



LYMM PARISH COUNCIL

Allotment Review and Recommendation Report for Financial Year 2022 and Beyond

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1. Executive Summary

Feedback from the Allotment Forum held on March 7th 2020 has been reviewed as have the Allotment Tenancy Agreements, budgets, sizes and prices of the allotments, associated costs of running the allotments scheme and maintaining the common areas and comparisons have been made with other allotments in other North West parishes.

This report has been commissioned with a view to adopting 10 Allotment Principles. These Principles have been defined from three sources:

Source 1: The March 2020 Allotment Forum

Source 2: External requirements that the Parish Council needs to take into consideration.

Source 3: National Allotment Society

The points raised during the Allotment Forum can be seen in Appendix 6.

The external requirements that the Parish Council needs to consider are outlined in the Background section below.

These two sources combined provide a balanced view of the Allotment Holder's needs and views alongside those of the Parish's need to provide value for money to the larger community of Lymm residents within the context of other parishes managing allotments in the region.

The 10 Allotment Principles:

1. Bring all four allotment sites up to the regional standard
2. Improved and open communication
3. Manage the allotments in a fair, equitable and transparent manner
4. Reducing the waiting time for an allotment
5. Setting a price per metre benchmark consistent with other North West parishes
6. Concessions should be based on need
7. Allotments should be managed with a commitment to protecting the environment
8. Allotments are to be cost neutral to Parish residents
9. Safety, security and sanitary needs should be observed
10. A sense of community should be promoted

Where appropriate, these principles are referenced within the report.

By way of example, this report is written in accordance with Principle 2:

2. Improved and open communication



2. Background

Though many understand how the Parish Council operates financially, to set stage for those that are not aware of how the Parish is funded the following explanation may be useful in setting context. An amount of money is collected from each of the five thousand plus properties in Lymm by Warrington Borough Council through the Council Tax, known as the Precept. The Parish Council decides in the autumn how much precept it will collect the following year.

Lymm Parish Council's most recent annual precept was £243,719, of which currently circa £3,700 is being used to support allotments. Approximately £4,000 of expenditure is directly covered by the annual fees paid by allotment holders. To aid transparency, a list of the activities that the Parish Council Staff conducts on behalf of the allotment tenants is provided in Appendix 3. Please note that Parish Councillors are volunteers so are not chargeable.

Allotment holders are subject to a Tenancy Agreement which is subject to an annual review. The current Agreement stands until 31st December 2021 and can be found in Appendix 1.

A new agreement will be considered based on the outcome of this report and feedback arising as well as other Parish Council policies and decisions though we do not expect the new agreement to come into place until 2023 to give time to transition. An approval process with timelines for the new Agreement coming into effect will be provided in Appendix 2 once agreed as this Allotment Report is considered a working document and will evolve over time.

The Parish Council will consider a fairer charging system for 2023 based on the size of plots. During 2021, the Environment Team measured all plots across the Parish. This information is graphically illustrated in Appendix 7 and complies with Principles 5 and 8.

5. Setting a price per metre benchmark consistent with other North West parishes
8. Allotments are to be cost neutral to Parish residents

The Parish Council also want to meet the high standards of other parish allotments. As such we want to invest in the allotments to bring them up to regional and national levels, namely realise Principle 1.

1. Bring all four allotment sites up to the regional standard

The Parish Council recognises that other people in the Parish want to have the opportunity to have an allotment especially those who live in flats, have no garden or would like to grow crops to supplement their income or lifestyle. Priority is given to Lymm residents on the waiting list. The waiting list is three years. Since pandemic lockdown measures were introduced in March 2020 the waiting list has grown to over one hundred applicants. The Parish Council is allocating plots as they are availed but the Parish Council needs to continue to free up plots where they are not in use or attended to. One approach may be to sub-divide any released plots into half plots so those who have starter plots can scale up and in turn release starter plots to those on the wait list. This management approach also ties in with the inspection based annual scoring system.

To promote fairness and equity, we also propose that a proportion of plots are offered at concessionary rates to tenants if warranted. This would be based on trust.

Note in line with National Allotment Society practice, should an individual have more than one allotment the concessionary rate applies only to the first allotment. The Parish Council reserve the right to review this policy in due course. Principles addressed:

3. Manage the allotments in a fair, equitable and transparent manner
4. Reducing the waiting time for an allotment
5. Concessions should be based on need



3. Allotment Review

Lymm Parish allotments are spread across 4 sites and two landowners – Warrington Borough Council and United Utilities. Administratively, the Assistant Clerk has continued to bring all tenancy agreements and files up to date for all sites and plots.

At present, the allotments have the following number of plots:

Site	Filled plots	Concessions	Available plots
Elms Farm	17	2	0
Ashcroft Road	5	2	0
Star Lane	46	15	0
Sow Brook	46	17	0

An allotment forum was held on 7th March 2020. It was well attended by plot holders who were invited to express their opinions and ideas on how the allotment sites are managed, suggest changes and to identify improvements they would like to see. The event was also an exercise to help the Parish Council start to review existing arrangements for the allotments, to consider how resources are allocated to them (including the time of salaried Parish Council staff) and to review the current rent tariffs in association with The National Allotment Society.

The forum was prompted by an aspiration within the Parish Council to improve communication between plot holders and the Parish Council as well as to lift the standard of all sites.

3.1. Revenue vs Expenditure 2021

Site	Plot Rates 2021	Annual Income to date	Forecast Expenditure 2021	Surplus or Deficit
Elms Farm	£27.80	£389.20	Tree work - £300 Signage - £6 x 17 = £102 Rent - £200 TOTAL - £602	-£212.80
Ashcroft Road	£27.80	£175.10	Signage - £6 x 5 = -£30 Stones for path - £250 TOTAL - £280	-£104.90
Star Lane	£43	£1891.00	Signage - £6 x 46 = £276 Water - £700 Replacement locks - £100 TOTAL - £1076	+£815.00
Sow Brook	£45.15	£2080.50	Water to date: £1080 (includes deficit in 2020 due to water bursts) Tap repairs- £200 Padlocks etc - £100 Tree work - £1300 Signage - £276 (46x6) TOTAL - £2956	-£875.50
TOTAL		£4535.80	-£4914.00	-£378.20



The “TOTAL” is the annual income to date minus costs. The figure includes one-off administration costs when a new plot holder is assigned. It does not however include ongoing operational charges such as Parish Council allotment administration or works attended to by the Parish Council Environment Team. This operational expense is detailed later.

It can be noted that the income from Plot Rates typically covers the rent and expenditure though note this is only for water to 2 of the four sites.

3.2. Proposed Expenditure 2022

Site	Plot Rates 2022	Annual Income (Assume same # concessions)	Forecast Expenditure 2022	Surplus or Deficit
Elms Farm	£29.20	£467.20	Compostable Toilet service and provisions - £250 Rent - £200 TOTAL - £450	+£17.20
Ashcroft Road	£29.20	£116.80	Fencing and security – £0	+£116.80
Star Lane	£43	£1698.50	Water - £816 Replacement locks - £100 TOTAL - £916	+£782.50
Sow Brook	£45.15	£1693.13	Asbestos removal - £1000 Padlocks etc - £100 Water - £1009 TOTAL - £2109	-415.87
		£3975.63	£3475.00	+£500.63

However, we need to also consider Principle 8 “Allotments are to be cost neutral to Parish residents”

3.3. Operational Costs

During the previous twelve months the number of working hours spent on Allotment related activity by Parish Council staff has been 333 hours, approximately six hours per week. The minimum hourly rate for these hours is £9.50 as Lymm Parish Council is a Living Wage employer (increasing annually). As such the associated cost is £3163.50 for the year.

For the Environment Team, there is also the cost of equipment, maintenance, garage rent and vehicle hire to consider. The annual hours spent on allotments as a proportion of their total time is 10.7%. Apportioning this amount for the twelve months to 30th June 2021 yields an additional figure of £541.38 to be considered for 2023.

As such, 2023 needs to make a budgetary provision for associated services and equipment of £3163.50 + £541.38 = £3704.88 (not taking into account increases to staff costs).

Applying Principle 8 of the Allotment Principles the £3704.88 needs to be included in expenditure for 2023.

8. allotments are to be cost neutral to Parish residents

The new allotment rates therefore need to cover the shortfall of circa £4,000 per annum noting the Parish will also incur water charges for Elms Farm and Ashcroft Road in addition.



3.4. Capital Expenditure Budget

The local regional standard for allotments is for them to be:

- Secure
- Provided with a water tap to each group of four plots
- Informed
- And aspirationally, have toilet facilities (ideally accommodating those with disabilities)

This standard supports Principles 1, 2, 9 and 10:

1. Bring all four allotment sites up to the regional standard
2. Improved and open communication
9. Safety, security and sanitary needs should be observed
10. A sense of community should be promoted

To fulfil this aspiration capital costs for infrastructure improvements will need to be accounted for.

The improvements are:

- Ashcroft Road is bordered by residential dwellings to three sides. A public footpath runs along the southern edge. Approximately 36m of profile mesh fencing 1.8m high and a single gate are needed to secure the Ashcroft Road site.
- Elms Farm site is in two parts, separated by public garages belonging to Warrington Borough Council. The Bridgewater Canal (opposite side to the towpath), hawthorn hedgerow and a residential boundary surround the southern site perimeter. No costs have been allocated for fencing along these lengths apart from existing access gaps in the hedge. A double gate by the garages and a single gate from Camsley Lane would improve security for plot holders. A single gate and a short length of fence would be required on the North part.
- No costs have been accounted for fencing to the two plots gifted by the Council for charitable use. Note also that these plots have installed their own security.
- New mains water supplies Elms Farm and Ashcroft Road with improvements to Sow Brook.
- There has also been very positive support for the installation of a weatherproof noticeboard within each site for allotment tenants to share information on an informal basis.
- Compostable toilets at Sow Brook, Star Lane and Ashcroft Road.

Ashcroft Road – 1no. single gate and 36m fencing £1,121

Elms Farm – 2no. single gates, 1no. double gate and 5m fencing £1,947

Installation extra.

TOTAL FENCE BUDGET COSTS £3,068

Budget installation costs for mains water supplies at Elms Farm and Ashcroft Road are currently being explored with United Utilities as are the improvements at Sow Brook.

BUDGETARY PROVISION (TBC) £10,000

Cork noticeboards supported on timber legs concreted into the ground. Large boards installed at Sow Brook and Star Lane, with smaller boards at Elms Farm and Ashcroft Road. A hinged Perspex screen will be fastened to protect the notices and allow access for plot holders.

TOTAL NOTICEBOARD BUDGET COSTS £212 (SPEND THIS FISCAL)



A budget cost for a full access composter toilet with galvanized frame and steel housing is £7,300 plus installation estimate of £2,100.

A composter toilet and all accessories only can also be supplied for £4,150 though the separate housing and installation costs would be additional.

TOTAL COMPOSTER TOILET BUDGET COSTS X 3 £28,200

As the composting toilets are a major component of the expense the Parish Council propose this is included in the Allotment Report Survey whether the allotment holders wish to have such a facility installed and have plot rates increased further or whether they wish to meet the requirement of the sites being cost neutral and have the baseline improvements made of better security, water and noticeboards.

**TOTAL CAPITAL EXPENDITURE BUDGETARY COST £14,280 (£14,068 FISCAL 2023)
(EXCLUDES COMPOSTER TOILETS UNLESS PLOT HOLDER SURVEY STATES OTHERWISE)**

The Parish Council will actively pursue grant funding however we cannot rely on being successful with grant applications so any provision of grant(s) will be considered an upside to the current assessment.

3.5. Cost Analysis

Considering Sections 3.1 and 3.2 Revenue vs Expenditure for 2021, 2022 they are roughly cost neutral at circa £4,000 plot rental income, however section .3 Operational Costs, is a an additional £3800. **As such we have a target income of £7,800 to cover all costs.** In addition, section 3.4 Capital Expenditure Budget, needs investment of £13,280 and we need to consider Principle 1:

1. Allotments are to be cost neutral to Parish residents

To cover total costs of £7,800 per annum across 114 plots that means an average rental per plot of £68.42 per annum.

To cover the proposed Capital Investment to level up Lymm with other regional allotments it would be £121.05 per plot one off payment.

The National Allotment Society made comparisons between thirteen allotment authorities in the region including neighbouring Trafford MBC as is shown in Appendix 8. Note that water and admin costs from other columns need to be added to the “Cost per 250m²” as applicable.

Based on this data the average price per 250m² plot in the region with some not including water charges from this data is £90.44. The average price per square metre is therefore £90.44 / 250m² = £0.36 per metre.

The mean/average charge in Lymm is £34.90, but for sites with water £42.00. Namely £0.14/m² without water and £0.17/m² with water. This has been calculated from all plots at full rate, apart from the seven starter plots at Sow Brook which are charged at half rate. Noting not all plots are the same size in Lymm and the total area across all plots measured in 2021 is 21,906.5m² this is equivalent to £0.18 per m² which is £0.18 per m² below the regional average as calculated above.

For 2022, assuming the same number of concessions will be offered, rental income will be £3975.63. (This is less than 2021 as it does not include any one-off administration fees of £25 which are charged when a new tenant takes on a plot.) As such income for plot rentals



4. Conclusion and Recommendations of the Review

The proposal is that the Parish Council:

1. Approves and publishes the Report
2. Adopts the 10 Allotment Principles
3. Commits to the capital expenditure from 2023 excluding composting toilets
4. Tries to secure funding from the National Lottery (maximum for a community request is £10,000) or other funders over the next 2 years
5. Covers the capital expenditure shortfall of £14,280 from the Precept if external funding is not secured
6. Brings the rates of the plots in line with the local average per m² in line with the regional average of £0.36 per metre by 2026 to make allotments cost neutral to the Parish
7. Charges each plot according to its size from 2023 thru 2026 moving by the delta per plot in 1/3rd increases or decreases per anniversary as appropriate commencing contract renewal January 1 2023
8. Allows concessions to be based on trust and self-selection
9. Threshold of 20% maximum of plots can be concession else they are cycled each year with those requesting them

The logic of the above proposal is that by January 1 2026, when the plots are rated at £0.36 per metre, they will fully cover their own costs, be at a consistent level of serviceability and have facilities that match those of other regional sites. The ongoing shortfall operational cost to the Parish of £3,800 per annum will no longer be required and should the allotment holders choose to set up their own independent communities and manage the running of their sites independent of the Parish, they should be in a position to do so.

It should also be noted that Sow Brook may incur an annual rent levied by the landowner United Utilities. There is uncertainty as to whether the Borough Council originally leased the land many years ago and whether the paperwork can be found. In the eventuality of a charge, this should be factored into plot charges. The Parish Council may also need to fund legal representation to clarify this.

Star Lane and Ashcroft Road are similarly at risk as no formal tenancy exists with the landlord and legal representation may be required to provide security of tenancy and investment by the Parish Council.



Appendix 1: Allotment Agreement

ALLOTMENT AGREEMENT 2021

For Tenants of XXX Allotments

An agreement made this day of XXX 2021 between **Lymm Parish Council** (hereinafter called the Council) of the one part and **A B**, 123 Road, Lymm WA13 (hereinafter called the Tenant) of the other part.

Whereby the Council agrees to let and the Tenant agrees to take on a yearly tenancy from 5th January 2021 the Allotment Garden numbered **71A** in the Register of Allotment Gardens provided by the Council (subject to the exceptions and reservations contained in the lease under which the Council hold the land) at the applicable annual rental.

The tenancy is subject to the Allotments Acts, 1908 to 1950 and to the regulations endorsed on this Agreement and also to the following conditions:

- The rent shall be paid annually within 40 days of the invoice date. If payment has not been made within 40 days the Allotment Garden will be reclaimed by the Council and re-let to another tenant.
- The Council will review the rental fees on an annual basis and revise the method on which rental fees are calculated.
- The Tenant shall keep the Allotment Garden, clean, free from weeds and in a good state of cultivation and fertility to a reasonable expectation.
- The Tenant shall not cause any nuisance or annoyance to the occupier of any other allotment garden or obstruct any path set out by the Council for the use of the occupiers of the allotment gardens.
- The Tenant shall not underlet, assign or part with the possession of the Allotment Garden or any part thereof, without the written consent of the Council.
- The Tenant shall not, without the written consent of the Council, cut or prune any timber or other trees, or take, sell, or carry away any mineral, gravel, sand or clay.
- The Tenant shall keep every hedge that forms part of the Allotment Garden properly cut and trimmed, keep all ditches properly cleansed and maintain and keep in repair any other fences and gates on the Allotment Garden.
- The Tenant shall not plant any trees or shrubs so as to overhang or interfere with any other Allotment Garden, path or roadway.
- The Tenant shall not, without the written consent of the Council, erect any building on the Allotment Garden.
- The Tenant shall not bring or keep on the Allotment Garden any pigs, poultry or other animals or creatures without the written consent of the Council. All dogs shall be kept on a lead and under control at all times.
- The Tenant shall not dispose of weeds or vegetation in the boundary hedgerows.
- The Tenant shall not use barbed wire for a fence adjoining any path set out by the Council for the use of the occupiers of the Allotment Gardens.
- The Tenant shall not accumulate rubbish (including carpet and scrap metals) on the Allotment Garden.
- The Tenant shall not light a fire on any part of the Allotment Garden such as to cause nuisance to any person or so as to do injury to any Allotment Garden or property.



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- The Council shall not be liable for damage caused to allotment gardens and belongings by flood waters, electrical storms, wind, drought, other events termed acts of God and rodents or pests.
 - The Tenant shall not use chemical fertilisers, weed killers, fungicides and pesticides on the Allotment Garden.
 - The Tenant shall, as regards the Allotment Garden, observe and perform all conditions and covenants contained in the lease (if any) under which the Council holds the land.
 - The Tenant will observe and perform every other special condition which the Council consider necessary to preserve the Allotment Garden from deterioration.
 - Any member or officer of the Council shall be entitled at any time, when directed by the Council, to enter and inspect the Allotment Garden.
 - In the first instance the Allotment Garden is let to the Tenant for a 6 month probationary period during which time s/he will need to demonstrate to the Council that s/he is able to keep the plot to the required standard.
 - The Tenant agrees that their personal details and records may be held by the Council.
 - Should the Tenant die or become totally incapacitated, the tenancy will terminate on 5th January following death or incapacitation or earlier by agreement with the Council. All tenancies revert to the Council on voluntary termination by the Tenant or upon his/her death or disablement.
 - The tenancy may be terminated by the Council after twenty-eight days notice of re-entry being given in writing to the Tenant at his/her last known address if, in the opinion of the Council, the Tenant has not observed the rules affecting the Allotment Gardens.
 - The tenancy of the Allotment Garden shall terminate whenever the tenancy or right of occupation of the Council terminates.
 - The tenancy may also be terminated by the Council or Tenant by twelve months notice in writing expiring on 5th January.

**Signatures Signed
Signed**


**On behalf of the Council
Tenant**



Appendix 2: Approval Process and Timelines for New Allotment Agreement Implementation

Review options as below November Full Parish Council

Lymm Allotments Report : LPC or Allotment Holders Decision + Options



Task ID	Task Description	Pros	Cons
A	Leave allotment funding 'as is' with no investment and no price per metre model	<ul style="list-style-type: none"> • No additional admin • No issues for PC as no change • No investment • No funding to seek 	<ul style="list-style-type: none"> • £3,800 p.a. cost to Parish • Parish subsidising allotment holders some of which are outside area and not contributing to precept • Unfair system for allotment holders • Inconsistent with other parishes per meter charges and service level
B	Move to new per metre funding model but do not make the infrastructure investment	<ul style="list-style-type: none"> • Nearly cost neutral • Fair system for allotment holders • Fair system for parishioners • Meet typical rates per metre of other parishes • Reduce wait list • No investment • No funding to seek 	<ul style="list-style-type: none"> • £1,000 p.a. Parish subsidy from 2026 • Increases to many plot holders but also some decreases • Additional admin initially due to contract and pricing changes • Potential negative impact on LPC • Inconsistent with other parishes per meter charges and service level
C	Move to new per metre funding model and make the infrastructure investment in security, water, notice boards	<ul style="list-style-type: none"> • Nearly cost neutral • Fair system for allotment holders • Fair system for parishioners • Meet typical rates per metre of other parishes • Reduce wait list • Meets standards of National Allotment Society and other local parishes 	<ul style="list-style-type: none"> • £1,000 p.a. Parish subsidy from 2026 • Increases to many plot holders but also some decreases • Additional admin initially due to contract and pricing changes • Potential negative impact on LPC • £14,280 of investment required in fiscal 2023 though ideally seek £10K from Lottery or other sources

Approve this Allotment Report December 2021 Full Parish

April 2021 thru March 2022 – complete works as stated in Section 3.1 Revenue Vs Expenditure 2021 including installation of noticeboards at all four sites

April 2022 thru March 2023

- Put new Allotment Agreement in place with new per metre pricing schedule commencing January 1 2023
- Get firm quotes, design and schedule for the installation of water supplies at Ashcroft Road and Elms Farm and for improvements at Sow Brook
- Get firm quotes, design and schedule for improvement of security at Ashcroft Road and Elms Farm

April 2023 thru March 2024 (Budgetary estimate of £14,068 required from precept)

- Call off funding of Implement installation of water supplies at Ashcroft Road and Elms Farm and for improvements at Sow Brook
- Implement improved security at Ashcroft Road and Elms Farm



Appendix 3: Parish Employee Allotment Associated Activities

- Mow and trim communal areas
- Maintaining and repairing paths and common access
- Rubbish removals in winter and ad-hoc when plots re-let
- Hedge cutting
- Repairs and general maintenance (gates, fences etc.)
- Help to control trees (newly qualified member of staff with chainsaw)
- Managing allotment agreements. Includes issuing, seeking signature, taking payment, chasing non-payment, managing wait list, assigning new tenant, exiting old tenant etc.
- Regular electronic communication with plot holders over issues, events etc.
- Periodical general inspection of sites
- Plot scoring and formal inspection
- Maintaining security
- Arrange repairs and enhancement works with outside contractors



Appendix 4: Typical Unexpected Costs

- Trees falling in high winds
- Flooding/drought
- Vandalism to fences, gates, locks and water taps
- Theft
- Pest infestation (although not liable for individual plots, a site problem would require action)
- Sow Brook: A potential annual rent might be levied by the landowner United Utilities. There is uncertainty as to whether the Borough Council originally leased the land many years ago and whether the paperwork can be found. In the eventuality of a charge, this should be factored into plot charges. The Parish Council may also need to fund legal representation to clarify this.
- Star Lane and Ashcroft Road: Similarly no tenancy exists with the landlord and legal representation may be required to provide security of tenancy and investment by the Parish Council.



Appendix 5: Historical charges and costs for 2020

Site	Plot Rates 2020	Annual Income	Annual Expenditure	Surplus or Deficit
Elms Farm	£26.50	£371.00 17 plots including 2 concessions and 2 gifted (Kids Planet and Bright Futures)	Rent - £200	£171
Ashcroft Road	£26.50	£106 5 plots including 2 concessions	£0	£106
Star Lane	£39	£1,501.50 46 plots including 5 concessions	Water - £444	£1,057.50
Sow Brook	£41	£1,496.50 46 plots including 17 concessions	Water, locks, tree work £1,200.00	£296.50
	TOTALS	£3475	£1844	£1631

Without accounting for staff time (Clerk, Assistant Clerk and the Environment Team) all allotment sites made a surplus of £1631.



Appendix 6: March 2020 Allotment Forum Feedback and Alignment with the 10 Allotment Principles

The feedback from this session was captured informally so that all commentary could be considered anonymously.

From this feedback 10 Allotment Principles have been defined.
The tables below show how the feedback links to these principles.

1. Where practicable, improving the allotments and bringing all 4 sites up to an equal standard
2. Improved and open communication
3. managing the allotments in a fair, equitable and transparent manner
4. reducing the waiting time for an allotment
5. setting a price per meter benchmark consistent with other North West parishes
6. concessions should be based on need
7. allotments should be managed with a commitment to protecting the environment
8. allotments are to be cost neutral to Parish residents
9. safety, security and sanitary needs should be observed
10. a sense of community should be promoted

Plot holders were asked what their main concerns and issues were. What could the Parish Council do better? (All comments have been included.)

March 2020 Allotment Forum Feedback	Allotment Principle Number
Strimming and general maintenance needs to be more often.	1, 9
Water access could easily be improved.	1
Stop people using Roundup and other bad chemical products.	7
Tidy doesn't necessarily mean good, crop rotation and no dig is the perceived best way.	7
Promote biodiversity, info sessions, training and skill sharing.	7, 10
Help for new plot holders. Often new plot holders are faced with an impossible task – overgrown, lots of rubbish. We are still clearing rubbish six years on! This is a big barrier to participation for people.	1, 10
Help to control trees.	1, 9
Encourage other plot holders to keep trees under control.	1, 9, 10
The rule relating to “weedless manicured plots” is ridiculous. It's for growing veg, not showing off!	3, 4 (under review)
Rather than banning weedkiller (unrealistic and unenforceable), when allotment rents goup it would be better to incentivise not using chemicals (i.e. rent discount for plot holderswho pledge to go chemical free).	7 (under review)
Scoring system is rigid. Need relaxed realistic rules to encourage the less active to becomemore active.	3, 4, 10 (under review)



New changes should be put to a majority vote.	3, 4, 10 (under review)
Make a scoring system that reflects reality, i.e. achievable by average allotment. Present system too prescriptive.	3, 4 (under review)
Some areas should be left wild with nettles for butterflies. (Our nettle patch with wonderful butterfly larvae on – all gone!! Need to think about wildlife.	7
Hard standing path at Star Lane and Sow Brook +1	1
All allotment changes should be put to allotment holders to vote for or against before being implemented, and all proposed changes should be run past an allotment holder first to get a realistic perspective.	3, 10 (under review)
Annual/quarterly strategy discussions with Council, Council representatives and a site representative.	3, 10 (under review)

Plot holders were asked what they are happy with on the allotments? What would they like to see more of?

Happy with Council's agreement to take better care of paths at Sow Brook (strimming).	1, 9
Good that the inspection process is transparent +1 vote	1, 3, 4
Suggestion of a buddy system to help ailing/elderly plot holders with a view to the plot being passed on eventually.	3, 4, 10 (under review)
Happy that allotment plots are provided by the Council.	10
Site fairly secure + 2 votes	9
Loved the rubbish collection and the help staff (Environment team) + 4	1, 3,
Gates mean security, no longer worried to be alone on site, fewer vandals, dog walkers and their effluent, no more horse riders.	1, 9
Sow Brook: Consideration for a committee – (refuted by 20 other attendees)	2, 3, 10 (under review)
Star Lane: Neil very helpful.	10
Positive discussion with Rob about the planned Grower's Days and idea generation about fundraising for improving security at allotment. Looking into if there are any lottery/other funds that could be applied for.	1, 2, 3, 9, 10
This event. Thanks for organising!	2, 3, 10
Open forum great idea. Happy for one at start and end of season.	2, 3, 10
Pleased about banning chemicals.	7
Communal bonfire.	1, 7, 9 (under review)



Plot holders were asked what their aspirations are for the specific site they are on.

SOW BROOK	Completed/Scheduled?	Principle Number
Improve central track, I've been towed out by a tractor last year.	Minor works have been completed by plot holders and Environment Team	1, 3, 9
Water tap access at plots 3 and 4. More taps at Sow Brook please.	Budget included 2021/22	1, 3, 9
Track by plot 19 needs stone as extremely muddy and also end gate by the bridge needs sorting as unusable in wet weather. Gate needs rehangng. Reddish Lane entrance made worse by vehicle and trailer. Please use other main entrance. Entrance rutted and slippy, please improve. Mixed ballast should be put down on the track where it is mostly grass (plots 13-21). Plot holders happy to spread the ballast. This issue has been raised several times by various plot holders.	No	1, 3, 9
Water level of the brook, raise embankment?	No	1, 2, 3, 9
New gate code each year	Yes	9
Composting toilet	Included in report	1, 3, 9
Removal of leylandii near plot 15 (already approved by Council)	Yes	1, 3, 9
Removal of tree bough on 7C (requested last year)	Plot changed hands – bough in unsuitable growing area and now overgrown	1, 3, 9
Willow tree opposite starter plots on other side of track needs pruning	Yes	1, 3, 9
Overhanging sycamore tree from neighbouring plot affecting plot 14	Yes	1, 3, 9
7D waterlogged – UU have not fixed land drain	No – plot vacated and useful parts merged with 7C	1, 2, 3, 9
Asbestos near main gate has been there for nearly two years. Needs removing (and near plot 5)	No. Budget included 2021/22	1, 3, 9
Communal gravel pile to even up grass paths to plots	No, though contractors left a pile in car park from nearby road works which plot holders have been using	1, 3, 9



STAR LANE	Completed/Scheduled?	Principle Number
We need a composting toilet, please! +1 vote	Included in report	1, 3, 9
Code lock would be better than key padlock.	No	1, 3, 9
Track often churns up when tractor delivers manure.	No, although plot holders have been advised to be mindful of ground conditions when arranging deliveries	1, 3, 9
Communal compost would be good.	No	1, 3, 9
Skip once per year please, or communal areas to deposit rubbish for collection by Environment team.	Yes	1, 3, 9
Boundary hedges against row 18 need attention, trees overhanging rows 17 and 18 from Trans Pennine Trail are blocking light	Hedges dealt with by Environment Team. Tree issue logged with WBC.	1, 3, 9

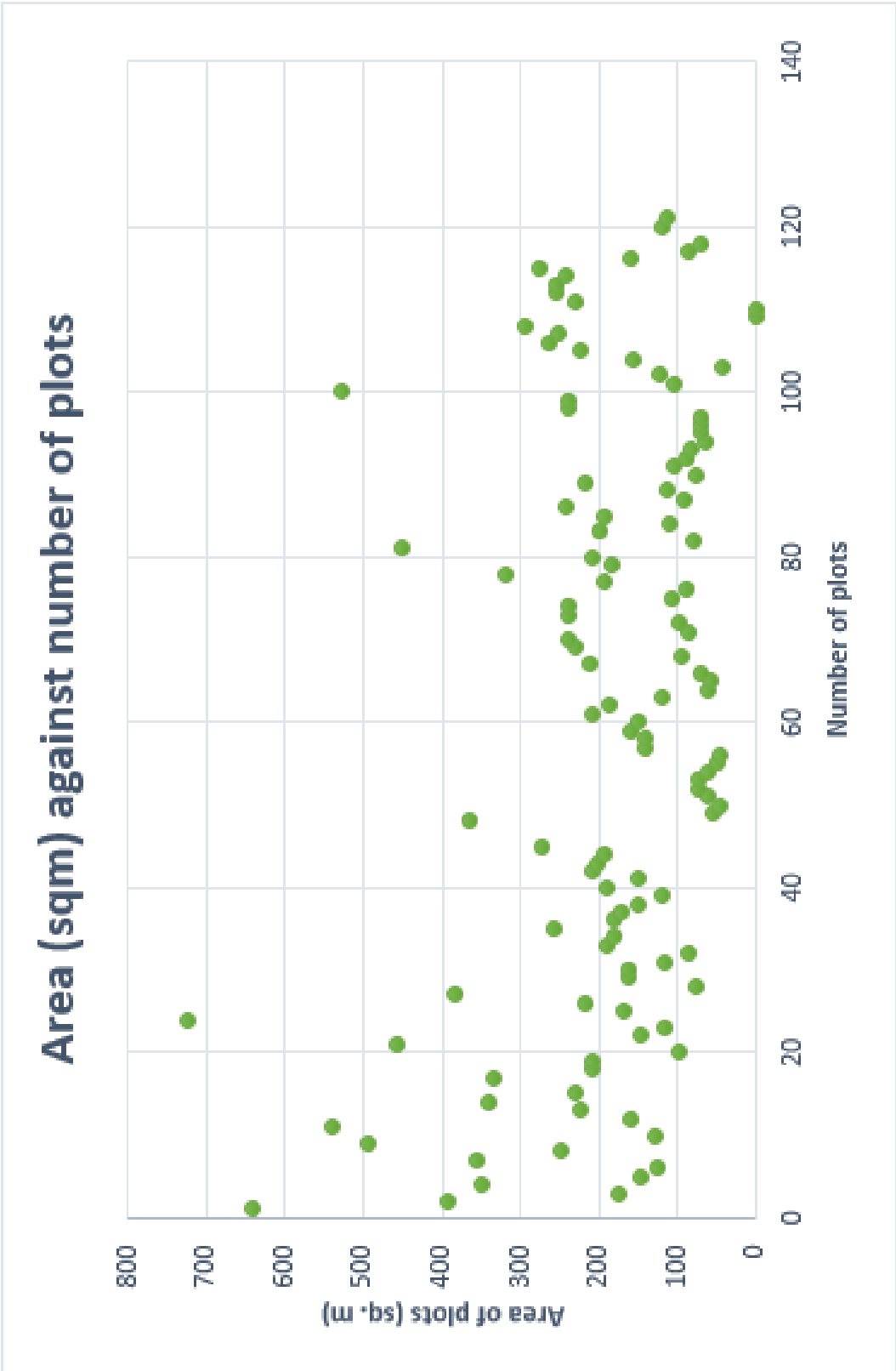
ASHCROFT ROAD	Completed/Scheduled?	Principle Number
It would be good to have the facilities brought up to the level of other sites (higher fence, lockable gate, water tap)	Included in report	1, 3, 9

ELMS FARM	Completed/Scheduled?	Principle Number
Key to composting toilet	Yes, available on request	1, 3, 9
Water tap	Included in report	1, 3, 9



Appendix 7: Plot measurements of all allotment sites (2021)

Raw data available on request.



Appendix 8: Table of comparative rents

Council	Admin cost	Cost per m2	Cost per 250m	Concessions	Water
Bradford	?	17p	£42.22	Yes	£22
Bury	None	68p	£170	No	No
Cheshire West	?		£41	Yes 50%	No
Colne	£50	36p	£90		Average £20
Harden P.C.	?				
Haworth Cross	?		£35		£20
Hyndburn	None	22p	£55	None	@cost per site
Kendal	None	37p	£92.50	None	None
Leeds	None	29p	£72	Yes 50% 20%	£18
Lymm P.C.#	£25 (initial)			Yes 50%	
Preston		34p	£85 (+£30)	Yes @30%	
Sitlington P. C.	?				
Skipton	None	35p	£96		
St Helens		24p	£60	Yes 60+ @50%	
Stockport	None			yes	None
Tameside	none	44p	£110	@60 years	Yes- metered
Trafford	None	41p	£104	@60years	None
Barnet Pointalls A.Ltd (Frances Tophill G.World)		42p	£103.50	@60 @75%	Yes £2.50 per pole

Source : National Allotment Society "Notes from the meeting held 16th October 2019 at Skipton Town Hall"



Appendix 9: Proposed Allotment Charges 2023 thru 2026

Sowbrook	Concession on first 250m	Total Area	Current Price £	2023 Concession Prices	2023 Non Concession Prices	2024 Concession Prices	2024 Non Concession Prices	2025 Concession Prices	2025 Non Concession Prices	2026 Concession Prices	2026 Non Concession Prices	Plot Holder Change £	2021 v 2026 % Increase OR Decrease
1	Y	640	21.50	115.88		139.05		162.23		185.40		-140.73	755%
2	Y	391.5	21.50	59.96		71.96		83.95		95.94		-62.45	390%
3a		174	43.00	FALSE	39.15	FALSE	46.98	FALSE	54.81	FALSE	62.64	-11.81	127%
3b		348	43.00	FALSE	78.30	FALSE	93.96	FALSE	109.62	FALSE	125.28	-66.62	255%
4a	Y	147	21.50	16.54		19.85		23.15		26.46		-1.65	108%
4b	Y	126	21.50	14.18		17.01		19.85		22.68		1.66	92%
4c		357	43.00	FALSE	80.33	FALSE	96.39	FALSE	112.46	FALSE	128.52	-69.46	262%
4d		247.5	43.00	FALSE	55.69	FALSE	66.83	FALSE	77.96	FALSE	89.10	-34.96	181%
5b		494	43.00	FALSE	111.15	FALSE	133.38	FALSE	155.61	FALSE	177.84	-112.61	362%
5c		130	43.00	FALSE	29.25	FALSE	35.10	FALSE	40.95	FALSE	46.80	2.05	95%
6		540	43.00	FALSE	121.50	FALSE	145.80	FALSE	170.10	FALSE	194.40	-127.10	396%
7a		160	43.00	FALSE	36.00	FALSE	43.20	FALSE	50.40	FALSE	57.60	-7.40	117%
7b		224	43.00	FALSE	50.40	FALSE	60.48	FALSE	70.56	FALSE	80.64	-27.56	164%
8a	Y	340	21.50	48.38		58.05		67.73		77.40		-46.23	315%
8b		230	43.00	FALSE	51.75	FALSE	62.10	FALSE	72.45	FALSE	82.80	-29.45	168%
9a	Y	333	21.50	46.80		56.16		65.52		74.88		-44.02	305%
9b		208	43.00	FALSE	46.80	FALSE	56.16	FALSE	65.52	FALSE	74.88	-22.52	152%
9c		208	43.00	FALSE	46.80	FALSE	56.16	FALSE	65.52	FALSE	74.88	-22.52	152%
9d	Y	99	21.50	11.14		13.37		15.59		17.82		5.91	73%
10a	Y	456.8	21.50	74.64		89.57		104.50		119.43		-83.00	486%
10b		147	43.00	FALSE	33.08	FALSE	39.69	FALSE	46.31	FALSE	52.92	-3.31	108%
10c		117	43.00	FALSE	26.33	FALSE	31.59	FALSE	36.86	FALSE	42.12	6.15	86%
11	Y	724.5	21.50	134.89		161.87		188.84		215.82		-167.34	878%
12a		168	43.00	FALSE	37.80	FALSE	45.36	FALSE	52.92	FALSE	60.48	-9.92	123%
12b	Y	216	21.50	24.30		29.16		34.02		38.88		-12.52	158%
12c		384	43.00	FALSE	86.40	FALSE	103.68	FALSE	120.96	FALSE	138.24	-77.96	281%
13a		76.5	43.00	FALSE	17.21	FALSE	20.66	FALSE	24.10	FALSE	27.54	18.90	56%
13b		162	43.00	FALSE	36.45	FALSE	43.74	FALSE	51.03	FALSE	58.32	-8.03	119%
14a	Y	162	21.50	18.23		21.87		25.52		29.16		-4.02	119%
14b		115	43.00	FALSE	25.88	FALSE	31.05	FALSE	36.23	FALSE	41.40	6.78	84%
14c	Y	85	21.50	9.56		11.48		13.39		15.30		8.11	62%
15a		189	43.00	FALSE	42.53	FALSE	51.03	FALSE	59.54	FALSE	68.04	-16.54	138%
16a		180	43.00	FALSE	40.50	FALSE	48.60	FALSE	56.70	FALSE	64.80	-13.70	132%
16b		258	43.00	FALSE	58.05	FALSE	69.66	FALSE	81.27	FALSE	92.88	-38.27	189%
17a	Y	180	21.50	20.25		24.30		28.35		32.40		-6.85	132%
17b	Y	172	21.50	19.35		23.22		27.09		30.96		-5.59	126%
18a	Y	148.5	21.50	16.71		20.05		23.39		26.73		-1.89	109%
18b		118.3	43.00	FALSE	26.61	FALSE	31.93	FALSE	37.25	FALSE	42.57	5.75	87%
19a	Y	188.5	21.50	21.21		25.45		29.69		33.93		-8.19	138%
19b		149.5	43.00	FALSE	33.64	FALSE	40.37	FALSE	47.09	FALSE	53.82	-4.09	110%
20a	Y	208	21.50	23.40		28.08		32.76		37.44		-11.26	152%
20b		201.5	43.00	FALSE	45.34	FALSE	54.41	FALSE	63.47	FALSE	72.54	-20.47	148%
21a	Y	192	21.50	21.60		25.92		30.24		34.56		-8.74	141%
21b		272	43.00	FALSE	61.20	FALSE	73.44	FALSE	85.68	FALSE	97.92	-42.68	199%
22		365.5	43.00	FALSE	82.24	FALSE	98.69	FALSE	115.13	FALSE	131.58	-72.13	268%
23		56	21.50	FALSE	12.60	FALSE	15.12	FALSE	17.64	FALSE	20.16	3.86	82%
24		45	21.50	FALSE	10.13	FALSE	12.15	FALSE	14.18	FALSE	16.20	7.33	66%
25		60	21.50	FALSE	13.50	FALSE	16.20	FALSE	18.90	FALSE	21.60	2.60	88%
26		72	21.50	FALSE	16.20	FALSE	19.44	FALSE	22.68	FALSE	25.92	-1.18	105%
27		72	21.50	FALSE	16.20	FALSE	19.44	FALSE	22.68	FALSE	25.92	-1.18	105%
28		60	21.50	FALSE	13.50	FALSE	16.20	FALSE	18.90	FALSE	21.60	2.60	88%
29		50	21.50	FALSE	11.25	FALSE	13.50	FALSE	15.75	FALSE	18.00	5.75	73%
30		45	21.50	FALSE	10.13	FALSE	12.15	FALSE	14.18	FALSE	16.20	7.33	66%

Rate per Sq Metre 2023	£0.225	Sow Brook Plot Rate	£43
Rate per Sq Metre 2024	£0.270	Star Lane	£41
Rate per Sq Metre 2025	£0.32	Elms Farm	£27.80
Rate per Sq Metre 2026	£0.36	Ashcroft Road	£27.80



Ashcroft Road		Total Area											
1	Y	160	13.90	18.00		21.60		25.20		28.80		-11.30	181%
2a		84	27.80	FALSE	18.90	FALSE	22.68	FALSE	26.46	FALSE	30.24	1.34	95%
2b	Y	70	13.90	7.88		9.45		11.03		12.60		2.88	79%
3	Y	119.4	13.90	13.43		16.12		18.81		21.49		-4.91	135%
4		112	27.80	FALSE	25.20	FALSE	30.24	FALSE	35.28	FALSE	40.32	-7.48	127%
Star Lane		Total Area											
1a		140	41.00	FALSE	31.50	FALSE	37.80	FALSE	44.10	FALSE	50.40	-3.10	108%
1b		140	41.00	FALSE	31.50	FALSE	37.80	FALSE	44.10	FALSE	50.40	-3.10	108%
2a		160	41.00	FALSE	36.00	FALSE	43.20	FALSE	50.40	FALSE	57.60	-9.40	123%
2b		150	41.00	FALSE	33.75	FALSE	40.50	FALSE	47.25	FALSE	54.00	-6.25	115%
3a		209	41.00	FALSE	47.03	FALSE	56.43	FALSE	65.84	FALSE	75.24	-24.84	161%
3b		187	41.00	FALSE	42.08	FALSE	50.49	FALSE	58.91	FALSE	67.32	-17.91	144%
4a	Y	120	20.50	13.50		16.20		18.90		21.60		1.60	92%
4b	Y	60	20.50	6.75		8.10		9.45		10.80		11.05	46%
4c	Y	57	20.50	6.41		7.70		8.98		10.26		11.52	44%
5a	Y	70	20.50	7.88		9.45		11.03		12.60		9.48	54%
5b+c		210	41.00	FALSE	47.25	FALSE	56.70	FALSE	66.15	FALSE	75.60	-25.15	161%
5d	Y	95	20.50	10.69		12.83		14.96		17.10		5.54	73%
6a		230	41.00	FALSE	51.75	FALSE	62.10	FALSE	72.45	FALSE	82.80	-31.45	177%
6b		240	41.00	FALSE	54.00	FALSE	64.80	FALSE	75.60	FALSE	86.40	-34.60	184%
7a		85	41.00	FALSE	19.13	FALSE	22.95	FALSE	26.78	FALSE	30.60	14.23	65%
7b		97.75	41.00	FALSE	21.99	FALSE	26.39	FALSE	30.79	FALSE	35.19	10.21	75%
8a		237.5	41.00	FALSE	53.44	FALSE	64.13	FALSE	74.81	FALSE	85.50	-33.81	182%
8b	Y	237.5	20.50	26.72		32.06		37.41		42.75		-16.91	182%
9a		108	41.00	FALSE	24.30	FALSE	29.16	FALSE	34.02	FALSE	38.88	6.98	83%
9b		88	41.00	FALSE	19.80	FALSE	23.76	FALSE	27.72	FALSE	31.68	13.28	68%
9c		192	41.00	FALSE	43.20	FALSE	51.84	FALSE	60.48	FALSE	69.12	-19.48	148%
10		320	41.00	FALSE	72.00	FALSE	86.40	FALSE	100.80	FALSE	115.20	-59.80	246%
11a		184	41.00	FALSE	41.40	FALSE	49.68	FALSE	57.96	FALSE	66.24	-16.96	141%
11b		208	41.00	FALSE	46.80	FALSE	56.16	FALSE	65.52	FALSE	74.88	-24.52	160%
12	Y	450	20.50	73.13		87.75		102.38		117.00		-81.88	499%
13a		80	41.00	FALSE	18.00	FALSE	21.60	FALSE	25.20	FALSE	28.80	15.80	61%
13b	Y	200	20.50	22.50		27.00		31.50		36.00		-11.00	154%
13c		110.5	41.00	FALSE	24.86	FALSE	29.84	FALSE	34.81	FALSE	39.78	6.19	85%
14a+b		192	41.00	FALSE	43.20	FALSE	51.84	FALSE	60.48	FALSE	69.12	-19.48	148%
14c+d		243	41.00	FALSE	54.68	FALSE	65.61	FALSE	76.55	FALSE	87.48	-35.55	187%
15a		92	41.00	FALSE	20.70	FALSE	24.84	FALSE	28.98	FALSE	33.12	12.02	71%
15b		112	41.00	FALSE	25.20	FALSE	30.24	FALSE	35.28	FALSE	40.32	5.72	86%
15c	Y	216	20.50	24.30		29.16		34.02		38.88		-13.52	166%
16a		75	41.00	FALSE	16.88	FALSE	20.25	FALSE	23.63	FALSE	27.00	17.38	58%
16b		105	41.00	FALSE	23.63	FALSE	28.35	FALSE	33.08	FALSE	37.80	7.93	81%
16c		90	41.00	FALSE	20.25	FALSE	24.30	FALSE	28.35	FALSE	32.40	12.65	69%
16d		82.5	41.00	FALSE	18.56	FALSE	22.28	FALSE	25.99	FALSE	29.70	15.01	63%
17a		63	41.00	FALSE	14.18	FALSE	17.01	FALSE	19.85	FALSE	22.68	21.16	48%
17b		70	41.00	FALSE	15.75	FALSE	18.90	FALSE	22.05	FALSE	25.20	18.95	54%
17c		70	41.00	FALSE	15.75	FALSE	18.90	FALSE	22.05	FALSE	25.20	18.95	54%
17d		70	41.00	FALSE	15.75	FALSE	18.90	FALSE	22.05	FALSE	25.20	18.95	54%
18a	Y	240	20.50	27.00		32.40		37.80		43.20		-17.30	184%
18b		240	41.00	FALSE	54.00	FALSE	64.80	FALSE	75.60	FALSE	86.40	-34.60	184%



Elms Farm		Total Area											
1		528	27.80	FALSE	118.80	FALSE	142.56	FALSE	166.32	FALSE	190.08	-138.52	598%
2			27.80	FALSE	0.00	FALSE	0.00	FALSE	0.00	FALSE	0.00	27.80	0%
3a		102.5	27.80	FALSE	23.06	FALSE	27.68	FALSE	32.29	FALSE	36.90	-4.49	116%
3b		123	27.80	FALSE	27.68	FALSE	33.21	FALSE	38.75	FALSE	44.28	-10.95	139%
4		44	27.80	FALSE	9.90	FALSE	11.88	FALSE	13.86	FALSE	15.84	13.94	50%
5		157.5	27.80	FALSE	35.44	FALSE	42.53	FALSE	49.61	FALSE	56.70	-21.81	178%
6		223.3	27.80	FALSE	50.23	FALSE	60.28	FALSE	70.32	FALSE	80.37	-42.52	253%
7	Y	264	13.90	31.28		37.53		43.79		50.04		-29.89	315%
8		252	27.80	FALSE	56.70	FALSE	68.04	FALSE	79.38	FALSE	90.72	-51.58	286%
9		294	27.80	FALSE	66.15	FALSE	79.38	FALSE	92.61	FALSE	105.84	-64.81	333%
10a		0	27.80	FALSE	0.00	FALSE	0.00	FALSE	0.00	FALSE	0.00	27.80	0%
10b		0	27.80	FALSE	0.00	FALSE	0.00	FALSE	0.00	FALSE	0.00	27.80	0%
11		230	27.80	FALSE	51.75	FALSE	62.10	FALSE	72.45	FALSE	82.80	-44.65	261%
12		253	27.80	FALSE	56.93	FALSE	68.31	FALSE	79.70	FALSE	91.08	-51.90	287%
13	Y	253	13.90	28.80		34.56		40.32		46.08		-26.42	290%
14		241.5	27.80	FALSE	54.34	FALSE	65.21	FALSE	76.07	FALSE	86.94	-48.27	274%
15		275	27.80	FALSE	61.88	FALSE	74.25	FALSE	86.63	FALSE	99.00	-58.83	312%
TOTAL METRES		21906											
CURRENT INCOME			3820.10										
P/M CONCESSION INCOME				1015.25		1218.29		1421.34		1624.39			
P/M STANDARD INCOME					3259.07		3910.88		4562.70		5214.51		
P/M TOTAL INCOME					4274.31		5129.18		5984.04		6838.90		
TARGET INCOME TO COVER ALL COSTS £7,800													
NOTE "CURRENT INCOME" COVERS PLOT RENT, SOME WATER AND INCIDENTALS IT DOES NOT COVER "OPERATIONAL COST" OF STAFFING, ENVIRONMENT TEAM ACTIVITY OR EQUIPMENT.													

Please note:

As from 2026 250m2 standard plot will be charged at £0.36 per metre = £90.00. plot

Concession plots will be at £90.00/2 = £45.00

If a concession is in place it is applied only to the first 250m2 plot

A maximum of 20% of plots will be concessional

If more than 20% of the allotment holders request a concessional rate then the concession will be cycled annually

Also note that only Elms Farm is rented from WBC. To date no rents have been requested BY WBC for Ashcroft Road or Star Lane and United Utilities have no rent agreement in place for Sow Brook Lane. This is a risk to all these allotments that they could incur rent charges in the future which in turn may require that the Allotment Report and the pricing schedule are revised.

