

## BRIGHTON AND HOVE ALLOTMENT STRATEGY 3-YEAR ACTION PLAN 2014-2017

Action plan dated: 14<sup>th</sup> February 2014

This Action plan forms part of the **Brighton and Hove Allotment Strategy** 2014-2024 and sets out priority actions for the first 3 years in order to implement strategy. The full Allotment Strategy, and a summary briefing, can be seen at [www.bhaf.org.uk](http://www.bhaf.org.uk) and on the Council’s website (via the Allotment section)

This action plan is a **living document** and the actions within it will change and develop over time. Many of the actions will require **close partnership working**, so where a lead is given they are responsible for *overseeing and reporting back on progress*, engaging with partners; they are not solely responsible for delivery. Involvement of allotmentees in ongoing development and delivery of this action plan will be encouraged via the Allotment Federation.

***Strategy Objective 1: Provide an economic way for people to produce good quantities of high quality, locally grown food.***

ACTION	Lead responsibility (NB will engage partners in delivery!)	Timescale/Milestones	Resources	Outcome
Monitor progress on the 10 year strategy and three year action plan; including requirements for additional funding e.g. grants/ sponsorship	Liaison Group	Annual review, 2014-2017; Strategy review & refresh to take place 2019	Liaison group time	Achieving strategy objectives

**Strategy Objective 2: Increase the number of people participating in food growing on allotments, so that all sections of the community – particularly the most vulnerable - can enjoy the benefits and fulfill their horticultural potential.**

<b>ACTION</b>	<b>Lead responsibility (NB will engage partners in delivery!)</b>	<b>Timescale/Milestones</b>	<b>Resources</b>	<b>Outcome</b>
Information from the Equalities Impact Assessment of the service being completed in early 2014 discussed at the Liaison Group and updates made to this action plan if required.	Liaison Group	By May 2014	Group time	Agreement of action plan re equalities.
Analyse in more detail the survey findings that plot holders are in better health than the general population.	Food Partnership (reporting back to Liaison Group)	2014	Food Partnership time	Understanding of how participation by certain groups can lead to savings in health / social care costs.
Look at national work on SROI to understand the cost and benefits of undertaking some Social Return on Investment analysis of the allotment service for the city.	Food Partnership	2014	Cost of carrying out further research tbc (national)	
Where sites don't have toilets (or there aren't nearby public toilets) seek funds to install and maintain them. (Compost toilets ideal as long as accessibility considered)	BHCC Allotment Officer to lead as action is in EIA	2014-2024	Funding	Those who will most benefit are able to participate in the service
Continue to offer a 25% discount to people over 60, residents in receipt of benefits and students	BHCC			Information about allotments is on the city's Information Prescription website and included in any future work on social prescribing
Allow Community plots that work				

mainly with groups that would receive a concession and/or further the aims of the Allotment Strategy, to apply for the discount	BHCC Allotment Officer and BHFP to look at this issue as part of work on community plots	2012		Better understanding of how to address barriers to access by certain groups
Undertake a review of access to the service including by communities at risk of poor physical and mental health.  (Include unemployed people, taking into account consideration of 'availability for work' criteria (if necessary seek advice e.g. from BUCFP, Food Partnerships' Volunteer Co-coordinator, volunteer Centre)	BHCC	2014-2015	BHCC staff time (mainly allotment service; other departments tbc) Resources tbc	Targeted promotion means that opportunities are more widely known about.
The Access Review should include access to and by community groups;	BHCC / Food Partnership			
Develop a procedure for applications from community plots setting out of criteria that define who can apply one.	Food Partnership & BHCC to work on jointly	2014	Criteria / procedure for applications available on website and allotment officer happy with application of procedure	
Set up a sub group of the Allotment Liaison group to include other interested organisations / experts to look at fast-tracking applications for priority groups of people (e.g. via a GP referral.) Any proposal should consider fairness in relation to the criteria used. Any criteria / process used	Liaison Group (with input from equalities organisations/ experts)	2015	Liaison group time Equalities organisations time	

<p>should be unambiguous and transparent; not reliant on the individual discretion of officers or site representatives.</p> <p>The procedure should also include when community groups should be fast-tracked</p>				
<p>Explore opportunities for Site Reps to take part in training about accessibility issues (including for example understanding mental health or physical access).</p>	Allotment Forum	2014-2-17	Some courses may be free for others there may be a small charge for which funding would need to be found.	
<p>Engage with agencies that represent Communities of Interest (e.g. Federation for Independent Living, BMECP, SpeakOut, Age UK Brighton and MIND) to explore opportunities to promote allotments (including community plots) and understand how best to promote allotments to the groups they represent.</p>	BHCC as part of EIA	2014-2017	<i>BHCC time; partner organisation time</i>	
<p>Limited mobility plots at all sites promoted to people on the waiting list who have indicated that they are interested in a limited mobility plot (rather than just the site they are waiting for).</p>	BHCC	2014-2017	Vacancies at plots minimised	
<p>Seek to include info about allotments on the Information Prescription website (initially follow up with Community works</p>	Food Partnership	2014-2015	Food Partnership time	

health rep)				
Encourage people joining the waiting list and being given a plot to complete demographic information.	BHCC	2014-2017	minimal	
Review demographic information from the waiting list every two years and use to inform targeting of promotional work amongst any communities of interest that are under-represented.	BHCC	2015; 2017; then every two years	BHCC (Allotment Service) time Potential resources for any promotional work tbc.	
Advertise the availability of concessions clearly both to people on or interested in joining the waiting list and to current plot holders (as their circumstances may change).	BHCC	2014-2017	minimal	
Explore whether concessions for older people could be supported via Age Friendly City submission to the Big Lottery fund for a citywide project on healthy ageing.	Food Partnership to speak to Age UK Brighton who are leading on this work	2014 – bid going in soon		

**Strategy Objective 3: Ensure sufficient availability of good quality, accessible land for allotments**

<b>ACTION</b>	<b>Lead responsibility (NB will engage partners in delivery!)</b>	<b>Timescale/Milestones</b>	<b>Resources</b>	<b>Outcome</b>
Continue to monitor the levels of waiting lists in different areas of the city and seek to open new sites in response to high demand, where this is practical. (In the meantime focus on the best management possible of existing sites )	BHCC	2014-2024	Resources tbc	Allotment provision that meets demand for allotments and abilities of aspiring plot holders
Review the size of the waiting list and Council response to it in 2019 as part of the strategy review.	Liaison Group	( agree action : to carry forward to 2019)		
Implement a new system to offer existing plot holders and those on the waiting list a choice of plot size i.e. full plots as well as half plots (for detail see the Strategy)	BHCC	2014-2015	BHCC (Allotment Service) time	
Give clear information as to the hours and work needed to properly maintain the different sizes of plots, so that that people make realistic choices which match their abilities and the time they can commit	BHCC website, Site Reps and Allotment Federation	2014	BHCC (Allotment Service) time	Reduced levels of new plot holder drop out
Hold a workshop for site reps to explain the new processes for both large and small sites	BHCC Allotment Officer	2014-2017	BHCC (Allotment Service) time. Allotment forum time	Better support for site reps.
Explore how site can be supported with lettings (e.g. develop a policy on what happens to someone's waiting	Allotment Forum (possibly via subgroup)	2014-2015	Allotment Forum time; allotment service time	Faster plot turnover leading to a reduced number of vacant plots

list position if they repeatedly refuse plots; or don't show up to viewings) other areas could be helping new plot holders choose appropriate size plots, ensuring that people are aware of the time commitments for different sized plots; and facilitating when people choose to upsize or downsize				
Share the number of vacancies at different sites with site reps via the allotment forum, to make it easier to track and address where there are high numbers of vacant plots or the lettings process is getting 'stuck'	BHCC	2014; ongoing	BHCC (Allotment Service) time	Faster plot turnover leading to a reduced number of vacant plots
Explore how 'individual beds' (or 'micro-beds') could be offered to the 22% of people on the waiting list that would choose them, introduce one or pilot schemes to look at how this would work in practice, including how much should be charged for them. (NB Individual beds may be appealing for people with disabilities because of the more manageable size. Pilots should consider additional support that people with mental health issues/ physical disabilities may require).	Liaison group (to set up a subgroup)	2014-2017	BHAF time BHCC time Site Association time  Potential set up costs (e.g. wood for raised beds) and/or providing communal facilities (e.g. shared shed) from allotment service budget.  Expected to be self-financing long term via higher charges per sqm	
Ensure better publicity for alternatives to allotments, especially community growing schemes, is on the Council website (with signposting to lists of possible schemes)	BHCC (Supported by Food Partnership BHAF BHOGG)			Easily accessible information on the range of alternative opportunities is available as people join the waiting list and while they wait

**Strategy Objective 4: Work towards a self-sustaining and efficiently run service that keeps down costs for both tenants and the Council.**

<b>ACTION</b>	<b>Lead responsibility (NB will engage partners in delivery!)</b>	<b>Timescale/Milestones</b>	<b>Resources</b>	<b>Outcome</b>
Introduce a joint Annual review of the allotment service budget based on the principle of open book accounting	BHCC (bringing budget into to the Allotment Forum)	Annual, as part of budget cycle	BHCC (Allotment Service) & allotment forum time	Elected site reps and other stakeholders in the allotment community are informed about and have the opportunity to discuss the budget (including any potential rent rises) early in the process
<p>Review the admin &amp; ICT systems which support the allotment service and the waiting list and do a cost/benefit analysis of where this could be improved, including the potential for adapting other council ICT systems (e.g. application system for parking permits) and/or sourcing new ICT system (s),</p> <p>Issues to include:</p> <ul style="list-style-type: none"> <li>• Informing people on the waiting list about their position</li> <li>• Introduction of a Regular waiting list cleansing exercise (ideally annual)</li> <li>• Informing people on waiting list about spare capacity at other sites (e.g. if there are sites with no waiting list)</li> <li>• publishing info on the website about plot availability on sites, along</li> </ul>	BHCC In consultation with partners	Review 2014 Implementation 2014-2017 (subject to resources)	<p>BHCC (Allotment Service) time. BHCC Finance &amp; ICT department time Additional funding if new ICT system required – amount tbc.</p> <p>Possible postage costs for waiting list cleansing (Allotment service budget)</p>	<p>Overall outcome: An efficient service which minimises costs and maximises officer time for liaising with sites.</p> <p>Other Possible outcomes (subject to review findings):</p> <ul style="list-style-type: none"> <li>• Billing by email</li> <li>• Option to pay by direct debit</li> <li>• People on the waiting list can check their position online and/or receive regular updates</li> <li>• Information on site vacancies and indicators of waiting times freely available and inform people's decisions when they sign up to the waiting list</li> <li>• People on the waiting list are informed about other opportunities to get involved</li> <li>• Reduced number of vacant/neglected plots</li> </ul>

<p>with size of waiting lists (as a percentage of site capacity) indicating possible turnover/ waiting times</p> <ul style="list-style-type: none"> <li>Informing people on the waiting list about training, open days, volunteer opportunities, co-working, community plots etc (as highlighted elsewhere in this action plan) e.g. an option where people give permission for their details to be shared with BHAF / Food Partnership so they can be kept informed about vol opps.</li> <li>Time from non payment or non-cultivation to eviction; and enforcement of '3 month trial' period.</li> </ul>	(Allotment Forum to lead on non-cultivation)			
Introduce an administration charge for joining the waiting list - a non-refundable fee of £15 (waived for concessions) to contribute to the costs of running the waiting list including offering a better service (communication and updates on position) to those on the list.	BHCC (in consultation with the allotment forum)	2014-2015	BHCC (Allotment Service) time. BHCC Finance Department time	Increased income to support improvements to the service for people on the waiting list as recommended in strategy
Contact people on the waiting list who have not responded via the online strategy consultation survey to make sure that they have had a fair chance to respond	BHCC	2014	Allotment Service time	Completion of waiting list cleansing via strategy development process
Introduce voluntary additional	BHCC	2015-2016	BHCC (Allotment Service)	Increased income to support

<p>payment options including</p> <ul style="list-style-type: none"> <li>• the option to pay a higher rent for those on higher incomes;</li> <li>• The option to turn down a concession if this is not needed</li> </ul> <p><i>Work towards clarity about where this extra money would go e.g. to the allotment improvement fund (for site improvements) or to continue to offer subsidised allotments to those on concessions.</i></p>			time	strategy outcomes
<p>Explore the business case for providing additional services such as manure or woodchip delivery, and delivery/erection of sheds. Establish demand for services such as provision of vegetable seedlings grown in Council nurseries.</p>	<p>BHCC (Woodchips, vegetable seedlings, sheds)</p> <p>Site Associations (manure)</p>	2014-2017	<p>BHCC (Allotment Service) time</p> <p>Site association time</p> <p>Potential capital start up costs for new services tbc.</p>	<p>Increased income to support strategy outcomes.</p> <p>Better service for allotment holder</p>
<p>Explore opportunities to set up a reuse group for allotments on the city's Freegal website</p>	<p>BHAF / BHFP and Freegal</p>	2014	Freegal time	<p>Reduced wastage from unwanted tool and equipment and increased opportunities to share</p>

Strategy Objective 5: Encourage on site participation to ensure the protection and promotion of allotments for-food growing.

ACTION	Lead responsibility (NB will engage partners in delivery!)	Timescale/Milestones	Resources	Outcome
Provide notice board on all 37 sites, with site representatives responsible for keeping information up to date	BHCC	2014-2019	Notice board costs from allotment budget. BHCC staff time in setting up notice boards. Site rep time in maintaining info	Better communication with allotmentees
Encourage greater use of open days or other open events as a means of bringing together existing plot holders, the local community, plus engaging those on the waiting list for a site	BHAF Individual site associations	2014-2019	Costs to be met by individual site associations or groups of individuals – likely to be self-funding if raffles plant sales etc take place	Greater numbers and diversity of people participating  People on the waiting list are seen as part of the allotment community
Publicise opportunities for people who want to volunteer (not just by joining committees) for example helping with site events, mentoring new allotmentees or taking part in routine maintenance. Use <ul style="list-style-type: none"> <li>• newsletters, websites</li> <li>• notice boards, site shops</li> <li>• elections – also use the chance to publicise the alternatives to standing for election</li> </ul>	Site Associations Support from BHAF	2014-2017	BHAF time Site Association time	
Support and encourage site associations with their own local fundraising, such as sales of	BHAF Individual site associations	2014-2017	BHAF time	

produce/seeds/plants/events				
<p>Identify how to take forward the following strategy recommendation and who should lead on it:</p> <p><i>involvement of and opportunities for people on <b>waiting lists</b> (training, information about site open days and volunteering opportunities, and in particular co-working which has been identified as a 'win-win' option. In particular people near the top of the list should be targeted as this has been identified as an optimum moment to ensure people are prepared and reduce new plot holder dropout (once people have a plot they are often too busy working on it)</i></p>	Liaison Group	2014 (implementation 2014-2017)	Liaison group time (for implementation, BHCC time, BHAF time, site association volunteer time, possible financial resources tbc)	
<p>At least one, and ideally 2-3 sites to pilot taking on more site maintenance and/or management</p> <ul style="list-style-type: none"> <li>• E.g. take on particular elements such. fence maintenance or rubbish removal</li> <li>• ranging up to self-management (see also <u>Participation and Self-Management</u>) to explore whether this model could be more cost effective i.e. whether some sites could eventually become self-funding and self-managing</li> </ul>	BHAF/BHCC jointly site associations (names tbc)	2014-2017	BHAF time Site Association time	<p>Pilot outcome: information as to whether this is an effective and empowering model for those involved, and which services can be provided more cost effectively at a site level.</p> <p>NOTE These pilots should not in themselves be expected to save money; but to generate information as to whether full of partial self-management could be a cost-saving model in future (a 'ghost budget' should be kept to check this).</p>

**Strategy Objective 6: Support the very best practice in growing, so that allotments are a source of education and inspiration for the whole city in good food and healthy living.**

**Strategy Objective 7: Ensure that the allotment sites, alongside the main role of food growing, play a role in conserving the biodiversity of the city contributing to a healthy living environment**

[Actions relating these two objectives are grouped as there are many overlaps.]

<b>ACTION</b>	<b>Lead responsibility (NB will engage partners in delivery!)</b>	<b>Timescale/Milestones</b>	<b>Resources</b>	<b>Outcome</b>
Review support and information to new plot holders including <ul style="list-style-type: none"> <li>• welcome pack</li> <li>• opportunities to be 'mentored' by existing plot holders (formal programme/ informal e.g. people put a 'happy to help' sign up)</li> <li>• Signposting to useful information (see below) plus info specifically aimed at newer allotmenters e.g. food partnership videos on taking on an allotment</li> </ul>	BHAF supported by the Food Partnership	2014-2017	BHAF time	Better support reduces the high level of drop-out among new plot holders
Collate guidance for distributing to site reps, site associations, notice boards, websites to help plot holders (plus those on the waiting list) to help people better: <ul style="list-style-type: none"> <li>• Understand the costs associated with allotment activities, for example leaving taps running, or generating</li> </ul>	BHAF	2014-2017	Mainly time - BHAF and site reps (possible minimal resources e.g. photocopying)  Resources may be needed if future if BHAF or other	Existing plot holders and people on the waiting list have increased awareness of organic methods and alternatives  Less chemical contamination of land and need to dispose of pesticide containers found

<p>waste that needs removal</p> <ul style="list-style-type: none"> <li>• Find out about alternatives to chemicals;</li> <li>• Access information on organic growing e.g. from the Soil Association</li> <li>• Access training in organic growing techniques for example at BHOGG and the Whitehawk Community Food Project</li> <li>• Compost confidently</li> <li>• Use and waste less water (PRIORITY AREA as identified via consultation – SEE BELOW for further action)</li> </ul>			<p>partners implement an education programme on these issues in future</p>	<p>on plots when people leave.</p> <p>More composting means money spent on rubbish removal.</p> <p>Reduced water usage meaning lower costs and lower environmental impact</p>
<p>Offer a programme of education (subject to resources) with advice and/or practical support with water harvesting such as providing water butts, information on how to make your own water butt; advice on low water methods of gardening</p>	<p>BHAF</p> <p>Food Partnership</p>	<p>2014-2017</p>	<p>BHAF time</p> <p>Food partnership to seek funding to resource a programme of education/ water awareness campaign</p>	<p>Reduced water usage meaning lower costs and lower environmental impact</p>
<p>identify sites where the worst problems are for water leakage in order that any maintenance work can be prioritised</p>	<p>BHCC</p>	<p>2014-2015</p>	<p>BHCC time</p>	<p>Lower environmental impact/ lower costs.</p> <p>Meeting demand for growing space run on organic principles</p>
<p>Consider whether Future allotment provision should explore 'smart' options around water (learning from elsewhere in the country and/or be established on organic principles (not organic certification because of cost)</p>	<p>BHCC</p>	<p>2014-2024</p>	<p>Potential capital costs e.g. for water metering as part of new allotment development (amounts tbc)</p>	
<p>BHCC to Link in with experts e.g.</p>	<p>BHCC and BHAF</p>	<p>2014-2017</p>	<p>BHCC time.</p>	<p>Increased biodiversity</p>

<p>Sussex Wildlife Trust, RSPB to look at:</p> <ul style="list-style-type: none"> <li>• Offering support and guidance to site associations which want to improve biodiversity on their site</li> <li>• managing habitats on the edges of sites for the benefit of wildlife</li> </ul>			Possible finances if paid consultancy need.	
Continue to permit bee keeping on site (with a permit)	Allotment Officer			Pollination and biodiversity
BHCC Biosphere Officer to advise/sign post on implementation of strategy recommendations, as part of the Biosphere work. If the Biosphere application is successful there is scope to work further with allotment-holders on conservation initiatives, such as recording wildlife, supporting surveys, analysing records, encouraging plants for pollinators and voluntary restrictions on harmful chemical use.	Biosphere Officer	2015-2017	Resources associated with Biosphere work	Greater integration of work on bio-diversity and allotments with other green-spaces as part of Brighton & Hove's Green Network

**Strategy Objective 8: Take a co-operative and participative approach to running the service and developing allotment policies and practices**

<b>ACTION</b>	<b>Lead responsibility (NB will engage partners in delivery!)</b>	<b>Timescale/Milestones</b>	<b>Resources</b>	<b>Outcome</b>
<p>Establish a new <b>City Allotment Forum</b> to replace the current site reps meeting and provide a platform for site reps to engage with each other and the city council plus others .The Forum will</p> <ul style="list-style-type: none"> <li>• engage with and gather the views of other stakeholders for example from public health, the CCG (Clinical Commissioning Group) the police, voluntary and community groups</li> <li>• include representation from people on the waiting list (mechanism tbc)</li> <li>• set up working groups</li> <li>• (subject to resources) will hold at least 3 initial facilitated sessions to establish the terms of reference for allotment forum, review rules, and agree role descriptions for site reps</li> <li>• Explore issues such as improving the lettings process (see above)</li> </ul>	<p>BHAF to lead on setting up.</p> <p>Allotment Forum to establish own terms of reference (NB full involvement of site reps in doing this crucial)</p>	<p>Establish and agree terms of reference 2014</p> <p>How effectively this dual role works should be reviewed as it developed; for example it might be necessary to target one or more meetings per year for wider stakeholder involvement; and keep the remainder focused around site reps.</p>	<p>BHAF resources to fund basic meeting costs</p> <p>Funding required ( £1500 for three sessions) for facilitated sessions – from allotment service budget</p> <p>BHCC &amp; other organization staff time attending.</p> <p>Volunteer site rep (and other time) attending main meetings plus working groups</p>	<p>Participation, and the involvement of the allotment community, is a key principle in allotment management.</p> <p>Allotment Forum established as an outward facing forum to take forward issues on allotment running and agree new rules and policies.</p>
<p>Establish refreshed <b>Allotment Liaison Group</b> to replace existing Liaison group and oversee</p>	<p>Allotment Strategy Group</p>	<p>Strategy group continue to meet 2014</p>		<p>New Liaison group in place, ensuring oversight of strategy objectives.</p>

implementation of the allotment strategy, and track progress. The liaison group should develop clear and transparent terms of reference, which will be subject to regular review. During the first year of strategy implementation, membership based on the current allotment strategy group to ensure continuity and forward progress on the strategy action plan prior to handing over to a refreshed group in year 2.		Establish and agree new terms of reference by 2015  Review 2017		
Clarify relationship and reporting arrangements between the Allotment Forum and Liaison group.	Allotment Liaison group (involving Allotment Forum)	2014		Clear responsibilities, and effective sharing of information between the two groups
Support new site associations to form however this is practical (e.g. new or smaller sites may choose to affiliate to pre-existing societies.) Initial focus on increasing numbers. When action plan reviewed in 2017 look at how involvement can be measured, including diversity, without adding unnecessary bureaucracy	BHAF	2014- 2024 Review 2017	BHAF steering committee time Other volunteer time. Including on sites  Start up funding available through BHAF site development fund	Increased number of site associations and societies. Greater numbers and diversity of people involved in site associations
All associations to make formal links with the Allotment Federation	Site associations BHAF	By 2017	Site Association volunteer time	BHAF has greater accountability
Site reps elections implemented on all 37 sites – phased in over a 5 year period. (detail in allotment strategy 'governance' appendix 4)	BHAF (plus individual Site Associations)	2014-2019 Review 2017	BHAF steering committee time. Site Association time	By 2019 all site representative are elected, giving greater authority and accountability to the role
Agree a transparent appointment mechanism agreed for where site	BHCC (consulting with	2014 development. Implement 2014-2019	Allotment service time	Transparent recruitment in place for appointed site reps

reps are directly appointed (as an interim measure while elections are rolled out)	allotment forum)			
Agree Clear role descriptions for site rep along with transparent processes for dismissal and complaints developed (facilitated session)	Allotment Forum (possible working group)	By 2015	BHAF resources to support Allotment Forum including volunteer expenses.  Facilitator expenses (see above)  Allotment Forum time i.e. volunteers from BHAF and sites.  BHCC staff time	The role of site reps is clarified, supported and strengthened.
Review the role of site reps to assess whether further changes need to happen e.g. if should be split into two or more roles.	Allotment Forum	Review in 2017	BHAF resources to support Allotment Forum including volunteer expenses.	
Identify Barriers to becoming a site rep and take action to remove. When action plan is reviewed in 2017, look at how involvement can be measured, including diversity, without adding unnecessary bureaucracy	Allotment Forum	2014-2017	Allotment Forum time i.e. volunteers from BHAF and sites.	Greater diversity of site reps
Develop training and support program - especially chances for reps to share learning with each other. E.g. visits to share good practice on organic growing; "moderation"	BHCC (with input from BHAF & allotment forum)	By 2015	BHCC staff time	Better training and support (including peer support ) for site reps, especially new site reps. Consistency in the

meetings, where a group of representatives from different sites look at how they enforce particular rules (e.g. giving out non-cultivation notices). Also workshop on new lettings process (see above)				interpretation of rules
Brighton and Hove Allotment Federation (BHAF) to continue to revise its structures and constitution, broaden its active membership and widen participation in its decision making (e.g. its committee) to better reflect the diversity of allotmenters.	BHAF	By 2015	BHAF volunteer time	Improved BHAF accountability
BHAF to explore how people on the waiting list can be formally included e.g. membership of site associations and/or BHAF e.g. as "associate" members, cost and mechanism to be explored. This could include <ul style="list-style-type: none"> <li>• inclusion in Federation newsletters</li> <li>• Notification of committee meetings, Forum meetings and thereby Liaison Group meetings.</li> <li>• Notification of any BHAF training opportunities.</li> <li>• The opportunity to contact each other (eg through a facebook page) and through such contact the opportunity to form their own working group.</li> <li>• If they have set up any such group the opportunity (right?)</li> </ul>	BHAF	2014-2017	BHAF volunteer time	People on the waiting list are seen as part of the allotment community

<p>to have it represented at the Forum</p> <ul style="list-style-type: none"> <li>Limited (in terms of numbers) opportunity to attend the Forum as individuals.</li> </ul> <p>(see also training opportunities; co-working opportunities etc for people on the waiting list elsewhere in this action plan)</p>				
<p>Facilitated session to review allotment rules Involving site reps reps/BHCC. Separate rules to be developed for community groups. An annual interim process agreed for revising rules that don't need a full 3 year review</p>	<p>Allotment Forum working group</p>	<p>2014</p>	<p>Funding for facilitator (see above) from allotment service budget</p>	<p>Streamlined allotment rules that are up to date with current policy and enforceable on a practical level</p>
<p>Regular 3 year review of allotment rules led by the Allotment Forum (if necessary informed by a working group)</p>	<p>Allotment Forum working group</p>	<p>Initial review 2014 (see above) then 2017; 2020; 2023</p>	<p>Basic meeting costs to be met by BHAF BHCC officer time in attending sessions</p>	

**Strategy Objective 9 Ensure that learning and evidence gathered from the development of this strategy is shared within the city and used to inform other policy work.**

<b>ACTION</b>	<b>Lead responsibility (NB will engage partners in delivery!)</b>	<b>Timescale/Milestones</b>	<b>Resources</b>	<b>Outcome</b>
Presentation to the Health and Well being Board on the findings of this work	BHAF / Food Partnership	2014	Staff time	The health benefits of allotments, particularly for those experiencing mental or physical health issues, are considered in decision making on public health.
Consider whether there is scope to incorporate in the JSNA and/or for public health budgets to fund some of the concessions for these groups	BHCC Public health	2014-205	BHCC and other partner time	In the long term the subsidy for this concession moves away from plot holders towards health and wellbeing budgets.
Information from this work shared with the national Growing Health project (Sustain)	Food Partnership	2014	Staff time	Wider sharing of learning from the allotment strategy