

Allotment Action Plan - 29th September 2021. Action Plan Recommendations and Actions

Item	Recommendation	Action
1.	Site Secretaries meetings to be twice yearly, Jan/Feb and Aug/Sept. The next Site Secretaries meeting to take place (virtually) in Jan/Feb 2022, proposed dates to be circulated	HBC will circulate Site Secretaries meeting details for February & September 2022
2.	Cultivation Inspections; HBC to carry out 1 fixed time inspection of plots in Oct/Nov with notification to Site Secretaries where appropriate.	HBC will notify Site Secretaries of dates as usual
3.	In addition to the Oct/Nov inspections, HBC to carry out random cultivation plot inspections throughout the rest of the year, these will be ad-hoc and without notice.	This new cultivation inspection will be from the new financial year April 2022.
4.	HBC to coordinate clearance of rubbish/waste from plots and wider site in priority order (worst first), using voluntary labour with HBC to provide skips, PPE, waste bags etc	Site clearance and tidy ups will start in the new financial year, in priority order (Worst first), tidy ups will require voluntary help
5.	All allotment sites to be inspected by HBC Parks Team for Grounds Maintenance (GM) review. GM specification for each site to be checked and, where necessary, to bring in to contract improvements to problem areas and boundaries. Site representatives or tenants can input in to this GM review by sending your comments to Parks@hastings.gov.uk	This work is already underway; any variations to the existing grounds contract will start in the new financial year (from April 2022).
6.	Clive Read, HBC Officer, will check on the performance of our contractors' GM works on each allotment site as part of his regular site visits.	CR to carry out checks

7.	All sites will have a condition survey of outbuildings on HBC common land to include their Health & Safety condition and to take appropriate action where necessary to make safe or remove	The existing Condition Survey to be reassessed and completed this financial year
8.	HBC to work with site representatives and tenants to create an environmental plan, providing guidance for tenants on the use of chemicals on our sites and plots and to deter the use of non-environmentally friendly products and practices	This plan will link to HBC's wider grounds maintenance environmental plans, details to follow
9.	HBC to update and promote regularly the council's website information for all allotment tenants. Notes of the Site Secretaries meetings, waiting list update and progress on works and budget spend plan will be included – click on link. https://www.hastings.gov.uk/parks_gardens_allotments/allotments/	Already happening (see link)
10.	HBC to carry out pre tree works inspection as per the 5 year programmed tree works. The agreed sites for 2021-2022 are Collier Road, Choice & Tivoli.	Works orders have been raised. Works to be carried out November/December 2021
11.	HBC to carry out a review of its administrative plot/tenancy allocation process	This review is underway and will look at new plot allocation processes and annual renewal payment practices. We will circulate and post on our webpage. Further details to you shortly