



The Allotment Service in Conwy County Borough

A report responding to the National Assembly for
Wales' inquiry into allotment provision in Wales.

Lyn Davies
Street Scene Manager
Environment Department
Conwy County Borough Council

March 2010

Background to allotment service in Conwy County

There are 10 sites along the coastal strip of Conwy with a total of 202 plots. We do not have any sites in the extensive rural hinterland. 9 sites are managed directly by the Authority and 1 site, Llandudno, is managed by an allotments association. Plots vary in size and are available as full or half plots.



We currently have an occupancy rate of 92%. The 17 vacant plots are either in the process of being let or are undergoing improvement works.

All of the existing allotment sites were created pre and immediately post world war II.

In 2009, Conwy County Borough Council's newly developed three-year Corporate Plan mentioned allotments as one of its key commitments for the very first time. The Corporate Plan stated that:

*'We will increase the number of **allotments** available in communities to encourage you to grow your own food, which is great for the environment, increases social opportunities, contributes to saving money and helps people of all ages to eat more healthily and take more physical activity'.*

Dualled with the emergence of allotments as a Corporate priority, came the realisation that we had no coherent direction for the future of the allotment service. As a result, an allotment strategy has been created, outlining our vision for the service over the next 5 years. The draft strategy is included as an appendix.

The Welsh Assembly Government also introduced Improvement Agreements during 2007/8 and for Conwy, a key improvement agreement indicator was to increase allotment provision by 2.5% each year for three years. Conwy has exceeded this target every year.

Demand for allotments in Conwy County

When under a restructure of the organisation, the allotment service was transferred to the Environment Department. A review of the waiting list was undertaken as it had not been reviewed since before Local Government Reorganisation in 1996.

We wrote to all applicants on the waiting list asking if they wanted to remain, coupled with writing to each Community Council, asking for numbers of people within each community that would be interested in having an allotment. As a result, the waiting list was updated and currently stands at 295.

Current demand is concentrated within the coastal belt, with 90% of people on the waiting list wanting an allotment in this area. If demand was actively sought within the rural areas, we believe that demand would significantly increase here.

Barriers and Constraints to the allotment service in Conwy

The barriers/constraints for users:

- Lack of sufficient allotment sites in certain areas;
- Lack of disabled plots;
- Long traveling distance to sites;
- Lack of confidence and knowledge in allotment gardening;
- Knowledge on how to apply for a plot;
- Poor experience of local authority contact;
- Geographical spread of existing provision.

The barriers/constraints for providers:

- Lack of available land to develop allotments;
- Lack of staff to deliver service;
- Lack of resources, i.e. budget;
- Efficiency savings;
- Local authority accounting regulations;
- Political process;
- Relationships with private landowners.

Innovative approaches to the provision of land for all allotments

- Sub-division of existing plots;
- Leasing land from land owners;
- Garden share;
- Private allotment development;
- Land inheritance scheme

Evidence of the wider benefits allotment gardening can bring and opportunities for allotment holder

We recently consulted with our allotment tenants to find out the main reasons they work their allotment. The results are detailed below:

- 99% to provide fresh home grown food;
- 83% for relaxation;
- 78% to keep fit and healthy;
- 77% as a hobby or pastime;
- 77% because they don't have enough garden space at home;
- 46% because having an allotment gives them an opportunity to meet other people and socially interact.

A report produced from Cabe Space highlighted the benefits access to green spaces can have on a person's health and wellbeing. The report entitled '***The Value of Public Space – How high quality parks and public spaces create economic, social and environmental value***' states that:

'Taking part in physical activities whilst at the same time being directly exposed to nature produces substantial public health benefits and so reduces healthcare costs'.

This statement is supported by research undertaken by the University of Essex¹.

¹ Green Exercise: complementary roles of nature, exercise and diet in physical and emotional wellbeing and implications for public health policy. CES Occasional Paper 2003-1, University of Essex.

The need for and suggested areas of intervention from the Welsh Government

- Development of national allotment strategy;
- Supporting development of partnerships between LHB's, Social Services and Environmental organisations to promote the health and wellbeing agenda for allotments;
- Inclusion of allotments in strategic regeneration area programming;
- Review of Environment Strategy for Wales to include specific reference to allotments;
- Implementation of national performance indicators with financial incentives hypothecated to allotment provision;
- Broaden scope of LEQ and Tidy Towns funding criteria to include allotments;

Allotment Strategy

Foreword by Cabinet Member for Environment, Councillor Mike Priestley

Allotment gardening is becoming increasingly popular in Conwy. Our communities are becoming more aware of the benefits that this type of activity can bring to their lives. Allotments are no longer just a hobby or pastime. They are now key contributors to healthier lifestyles from increased physical activity and social interaction and provide an affordable source of freshly grown fruit and vegetables, essential for a healthy diet.

Increased environmental responsibility amongst our communities and the desire to live more sustainable lifestyles has also contributed to the growth in demand for allotment gardening.

Conwy County Borough Council is committed to increasing the provision of allotments throughout the County to support our communities in living healthier, more sustainable lifestyles and to meet the increasing demand.

As Cabinet Member for Conwy's Environment and a resident of Conwy myself, I wholeheartedly support this commitment and am therefore delighted to introduce Conwy's very first allotment strategy.

The strategy has been produced by a working group consisting of Council staff and Elected Members, and has included consultation exercises with allotment users, the wider community and other key stakeholders.

The strategy outlines what Conwy County Borough Council intends to do over the next 5 years to provide the people of Conwy with an allotment service that meets their needs and expectations and prepares for allotments of the future. The strategy recognises the challenges ahead in delivery of the objectives, including the availability of suitable land to meet the increasing demand and seeks to find innovative ways to overcome such challenges.

I wish to acknowledge the work of the team in pulling this document together and creating a visionary strategy, which listens to the needs and wants of its communities and puts Conwy's allotment service at the forefront of people's minds.

Councillor Mike Priestley
Cabinet Member for the Environment
Conwy County Borough Council

Introduction

The allotment service sits within the Environment Department and has done so since April 2008, when it transferred over from the Leisure Department.

The Environment Department identified a growing community demand for the service and as a result decided to develop a strategy to support the growth of the service over the next 5 years. The strategy therefore encompasses the vision and focus needed to ensure the allotments' service continues to meet the needs of the wider community.

The strategy links directly to the aims of the Community Strategy, where the vision is to improve community wellbeing via 5 themes, including promoting Conwy as a healthy place, a quality environment and encouraging learning and creativity within our communities.

This strategy also meets several key commitments within the Authority's Corporate Plan, including increasing the number of allotments, creating a sustainable future, improving the quality of our environment and the overarching theme of revitalising our communities.

Environment are committed to providing a well managed, good quality service to the residents of Conwy and recognise the importance of allotments to the community as demonstrated through the level of demand for the service. In January 2010, the waiting list stood at 295 and the occupancy level was 100%.

At the time of writing this strategy, there are 10 sites along the coastal strip of Conwy with a total of 202 plots. 9 sites are managed directly by the Authority and 1 site, Llandudno, is managed by an allotments association. Plots vary in size and are available as full or half plots.

There is a need to procure additional land for the provision of allotments. Research into available land and appropriate locations will be carried out and is outlined further in this strategy. There is also a need to make reasonable adjustments for disabled access to the allotment service under the conditions of the Disability Discrimination Act.

Vision

To provide an allotment service that meets and enhances the requirements and health and wellbeing of our communities and which works towards a sustainable future for Conwy.

Purpose of the strategy

The purpose of this strategy is to provide a vehicle for delivering the Council's vision for the allotment service of the future.

The aims of the strategy fall into 4 categories:

Aim 1: Ensuring high quality service provision

Aim 2: Promoting the allotment service

Aim 3: Promoting sustainability

Aim 4: Implementing robust management procedures

The strategy outlines the Council's approach to:

- Increasing the provision of allotments
- Increasing the level of investment into the service
- Promoting the benefits of allotment gardening and healthy lifestyles
- Providing guidance and assistance to tenants on the management of allotment plots
- Developing a robust system to manage the allotment service
- Improving the maintenance of allotment sites
- Encouraging the formation of community groups within allotment sites
- Ensuring a value for money service is provided to our customers

The strategy has been created in consultation with key stakeholders, including allotment tenants, Councillors, the wider community and other Council departments.

Aim 1 –Ensuring high quality service provision

Forecasting allotment demand

Demand for allotments in Conwy continues to grow and this is evidenced by the continued increase in the number of people on the waiting list.

Between September 2009 and January 2010, the length of the waiting list increased by more than 34%, which equates to an average monthly increase of 11%.

At the time of writing this strategy, the current waiting list stands at 295 and if levels of interest continue to grow at the current rate, we will see this figure more than double over the next year.

Demand will continue to grow as the profile of the service is raised in the community and more people become aware of the importance of living healthier, more active lifestyles.

The current economic climate will also encourage people to save money and one way of doing this is to become more self-sufficient and grow your own fruit and vegetables.

The perception of allotments is improving, with it now being seen by many as a very worthwhile hobby or pastime, rather than a means to an end.

We will continue to monitor the waiting list activity, looking at those areas where demand is high and will shape the service accordingly.

A map showing supply and demand in January 2010 can be found at Appendix 1.

Consultation with allotment tenants

We will consult with our allotment tenants, to ensure we continue to meet their demands and expectations of the service.

We have asked all allotment tenants to complete a questionnaire which provides us with an insight into how they use their plots. The results are available to view below.

Of the 54% of tenants who replied, the following was identified:

- 69% were male;
- 51% were retired;
- 57% were over 60 years of age;
- 17% considered themselves to have a disability.

- 74% of respondents have had their plot for more than 2 years;
- 58% travel to their plot by car;

The main reasons people keep an allotment are:

- 99% to provide fresh home grown food;
- 83% for relaxation;
- 78% to keep fit and healthy;
- 77% as a hobby or pastime;
- 77% because they don't have enough garden space at home;
- 46% because having an allotment gives them an opportunity to meet other people and socially interact.

Respondents mainly use allotments for:

99% grow vegetables;
82% grow fruit;
58% grown herbs;
50% grow flowers.

90% of tenants compost the waste from their plot.

The following issues were rated as extremely important to the majority of respondents:

1. Close access to water supplies;
2. Site security;
3. Having a named officer within the council to contact about allotments;
4. Having an allotment tenancy agreement;
5. Cost of renting a plot;
6. Waste disposal facilities;
7. General repairs and maintenance of the site;
8. Vehicular access to plots;
9. Car parking;
10. The distance of the allotment from home;
11. Being involved in the management of the allotment site;
12. Maintenance of unoccupied plots;
13. Toilet facilities.

44% of respondents stated that they had experienced incidents of vandalism or theft to their plots, the main issue being theft of produce, hence site security is deemed the second most important factor in allotment gardening.

Less important issues were: provision of disabled facilities, labelling of plots and having an outdoor communal area.

A copy of the allotment survey can be viewed at Appendix 2.

Full details of the responses to the allotment survey can be viewed at Appendix 3.

Resource provision over the next 5 years

Exploring Investment opportunities

In order to improve and increase resource provision for the allotment service we will explore all available funding streams to increase the level of investment into the service over the next 5 years, so that the service can be improved and developed further to continue to meet community demand and expectations.

Land acquisition

Research into current demand and provision, previously outlined, has highlighted the need for areas of land to be procured and developed into additional allotment sites.

Aim 2 – Promoting the allotment service

We are committed to promoting our allotment's service so that our communities are fully informed about what is available to them and where they can go for help and advice. An essential part of our promotion of the service is to raise awareness of the benefits of allotment gardening to encourage healthier, more sustainable living and increased environmental awareness.

What we want to promote:

- What we offer. i.e. full plots, half plots, sites with disabled access;
- Benefits of allotment gardening, i.e. healthier diet, increased physical activity, saving money, environmental impacts, such as reduced carbon emissions;
- Help and advice available to all, in particular those tenants who are struggling to maintain their plot;
- Benefits of allotment communities / groups;
- Best Kept Allotment Award Scheme;
- Customer involvement and feedback on the service.

How we will promote the service:

- Creation of welcome pack for existing and new tenants, which will include:
 - Welcome letter;
 - Allotment guide, including list of useful contacts;
 - Allotment policy;
- We will send out a customer satisfaction questionnaire to all tenants every year asking for their feedback on various elements of the service. We will share the results with our customers and feedback any improvements we undertake as a result of their recommendations;
- Our website will be developed so that it contains useful information in relation to the service, including:
 - Locations of current sites and details of those which have disabled access;
 - How to apply for a plot, including online application form;
 - FAQ's;
 - Allotment policy;
 - Allotment guide;
 - Information about the Best kept allotment Award Scheme;
 - Allotment strategy.
- We will produce information for display in all of our public offices and libraries, including:
 - Allotment strategy
 - Guide to applying for an allotment, including a section for FAQ's
- We will install signage / notice boards at each allotment site, containing useful information, such as:
 - A poster directing allotmenters to the allotment guide on the Conwy website;
 - Posters promoting the Best Kept Allotment Award Scheme;
 - Useful hints and tips to get the most out of allotment gardening;

- Contact details for further help and advice.

Best Kept Allotment Award Scheme

We want to reward those tenants who work hard and take pride in their plots and give them the incentive to continue to do so. We want to recognise and celebrate the effort they make. We also want to give encouragement to tenants who may be struggling or losing interest in their allotment.

All the allotments under Local Authority control will be included in the Community Award Scheme. Judging will take place throughout the year. The Allotments Officer will visit all plots 4 times during the year. The criteria they will be using to assess each plot will be as follows:

- The range of produce grown
- Biodiversity aspects of the plot
- Tidiness of the plots including structures and fencing
- Plant expertise

Successful tenants will be invited to the award ceremony each year where they will be presented with their award.

Monitoring and Review

We will review all promotional material and literature at least once a year to ensure it remains up to date and in line with good practice;

We will monitor customer satisfaction closely and take on board suggestions for improvement;

We will review the information on our website regularly to ensure it remains up to date and in line with good practice.

Aim 3 – Promoting Sustainability

Allotment gardening is a great way to embed sustainable practices within communities. Not only does it provide a positive environmental impact through the growing of vegetables, fruit and flowers, it also contributes towards helping people develop their social wellbeing, by providing opportunities for them to meet people with similar interests and develop and learn new skills by sharing ideas.

We will develop the allotment service by encouraging the formation of good practice networks to assist in improving the social wellbeing of our allotmenters. We will also look to undertake improvements to our sites to make them more environmentally sustainable.

Promoting social inclusion and learning

We recognise that our tenants need support in managing their plots so that they get the most out of allotment gardening. One way of ensuring continuous support is to promote the development of good practice networks, where allotmenters can meet other tenants to share ideas and help each other.

We will therefore encourage and support the formation of community groups on each site and assist in setting up an Allotment Forum. Membership of the forum will include tenants from each site and representatives from the local authority allotment service, who will meet quarterly. The purpose of the Allotment Forum will be to provide opportunities for discussion on a variety of themes, including:

- Investigating collaborative buying to achieve lower prices or greater variety for allotmenters;
- Sharing resources, equipment and produce;
- Sharing expertise, knowledge and ideas;
- Empowering tenants to work in partnership to develop the full potential of the allotment sites;
- Investigating funding streams and other financial opportunities that are not available to the Local Authority.

We will assist our tenants in setting up community groups and developing support networks by:

- Providing a venue for the initial meeting;
- Helping them to draft a constitution;
- Providing advice and guidance on sources of available funding and assist them in completing funding applications;
- Facilitating Allotment Forum meetings.

Reducing carbon emissions

As part of our commitment to embedding sustainability in everything we do and reducing the county's carbon footprint, we will investigate the feasibility of implementing sustainable improvements to our allotment sites, including:

- Renewable energy sources, such as wind turbines, solar panels etc;
- Water provision which is not reliant on the mains supply, such as rainwater harvesting;
- Composting toilet facilities;

As part of our commitment to reducing carbon emissions in Conwy, we will endeavour to offer allotment plots to applicants within a 3 mile radius of their home and this will be built into our Allotment Policy. In the latest allotment tenant survey, 58% of respondents stated that they used their car to travel to their allotment. We want to make it easier for people to access their allotment without having to rely on their car to get there.

Encouraging Healthier Lifestyles

We want to make it easy for people to obtain an allotment so they can grow fresh fruit and vegetables for them and their families to eat. Gardening is a great way of keeping active and getting fresh air. We will promote the service so that people of all ages can get involved. The latest allotment tenant survey identified that 57% of users are over the age of 60. We will deliver the service in a way which ensures equal access to all and encourages people to live healthier, more active lifestyles.

Aim 4 – Implementing robust management procedures

The need for good records and administration is essential to ensure the allotment service is managed efficiently and that our customers are clear about the level of service provided by us and what we expect from them.

To ensure we manage the service appropriately, we will implement robust procedures at every stage of the service.

Guidance on our allotment management procedures will be made available to our customers via the Council's various marketing streams, including the website.

Allotment Tenancy Agreement

We will ensure that every tenant receives a tenancy agreement for their plot, which will provide clear guidance on what they are required to do to manage their plot appropriately and in accordance with Council requirements.

We will review the Allotment Tenancy Agreements each year to ensure that the service continues to develop and the tenancies reflect the current vision for allotments. Where appropriate, we will devise site-specific terms and conditions to ensure our customers gain maximum benefit from the allotment service.

Allotment Policy

We will have in place a comprehensive allotment policy, which will give our customers and staff clear guidance on how the service is managed in Conwy and who is eligible to use the service. This policy will be made available to our customers via the Council's various marketing streams, including the website and display in Council public buildings. The policy will be reviewed regularly, in consultation with stakeholders and customers to ensure it remains up to date and continues to meet the requirements of the service and all who use it.

The Allotment Policy can be found at Appendix 4.

Appendices

Appendix 1: Map showing supply and demand in January 2010

Appendix 2: Allotment survey

Appendix 3: Allotment survey analysis

Appendix 4: Allotment Policy

Appendix 5: Allotment Strategy Action Plan

Conwy County Borough Council is developing an Allotment Strategy, outlining the direction for the allotment service over the next 5 years. As part of this process we want to gather information about who uses our allotments, how they are used and what you think of the service we currently provide.

We would be very grateful if you could spare the time to answer the questions below. All responses are strictly confidential.

Please tick the answer that applies to you.

1) Are you:

- Male
Female

2) Are you:

- Employed part-time
Employed full-time
Self employed
Unemployed
Retired
Don't work due to sickness/disability
Looking after the home or family
Full time education
Other please state _____

3) How old are you?

- 18-30
31-40
41-50
51-60
Over 60

4) Do you have a disability?

- Yes
No

If yes, please provide details: _____

5) Where is your allotment plot? (please tick)

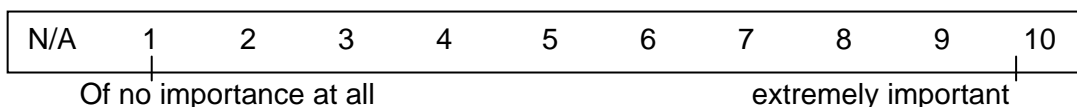
- Llanfairfechan
St David's Road, Penmaenmawr
Rock Villa, Penmaenmawr
Bodlondeb
St George's Drive, Deganwy
Penrhyn Bay
Dinerth Road, Rhos on Sea
Ty Newydd, Colwyn Bay
Wellington Road, Old Colwyn

6) How long have you had an allotment?

- 0-6 months
- 6 months – 1year
- 1-2 years
- Longer than 2 years

7) How important are these issues to you as an allotment user?

Scoring Guide



a) Site security

N/A	1	2	3	4	5	6	7	8	9	10
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b) General repairs/maintenance of the site

N/A	1	2	3	4	5	6	7	8	9	10
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c) vehicular access to your plot

N/A	1	2	3	4	5	6	7	8	9	10
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d) Waste disposal

N/A	1	2	3	4	5	6	7	8	9	10
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e) Close access to water supply

N/A	1	2	3	4	5	6	7	8	9	10
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f) Disabled facilities / access

N/A	1	2	3	4	5	6	7	8	9	10
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g) Toilets

N/A	1	2	3	4	5	6	7	8	9	10
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h) Maintenance of unoccupied plots

N/A	1	2	3	4	5	6	7	8	9	10
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i) Allotment tenancy agreement

N/A	1	2	3	4	5	6	7	8	9	10
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j) Cost of renting an allotment

N/A	1	2	3	4	5	6	7	8	9	10
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k) Labelling plots

N/A	1	2	3	4	5	6	7	8	9	10
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l) Car parking

N/A	1	2	3	4	5	6	7	8	9	10
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m) Outdoor communal areas e.g. for composting and deliveries

N/A	1	2	3	4	5	6	7	8	9	10
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n) Named officer within the Council to contact about allotments

N/A	1	2	3	4	5	6	7	8	9	10
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o) Involvement in the management of the allotments site

N/A	1	2	3	4	5	6	7	8	9	10
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p) Distance of allotment from your home

N/A	1	2	3	4	5	6	7	8	9	10
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8) How do you normally travel to your allotment? (Please specify one only)

- On foot
- Bicycle

- Car
- Motorbike
- Bus
- Other

9) Do you compost waste from your plot?

- Yes
- No

10) Does anyone usually help you with your allotment?

- Yes Please go to question 11
- No Please go to question 14

11) How many adults (over age 18) help you with your allotment?

12) How many children (under age 18) help you with your allotment?

13) Do family members help on your allotment?

- Yes
- No

14) What do you grow on your allotment? (Please tick all that apply)

- Vegetables
- Fruit
- Flowers
- Plants
- Herbs
- Other (please state) _____

15) What are your reasons for having an allotment? (Please tick all that apply)

- To provide fresh home grown food
- To provide organic food
- I enjoy the social & community aspects
- To provide low cost food
- I do not have enough garden space at home
- To keep fit and healthy
- To enjoy the peace and quiet
- For relaxation
- It is my hobby / pastime

Other _____

16) Have you ever suffered any theft or vandalism to your plot?

Yes

No

If yes, please provide details: _____

17) Have you experienced any of the following problems with your plot?

(Please tick all which apply)

Flooding / Poor drainage

Pest problems

Council administrative problems

Neighbour issues

Uncontrollable invasive weed growth

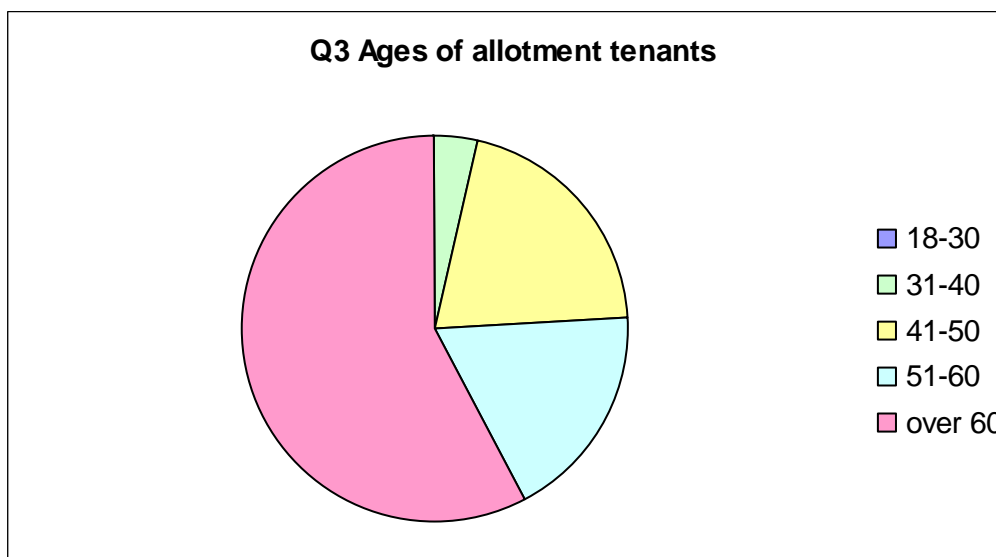
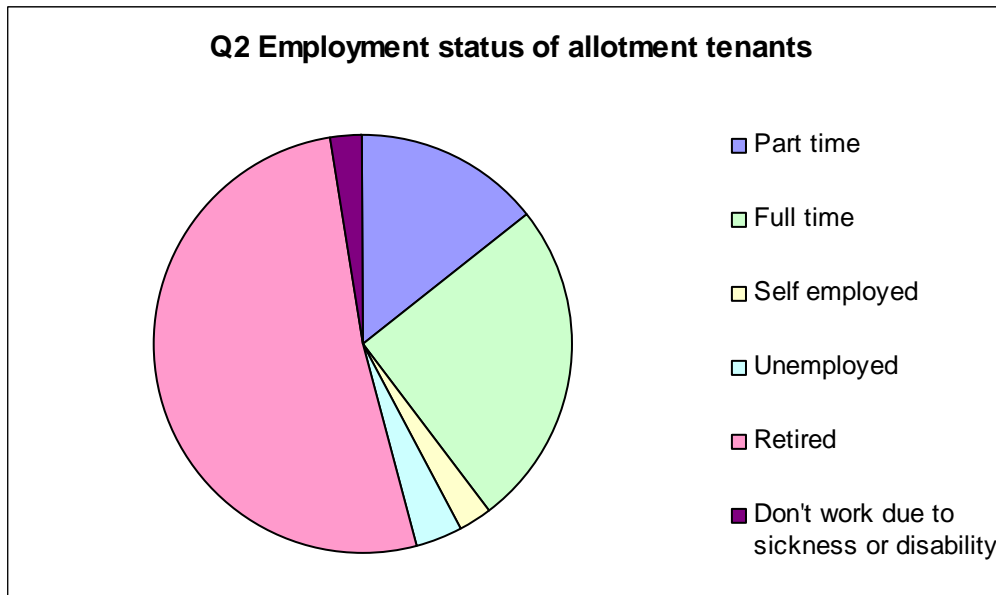
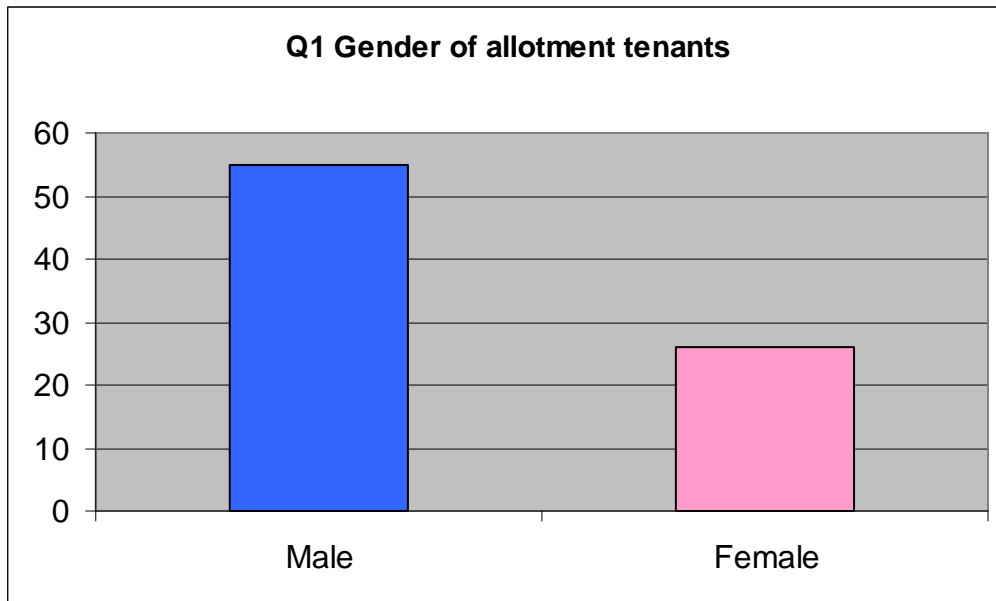
Other (please specify) _____

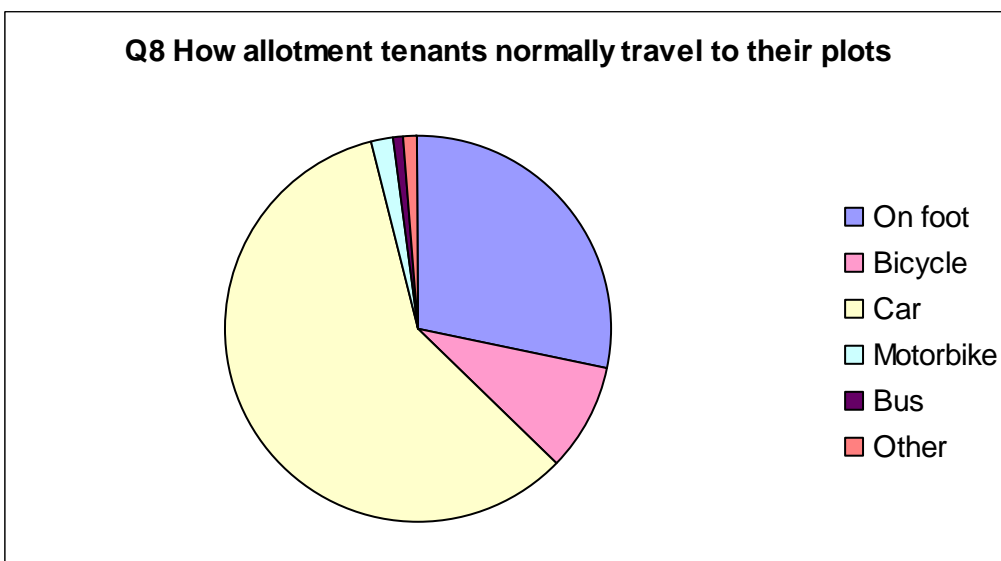
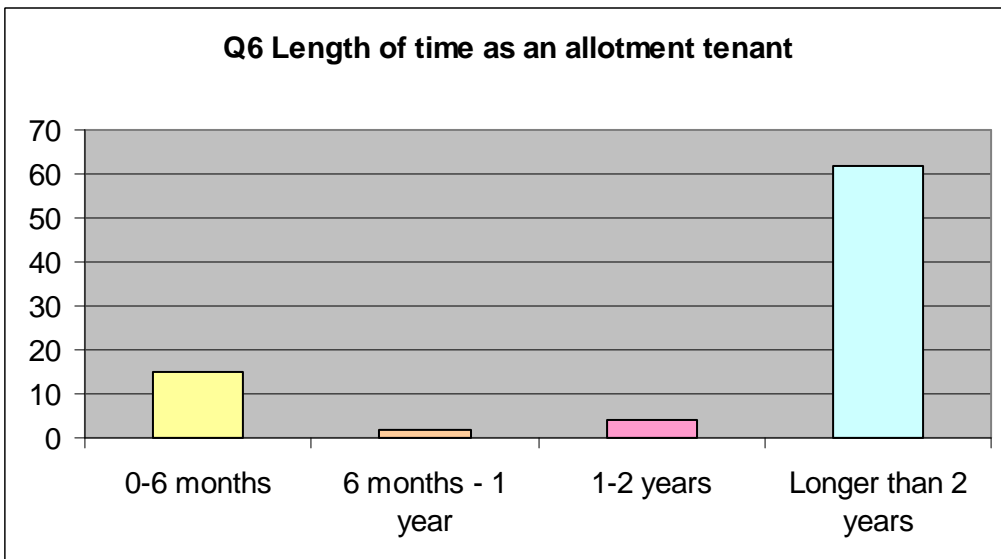
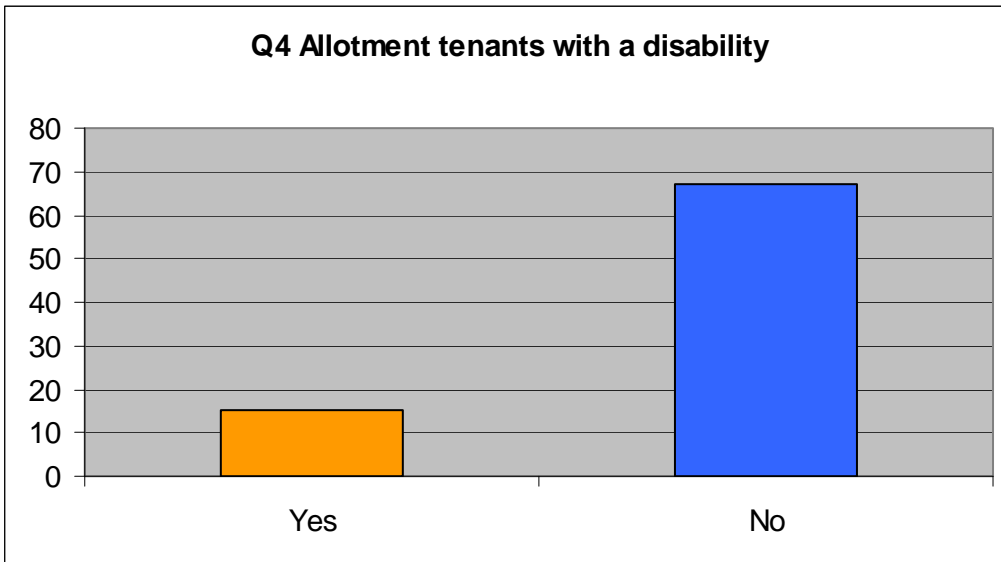
18) Please use the space below to add any additional comments about the allotment service?

Thank you for taking the time to complete this questionnaire.

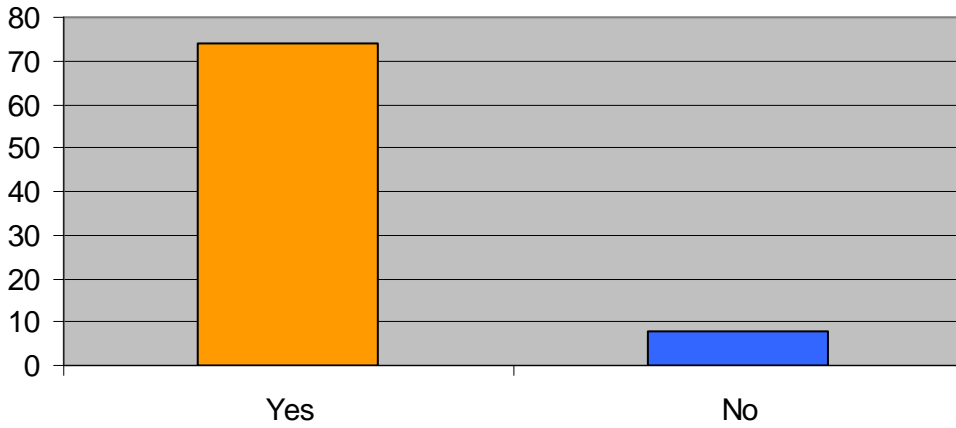
**Please return it to us by the
29th January 2010 using the prepaid envelope provided.**

Appendix 3 Allotment Survey Analysis

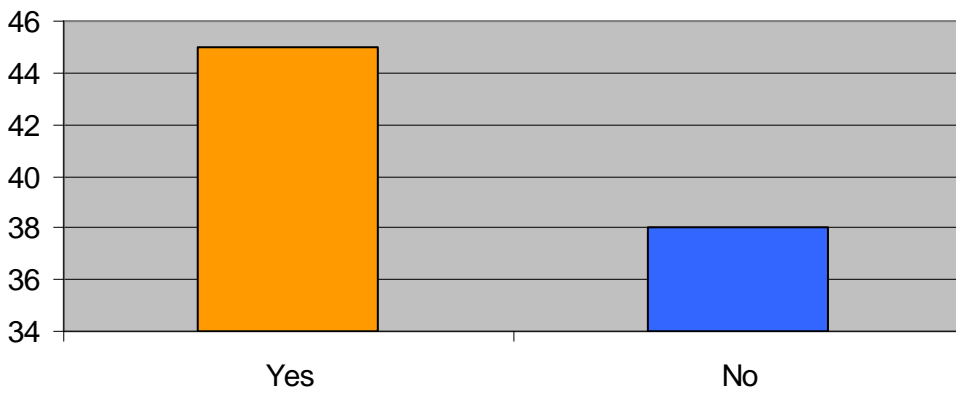




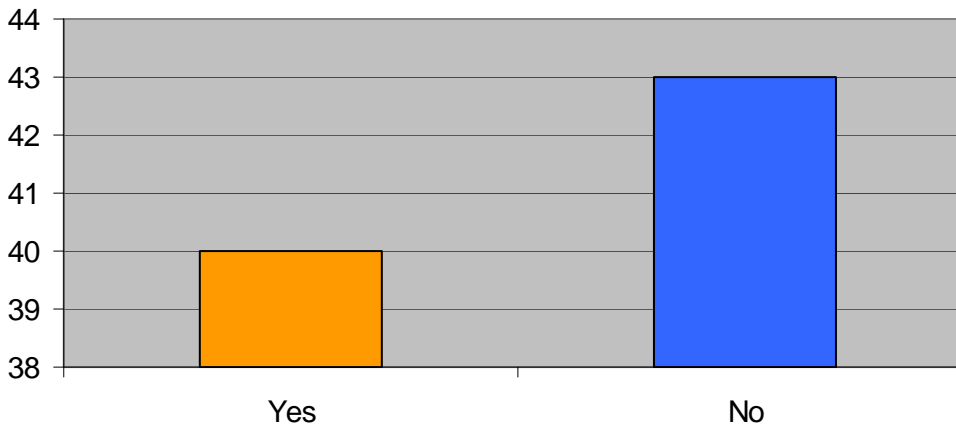
Q9 Allotment tenants who compost waste from their plot



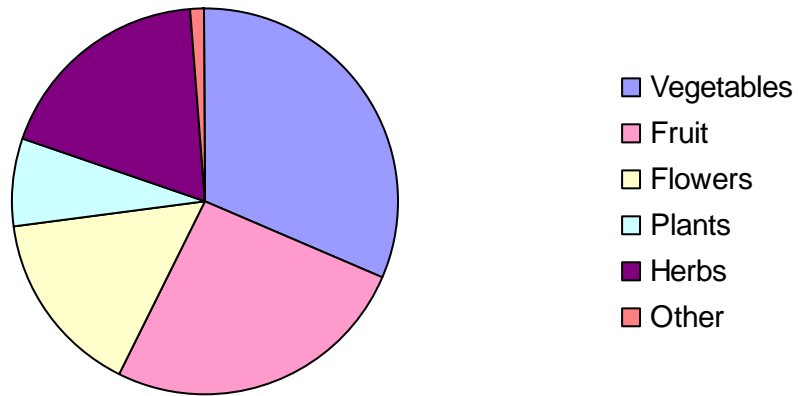
Q10 Allotment tenants who receive help from friends or family with their plots



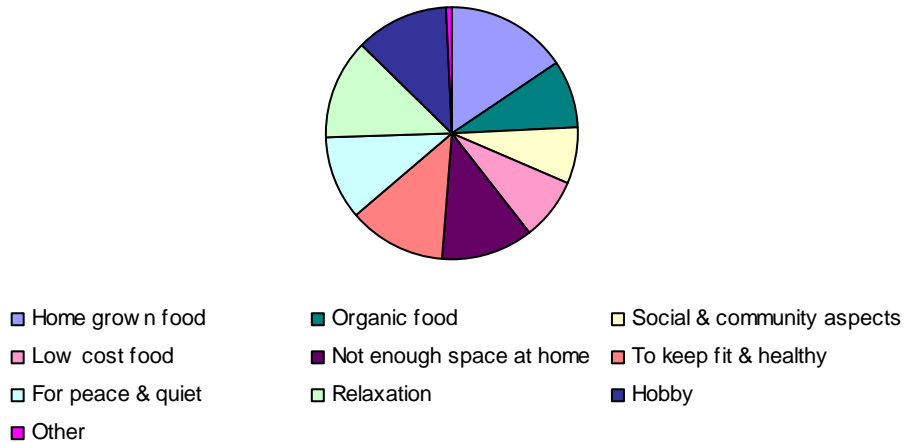
Q13 Tenants who have family members helping on their allotment



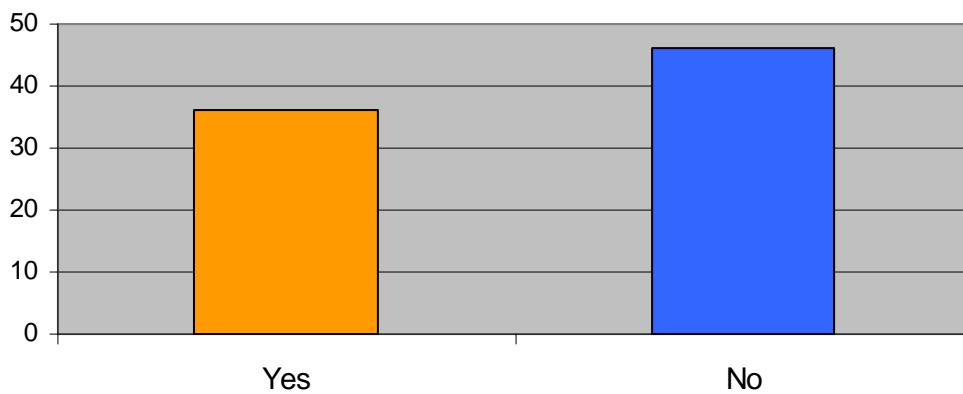
Q14 What allotment tenants grow on their plots



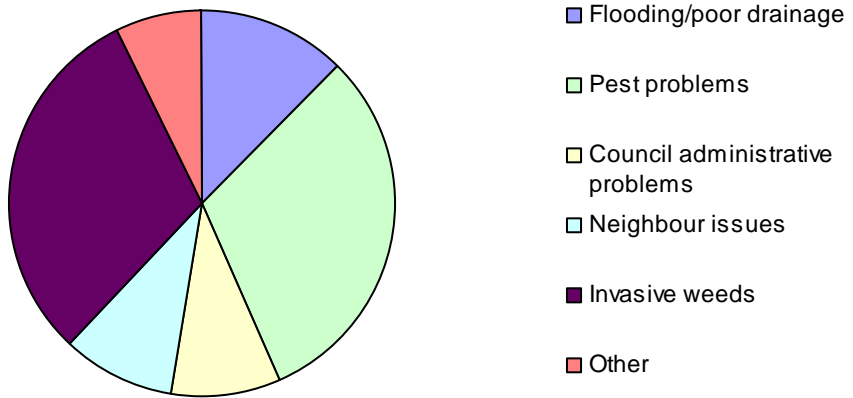
Q15 The main reasons for tenants having an allotment



Q16 Tenants who have suffered theft or vandalism on their allotment plot



Q17 Problems experienced by allotment tenants



CONWY COUNTY BOROUGH COUNCIL ALLOTMENTS MANAGEMENT POLICY

1.0 POLICY STATEMENT

- 1.1 Conwy County Borough Council is committed to providing an allotments' service which meets the requirements of its customers, enhances their health and wellbeing and contributes to the sustainability of the local environment.
- 1.2 This commitment is reinforced within our Corporate Plan, where our aim is to increase the provision of allotments and encourage our communities to grow their own food, and within our Community Strategy where we want to enhance and protect a quality environment.
- 1.3 We recognise our duties under the Small Holdings and Allotments Act 1908, whereby Local Authorities are required to provide *"a sufficient number of allotments, and shall let such allotments to persons resident in the borough, district, or parish, and desiring to take the same.¹"*
- 1.4 We are committed to managing the allotments' service in accordance with the following legislation and strategies:
 - Allotments' Act 1908, 1925 and 1950;
 - Environment Strategy for Wales 2006;
 - Conwy County Borough Council Corporate Plan 2009 – 2012;
 - Conwy County Borough Council Community Strategy;

2.0 BACKGROUND

- 2.1 In 2006, The Environment Strategy for Wales defined Wales' vision to protect and enhance the natural environment. The strategy outlined the need for increased access to green space for our communities and steps to protect and minimise the use of natural resources.
- 2.2 Allotments play a key role in strengthening community cohesion. They provide opportunities for people to grow their own produce as part of the long term promotion of sustainability and healthy living. Allotments help improve people's quality of life by promoting healthy food, exercise and community interaction.
- 2.3 Public interest in allotments has increased, as people's lifestyles change to incorporate more healthy eating, organic food and exercise. This has led to a greater demand for allotments in Conwy County Borough.
- 2.4 We need to take steps to ensure that our allotments' service is well managed and that community demand is met. We are committed to promoting best practice and ensuring quality and appropriate availability now and for future generations.

3.0 PROCUREMENT OF LAND

- 3.1 The level of demand and supply for allotments will be monitored closely to identify where additional land needs to be sought. Areas where community demand is highest will be given priority in the Council's approach to procuring land for allotment development.

4.0 ELIGIBILITY CRITERIA

¹ Section 23(1) of the Small Holdings and Allotments Act 1908

4.1 We endeavour to offer allotment plots to applicants who meet the following criteria:

- Are 18 years of age and above;
- Are resident within Conwy County Borough.

4.2 We will not accept applications from members of the public who do not meet the above criteria.

4.3 Allotment tenants who move out of the Conwy County Borough will be required to surrender their allotment tenancy.

5.0 ALLOCATION OF ALLOTMENTS

5.1 We will offer allotment plots in strict accordance with our Allotments' Allocation procedures;

5.2 Due to the current demand for allotments within the County Borough exceeding the current availability of plots, one plot per household will be permitted. This will be reviewed on an annual basis;

5.3 In the interests of sustainability, we will endeavour to offer allotment plots within a 3-mile radius of an applicant's residence;

5.4 Should an applicant refuse an offer of an allotment on 3 separate occasions, they will be removed from the allotment waiting list. Applicants' positions on the waiting list are determined by the date of their application and are in date order, Any applicants who are removed can re-apply and their position on the list will be from the date of their re-application.

6.0 EQUALITY AND DIVERSITY

6.1 We are committed to ensuring equal access to the allotments' service for all of our customers and will respond appropriately to the differing needs of diverse communities .

7.0 RESPONSIBILITY

7.1 All staff within the Environment Department have a collective and individual responsibility to ensure that this policy is implemented and to promote the Authority's commitment to providing a high quality allotments' service which is accessible to all;

7.2 The Street Scene Manager has overall responsibility to ensure that this policy is applied consistently and fairly.

8.0 CONSULTATION

8.1 This policy will be reviewed annually in consultation with the following:

- Conwy County Borough Council Members
- Staff of Conwy County Borough Council
- Town Councils

9.0 MONITORING AND REVIEW

9.1 We will produce quarterly reports to the Environment Management Team on the time taken to offer allotment plots and the percentage increase in the provision of allotment plots. This

information will also be reported to the Authority's Executive Group and Members every 6 months;

- 9.2 This policy will be reviewed at least once a year to ensure that it complies with relevant, up to date legislation and continues to promote good practice;
- 9.3 As part of the review, this policy will be discussed by the Environment Management Team and then presented to the Authority's Executive Group and Members for final approval