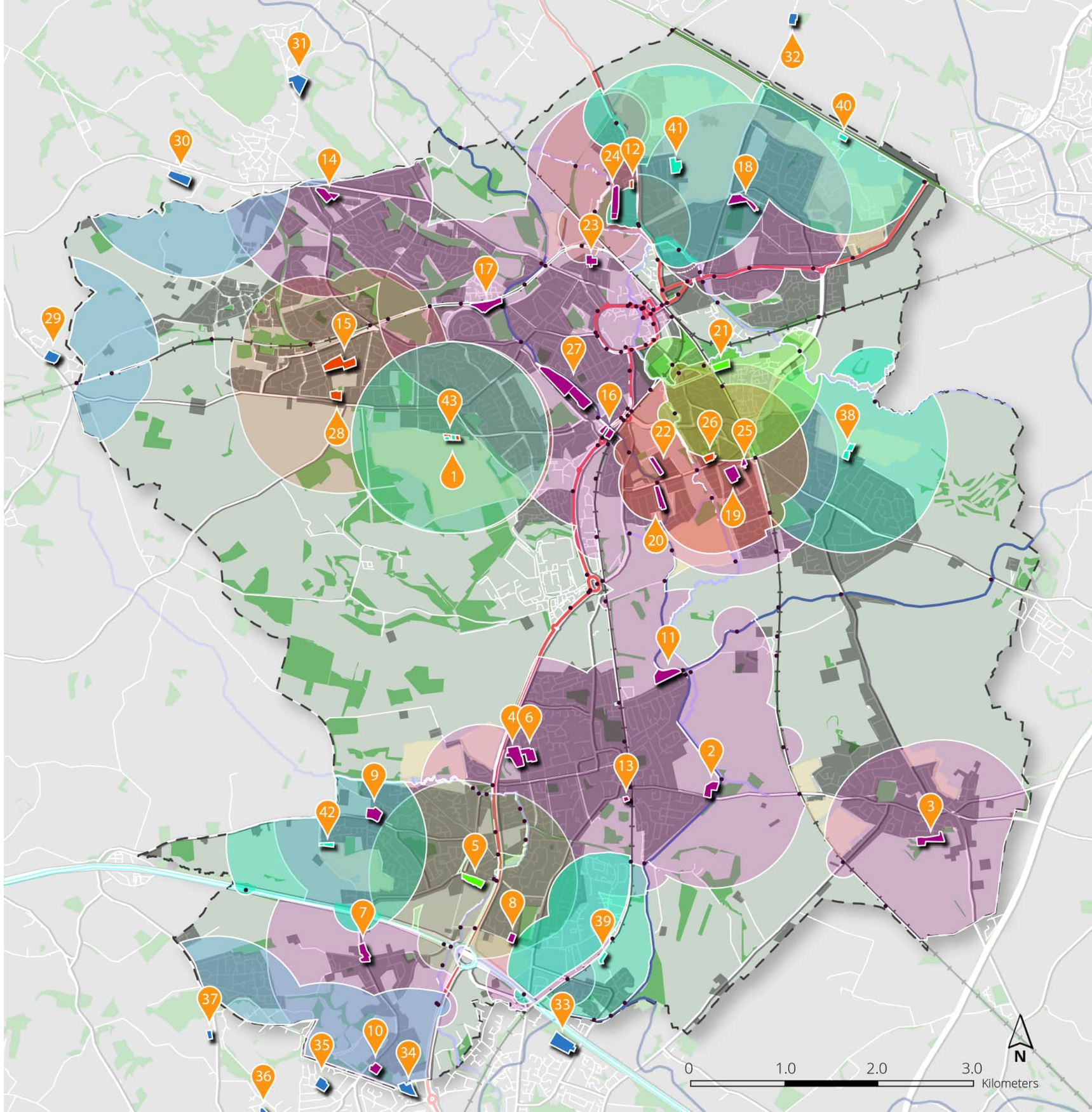

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- Allotments That Are Private with 1000m Catchment
- Allotments Outside the Borough Boundary with 1000m Catchment

Allotment Association Management Technical Advisory Note

It is important that every allotment association has a written constitution. The constitution explains how the allotment will be run and provides details for the governing of the allotment through a committee.

1. Constitution

The Constitution **is** the governing document of the association. It will include:

- the aims/objectives of the association
- the number of executive officers and ordinary committee members
- the procedure for electing committee members and how long an individual can serve for before having to be re-elected
- when the Annual General Meeting takes place, and the procedures for organising it
- how Special/Extraordinary General meetings can be called
- the frequency of committee meetings
- the quorum for meetings
- how the constitution can be amended
- what happens when the association is wound up
- the criteria for being a member of the association and thus who has a vote
- that assets including money will be used only to further the objectives of the association
- a statement that all members must comply with legislation and association policies that may be formulated by committee from time to time which are at least: health and safety, equal opportunities, data protection, finance, harassment and bullying etc…

See example constitutions online:

model_constitution.pdf (farmgarden.org.uk)

www.agaa.org.uk.doc (live.com)

Sharnbrook-Allotment-Association-Constitution-FINAL.pdf (sharnbrook-pc.gov.uk)

See also the example constitution at the end of this document.

2. The Committee

The committee's job is to ensure that the association:

- does what it was set up to do - as set out in the constitution
- has enough money and does not get into debt
- works within the law and regulations

The Committee as a whole is responsible for achieving the objectives as set out in the constitution.

The essential roles on a committee are Chair, Secretary, Treasurer who are normally referred to as the executive officers, plus 'ordinary' committee members.

Other roles may be defined as needed e.g.: vice chair, deputy treasurer, membership secretary, events manager, site manager/groundskeeper.

All decisions should be referred to committee, including approval of membership applications, and any expenditure, unless there are clear, documented pre-agreed 'allowances' within a specific role's remit - e.g. site manager can spend £x on supplies or getting machines serviced.

2.1 The Chairperson:

The Chairperson helps the committee to work together as a team, to keep focussed to achieve the objectives. Specific roles include:

- with the secretary, compiles the agenda for meetings
- chairs meetings, making sure that each agenda item is discussed and has a result by vote, keeps order so that each person can have their say without interruption and ensures good behaviour
- has an overview of all work and site activities
- Is one of main contacts for association
- has the deciding vote

2.2 The Secretary

Is responsible for:

- making sure that the association is compliant with the lease, local regulations and policies including NBBC Technical Advisory Notes, national regulations, and the law
- communication: Receiving and responding to messages, emails, and other correspondence on behalf of the association, arranging meetings, keeping committee informed
- documentation: taking minutes at meetings, keeping membership records, keeping all relevant documents, and providing access to or disseminating information from those records to all committee and members/others if appropriate

2.3 The Treasurer

The treasurer is responsible for looking after the association assets, which is primarily money, and for keeping the committee informed so that everyone understands the overall financial situation. He or she:

- complies with the finance policy which will include details of how and who can access the bank account and what level of expenditure, if any, does not have to be referred to committee before it is spent, honoraria are NOT allowed but reasonable expenses are if agreed in advance

- has systems in place to prevent fraud or theft, particularly when cash is handled eg give receipts for the shop, rent collecting, stock take of supplies
- allows all committee members at least 'view only' online access to bank accounts if technically possible
- keeps a written record of the money going in and out of the group funds
- checks and keep bank statements
- keeps receipts for all items bought
- keeps records for all grants and money received
- ensures there is value for money on expenditure
- has a system for dealing with expenses and petty cash
- ensures that non-cash assets (such as machinery, buildings, materials such as weed suppressant/slabs) are recorded, maintained and not 'lost'.
- reports financial situation, with a copy of the latest bank statement, to committee at regular intervals or when issues arise
- provides full financial report to AGM

Adapted from:

https://www.farmgarden.org.uk/sites/farmgarden.org.uk/files/rolesofthecommittee.pdf

https://www.resourcecentre.org.uk/information/responsibilities-of-the-management-committee/

3. Membership

3.1 Plot holder/tenant/member

- The person named on the tenancy agreement and who signs it, is the plot holder or tenant.
- Some associations allow more than one person to be named as tenant so they become joint tenants, and they must all sign.
- Some associations do not allow joint tenants.
- A tenant becomes a full member of the association.
- Some associations allow people to become full members without having a plot.
- Only full members of the association are entitled to vote - at an AGM or EGM or any other instance which requires a decision by member vote. The voting right is attached to the person, not a plot, so no matter how many plots an individual person has, they only have one vote.

Whoever is deemed to be the tenant or member is significant when:

- when giving up a plot
- when voting

3.2 Sharers

Keeping a record of a designated sharer of a plot against a plot holder's name means that the sharer is eligible to take on the tenancy when the current plot holder surrenders it. Some associations will allow a sharer to do this when the situation arises, but in order to be seen to be fair and consistent, it is recommended that this is formalised and documented.

For those associations that allow joint tenants this is not really necessary, but for those that don't, this is intended to make sure that, for example, a person that has helped on the plot for a reasonable period can continue their link with the plot when circumstances mean that the named plot holder has to surrender it or if they die.

The sharer must be someone who is actively cultivating the plot. The committee must determine whether the sharer meets these criteria and continues to do so. It is not intended to allow a plot holder to nominate just anyone to take over if they give up.

An immediate family member can be treated as a sharer even if they have not cultivated the plot.

3.3 Associate/social members

Some allotment associations allow associate members on payment of a small fee. This could allow people to attend closed events or to buy from the allotment shop.

It MUST be clear in the constitution what criteria define a full member, whether joint tenants are allowed, whether associate members are allowed and what their privileges are.

4. Conduct of meetings

There is a wealth of information available on the internet as to how meetings should be prepared for and conducted. Following best practice will ensure that meetings are effective in terms of outcomes and use of peoples' time and are orderly - crucial tasks include preparing an agenda beforehand and having an effective chairperson.

5. Resilience

No one person should be 'in charge'. Responsibilities must be shared among the committee or delegated persons, otherwise there is a high risk of someone becoming the single point of failure i.e. when that one person is no longer available for any reason, the association will flounder.

More information on allotment management can be found on the National Allotment Association website: www.nsalg.org.uk. It is usually beneficial for each association to become a member of the NSALG for a small fee per member. Benefits include advice, support and template documents. This would be particularly useful for new allotment associations or ones with a newly-formed committee.

Example constitution:

Greenmoor Community Allotment Association

CONSTITUTION

1. Name

The name of the association shall be ....., hereafter called the Association.

2. Objects

The objects of the association will be:

To provide or help provide public facilities for social welfare, recreation & leisure time to help improve the condition of life, in particular but not exclusively by:

- providing areas primarily for the growing of vegetables, fruit and flowers and keeping of livestock as permitted under Allotments Act 1950

- providing education to the community to encourage the production of healthy food, promote sustainable lifestyles and encourage environmentally sensitive methods which will impact on the health of individuals, the community and the environment.

To align our work with the Nuneaton and Bedworth Borough Council Allotment Strategy.

- To support and involve the wider local community.

- To care for the local environment.

Particularly, but not exclusively, by:

- encouraging and supporting local community organisations to make use of our facilities

- providing a meeting place and resource for local community organisations.

To operate in all things with due care for health and safety, with fairness and in accordance with the law and without prejudice or discrimination (including but not limited to race, gender, age, sexual orientation, disability or political bias).

3. Membership

All renewed or new plot holders must become a tenant by: -

- paying fees and rent by due dates

- signing a tenancy agreement

- gaining committee approval within 14 days, (which must not be withheld without good reason).

The tenancy lasts a maximum of one year but can be renewed at the due date.

Only the first named person on each plot can be the official tenant (or all named persons in the case of joint tenants).

A tenant is a full member of the association.

Only tenants are entitled to vote at meetings.

The management team may establish different classes of membership, determine their respective benefits and duties, and set the levels of any subscriptions.

A plot is defined by the lettings officer and approved at committee.

The tenancy may be forfeit if:

- there is a breach of the tenancy agreement

- the rent is not paid when due

- the tenancy agreement is not signed

4. Management team

(aka 'Management Committee' or 'Committee')

The Committee's responsibility is to manage the work of the association in order to achieve its objectives and to comply with the terms of the lease for the land and any guidelines or Technical Advisory Notes (TANs) issued by the Nuneaton and Bedworth Borough Council (NBBC) or the landlord.

The Committee consists of a maximum of10 people all of whom must be tenants of the association.

There shall be 4 Executive officers - Secretary, Chairperson, Treasurer and Vice-Chair - and 6 ordinary committee members.

The Committee members are elected at the Association's Annual General Meeting (AGM) or a Special General Meeting. Committee members serve for a period of 12 months until the next AGM when they retire but are eligible for re-election.

If a committee post becomes vacant before the next AGM, the executive has the power to co-opt any tenant for the remaining time to the AGM, when the post will be open for nominations and election as usual.

Resignation from the post of committee member will be accepted in writing (including via email) to the Secretary. Any committee member who verbally resigns in the presence of 2 other committee members may re-consider and withdraw their resignation in writing within 7 days after which time they are deemed to have resigned.

Any committee member who leaves their post by resigning, retiring or not being re-elected, must return all documents and property that legally belongs to the association within 6 weeks or forfeit their plot and membership of the association.

Committee members cannot be 'ejected' from the committee by the committee.

Any committee member who makes a contract with a third party for the provision of goods or services to the association, or takes any other action on behalf of the association, is deemed to be acting on behalf of the association and therefore the association as a whole is liable for any potential financial loss, always providing that the action is consistent with association agreed policies or guidelines and is within the committee member's role as described under specific roles and responsibilities, or that the action has previously been approved by the committee and documented.

Management Team meetings

The Committee shall normally meet at least 5 times a year plus the Annual General Meeting (AGM.)

The Committee may also be summoned by the Chairperson or Vice-Chair or by 3 members of the management team acting together by written request to the Secretary.

Preparation for, and conduct of management meetings, AGMs and SGM's will be done in accordance with the Federation guidance notes, giving proper notice of meetings and taking minutes.

The Chairperson, or in their absence the Vice Chairperson, shall Chair all meetings. If both are absent, members present shall elect one of their number to act as Chair.

A quorum is 4 out of the 10 committee members. The quorum must be maintained for all decisions and votes.
If a quorum has not been reached within 30 minutes the meeting shall be closed.

Every matter that requires a decision shall be determined by a majority of voting members present. The Chairperson of the meeting shall have a second and casting vote only where there is an equality of votes.

Votes will be by show of hands unless the Chair decides to have a secret ballot.

Committee decisions shall be binding on all committee members. However Executive officers have final responsibility for the lease so may require the committee to re-consider a

decision to ensure compliance with the objects of the Association, the lease, the NBBC allotment strategy, TANs or other policies or guidance issued by the council.

If any member of the management team has a pecuniary interest in a matter under discussion, they must declare it and withdraw from the meeting until the management team has made its decision.

The committee minutes will be available for inspection, with due regard for data protection issues, by written application to the Secretary.

Decisions outside the scope of a committee member's normal responsibilities shall only be made at a properly convened committee meeting and never outside it. Should circumstance require, every attempt will be made to contact all the committee members who may then reach a decision without meeting.

Special conditions for AGM and Special General Meetings

The AGM shall be held once a year, normally in March, to agree rents, receive reports from the Chairperson, Treasurer and Secretary, approve the accounts, elect the management team members as necessary, and conduct any other business that is on the agenda.

Any other business must be notified to the Secretary in writing at least 14 days before the AGM.

A Special General Meeting may be called by resolution of the Committee or by written request, signed by six or more tenants of the Association and delivered to the Secretary who shall convene the meeting within 21 days. Only matters specified in the written request shall be discussed at this meeting.

Normally not less than 28 days' notice of the time and place of the AGM or 14 days for a Special General Meeting shall be given by the Secretary who shall circulate notices of these details, including the agenda, where appropriate.

Nominations for committee elections must be in writing signed by the nominee and handed to the Secretary at least 21 days before the AGM.

Any proposal (including proposals for elections) will be decided on by majority vote of those tenants present.

Voting is by show of hands unless the Chair decides on a secret ballot. If there is more than one candidate for an executive post in an election at an AGM or SGM, then the ballot will be secret. The Chairperson of the meeting shall have a second and casting vote only where there is an equality of votes.

5. Powers

The Management Team may do anything reasonable which is conducive to the furtherance of the objectives, including, but not limited to, the power to:

- Enter contracts to provide or receive services

- Obtain, collect, or receive money by way of contributions, donations, subscriptions, grants, or other lawful methods, and may make donations to individuals or organisations

- Work in partnership with other organisations

- Act as arbitrator in disputes between tenants, where the committee's decision is binding with right of appeal to the Federation.

6. Rents (Plot fees)

The tenancy year is for 12 months starting from 1st April.

Rents shall be (approved at the AGM/set by the management committee)

Rents are due 1st April and are paid in full in advance for the following tenancy year.

New tenancies that start after 1st August will be at half the annual rent.

If tenancy is not renewed by 30th April, then the tenancy will be deemed to have been given up. (NB Tenancy renewal includes signing tenancy agreement and gaining committee approval)

7. Finance

The assets of the Association shall be applied solely towards the promotion of the objectives. No portion thereof shall be paid or transferred to any member of the Association, but this does shall not prevent the reimbursement of reasonable expenses incurred whilst acting on behalf of the association with prior consent of the Committee.

The Treasurer shall act in accordance with the finance policy and be responsible for the safekeeping of the assets of the association. They must keep records of receipts and payments. The association will have a bank account. The treasurer must sign all cheques plus one other authorised person.

Expenditure above pre-determined limits, set in the Finance policy, must have written committee approval in advance.

An auditor will be appointed. This person shall not be an officer or servant of the society or have a close relationship with any committee member. An audited statement of accounts shall be presented by the Treasurer at the AGM.

The accounting year shall be determined by the management committee.

8. Dissolution

The Association may at any time be dissolved by a resolution supported by at least two-thirds of tenants present and voting at a special General Meeting convened for that express purpose. The resolution may give instructions for the disposal of the Association's assets. Any funds remaining after debts and liabilities have been dealt with will be given or transferred to other bodies having objects similar to those of the Association.

9. Alterations to the Constitution

This constitution may be altered only at an AGM or Special General Meeting. Notice of any proposed change must be given to the Secretary at least 21 days before the meeting. Changes will be circulated before the meeting.

This constitution was adopted on

Health and Safety Technical Advisory Note

Health and safety is an essential element for the successful management of an allotment association and the association should ensure that they comply with the Health and Safety at work Act 1974 (Health and Safety at Work etc Act 1974 – legislation explained (hse.gov.uk)). Associations should have a policy in place.

As part of the terms of the Allotment Associations' lease with either Nuneaton and Bedworth Borough Council or Nuneaton Federation of Allotment Associations, each association must maintain, at its own cost, public liability insurance in the sum of at least £5 million.

The National Allotment Society has an informative leaflet on health and Safety on Allotments: small_A5_Health_Safety_240216_HiRes.pdf (nsalg.org.uk)

Policy example:

1. Aim

Allotment associations and plot holders have a duty of care under the law to all visitors to site including trespassers. The duty of care extends to events organised off-site by the association. The association will take all reasonable measures to ensure that visitors and people acting on behalf of the association are safe.

2. Responsibility

The control of health and safety risks is primarily a function of the association committee but is also dependent on the support of all plot holders to exercise their duty of care to themselves and others.

It is not possible in English law to exclude liability, for example by way of a notice.

3. Arrangements

- Risk assessment.

An integral part of this policy is a risk assessment procedure.

NSALG - "The aim of the risk assessment process is to ensure that no one is injured or becomes ill as a result of activities carried out on the allotment"

A risk assessment is in place for the site and is reviewed at least once a year. Risk assessments for specific events such as open days will be done, as well as for specific activities such as using machinery for site maintenance, keeping bees.

- Regular plot inspections should be made to ensure compliance with the tenancy agreement, which references compliance with Technical Advisory Notes which themselves

include consideration of health and safety in various areas of activity for plot holders and the association committee.

- The association will ensure that they have appropriate insurance cover e.g. public liability, employee's insurance to cover volunteers, open days. It will be made clear to the relevant people whether the insurance covers off-site activities, such as attendance at external events on behalf of the association, as well as on-site.

- The association will ensure that there is continued support for committee members and plot holders with the provision of appropriate training and advice (e.g. circulate NSALG Health and Safety leaflet https://www.nsalg.org.uk/wp-content/uploads/2014/06/small_A5_Health_Safety_240216_HiRes.pdf)

- Continuous improvement

The committee is committed to improving health and safety on site.

Incidents will be recorded and analysed to determine whether procedures or advice needs to be amended.

An example risk assessment can be found at the end of this document

All the hazards may not apply to all sites.

All the risks may not be applicable to everyone. If it is only the plot holder who is at risk, the association may class this as low, but if there is a possibility of anyone else being harmed, then the association must consider control measures.

The level of risk must be determined by the committee. If high risk, then action must be taken.

Useful Reading from the web:

healthandsafety.pdf (farmgarden.org.uk)

Allotments and community growing: guidance for growers and growing groups | GOV.WALES

Health-Safety-Policy-2023.pdf (rotherhamallotments.org.uk)

Example Risk assessment
Site Inspection Report completed by Date of Assessment
RISK ASSESSMENT
People at Risk: Tenants Co-Workers Volunteers RAA Representatives Visitors Contractors Residents

Common Hazards	Nature of risk	Level	What are you doing already	Any other actions/control Measures	Action by whom?	Action by when
Paths - plots	Slips, trips, and falls		Monitor compliance with tenancy agreement with regular plot inspections		All	
Communal pathways / roadways	Danger of slips and trips Damage to vehicles		Maintain access paths. Fill in ruts created by vehicles		Committee	
Contact with sharp objects	Injury resulting from discarded objects / use of hand tools.		Allotment is fenced and locked to reduce the risk of unauthorised access Remind plot holders of their obligations regularly to remove rubbish, particularly broken glass etc Remind plot holders to store tools safely Monitor compliance with tenancy agreement with regular plot inspections			
Garden tools and equipment	Slips, trips, general injuries		Tenancy agreement to store tools safely, to use with appropriate PPE			

			Supervision of visitors by plot holders			
Waste	Injury resulting from plastic, metal, and wooden debris		Tenancy Agreement Plot Inspections to identify plots / areas to be cleared Arrange skip/remind plot holders to take rubbish away Advise tenants not to bring onto site non-allotment related items			
Gates / Locks	Injury from contact with sharp edges / risk of swinging / trapping fingers etc.		Check that locks / gates work and easily opened / closed / pinned back			
Bonfires	Risk of burning or damage to property / risk to health / risk to wildlife		Tenancy agreement references compliance with Bonfires TAN Ensure compliance with guidelines	Communal bonfires - advise fire service	All users	Ongoing
Emergency	Lack of access to or from site for emergency services		Emergency contact displayed on gates Issue guidelines to plot holders/tenancy agreement First aider?	Be aware of others on site and report concerns to committee/emergency services		
Flammable substances	Explosion, fires		See TAN hazardous substances		All users	Ongoing

			Regular plot inspections Guidelines in place re fuel storage. Notices in sheds and on-site boards about spillages and safe handling of fuel			
Hedging / fencing	Scratches, bruises, and other injuries		Annual hedge cutting programme in winter Cut back nuisance / overhanging branches. Regular inspection perimeter fences	Tenants to report overhanging branches / damage	All users	
Pesticides and Fertilisers (weedkillers, fungicides, rodenticides, soil treatments, wood preservers)	Ingestion, inhalation, absorption through skin Poison and contamination of water supplies / environment		See TAN hazardous substances Monitor compliance with tenancy agreement with regular plot inspections Use only as per manufacturer's instructions Appropriate PPE worn when using chemicals	Encourage plot holders to seek advice Ensure professional products only used by trained person. Encourage use of organic methods		
Asbestos	Inhalation of fibres can cause serious lung disease		Known asbestos monitored See TAN Asbestos	Suspect material to be left undisturbed If it must be moved report to committee so removal by professional can be arranged	All	
Livestock	Bites / Stings / Disease / Nuisance		Comply with TANs for Bees and Hens More frequent than usual plot inspection to ensure compliance	Inform Animal Welfare of any alleged neglect Plot holders to advise committee of severe allergy, carry EpiPens		

Water storage	Contamination, disease, drowning		Comply with TAN Water Plot inspections			
Signs/noticeboards	Splinters / cuts from homemade signs		Purpose built noticeboards used, checked if secure.			
Structures / sheds / greenhouses / polytunnels	Injuries from collapse, splinters, flying debris		Comply with TAN for structures Plot inspection to ensure compliance	Users to report concerns to committee Advise plot holders of severe wind conditions Encourage use of plastic in greenhouses / sheds. IF allowed - Ensure self-built structures to be made from fit-for-purpose materials	All	
Vermin	Diseases / bites		Comply with Compost TAN	Vigilance - report sightings or sign of infestation to committee		
Machinery – lawn mowers / strimmers etc.	Cuts, serious injury, damage to property		Guidance for use of communal machinery provided to user at every use. Reference to safety in TA Use adequate / appropriate PPE Tenants own responsibility to get training to use equipment if required Ensure communal machines are maintained regularly	Damaged communal machinery to be reported to committee and taken out of use		

			Use as per manufacturer's instructions Machinery used at tenant's own risk			
Weather - exposure to the elements: Cold and sun / heat	Hypothermia, sunburn, Sunstroke, dehydration		Plot holders advised periodically to: Dress appropriately for weather conditions (coats / hats / gloves etc.) Use sunscreen. Avoid sun in peak hours Take regular breaks to reduce exhaustion Plan for every weather type Always have drinking water			
Bacteria, pathogens, allergens etc.	Disease, infection, allergic reaction, anaphylactic shock		Make users aware of health risks from compost, rats, stored water etc Association directed activities to follow TANs for compost, water	Advise of severe allergies		
Compost/manure	Contamination by pathogens Attracts vermin		Provide Compost TAN to plot holders Plot inspections			
Toilets (where applicable)	Disease, blocked drains		Regular cleaning Hand washing facilities or sterilising gel provided. Cleaning product and bin available Signs to ask users to leave clean after every use and not to dispose of			

			inappropriate items in the toilet.			
Vehicles	Accidents, damage to people or property		Tenancy Agreement Monitor compliance			
Inappropriate conduct and anti-social activities	Verbal / Physical abuse, intimidation and damage / theft of property		Tenancy agreement	Incidents to be reported to the committee for investigation. Criminal acts to be reported to Police.		
Canal/River/watercourse/ponds	Drowning, disease		All tenants and visitors made aware of the location. Signs Children to be supervised at all times Tenants must not draw water	Erect barrier		
Lone working			Guidelines included in TA including use mobile phone, letting someone know where you are going, personal alarm	Encourage users look out for their neighbours and to be aware of others on site and report concerns to committee/emergency services		

- acknowledgments to various sources including Rotherham Allotment Alliance, Shipton PC, South Harpenden allotments, RHS

Bonfires Technical Advisory Note

Bonfires can be a real nuisance. Latest National Allotment Society guidelines advise that bonfires are a last resort and ideally should be banned on allotment sites, due to the environmental damage caused and the possible nuisance to nearby residents. Allotment sites should ideally only have safe, communal bonfires and not individual plot ones, which should be made clear in the tenancy agreement. Be aware of the local by-laws that cover public nuisances (including smoke).

Anyone who is planning to set fire to waste on the site should first consider whether this is the best way to dispose of material. The fire will release pollutants such as carbon dioxide and dioxins, which are damaging to local air quality and human health. The pollutants have a particularly acute effect on asthmatics, bronchitis sufferers, people with heart conditions, children and elderly.

Household waste should not be burned on a bonfire and no waste should be imported into an allotment site to burn (it is a specific offence to get rid of domestic waste in a way to cause pollution or harm to human). Bonfires should be considered a last choice for disposing of waste created from allotment plots. Before burning, any waste created should be reduced, reused or recycled first.

Bonfires and the law:

Local Council's can act if you, or others, burn dangerous materials or regularly have bonfires. If you are going to have a bonfire, warn neighbouring properties beforehand and follow the guidelines below to avoid causing a nuisance to others and potentially receiving complaints.

There are no specific laws against having a bonfire, or when you can have one – but there are acts that deal with the nuisance they can cause. Bonfires are covered under part 2 of the Environmental protection Act 1990.

Recommendations should allotment sites permit bonfires:

If you decide a bonfire is the best practicable option for disposing of garden waste, follow these guidelines to avoid causing serious nuisance:

- Preferably only have a bonfire on or around 5th November
- Only burn dry material
- Never burn household rubbish, rubber tyres or anything containing plastic, foam or paint
- Avoid lighting a fire in unsuitable weather conditions – smoke hangs in the air on damp, still days. If it is too windy, smoke blows into neighbours' gardens and windows and across roads
- Keep your fire away from trees, fences and buildings

- Never use oil, petrol or methylated spirits to light a fire – you could damage yourself as well as the environment
- Never leave a fire unattended or leave it to smoulder – put it out completely
- Always observe the simple courtesy of letting your neighbours know when you intend to light the fire.
- Always check the stack to look for hibernating hedgehogs and other animals that may be in it. Start the bonfire at a safe distance away from the stack.
- Only burn dry material and NEVER burn household rubbish or anything containing plastic, foam or paint which will produce toxic smoke. Do not take rubbish to the site to burn.
- Adequate safety measures must be in place, and trained personnel should supervise bonfire activities. For instance, having fire extinguishers and a designated safety officer during bonfire events.

It should be noted that Nuneaton and Bedworth Borough Council's environmental Health Team do not investigate nuisance smoke from bonfires on November 5th each year.

More information can be found on the National Allotment Society website: The National Allotment Society

Wildlife Technical Advisory Note

Wildlife on allotments should be encouraged; there is a lot of information on the National Allotment Society website on how to encourage wildlife into allotments, which can help control pests and encourage pollinators onto plots, whilst increasing biodiversity.

The National Allotment Society has lots of information on how to encourage wildlife into allotments and have the following advice to give:

Tips for a wildlife friendly plot

- Reduce or eliminate use of chemicals, use companion planting and physical removal to combat pests such as aphids, slugs and sawfly
- Create habitats for wildlife; bee-boxes, hedgehog homes, log and stone piles for invertebrates, toads and slow worms who will also inhabit a compost heap
- Plant late, mid-season and early blooming nectar rich flowers to attract pollinators and beneficial insects all year round
- Make a pond, keep it ice free in winter by floating a ball on the top and ensure that it is safe for other plot-holders' children
- Feed birds through the winter and supply nesting boxes

From The National Allotment Society

Natural England has produced a useful leaflet on how to encourage wildlife into allotments:

untitled (wlgf.org)

Slow worm photo courtesy of Cllr Tim Jenkins

We would not encourage feeding feral cats on allotment sites. Information and advice can be sought from Cats protection (What Are Feral Cats - Help and Advice | Cats Protection) or the RSPCA.

Rats

Rats should be discouraged from allotment sites. They will be looking for food and shelter, so it is important to limit their access to these. The Royal Horticultural Society has advice on dealing with them:

Rats / RHS Gardening