

The Royal Borough of Kingston upon Thames

Allotment Strategy 2008-2018

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Introduction

Allotment gardening is gathering popularity after many years of only modest interest. Since 1945 provision of allotments has declined nationally due to housing developments which include larger gardens. More recently modern housing developments had to have smaller gardens, and this, along with an increased public awareness of concerns over links between food and health has made allotment gardening a popular pastime.

Allotments provide the opportunity for many people to engage in a healthy lifestyle all year round. As far back as 1908 it was recognised that local authorities must provide land for people to grow their own food, and as a result there are a raft of laws that protect the land designated for allotment gardening and the tenure of allotment holders. However, allotment gardening is not only about food production; it has the capacity to benefit the wider community. It can play a significant role in the protection and promotion of biodiversity, understanding and awareness of composting (diverting waste from landfill) and importantly, provide opportunity for diverse community interaction.

The current challenges facing allotments rise from a long period of under investment and the loss of allotment land to housing during the 1970's. This strategy will provide a vision for the enhancement of the sites within the considerations of the council's medium term financial planning in *Changing Kingston – Choosing our Future*.

Kingston has a waiting list of 247 people for the existing 1200 plots on 23 sites across the borough. The Open Space Study undertaken by WS Atkins in May 2006 identified that to meet the needs of under served areas and increased demand resulting from population growth a further 14.34ha of allotment land would need to be brought into use. Hence, there is need for a strategic direction for the enhancement and development of allotments that responds to current demand that links with other Council policies and strategies. Overall the activities undertaken on allotments contribute to Kingston Council's strategic vision of environmental sustainability and social inclusion.

The Kingston Federation of Allotment Gardeners (KFAG) has done much in recent years to raise the profile of allotment gardening in the Borough. This is a volunteer group of dedicated individuals who have a wealth of knowledge to share with others (KFAG Constitution Annex D). The Federation represents the interests of allotment holders for the majority of both voluntary and directly managed sites by working in partnership with the Council and its agent Quadron Services Ltd.

This 10 year strategy describes the development of Kingston Council's allotments. It is one of a suite of strategies that will guide the management of the Council's green spaces. For that reason, it is integral to the Green Spaces Strategy 2008-2018, but is also an independent strategy in its own right.

This strategy covers allotment plots on designated allotment land owned by the Royal Borough of Kingston upon Thames (RBK). The management of direct-managed sites lies with the Council's grounds maintenance partners Quadron Services Ltd, who act on behalf of the Council as their agent. This includes the collection of rent and planned maintenance. The hard assets, which include gates, water supply and boundary fencing are maintained and managed by the Council's property management partners NPS who act on behalf of the council as their agent. Responsibility for the service lies with the Service Director (Environment and Sustainability) in the Directorate of Environmental Services.

1 The value of allotments

1.1 Apart from the physical benefits of allotment gardening the sites form part of the urban open space resource. There are many other benefits that should not be overlooked: The following is not an exhaustive list:

- a) Create and maintain green 'lungs' in the urban landscape.
- b) Provide opportunities for urban dwellers to learn and experience gardening and horticultural activities.
- c) Provide opportunities for people to undertake activities that are beneficial to physical and mental well being.
- d) Provide opportunities for social inclusion
- e) Contribute to diversion of waste from landfill by composting
- f) Reduces the effect of climate change by decreasing the energy associated with the production of food, best supported if plot holders are within easy walking distance of the site.
- g) Production and delivery of food
- h) Cultivated and untended plots contribute toward maintaining biodiversity particularly where plots are maintained using organic methods.
- i) Flood mitigation and attenuation

2 Need for a strategy

2.1 There are responsibilities associated with the management of allotments. The Council has certain duties and powers relating to providing land for the production of food for its residents (list of legislation relating to allotments can be found at Annex C).

2.2 In addition a strategy will:

- Provide direction to the service
- Position the management of allotments within the wider context of green spaces.

- Provide opportunities for the development of allotment provision and plot holders experience
- Market and promote the service to the wider community

3 Strategic Aim

To ensure a sustainable future for Kingston's allotments that meets demand

3.1 Objectives

- 3.1.1 To establish a policy framework that creates a consistent approach to service delivery.
- 3.1.2 To evaluate the current methods of service delivery and propose a model for the future.
- 3.1.3 To promote the service to the wider community and especially to those who wish to engage in it.
- 3.1.4 To increase the number of available plots.
- 3.1.5 To encourage, wherever possible, voluntary devolved management arrangements of allotment sites this may be either a mixed or a single approach.
- 3.1.6 To promote sustainable gardening techniques such as *permaculture* 'permanent agriculture' and organic gardening.

3.2 The Strategic Position

- 3.2.1 Allotments and allotment gardening feature in numerous strategic plans. Therefore this strategy is linked to following RBK strategies:
 - Green Spaces Strategy 2008
 - Local Agenda 21 Plan 2000
 - RBK Unitary Development Plan (adopted 2005) and its successor the Local Development Framework
 - Cultural Strategy 2007-2012
 - Waste Strategy 2004
 - Environmental Awareness Strategy 2006 (to be revised in 2008)
 - Biodiversity Action Plan 2004
 - Children & Young Peoples Plan
 - Tree Strategy 2008

4 Current provision

- 4.1 There are approximately 1200 plots on the 23 sites in the Borough. This equates to 42ha of actively managed land in the Borough. The distribution favours South of the Borough Neighbourhood with a significant proportion in Malden & Coombe Neighbourhood. A map of the borough showing the location of the 23 sites can be found in Annex B.
- 4.2 Each site is broken down into individual plots of approximately 250 square metres (10 rods) although plot sizes can vary. The average number of plots per ha at existing allotment sites is 24. The average area of allotment gardens per 1,000 head of population is 0.28ha.
- 4.3 The distribution and availability of vacant plots mean that some residents are currently excluded from allotment gardening. The underserved households are predominantly located in Berrylands, Canbury, Coombe Hill and Surbiton Hill Wards.
- 4.4 Local Authorities are duty bound to provide allotments for their residents if they consider there is a demand under section 32 of the 1908 Allotment Acts (as amended). In 1996, the National Allotment survey identified an average provision in England of 15 plots per 1,000 household. The current rate of allotment provision in Kingston is 15.6 plots per 1,000 households (Atkins 2006).

5 Current Management

- 5.1 Of the 23 allotment sites, 8 are leased by the Council to voluntary devolved management committees made up of allotment tenants. The remaining 15 are administered and site managed by Quadron Services Ltd to individual tenants on behalf of the Council. Council direct managed sites are let to members of the public by means of a tenancy agreement. A copy can be found in Annex D.
- 5.2 Management of the hard assets (gates, water taps and boundary fences) are carried out by the Council's property management contractor.
- 5.3 Each direct managed site has a site liaison volunteer. These are allotment tenants who undertake a number of valuable tasks such as;
- Showing potential allotment holders on the waiting list the vacant plots,
 - Directing potential allotment holders not on the list to the allotment administration,
 - Identifying non cultivated, tenanted plots,
 - Notifying of any problems.

- 5.4 It is the Councils intention to create a strong and productive partnership with the stakeholders in allotments. Currently some allotments holders are represented by The Kingston Federation of Allotment Gardeners (KFAG). This is a membership organisation that acts as an advocate for allotments. KFAG makes a positive contribution to the management of the allotments for both the directly managed and voluntary managed allotment sites.

6 Demand for Allotments

6.1 Meeting present demand

- 6.1.1 Of the 1200 plots 1125.5 are potentially available for cultivation, 947.5 plots are presently occupied by tenants and 74.5 plots are not presently in a 'lettable' condition or are used for Permaculture. (see below)
- 6.1.2 Occupancy rates vary greatly from site to site; some are completely full and maintain waiting lists. The sites which are fully let are concentrated in Maldens & Coombe, Chessington, Tolworth and east Surbiton. Here, there are 126 potential tenants on waiting lists for these sites. Other sites have only a handful of unoccupied plots, and some have significant proportions of unused plots.
- 6.1.3 At the time of writing there are 247 residents on waiting lists across all the sites. In addition to manifest demand (i.e. the number of occupied allotments) there are two forms of latent demand: suppressed and potential. Latent suppressed demand are those individuals who are on the waiting lists (currently 247), this figure will fluctuate throughout the year. Latent potential demands are those who would rent an allotment if it were in their location. The influences of this demand vary and include accessibility, quality and standard of sites, public awareness and extent of promotion.
- 6.1.4 'Unlettable' plots are mainly those which have not been used for some time and have become overgrown with weeds and small saplings and this means that without major work they are unlettable at the present time. However, these sites could be brought back into use if sufficient investment is provided to carry out the work to make the sites lettable.
- 6.1.5 The Permaculture site that abuts Knollmead Allotments is leased by the Council on a long term arrangement (the term being for an indefinite period but terminable by either party), to the Kingston Permaculture Society. The site is bounded by a dense hedge and can be entered by a small gate.

6.2 Future Demand

- 6.2.1 It is anticipated that the drivers of current demand will remain especially as the population of the borough is forecast to increase during the period up to 2016 (up to 159,139 people or 68,008 households). The possibility of development on garden land could increase demand for allotments further.
- 6.2.2 The average number of plots per hectare at existing allotment sites is around 24 plots per hectare. Based on these figures it is possible that 15.34 ha of allotment land would need to be brought into use to meet existing deficiencies and needs associated with household growth.
- 6.2.3 The Open Space Study identified that 44% of households are not well served by the existing distribution of allotment sites. However, further information is required to establish the demographics of allotment tenants and potential tenants to update the data.
- 6.2.4 There is clearly a link between the location of an allotment site and the distance allotment holders are willing to travel. This is demonstrated by the large waiting lists in areas of the borough with limited supply. Despite offers of plots in other areas of the borough, potential tenants are willing to wait for indefinite length of times awaiting a plot in close proximity to where they live.
- 6.2.5 The Open Space Study recommends that all households within the Borough should have access to an allotment garden within 800m of home. In the meantime, it would be good practice to encourage plot holders to walk or cycle to their allotment rather than use private cars, which require parking space.
- 6.2.6 Given that supply cannot be increased in the short to medium term in the north and west of the borough because the sites are full. It is believed that these waiting lists will continue and the demand will continue to be unmet.
- 6.2.7 Arguably, land acquisition by the Council will almost certainly prove very difficult because of the high value of green field land in the borough. Other options to be considered are leasing land that cannot be built on or by private provision.
- 6.2.8 The Local Development Framework will seek to address the shortfall in need via planning policies to protect and make the best use of existing open space. By identifying new sites for allotments where possible and through developer contributions that provide new open spaces (on larger developments) and/or secure improvements or adaptations to existing open space. The land will be managed either by the Council or others. The development of any new sites should progress on a phased basis; to allow careful engagement of unmet demand on the waiting list.

6.2.9 If land becomes available the design of the site should be a demonstration of good practice. Features to be considered should include:

- a) Design of plots so as to fit well into the existing landscape
- b) A building that can be used by the plot holders
- c) Creation of a safe secure environment
- d) Enabling access for all
- e) Use of tree planting and screen hedging both around and within the site to enhance biodiversity and landscape quality
- f) Creation of biodiversity features such as pond fed by site drainage, log piles etc.

7 Recommendations for Development

7.1 Issues and policies

In this section highlighted issues are discussed with the recommended policy to address the issue.

7.1.1 Issue: The geographical spread of allotment sites is concentrated in the Neighbourhoods of Malden & Coombe and South of the Borough.

Policy 1: Applicants for plots in other parts of the borough are offered a plot on sites with capacity.

Policy 2: Seek opportunity for new allotment land through the planning process.

Policy 3: Assess council land holdings, especially council owned open spaces for feasibility to develop as allotments

7.1.2 Issue: Unused plots have been allowed to become overgrown and then deemed 'unlettable' thus reducing capacity.

Policy 4: All allotment land designated for that purpose will be made as lettable as is possible.

7.1.3 Issue: Less popular sites or areas of sites that have problems such as weed growth, trees or difficult ground conditions are more challenging to let.

Issue: Some plots are under utilised but retained by tenants. This takes away the opportunity for those who wish to have a plot. Under utilisation needs to be opposed wherever it occurs to ensure the sites are cultivated to their full potential. Currently there are no standards to measure acceptable levels of cultivation. However, it should be the aim

of the council to reduce terminations to the absolute minimum through effective communication with plot holders.

Policy 5: To develop a recognised standard of cultivation and maintenance and a process for termination if not complied with.

7.1.3 Issue: There is no reference material available for existing and potential plot holders around roles and responsibilities which can lead to misunderstanding and doubt. An Allotment Practice Guide in the form of a handbook should be produced and made available to all plot holders and those on the waiting lists. Its content should be developed and agreed by KFAG, RBK and Quadron. The handbook should include clear advice on the following.

- a) Safety on site
- b) A brief description of good practice in terms of plot cultivation and site management
- c) Good practice in terms of biodiversity and the environment
- d) References for further information
- e) An explanation of the role of the Council, Quadron and KFAG
- f) Contact for Site Liaison volunteers and an explanation of their role
- g) The requirements of the tenancy agreement, inspection arrangements and the termination procedure.

Policy 6: A guide to good allotment practices for existing and prospective allotment holders should be produced.

7.1.4 Issue: There is a growing demand for accessible plots designed to allow those who are less able bodied to take up allotment gardening.

Policy 7: Provide adapted areas on existing sites for use by less able bodied people.

7.1.5 Issue: Signage at, and leading to, allotments are out of date, inconsistent and in many cases non-existent.

Policy 8: A signage strategy is devised to include consistency of location of signs, positioning, style and branding.

7.1.6 Issue: Web based information is out of date.

Policy 9: Web information to be updated to reflect current service and is improved to allow for interaction with tenants and potential tenants, such as online booking and payment of rent.

7.1.7 Issue: There is currently a lack of survey data on satisfaction levels, demand, and ideas from the community on developing the service.

Policy 10: A focused and systematic approach is developed to collect, analyse and respond to data and use when planning development.

Policy 11: To work in partnership with the Kingston Federation of Allotment Gardeners to engage stakeholder groups, site liaison volunteers and individuals to develop the service through the Annual Implementation Plans.

- 7.1.8 Issue: Some sites have areas which have been unused for a long time. If appropriate these areas will be brought back into lettable condition. However, on some sites these areas are not used usually as a result of poor drainage and thus offer potential for contributory activities. Their potential could be realised in partnership with other organisations and plot holders.

Policy 12: To work with partnership with organisations such as the Lower Mole Countryside Management Project and London Recycling Network to enhance the potential of the sites.

Policy 13: To considers the use of Section 106 Planning Obligations to improve poor quality allotments.

- 7.1.9 Allotments are a valuable resource for biodiversity. The land provides important habitat for many species some of which are protected such as bats, birds, reptiles and some plants. Gardening for wildlife is beneficial for the production of food by the utilising natural predators for pests (frogs, toads, slow worms, ladybirds etc) and beneficial pollinators (bees, butterflies etc). The habitat that supports this natural resource needs to be evident. For example, the sustainable result of organic gardening practices, conservation margins, sensitive management of trees and hedgerows, and ecological management of those plots that are deemed 'unlettable' as opposed that those that are unused.

Policy 14: To promote, encourage and enhance the value of nature conservation and biodiversity on allotment sites.

7.2 Site and plot management

- 7.2.1 Issue: Allotment tenants have requested the regular supply of free skips for rubbish generated by their activities

Policy 15: All compostable waste is retained and composted by the allotment tenant on their own plot, or on a community compost site within the site. The allotment tenant has sole responsibility for non garden waste. Free skips will not be provided. This is consistent with the council's waste management

policies – domestic householders pay for the disposal of their green waste and bulky household waste.

- 7.2.2 Issue: There is provision in the Allotment Act 1950 for the keeping of hens and rabbits on allotments. Some plot holders have requested to keep livestock on their plot.

Policy 16: In view of the potential for nuisance to neighbours and public concerns over specific issues (e.g. bird flu). The keeping of livestock will not be encouraged and only exceptionally permitted by prior arrangement and legal agreement.

- 7.2.3 Issue: On some sites the access arrangements are either not practical or make access difficult for disabled people.

Policy 17: Review and where practicable improve access arrangements on all sites.

7.3 Administration and letting

- 7.3.1 Issue: The Royal Borough of Kingston's allotment sites are split between those directly managed through the council (15) and those leased to voluntary self management groups (8).

Policy 18: All sites will be encouraged to be voluntary managed status.

- 7.3.2 Issue: The current tenancy agreement for council managed allotments does not set out clearly the standards of cultivation, activities or behaviour of allotment tenants. The agreement is long overdue for revision and updating. In line with current best practice for legal documents it should be written in plain English that is easy to understand.

Policy 19: The tenancy agreement is reviewed and modified to include or be accompanied by a set of clear definitions of conditions of tenancy.

- 7.3.3 Issue: In the past there has not been a consistent approach to the letting and collection of rents. The rents have not been comprehensively reviewed since 1983. Currently the charges are increased annually by the inflation rate. The cost of allotment provision significantly exceeds the only source of revenue income to the allotment service, namely rents. The rent paid is heavily subsidised by the council taxpayer. It is generally accepted that rents should be related to the quality of service provided. An increase in quality and consistency of service should see an increase in rents. In fixing rents the publication 'Growing in the Community – A Good Practice Guide to

the Management of Allotments” recommends the following factors be taken into consideration.

- a) Long term financial sustainability
- b) The nature, quality and cost of facilities provided (and desired)
- c) Expenditure on promotion and administration
- d) The present levels of rent and historic tradition
- e) The likely effect of rent on plot take-up

Policy 20: Apply a consistent approach to tenancy agreements and rent levels across all sites with regard to documentation, lease arrangements and annual rent increases that reflect current services and costs.

7.4 Asset Management and Infrastructure

7.4.1 Issue: There is currently no asset management plan for the allotment sites.

Policy 21: Develop an asset management plan for all allotments.

7.4.2 Issue: There is currently no long term capital improvement or renewals budget for allotments. In the present medium term financial situation it is unlikely that any new capital money will be identified for allotments. Therefore it is necessary to seek funds from new sources. The Council cannot alone attract external funding without evidenced active partnership working with local communities. The success of the Council and the KFAG, Quadron partnership in effecting this change will depend on a large extent of their ability to attract outside funding.

Policy 22: A 10 year capital programme to be established with links to the asset management plan and strategy to attract external funding.

8 Implementation

8.1 The detailed plans for the delivery of the policies are not extensively explored in this strategy. Implementation must be through an open and transparent process that is inclusive of all interested parties. It is logical therefore, that the established representative group; Kingston Federation of Allotment Gardeners should be the body that the Council and its partners works most closely with on delivery of the strategy. However other interested parties must be allowed to be involved in the delivery of the strategy where they demonstrate a capacity and or willingness to support this work.

8.2 The actions will be met through an Annual Implementation Plans (AIP) ensuring the strategy remains relevant and forward looking whilst responding to any resource pressures of the time. Monitoring progression and delivery will be a function of the AIP. The AIP will address the long term step changes required for improvement as well as the more immediate operation changes required for the development of the service delivery.

Policy 23: The strategy will be delivered through the Green Spaces Annual Implementation Plan (AIP). The plan will be developed in partnership with K FAG and Quadron Services and considered by the Council's Executive on an annual basis for approval.

Annex A - List of policies

Policy 1: Applicants for plots in other parts of the borough are offered a plot on sites with capacity.

Policy 2: Seek opportunity for new allotment land through the planning process.

Policy 3: Assess council land holdings, especially council owned open spaces for feasibility to develop as allotments

Policy 4: All allotment land designated for that purpose will be made as lettable as is possible.

Policy 5: To develop a recognised standard of cultivation and maintenance and a process for termination if not complied with.

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Policy 14: To promote, encourage and enhance the value of nature conservation and biodiversity on allotment sites.

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allotment tenant has sole responsibility for non garden waste. Free skips will not be provided. This is consistent with the council's waste management policies– domestic householders pay for the disposal of their green waste and bulky household waste.

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Policy 17: Review and where practicable improve access arrangements on all sites.

Policy 18: All sites will be encouraged to be voluntary managed status.

Policy 19: The tenancy agreement is reviewed and modified to include or be accompanied by a set of clear definitions of conditions of tenancy.

Policy 20: Apply a consistent approach to tenancy agreements and rent levels across all sites with regard to documentation, lease arrangements and annual rent increases that reflect current services and costs.

Policy 21: Develop an asset management plan for all allotments.

Policy 22: A 10 year capital programme to be established with links to the asset management plan and strategy to attract external funding.

Policy 23: The strategy will be delivered through the Green Spaces Annual Implementation Plan (AIP). The plan will be developed in partnership with KFAG and Quadron Services and considered by the Council's Executive on an annual basis for approval.

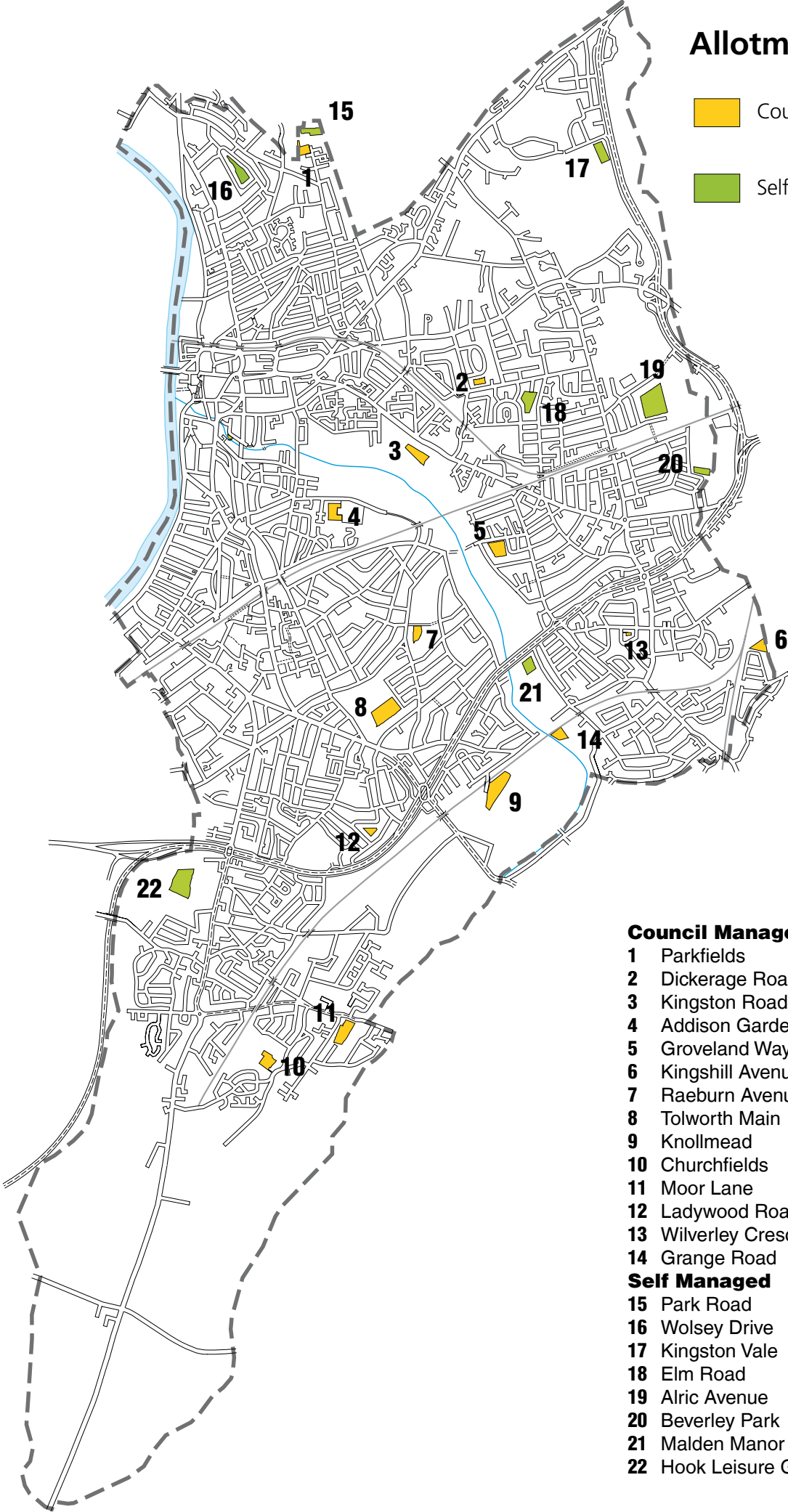
Allotments



Council managed allotment sites



Self managed allotment sites



Council Managed

- 1 Parkfields
- 2 Dickerage Road
- 3 Kingston Road
- 4 Addison Gardens
- 5 Groveland Way
- 6 Kingshill Avenue
- 7 Raeburn Avenue
- 8 Tolworth Main
- 9 Knollmead
- 10 Churchfields
- 11 Moor Lane
- 12 Ladywood Road
- 13 Wilverley Crescent
- 14 Grange Road

Self Managed

- 15 Park Road
- 16 Wolsey Drive
- 17 Kingston Vale
- 18 Elm Road
- 19 Alric Avenue
- 20 Beverley Park
- 21 Malden Manor
- 22 Hook Leisure Gardens Association

3m

AMBERWOOD RISE



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93

21.9m

WILVERLEY CRESCENT

WILVERLEY CRESCENT

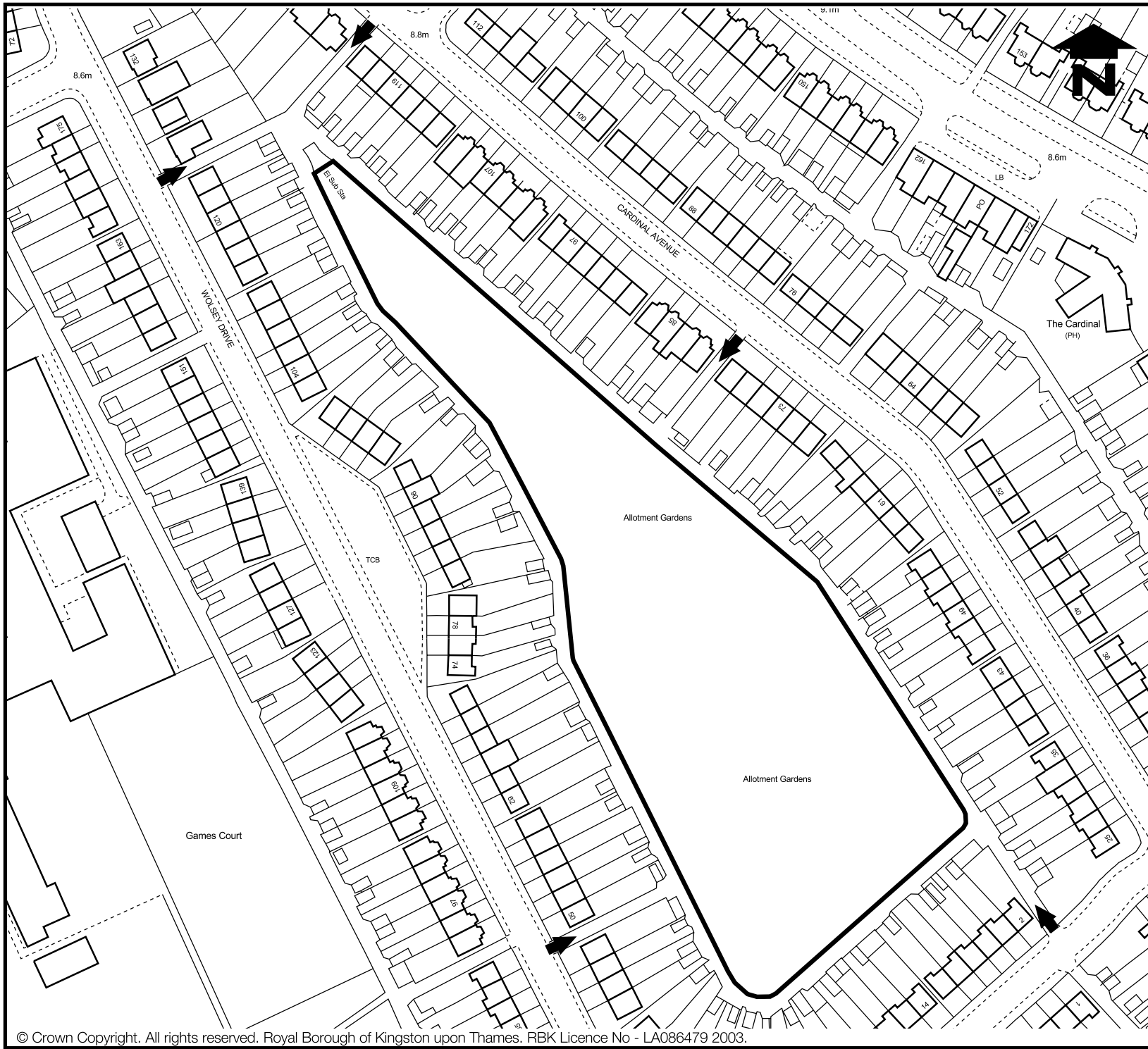
WILVERLEY CRESCENT ALLOTMENTS, WILVERLEY CRESCENT, WORCESTER PARK.

SITE PLAN

 ALLOTMENT

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Scale:	1/700	Dwg No:	03/006/J





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TUDOR ALLOTMENTS, CARDINAL AVENUE, KINGSTON.

SITE PLAN

- ALLOTMENT
- UNCULTIVATED LAND

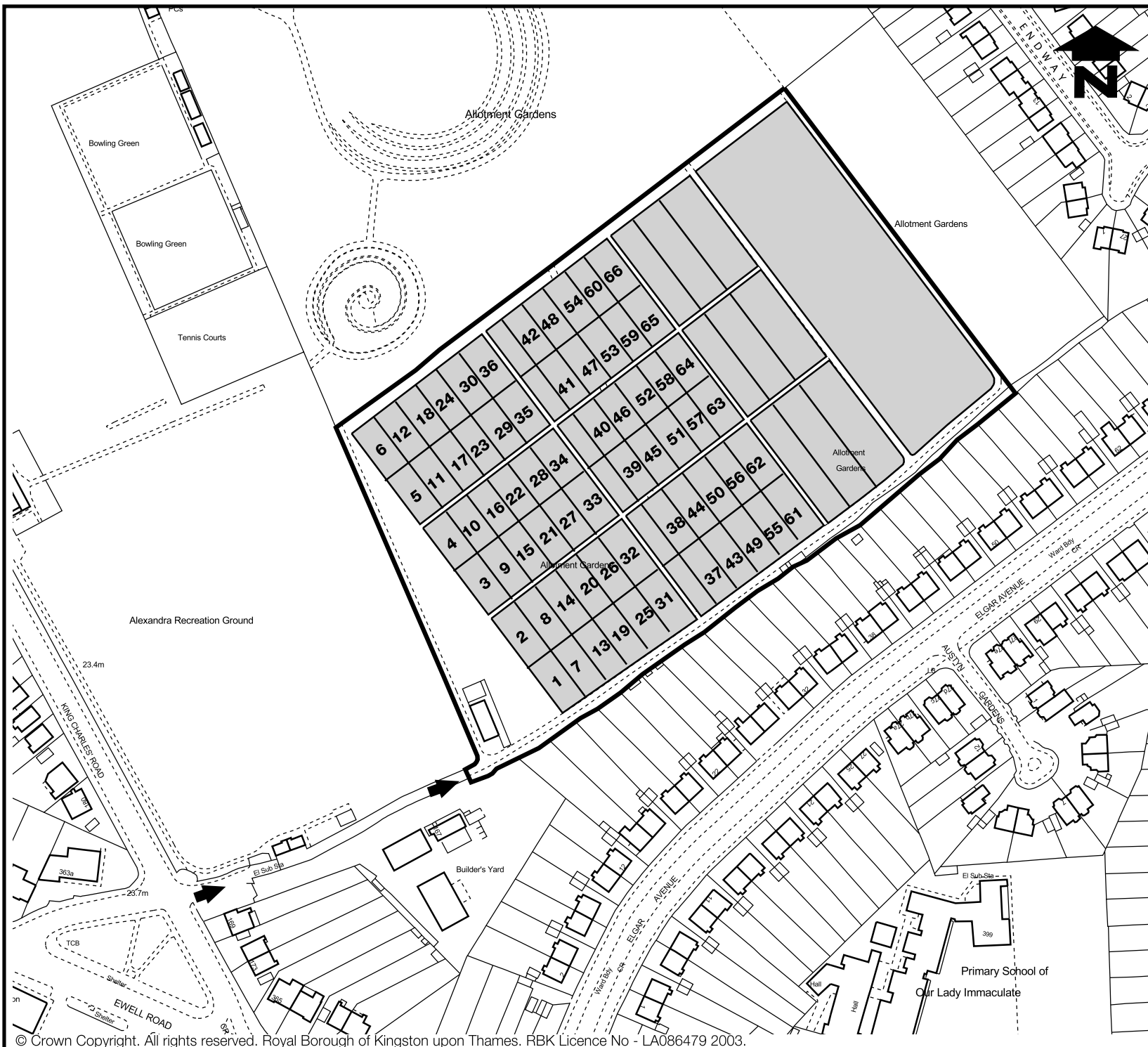
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TOLWORTH MAIN ALLOTMENTS, KING CHARLES ROAD, SURBITON.

SITE PLAN

 ALLOTMENT



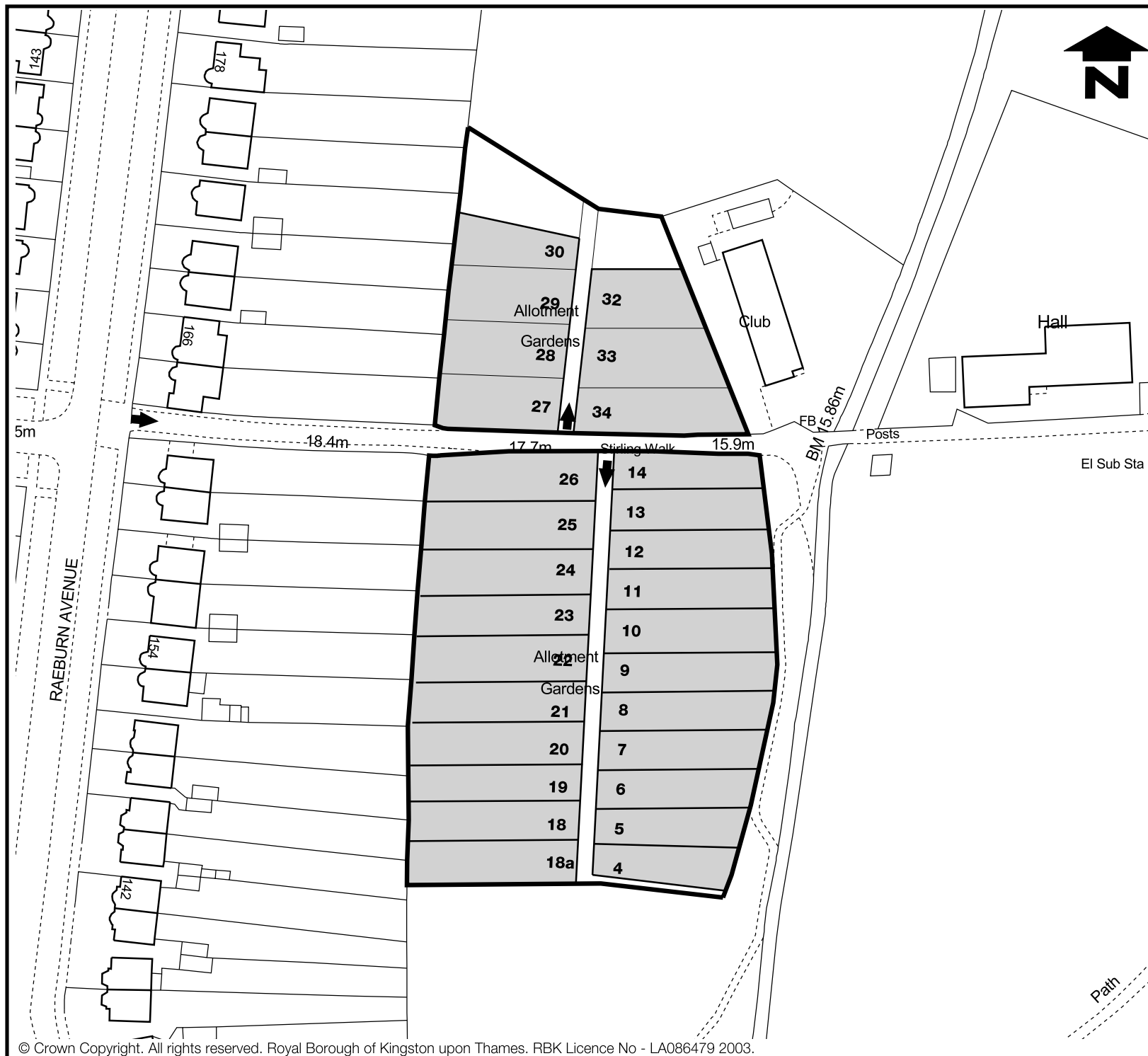
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RAEBURN AVENUE ALLOTMENTS, RAEBURN AVENUE, SURBITON.

SITE PLAN

 **ALLOTMENT**



Date: **FEB. 2003**

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Scale: **1/1000**

Dwg No: **03/037/J**



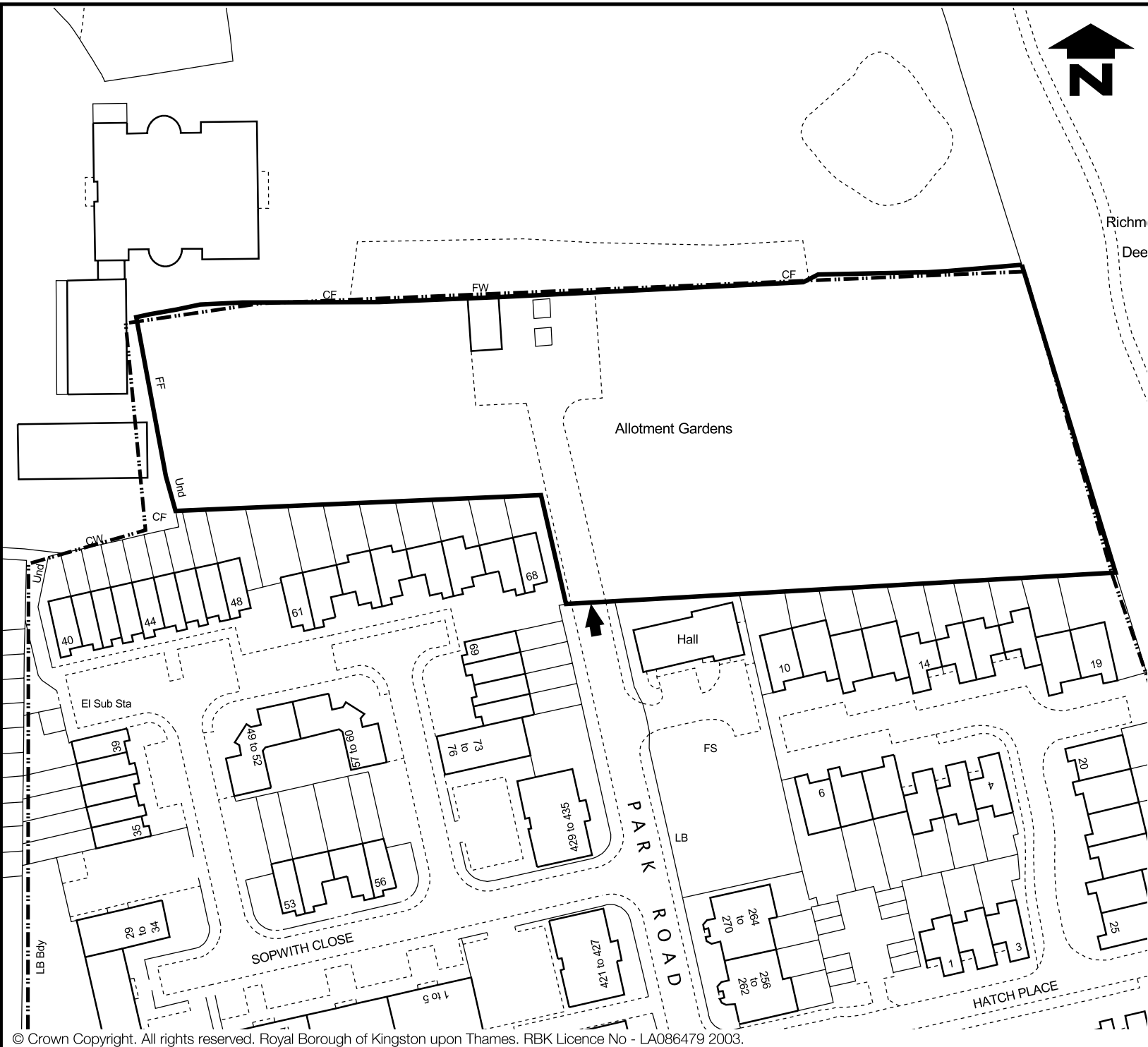


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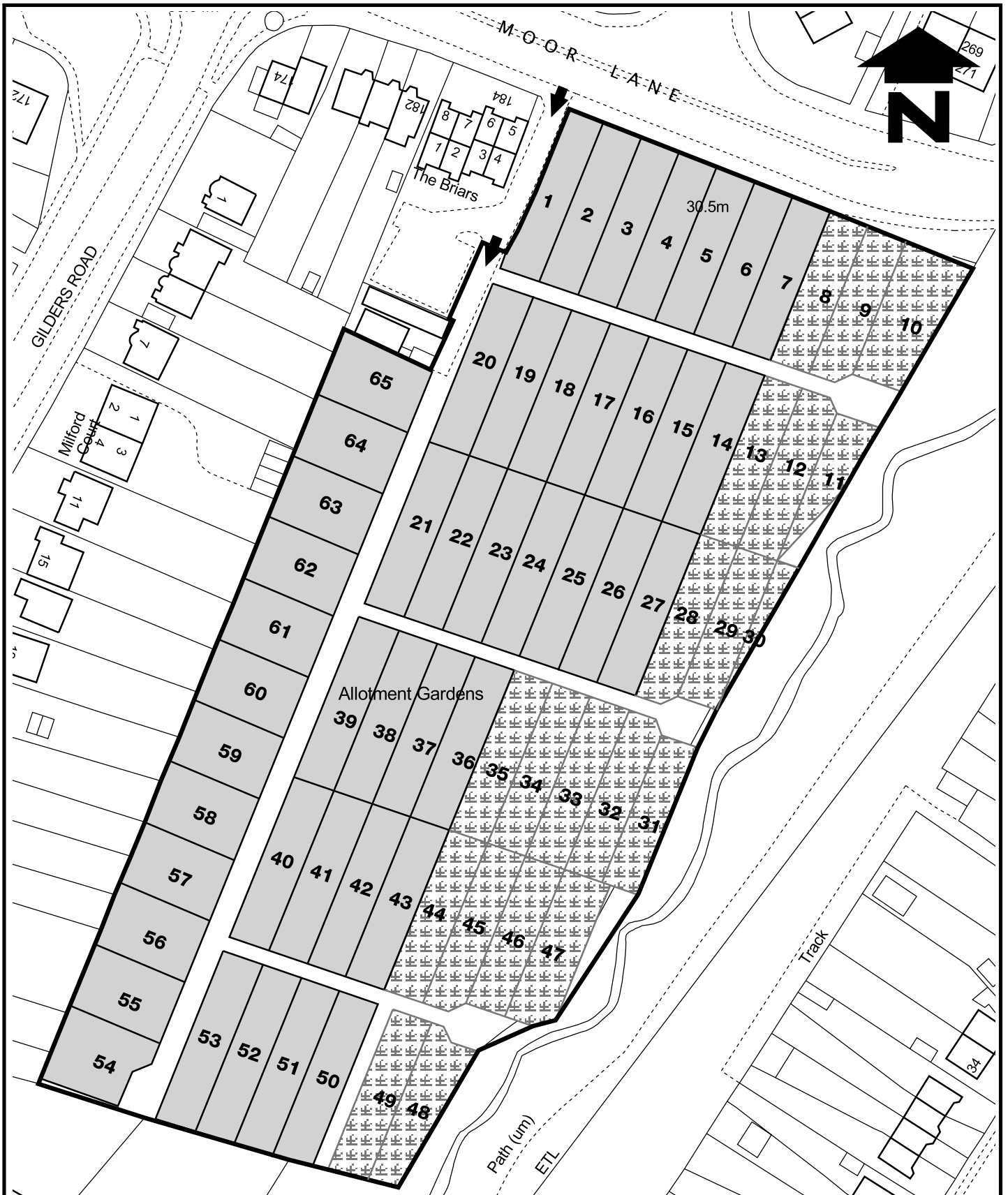
**PARK GATE HOUSE
 ALLOTMENTS,
 PARK ROAD,
 KINGSTON.**

SITE PLAN

-  **ALLOTMENT**
-  **UNCULTIVATED LAND**



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MOOR LANE ALLOTMENTS, MOOR LANE, CHESSINGTON.

SITE PLAN

 ALLOTMENT

 CONSERVATION AREA

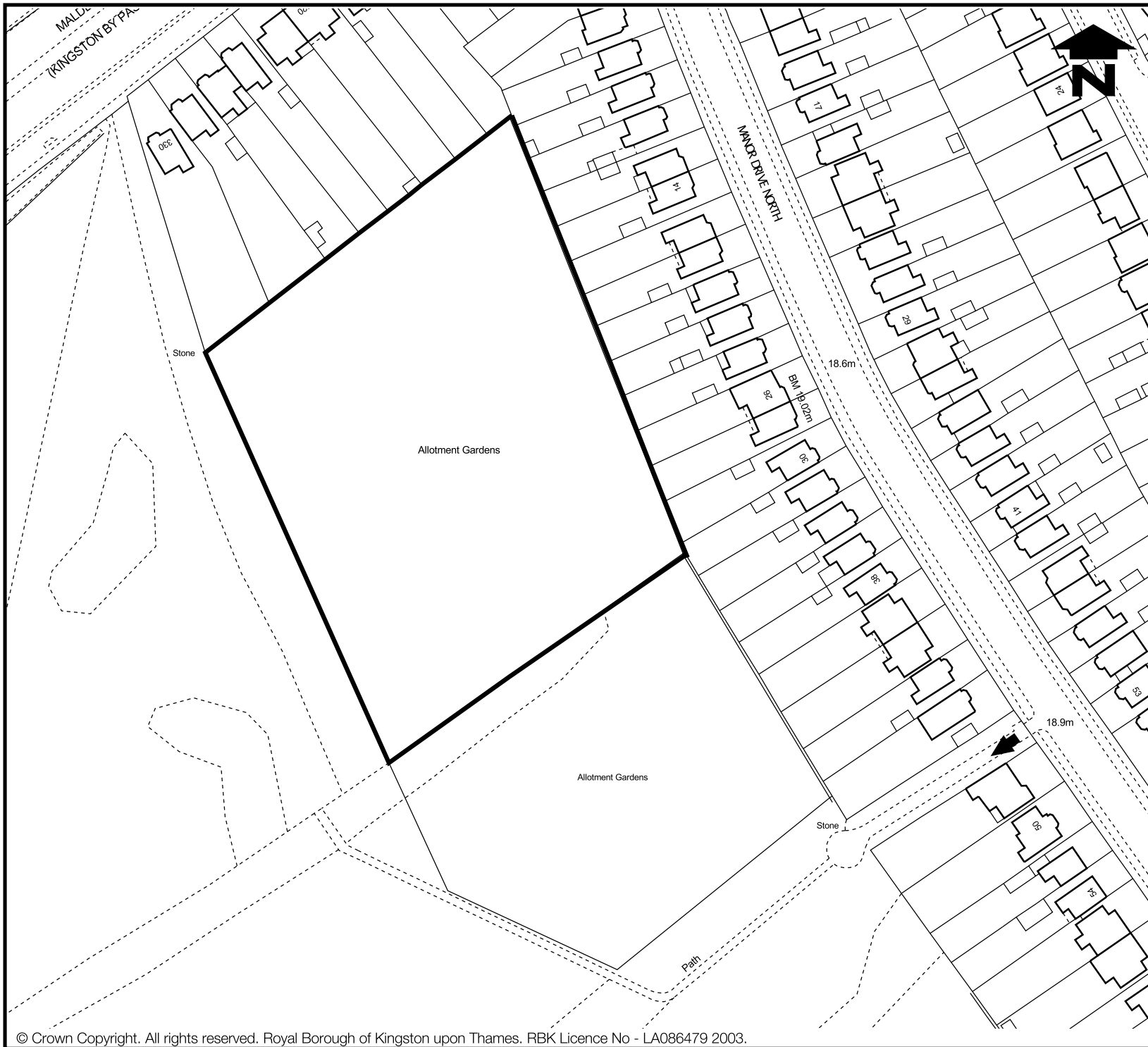
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Dwg No: **02/155/M**



ALLOTMENTS, MANOR DRIVE NORTH, NEW MALDEN.

SITE PLAN

-  **ALLOTMENT**
-  **UNCULTIVATED LAND**

Date:	SEPT. 2003	Ref:	VOLUNTARY
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LADYWOOD ROAD ALLOTMENTS, LADYWOOD ROAD, TOLWORTH.

SITE PLAN

 ALLOTMENT

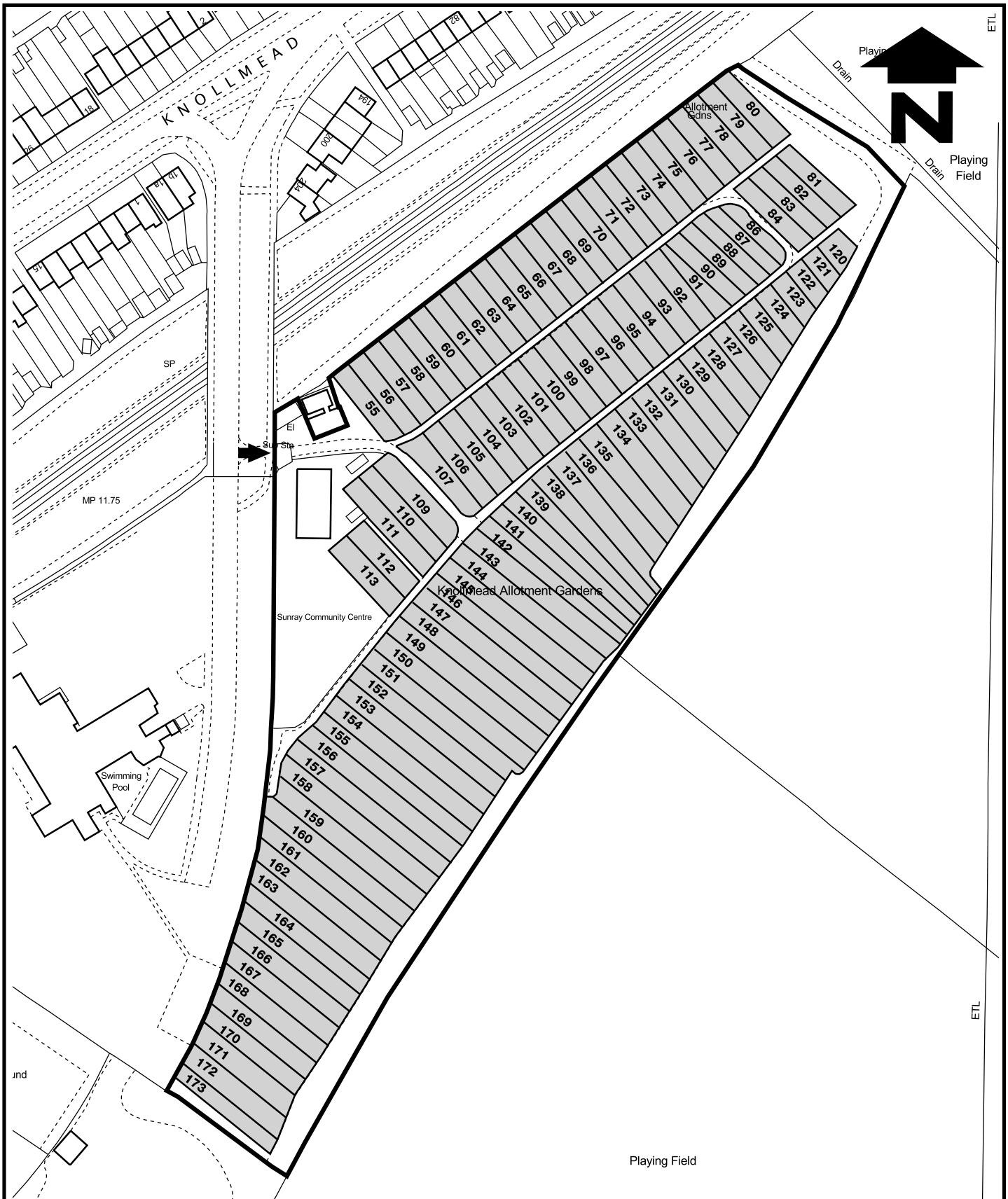
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Scale: **1/900**

Dwg No: **02/154/M**



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KNOLLMEAD ALLOTMENTS, KNOLLMEAD, SURBITON.

SITE PLAN

 ALLOTMENT

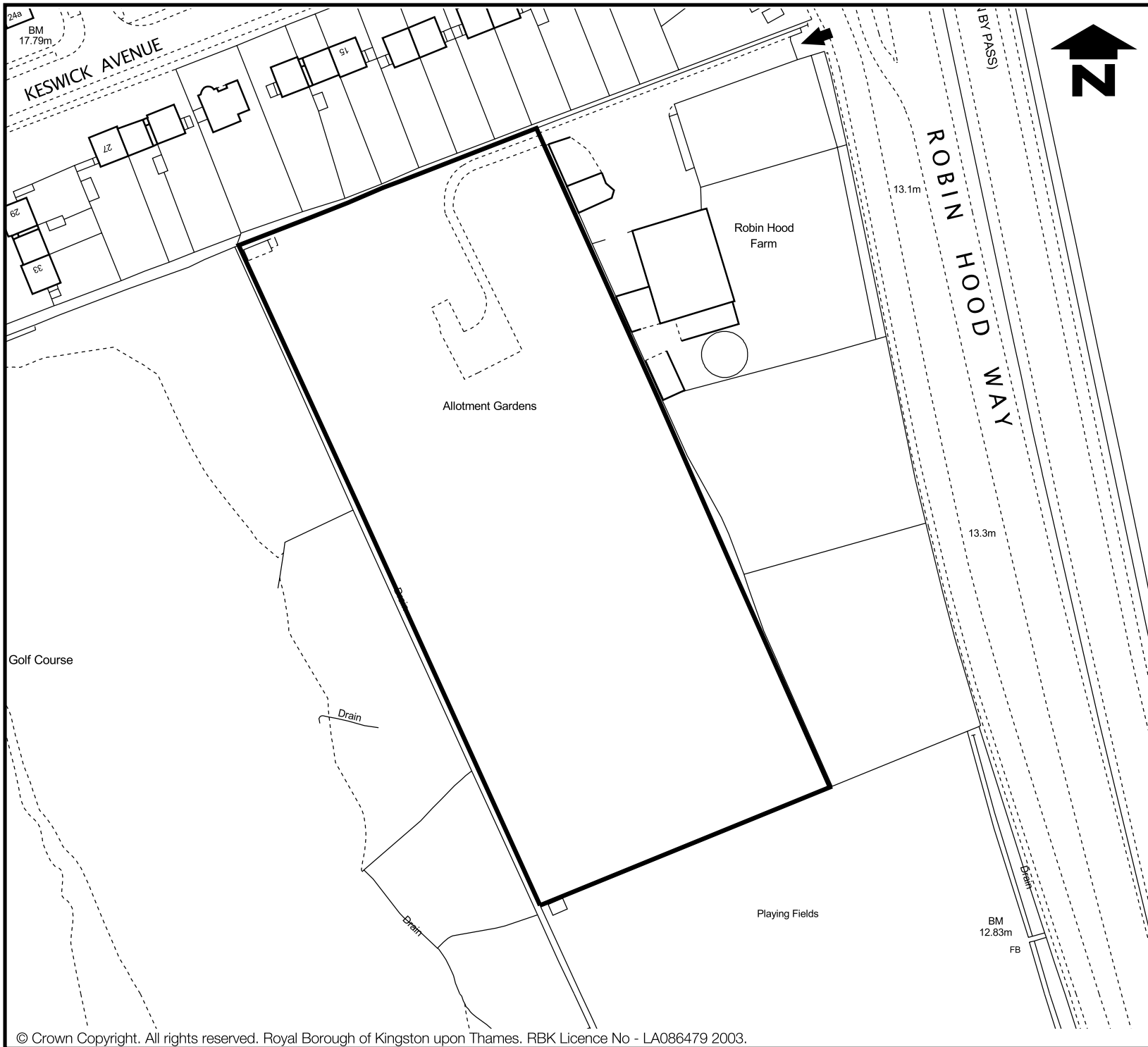
Devendra Saksena BSc.Eng FIE MBA
Director of Environmental Services
Guildhall 2, Kingston upon Thames,
Surrey KT1 1EU

Date: **MARCH 2003**

Ref: **PHS/DT695**

Scale: **1/1500**

Dwg No: **03/006/J**



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KINGSTON VALE ALLOTMENTS, ROBIN HOOD WAY, LONDON SW 15.

SITE PLAN

- ALLOTMENT
- UNCULTIVATED LAND

Date:	SEPT. 2003	Ref:	VOLUNTARY
Scale:	1/1250	Dwg No:	03/180/J

FROM KINGSTON ROAD

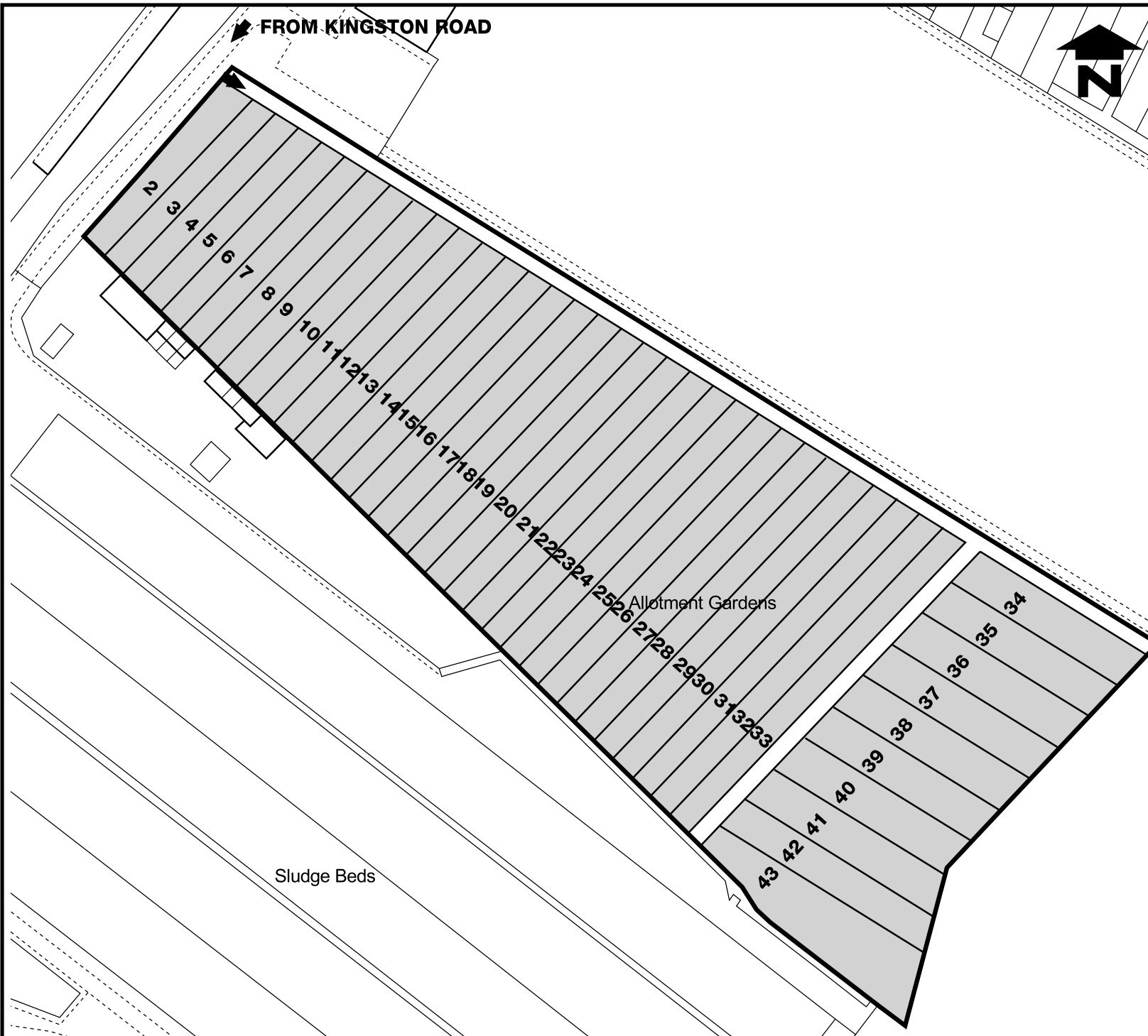


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KINGSTON ROAD ALLOTMENTS, KINGSTON ROAD, NEW MALDEN.

SITE PLAN

 ALLOTMENT



Sludge Beds

Allotment Gardens

Date:	DEC. 2002	Ref:	PHS/DE660
Scale:	1/1000	Dwg No:	02/154/J



KINGSHILL AVENUE ALLOTMENTS, WORCESTER PARK.

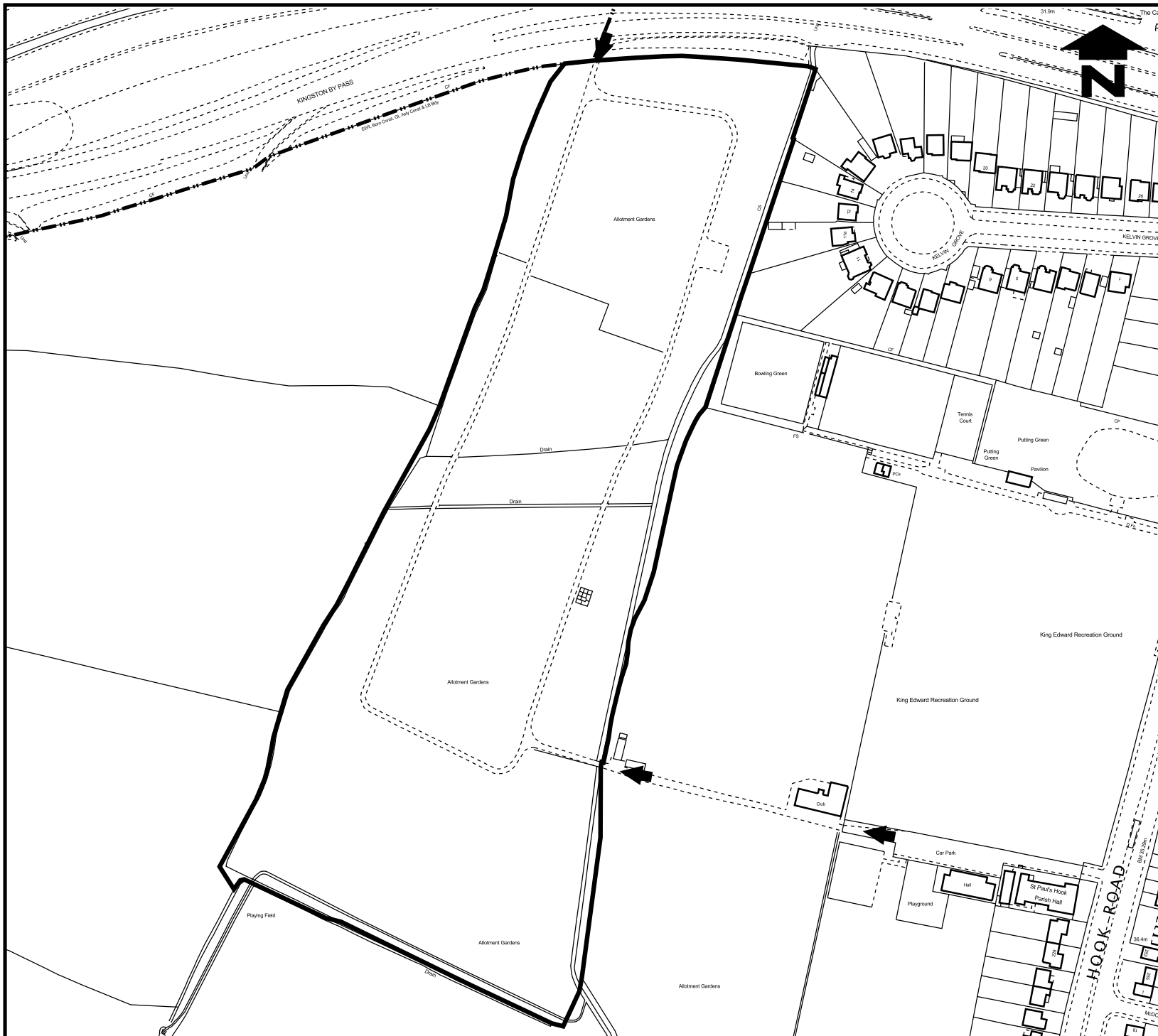
SITE PLAN

-  ALLOTMENT
-  CONSERVATION AREA



Date: **NOV. 2002** Ref: **PHS/DH741**

Scale: **1/850** Dwg No: **02/154/J**



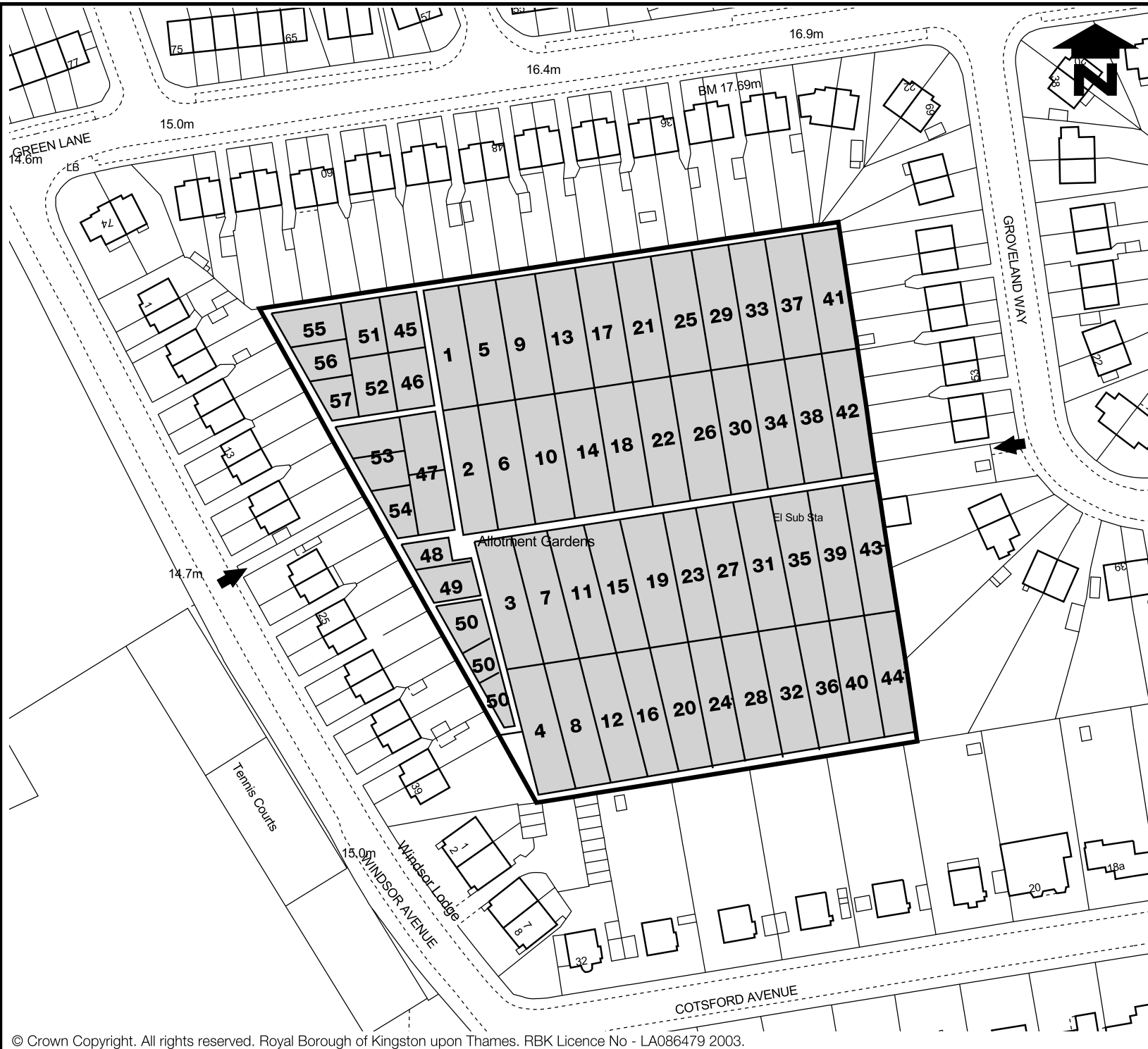
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 Surrey KT1 1EU

ALLOTMENTS, HOOK ROAD, KINGSTON.

SITE PLAN

- ALLOTMENT**
- UNCULTIVATED LAND**

Date:	SEPT. 2003	Ref:	VOLUNTARY
Scale:	1/2500	Dwg No:	03/188/J



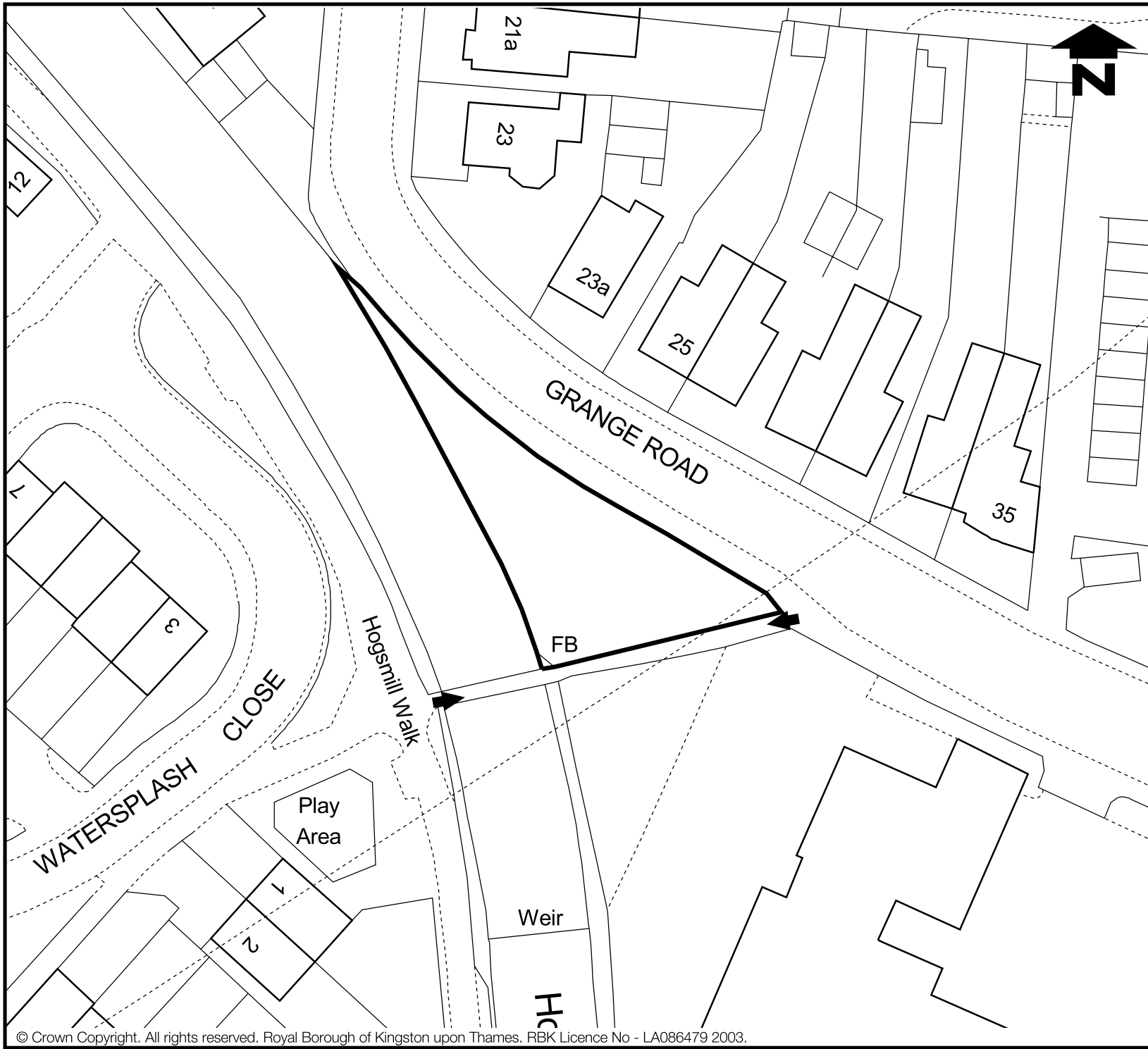
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 Surrey KT1 1EU

ALLOTMENT GARDENS, GROVELAND WAY, NEW MALDEN.

SITE PLAN

ALLOTMENT

Date:	JUNE 2003	Ref:	PHS/DH735
Scale:	1/1250	Dwg No:	03/006/J



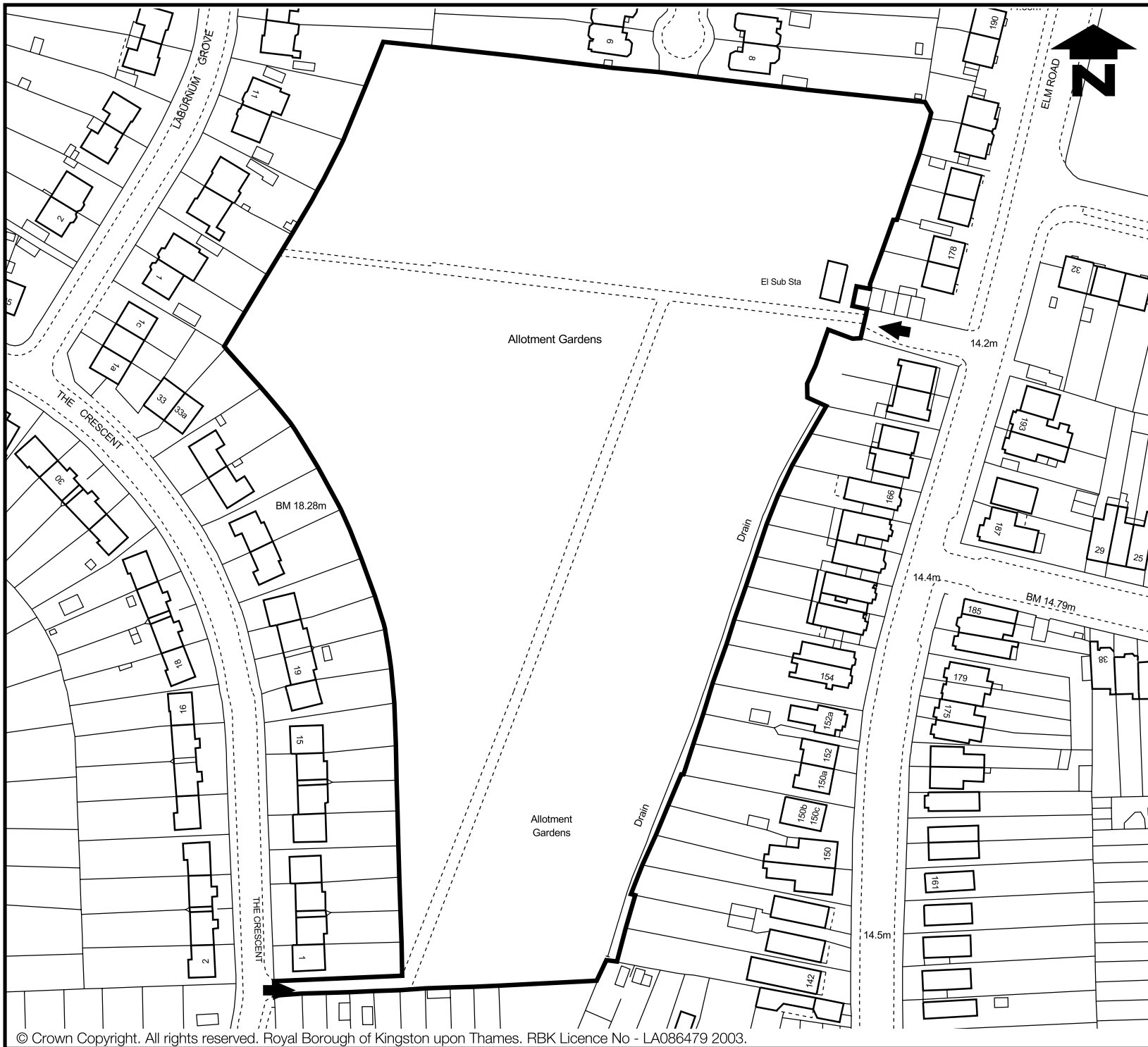
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 Surrey KT1 1EU

ALLOTMENTS, GRANGE ROAD, KINGSTON.

SITE PLAN

- ALLOTMENT
- UNCULTIVATED LAND

Date: SEPT. 2003	Ref: VOLUNTARY
Scale: 1/500	Dwg No: 03/183/J



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ALLOTMENTS, ELM ROAD, NEW MALDEN.

SITE PLAN

- ALLOTMENT
- UNCULTIVATED LAND

Date:	SEPT. 2003	Ref:	VOLUNTARY
Scale:	1/1250	Dwg No:	03/186/J



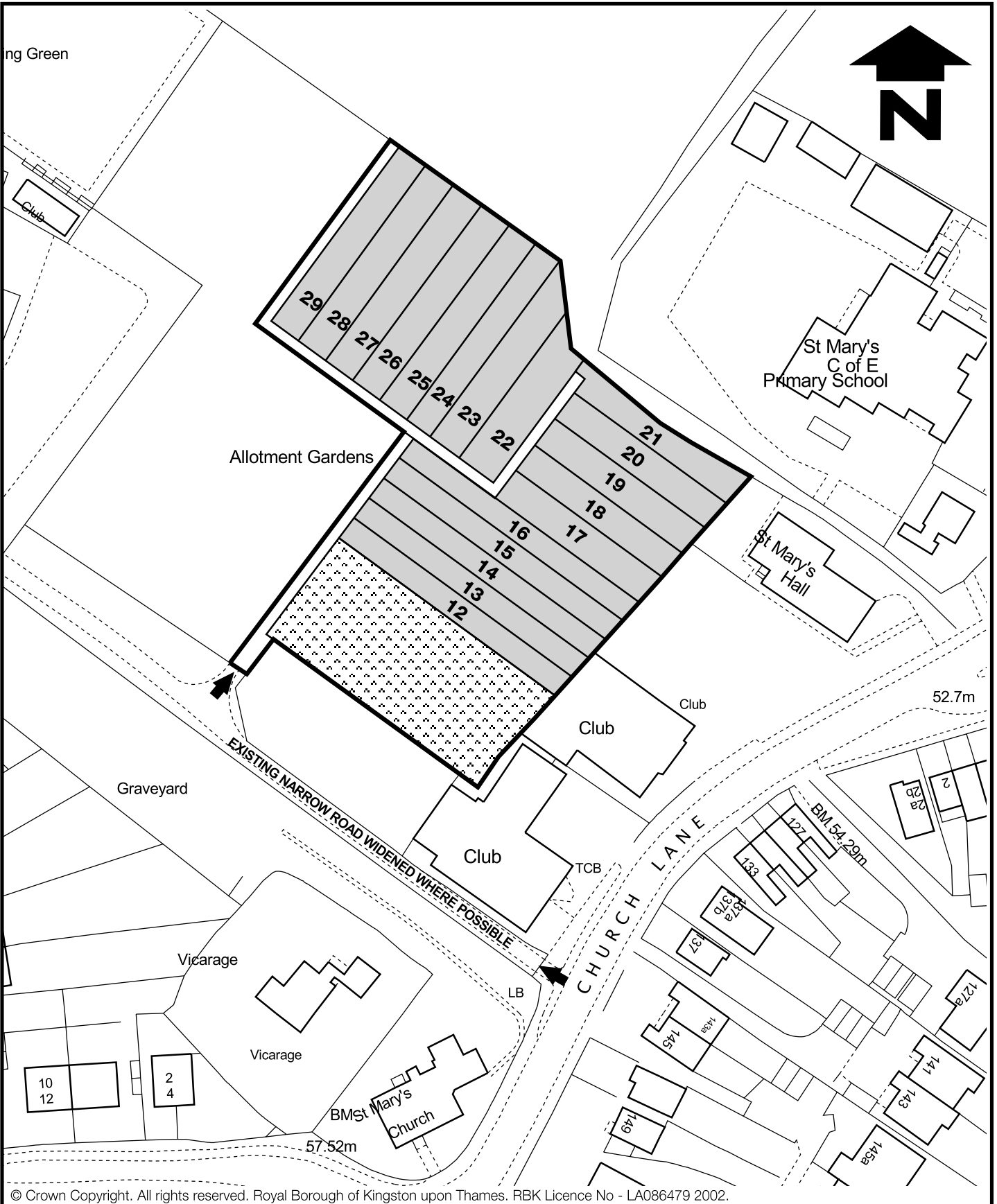
Devendra Saksena BSc.Eng FIE MBA
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 Guildhall, Kingston upon Thames,
 Surrey KT1 1EU

DICKERAGE ROAD ALLOTMENTS, DICKERAGE ROAD, KINGSTON.

SITE PLAN

ALLOTMENT

Date:	NOV. 2002	Ref:	PHS/DE665
Scale:	1/750	Dwg No:	02/154/J



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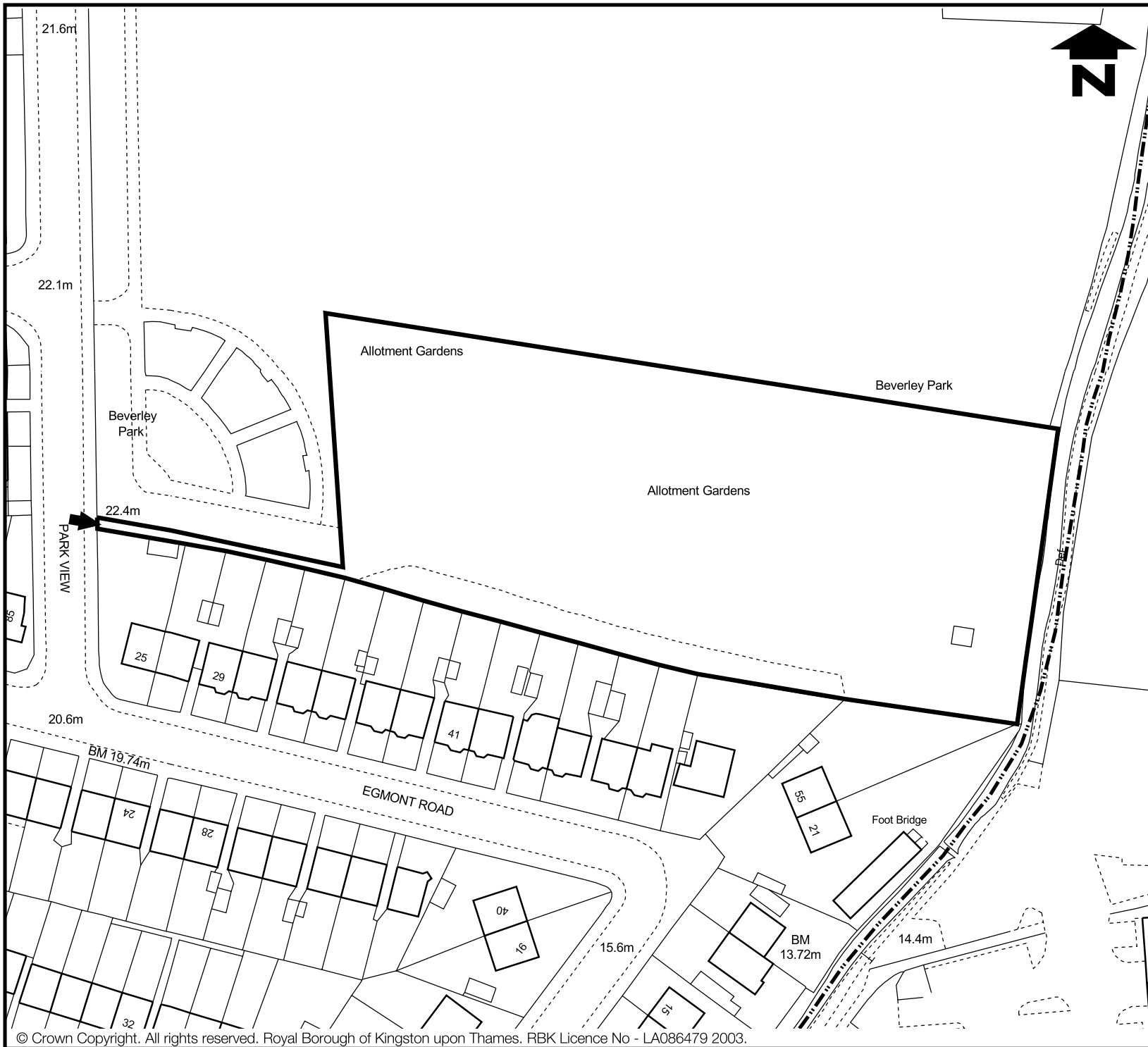
CHURCHFIELD ALLOTMENTS, CHURCH LANE, CHESSINGTON.

SITE PLAN

- ALLOTMENT
- UNCULTIVATED LAND

Devendra Saksena BSc.Eng FIE MBA
 Director of Environmental Services
 Guildhall 2, Kingston upon Thames,
 Surrey KT1 1EU

Date: NOV. 2002	Ref: PHS/DA832	Scale: 1/1000	Dwg No: 02/000/M
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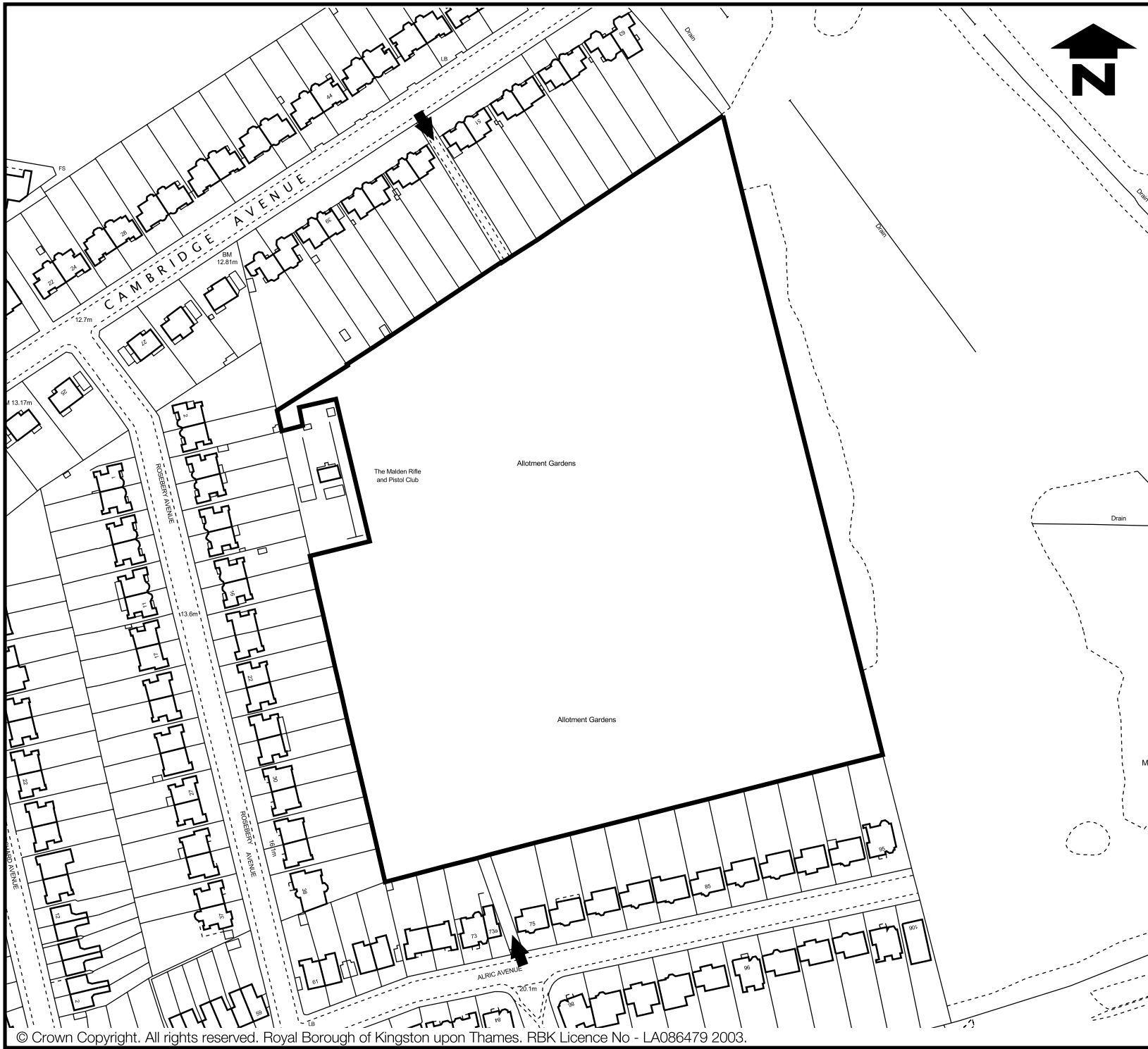
Devendra Saksena BSc.Eng FIE MBA
 Director of Environmental Services
 Guildhall, Kingston upon Thames,
 Surrey KT1 1EU

BEVERLEY PARK ALLOTMENTS, PARK VIEW, NEW MALDEN.

SITE PLAN

- ALLOTMENT**
- UNCULTIVATED LAND**

Date:	SEPT. 2003	Ref:	VOLUNTARY
Scale:	1/1000	Dwg No:	03/185/J



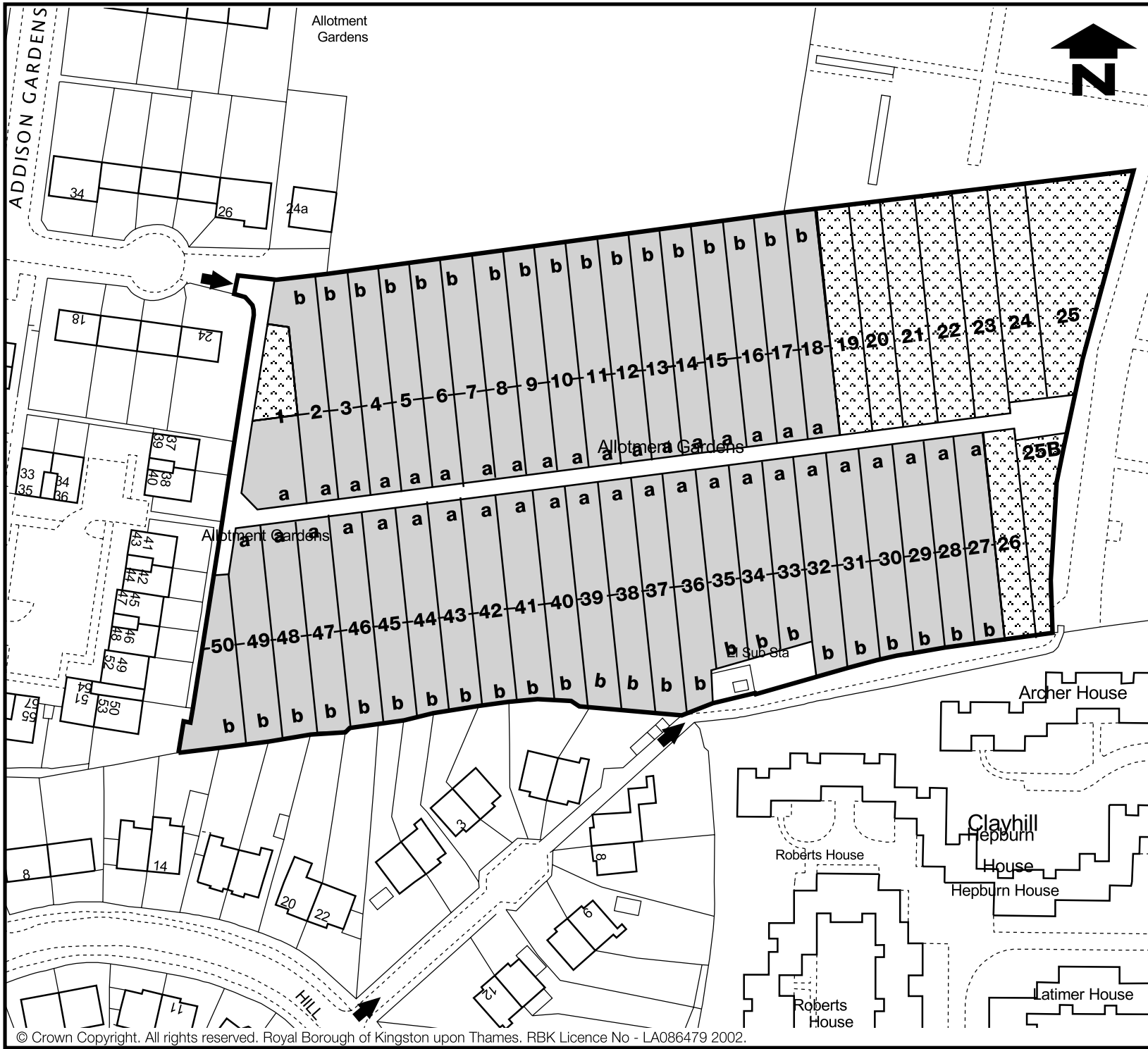
Devendra Saksena BSc.Eng FIE MBA
 Director of Environmental Services
 Guildhall, Kingston upon Thames,
 Surrey KT1 1EU

ALRIC AVENUE ALLOTMENTS, CAMBRIDGE AVENUE, NEW MALDEN.

SITE PLAN



- ALLOTMENT
- UNCULTIVATED LAND

Date:	SEPT. 2003	Ref:	VOLUNTARY
Scale:	1/2000	Dwg No:	03/184/J

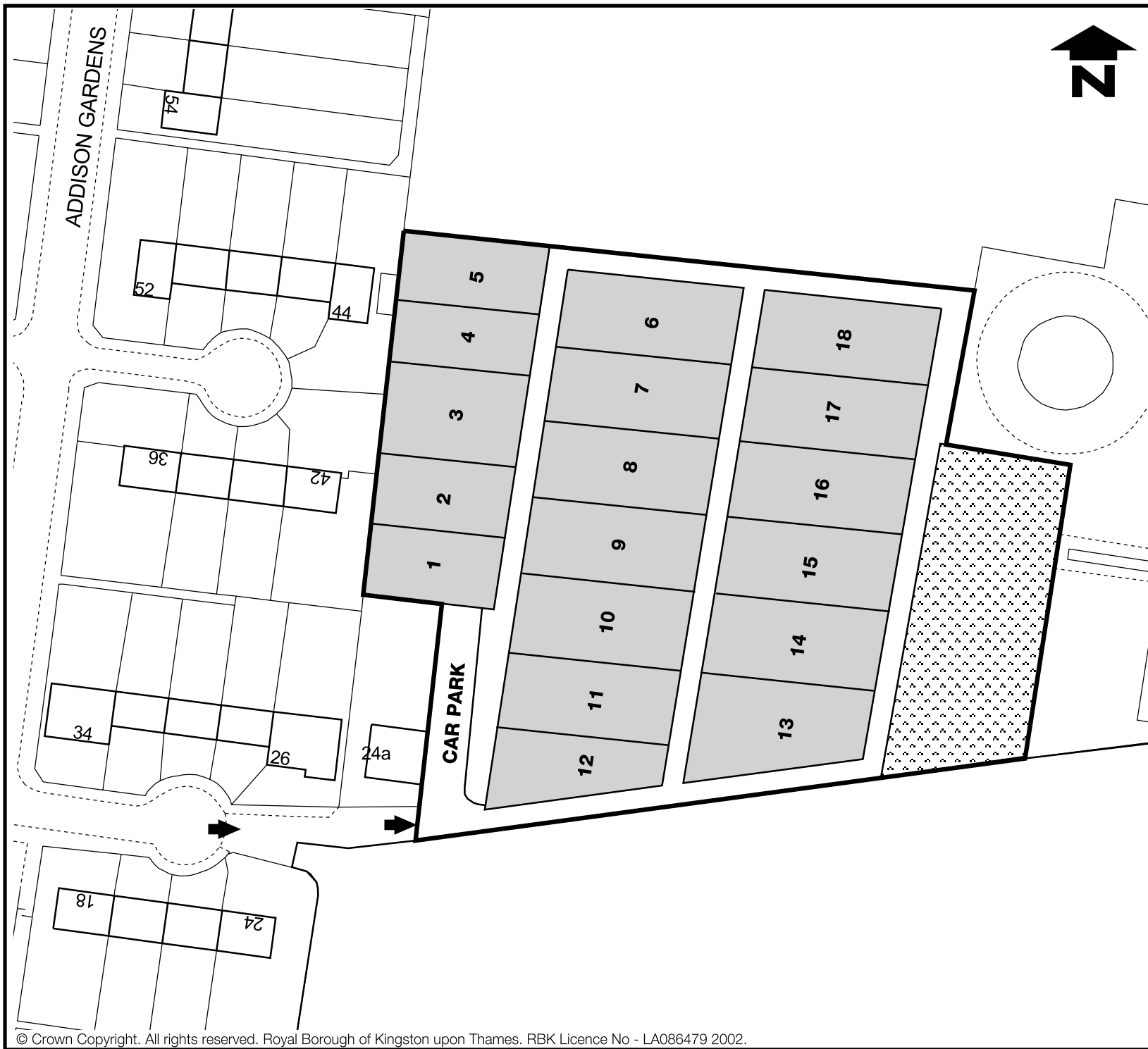


ADDISON GARDENS ALLOTMENTS, ADDISON GARDENS, SURBITON.

SITE PLAN

-  ALLOTMENT
-  UNUSABLE LAND

Date:	NOV. 2002	Ref:	PHS/DE663
Scale:	1/1000	Dwg No:	02/154/J



**ADDISON GARDENS
 ALLOTMENTS
 EXTENSION,
 ADDISON GARDENS,
 SURBITON.**

SITE PLAN

- ALLOTMENT**
- UNCULTIVATED LAND**

Date:	NOV. 2002	Ref:	PHS/DE663
Scale:	1/750	Dwg No:	02/154/J

Annex C - Legislation Relating to Allotments

- The Small holdings and Allotments Act 1908

Repealed and consolidated the previous law and deals almost entirely with the provision of allotments and the compensation payable to tenants on the termination of their tenancies.

- The Land Settlement (Facilities) Act 1919

Abolished the reference to "labouring population", which had been a previous requisite, and made Metropolitan Borough Councils allotment authorities for the first time.

- The Allotments Act 1922

Gave a degree of security of tenure to the tenants and improved their rights to compensation on termination for improvements to the land.

Limited the size of an individual allotment to one quarter of an acre and specified that they should mostly be used of growing fruits and vegetables.

- The Allotments Act 1925

Required Town Planning Authorities to give special consideration to the provision of allotments when preparing district town planning schemes.

Established statutory allotments which a local authority could not sell or convert to other purposes without Ministerial consent.

- The Smallholdings and Allotments Act 1926

This was primarily concerned with smallholdings.

- The Agricultural Land (Utilisation) Act 1931

A measure to relieve unemployment at the time, by encouraging use of allotments and smallholdings.

- The Allotments Act 1950

Passed as a consequence of the report of the Allotments Advisory Committee, although not all the recommendations were implemented. In particular it improved the security of tenure in respect of allotment gardens and amended the law relating to allotment tenancies. It also restricted the obligations of Local Authorities in the matter of allotment provision and increased the amount that may be expended out of the rates on allotments.

Other relevant legislation includes the Town and Country Planning Act 1971, the Local Government Planning and Land Act 1980, and the Local Government and Planning (Amendment) Act 1981. Their impact is directed at influencing forward planning of allotments.

Annex D - Sample Tenancy Agreement for Permanent Allotments

QUADRON SERVICES LTD ON BEHALF OF ROYAL BOROUGH OF KINGSTON UPON THAMES

[Allotment name] ALLOTMENTS PLOT NO(s)
AN AGREEMENT made the ___ day of _____ BETWEEN QUADRON SERVICES LIMITED on behalf of the ROYAL BOROUGH OF KINGSTON UPON THAMES (hereafter called "Quadron Services") by the duly authorised Agent of the one part and:

[Tenants Name] of [Tenant Address]

in the Royal Borough of Kingston upon Thames (hereinafter called "the Tenant") of the other part.

NOW it is agreed between the parties hereto as follows:

1. Quadron Services shall let and the Tenant shall take as tenant from the _____ until the 31st day of December 2007 and thereafter year to year the said allotment garden in the said Borough at the yearly rent of £____ to be paid in advance without deduction on the 1st day of January in each year the first (apportioned) payment to be made in the execution thereof. The rent payable under this agreement may be varied following at least one month's notice to the Tenant by Quadron Services to take effect from the following 1st day of January
2. The tenant agrees with Quadron Services:-
 - a) to pay the said yearly rent on the days and in the manner specified in Clause 1 hereof.
 - b) to use the allotment garden in accordance with the Allotments Acts 1908 – 1950 and to cultivate the same in such a manner as shall preserve its fertility to keep it tidy and free from weeds and rubbish and otherwise to maintain it in a proper state of cultivation to the satisfaction of Quadron Services.
 - c) to use the allotment garden for the cultivation wholly or mainly of ordinary vegetable produce
 - d) to use the allotment garden in such a manner and to take such precautions as may be reasonably necessary to prevent any undue annoyance or disturbance of the tenants of adjoining allotment gardens or the owners or residents of any houses adjoining or adjacent to the allotment garden.
 - e) to gain access to the allotment garden by the authorised means only and not to make any other means of access to or exit from the allotment garden
 - f) to keep every hedge that shall form part of the allotment garden properly cut and trimmed and to keep all ditches properly cleansed.
 - g) to take the necessary precautions to ensure that the number plate indicating the number of the allotment garden shall remain in the position in which it has been placed by Quadron Services.

- h) to permit any officer of Quadron Services or any person appointed by Quadron Services to enter upon the allotment garden at all reasonable times for the purpose of inspecting the same.
 - i) not to erect any fencing shed or other structure on or near the allotment garden without first having obtained the written consent of Quadron Services thereto and at the termination of the tenancy to remove any sheds or erections which may have been placed or erected.
 - j) not to erect or display any advertisement of any kind whatsoever on or near the allotment garden.
 - k) not to assign or sub-let or part with the possession of the allotment garden or any part of it.
 - l) not to use barbed wire for a fence adjoining any path set out by Quadron Services for use of the tenants of the adjoining lands and to keep that portion of the allotment path which runs alongside his plot clear from weeds and overgrowing plants, etc.
 - m) not without first having obtained the written consent of Quadron Services to cut or prune any timber or other trees now growing on the allotment garden or take, sell or carry away or permit to be taken, sold, carried away any mineral, gravel, sand, clay, turf or soil.
 - n) to observe and perform any other conditions which Quadron Services may from time to time approve or consider necessary for preserving the allotment garden from deterioration and of which notice of the tenant is given in accordance with this agreement.
3. The Tenancy hereby created may be determined or (in any events specified in sub-clauses f) and g) of this Clause shall determine:-
- a) i) by twelve months or longer notice in writing to quit from Quadron Services expiring on or before the 6th day of April or on or after the 29th day of September in any year ii) by re-entry by Quadron Services after 3 months' previous notice in writing at any time where land is required for building, mining or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes or if land is required by Quadron Services for a purpose for which is acquired or has been appropriated under any statutory provision or some other Quadron Services purpose and iii) by re-entry by Quadron Services at any time if the land was acquired by Quadron Services under the Housing Acts 1890 to 1921 before the 26th day of October 1950 and is required for the purposes of those Acts; or
 - b) by re-entry by Quadron Services if the rent is in arrear for not less than forty days after the same shall have become due, or
 - c) by re-entry by Quadron Services after 4 weeks notice' in writing from Quadron Services if the Tenant shall contravene or neglect to comply with any of the Conditions of this Agreement any payment whatsoever by way of abatement of rent or of compensation; or

- d) by re-entry by Quadron Services on account of the Tenant becoming bankrupt or compounding with his creditors, or where the Tenant is an association, on account of its liquidation; or
 - e) upon the death of the Tenant; or
 - f) where Quadron Services is itself a tenant, by the termination of its tenancy; or,
 - g) where Quadron Services has let the land laid under Section 10 of the Allotments Act 1922, by the termination of the right of occupation of Quadron Services; or,
 - h) by the Tenant on giving Quadron Services twelve months' notice in writing expiring on or before the 6th day of April or on after the 29th day of September in any year provided that Quadron Services may at the discretion of the Quadron Services Manager for the time being accept such shorter notice as he may deem appropriate in the circumstances.
4. On the termination of the tenancy under Clause 3 (a) (ii) or (iii) hereof the Tenant shall be entitled to recover compensation for growing crops and manures and also to recover compensation for disturbances amounting to one year's rent or proportionately in the case of part of the land. The Tenant is also entitled to compensation for disturbance of the said amount where the tenancy is terminated under Clause 3 (f) and 3 (g) hereof.
5. Quadron Services shall be entitled to recover compensation from the Tenant for any deterioration of the land on the termination of the tenancy if the Tenant has failed to maintain the plot clean and in a good state of cultivation and fertility.
6. Any notice or consent that may be given under this Agreement and shall be in writing and if given by Quadron Services shall be signed by the Quadron Services Manager and if given by the Tenant shall be signed by the Tenant and delivered at the Office for the time being of Quadron Services.

SIGNED by the said :-

Print Name:: _____

Address _____

Tel. No. _____

Annex D - Kingston Federation of Allotment Gardeners (K FAG)

Constitution

A Name

The name of the organisation shall be Kingston Federation of Allotment Gardeners, hereinafter called 'the Federation'

B Aim and Objectives

To promote and encourage allotment gardening in the Royal Borough of Kingston by:

- i) providing information to local residents about the benefits of allotment gardening
- ii) encouraging full use of allotments in the borough
- iii) introducing, informing and demonstrating to those Council sites that are interested, the benefits of forming an allotment committee and/or Voluntary Management

C Powers

In furtherance of the objects but not otherwise the Management Committee may exercise the following powers:

- i. power to raise funds and to invite and receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- ii. power to buy, or in exchange, any property necessary for the achievement of the objects and to maintain and equip it for use.
- iii. power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Federation.
- vi. power to co-operate with charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them.
- vii. power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
- viii. power to appoint and constitute such advisory committees as the Management Committee may think fit.
- ix. power to do all such other lawful things as are necessary for the achievement of the objects.

D Membership

1. Membership of the Federation is open to organisations that support the aims and objectives of The Federation
2. Membership applications will be considered at Management Committee meetings. Membership will be granted by unanimous vote. The Federation Secretary will respond in writing to applicants and keep a proper record of all members.
3. Each member organisation shall appoint an individual to represent it and to vote on its behalf at meetings of the Federation; and may appoint an alternate to replace its appointed representative at any meeting of the Federation if the appointed representative is unable to attend.
4. Each member organisation shall notify the name of the representative appointed by it and of any alternate to the secretary. If the representative or alternate resigns from or otherwise leaves the member organisation, he or she shall forthwith cease to be the representative of the member organisation.
5. The Management Committee may unanimously and for good reason terminate the membership of any individual or member organisation: Provided that the individual concerned or the appointed representative of the member organisation concerned (as the case may be) shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

E Management Committee

1. The management of the Federation shall be vested in a Management Committee, consisting of no less than 9 members nor more than 16. This number shall comprise the following Honorary Officers - a Chairperson, a Secretary and a Treasurer, plus such other members of the Federation elected by members at the Annual Meeting.
2. Election to the Management Committee shall be for three years.
3. The Federation shall have the power to co-opt persons having special knowledge or experience.
4. The number of co-opted members shall not exceed one-quarter of the total membership of the Management Committee.

5. No elected or co-opted member of the Management Committee shall serve for more than six consecutive years. On the expiration of such period, one further year must elapse before any such member shall be eligible for re-election. In the event of nominations exceeding vacancies, elections shall be by ballot of those attending the Annual General Meeting and any casual vacancy in the offices for the period up to the next Annual General Meeting of the Federation.
 - a. The Management Committee may appoint such person or persons as it thinks fit to be Chair of the Federation for a fixed term of three years.
 - b. The Committee may invite any person to attend its meetings as an observer but without the power to vote.
6. The Management Committee shall have the power to set up separate sub-committees as necessary. The sub-committees shall report to the Management Committee as soon as possible.
7. The proceedings of the Committee shall not be invalidated by any failure to appoint or any defect in the appointment, election, co-option, or qualification of any member there.

F Determination of Membership of Management Committee

A member of the Management Committee shall cease to hold office if he or she :

1. is disqualified from acting as a member of the Management Committee by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision):
2. becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs:
3. is absent without the permission of the Management Committee from all their meetings held within a period of six months and the Management Committee resolve that his or her office be vacated: or notifies to the Management Committee a wish to resign (but only if at least three members of the Management Committee will remain in office when the notice of resignation is to take effect).

G Management Committee Members not to be personally interested

1. Subject to the provisions of sub-clause 2 of this clause no member of the Management Committee shall acquire any interest in property belonging to the Federation (otherwise than as a trustee for the Federation) or receive remuneration or be interested (otherwise than as a member of the Management Committee) in any contract entered into by Management Committee.

2. Any member of the Management Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by the other members of the Management Committee to act in a professional capacity on behalf of the Federation: Provided that at no time shall a majority of the members of the Management Committee benefit under this provision and that a member of the Management Committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his or her firm, is under discussion.

H Meetings and proceedings of the Management Committee

1. The Management Committee shall hold at least five ordinary meetings each year. A special meeting may be called at any time by the chairman or by any two members of the Management Committee upon not less than 7 days' notice being given to the other members of the Management Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days' notice must be given.
2. The chairperson shall act as chairperson at meetings of the Management Committee. If the chairperson is absent from any meeting, the members of the Management Committee present shall choose one of their number to be chairperson of the meeting before any other business is transacted.
3. There shall be a quorum when at least one third of the number of members of the Management Committee for the time being or three members of the Management Committee, whichever is the greater, are present at a meeting. At least one of those present must be an officer.
4. Every matter shall be determined by a majority of votes of the members of the Management Committee present and voting on the question but in the case of equality of votes the chairperson of the meeting shall have a second or casting vote.
5. The Management Committee shall keep minutes of the proceedings at meeting of the Management Committee and any sub-committee.
6. The Management Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
7. The Management Committee may appoint one or more sub-committees consisting of three or more members of the Management Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the

Management Committee would be more conveniently undertaken or carried out by a sub-committee : provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Management Committee.

I Receipts and expenditure

1. The funds of the Federation, including all donations contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Federation. All cheques drawn on the account must be signed, by at least two signatories from a list approved by the Management Committee.
2. The funds belonging to the Federation shall be applied only in furthering the objects.

J Annual General Meeting

1. The Annual Meeting shall be held in each year at such time (not being later than 15 months after the preceding Annual Meeting) and such place as the Management Committee shall determine.
2. Every annual general meeting shall be called by the Management Committee. The secretary shall give at least 21 days' notice of the annual general meeting to all the members of the Federation. All the members of the Federation shall be entitled to attend and vote at the meeting.
3. Before any other business is transacted at the first annual general meeting the persons present shall appoint a chairperson of the meeting. The chairperson shall be the chairperson of subsequent annual general meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairperson of the meeting.
4. The Management Committee shall present to each annual general meeting the report and accounts of the Federation for the preceding year.
5. Nominations for election to the Management Committee must be made by members of the Federation in writing and must be in the hands of the secretary of the Management Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

K Special General Meetings

1. The Management Committee may call a special general meeting of the Federation at any time. If at least ten members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

L Procedure at General Meetings

1. The secretary or other person specially appointed by the Management Committee shall keep a full record of proceedings at every general meeting of the Federation.
2. There shall be a quorum when at least one tenth of the number of members of the Federation for the time being or ten members of the Federation, whichever is the greater, are present at any general meeting.

M Notices

1. Any notice required to be served on any member of the Federation shall be in writing and shall be served by the secretary or the Management Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

N Alterations to the Constitution

1. The Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

O Dissolution

1. If the Management Committee decides that it is necessary or advisable to dissolve the Federation it shall call a meeting of all members of the Federation, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Management Committee shall have power to raise any assets held by or on behalf of the Federation. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Federation as the members of the Federation may determine or failing that shall be applied for some other charitable purpose.

P Arrangements until first Annual General Meeting

1. Until the first annual general meeting takes place this constitution shall take effect as if references in it to the Management Committee were references to the persons whose signatures appear at the bottom of this document.
2. This constitution was adopted on the date mentioned below by the persons whose signatures appear at the bottom of this document.

Signed

.....

.....

Date