

ACTION PLANS

ALLOTMENTS							
Aim	Actions			Delivery (lead and partners)	Resources	Outputs & Outcomes	Monitoring and review actions
	Short (2020-2023)	Medium (2023-2025)	Long (2025-2030)				
Develop a robust and fair site selection and assessment process for potential allotment sites	<p>Follow the contaminated land risk assessment process for each potential allotment site.</p> <p>Agree phasing and priority sites for contaminated land risk assessments including phase 1 desk study reports & phase 2 intrusive site surveys</p> <p>Secure sufficient funding to carry out phase 1 & 2 surveys</p>	<p>Ongoing programme to identify, assess and select new allotment sites</p> <p>Secure sufficient funding to carry out phase 1 & 2 surveys</p> <p>Carry out contaminated land risk assessments</p>	<p>Ongoing programme to identify, assess and select new allotment sites</p> <p>Secure sufficient funding to carry out phase 1 & 2 surveys</p> <p>Carry out contaminated land risk assessments</p>	<p>Falkirk Council</p> <ul style="list-style-type: none"> Contaminated Land Team. Planning & Environment Team 	<p>Funding:</p> <p>Cost for one phase 1 survey estimated at £750-£5,000 (depending on size of site, historical land use, etc.)</p> <p>Cost for one phase 2 survey estimated at £5,000-£50,000 (depending on size of site, historical land use, ground conditions, etc.)</p> <p>(Subject to external funding)</p>	<p>Schedule of site surveys</p> <p>Clear understanding of risks and how to mitigate/remove any significant contamination risks</p> <p>Necessary remedial works identified and implemented</p> <p>Sufficient funding secured for remedial works</p> <p>Suitable sites and opportunities for growing identified</p>	<p>5-year review of sites and process of selection.</p>
With partners, satisfy local demand by creating new allotments and community growing spaces suitable for everyone	<p>Determine the level of community interest in developing and running allotments at Helix South</p> <p>Discuss potential for allotments with landowner(s)</p>	<p>Develop and support local management group(s) to manage Helix allotment site</p>	<p>Provide different sized allotment plots available as full size allotments plots (250m²) are too big for some growers;</p>	<p>Falkirk Community Trust</p> <p>Falkirk Council</p> <ul style="list-style-type: none"> Community Learning & Development Planning & Environment 	<p>Land / sites suitable for community growing</p> <p>Association/Management group to run allotment</p> <p>Officer support for setting up and developing Helix allotment management group</p>	<p>New allotment site created and managed</p>	<p>Annual survey to determine current levels of demand for allotments</p> <p>Annual skills survey of existing allotment plot-holders and site management group(s) to determine ongoing support needs</p>
	<p>Agree procedures for lease arrangements for allotments on Council-owned land</p>	<p>Develop local management group(s) to manage allotment site(s)</p>	<p>Provide different sized allotment plots to encourage more participation - full size plots (250m²) are too big for some growers</p>	<p>Falkirk Council</p> <ul style="list-style-type: none"> Asset Management with support and advice from Legal Services 	<p>Falkirk Council Asset Management Officer time for preparing allotment leases</p>	<p>New allotment site(s) created and managed</p>	<p>Annual skills survey of existing allotment plot-holders and site management group(s) to determine ongoing support needs</p>
	<p>Provide support for groups and opportunities for informal community growing</p>	<p>Provide opportunities for informal community growing</p>	<p>Provide opportunities for informal community growing</p>	<p>Falkirk Council</p> <ul style="list-style-type: none"> Community Learning & Development Planning & Environment <p>Forth Environment Link</p>	<p>Funding to secure support from Forth Environment Link</p> <p>Land / sites suitable for community growing</p>	<p>Network of community growing projects and groups across Falkirk Council area</p>	<p>Annual survey to determine skills level and support needs of groups involved in or interested in community growing</p>

Aim	Actions			Delivery (lead and partners)	Resources	Outputs & Outcomes	Monitoring and review actions
	Short (2020-2023)	Medium (2023-2025)	Long (2025-2030)				
With partners, satisfy local demand by creating new allotments and community growing spaces suitable for everyone	<p>Establish set up costs for priority allotment sites.</p> <p>Secure funding to set up priority allotment sites</p> <p>Seek planning consent</p>	<p>Implement infrastructure requirements (fences, paths, water, etc)</p> <p>Develop local management group(s)</p>	<p>Manage site – different sized plots to attract growers from all ages, abilities, growing experiences and backgrounds</p>	<p>Falkirk Council</p> <ul style="list-style-type: none"> • Asset Management (site management) • Community Development & Learning (group development) • Planning & Environment (infrastructure delivery) <p>Allotment Management Group(s)</p>	<p>Land / sites suitable for community growing</p> <p>Funding for site set-up works, which will include:</p> <ul style="list-style-type: none"> • Weld-mesh fencing (£75 per lin. metre) • Access gate(s) (Single: £1,000; Double: £1,500) • Rabbit mesh fencing (£5.10 per lin. metre) • Plough site or build raised planting beds and import soil • Communal meeting area or shed (approx. £5,000) <p>Falkirk Council Officer support for setting up local allotment management group(s), obtaining planning consent and implementing required infrastructure</p>	<p>New allotment site(s) created and managed</p>	<p>5-year review of sites to be allocated as allotments</p> <p>Rolling programme of infrastructure implementation and management</p>
The waiting list for people seeking allotments in the Falkirk Council area is well managed and kept up-to-date with robust procedures for adding and removing people from the list.	<p>Work with Falkirk Allotment Society to share Waiting List information</p> <p>Create system for recording details of people wishing an allotment and for managing the waiting list</p> <p>Agree procedures for contacting people on the waiting list to carry out an annual survey</p>	<p>Continued information sharing with allotment groups to ensure waiting list management requirements are met</p> <p>Carry out annual surveys with allotment holders and people on the waiting list(s)</p>	<p>Continued information sharing with allotment groups to ensure Waiting List management requirements met</p> <p>Carry out annual surveys with allotment holders and people on the waiting list(s)</p>	<p>Falkirk Council</p> <ul style="list-style-type: none"> • Asset Management • Legal Services <p>Falkirk Allotment Society</p> <p>Falkirk Community Trust</p> <p>Muiravonside Community Growers</p>	<p>Falkirk Council Officer time to ensure Council meets its statutory requirements (e.g. by carrying out surveys and managing waiting lists)</p>	<p>Up-to-date list of people wishing their own allotment plot in the Falkirk Council area</p> <p>Clear procedures in place for managing a waiting list of people wishing an allotment plot in the Falkirk Council area</p>	<p>Annual survey of people on the waiting list for an allotment to establish:</p> <ul style="list-style-type: none"> • If they still want an allotment • What size of allotment they wish • If there is an alternative form of community growing they are interested in

Aim	Actions			Delivery (lead and partners)	Resources	Outputs & Outcomes	Monitoring and review actions
	Short (2020-2023)	Medium (2023-2025)	Long (2025-2030)				
There are robust, fair and transparent regulations for all the allotment sites in the Falkirk Council area.	Agree rules and regulations for managing allotment sites Implement rules and regulations	Implement rules and regulations Review rules and regulations and amend as necessary	Implement rules and regulations Review rules and regulations and amend as necessary	Falkirk Council • Asset Management with support and advice from Legal Services Allotment Management Groups	Falkirk Council Officer time	Simple and effective set of site rules and regulations in place and adhered to by group(s)	5-year review of allotment rules and regulations to be amended as necessary
Our understanding of demand, satisfaction and resource requirements remains realistic and up to date	Prepare an annual report for Scottish Government, reporting on: <ul style="list-style-type: none"> location and size of each allotment site number of allotments on each site period of lease and rent payable number of persons on the waiting list steps taken by the Council to comply with the duty to take all reasonable steps to provide allotments to those on the list the reasons for failure to comply with the duty income received 			Community Empowerment Working Group	Falkirk Council Officer time to liaise with relevant parts of the Council and Allotment Management Group(s) as appropriate. Falkirk Council Officer time to prepare an annual report for Scottish Government	Annual report submitted according to requirements of the Community Empowerment (Scotland) Act 2015	Annual report submitted according to requirements of the Community Empowerment (Scotland) Act 2015
There is a network of allotment holders and community growers ready, willing and able to support new growers and plot holders	Skills audit of existing and new community growers Identify support and training needs of community growers	Provide a programme of support and training relevant to the needs of local growers Follow-up skills audit	Follow-up skills audit	Falkirk Council • Community Learning & Development • Planning & Environment Forth Environment Link Sustainable Thinking Scotland Community Interest Company Social Farms & Gardens	Funding for training and support for community growing groups and allotment plot holders Falkirk Council Officer time to carry out skills audit and training needs analysis	Programme of skills and training workshops Annual community growers networking event where people can meet to share their experience, skills, ideas and knowledge with other growers Programme of networking events and community meals	Workshop and event evaluation Follow up skills audit and training needs analysis