Managing Allotments

02 November 2016, Leeds
28 February 2017, Central London
Managing Allotments

Introduction

APSE training, in conjunction with the National Society of Allotment & Leisure Gardeners Limited (NSALG) is offering a one day event for anyone involved in managing allotments.

Over the past 10 years the Allotment Regeneration Initiative has played a key role in supporting and developing the regeneration of allotments throughout the UK.
One of the key features of this was the formation of the regional Allotment Officer Forums. Whilst these forums have been valuable to the entire allotment movement, it is apparent that there is a need to develop bespoke training for officers responsible for allotments.
This event will achieve this by providing practical advice and guidance on what is required from local authorities, allotment associations with devolved management responsibilities, and allotment holders, together with an understanding of legal and statutory responsibilities.

The course will also consider the current issues facing the sector e.g. funding, water, waiting lists, costs and enforcement, shared use, self-management, and site safety plus many more.

Who Will Benefit?

- Allotment Officers
- Parks and Green Space managers
- Officers responsible for allotments
- Town clerks
- Other Officers in allotments

The training is primarily designed for local authority officers with responsibilities for managing established portfolios of allotment sites and dealing with on-site problems. It will also be relevant for officers working with allotment associations with devolved management.

Outcomes of the day

- Understand what is involved in managing allotments
- Awareness of what is changing in the sector
- Roles and responsibilities of all parties
- Recognise the wider impact of allotments on health and well being
- Hear first-hand experiences from the sector
- Address practical day-to-day problems
• Discuss best practice and good example models
• Signposting for additional help
• Provide delegates with the tools and self confidence to manage allotments

**Duration**

1 day event: **Start time:** 9.30 am  **Finish time:** 4.30 pm

**Trainers**

The sessions will be delivered by Richard Wiltshire from King’s College London and Sue Radcliffe supported by Mike Brannigan from APSE.

**NSALG**

The National Society of Allotment and Leisure Gardeners (NSALG) is the national representative body for the allotment movement in the U.K. We have recently adopted the working name of ‘The National Allotment Society’ to help people better understand who we are and what we do, but when it comes to official business we are still the National Society of Allotment and Leisure Gardeners Limited.

Our origins date from 1901, as a members' co-operative, and even today we operate as an Industrial and Provident Society, whereby we are owned, managed and funded by our members. Through our membership we serve over 125,000 allotmenteers, assisting them to acquire, maintain, manage and enjoy allotments across the country. Allotment gardening is the only recreational activity enshrined in law, meaning that through our in-house lawyer, we fight for the rights of allotment holders and advise in regards to tenancy agreements, land disputes, rent rises and misunderstandings. On a national level we serve the allotment movement by lobbying the Government, to ensure the provision of allotments is met and statutory allotment sites are not sold off or developed without consultation.

While our work is predominantly representing the allotment movement, we endeavour to provide advice and information to all gardeners. For those that join us we offer a discounted seed scheme through Kings Seeds, competitive and comprehensive cover through Shield Insurance plus a wealth of online and printed growing advice. The Allotments Regeneration Initiative, a partnership between the Federation of City Farms and Community Gardens and the National Society of Allotment and Leisure Gardeners, approached its natural conclusion and the ARI brand name dissolved from October 2012. Both partners are, however, committed to ensuring that the good work delivered through ARI will continue, and will put in place infrastructures to enable this;
therefore ARI’s team of experienced allotment mentors will be supported and managed by NSALG and available to advise you after ARI’s demise.

In 2011, His Royal Highness the Prince of Wales kindly agreed to become the Patron of the Society. As an avid gardener himself and advocate of green issues, we look forward to working more closely with him in the future. Visit our website: www.nsalg.org.uk

Richard Wiltshire

Richard Wiltshire is Senior Lecturer in Geography at King’s College London, and Director of the MSc in Sustainable Cities. He is a former member of the ARI Advisory Group and the board of the Federation of City Farms and Community Gardens, and currently serves as policy advisor to the National Society of Allotment and Leisure Gardeners.

He has authored the Local Government Association’s good practice guidance on managing allotments, Growing in the Community (2nd edition 2008, with Deborah Burn) and A Place to Grow (2010), the starting points for many local authority allotment strategies.

His academic research spans allotment gardens in the UK, North America, Europe and Japan, with particular emphasis on environmental benefits, active ageing and autonomous community-building. He has by turns cultivated and neglected his own plot for thirty years, and successfully implemented devolved management on allotments in Dartford, Kent.

Richard is also an APSE Associate Trainer.

Sue Radcliffe

Sue Radcliffe is the Allotment Officer for Stoke on Trent City Council. She has worked in both the Voluntary Sector and Local Government as a Community Practitioner working with small groups to build community capacity and carry out governance and service audits on larger third sector organisations supplying services to the City Council. Sue took on her first Allotment over 25 years ago and after 5 years as the volunteer Chair of the local Allotment Network, became Stoke on Trent’s Allotments Officer in 2008 working with 80 allotment sites and nearly 6000 tenants and service users.

Sue’s passion is not just in ‘growing her own’ but also in the industrial heritage and social history of allotments. Over the past 2 years she has developed a framework to support the devolving of allotments site management to site committees which she believes will provide a sustainable, achievable way for sites to build the confidence and skills they need to manage community land assets effectively and giving a clear focus on determining allotment policy and service delivery.
Mike Brannigan

Mike left his role as a Leisure and Amenity Manager after 38 of continuous service in local government to set up his own Horticultural Consultancy MB Gardening Services in 2015. His last primary role was as the Allotments Manager for North Tyneside Council which involved him in both the day to day management of almost 2000 plots across 54 sites, in addition to allotment planning and policy.
Whilst in post Mike became involved in both local and national allotment officer networks, this led to him being appointed as the local authority representative to the very successful Allotment Regeneration Initiative.
Mike developed and implemented an allotment strategy for his authority which enabled the service to continuously improve and lever external funding for the development of new growing spaces, whilst creating a valuable statutory service which became cost neutral.
Mike particularly enjoys sharing his knowledge and experiences with other offices responsible for allotment assets within their districts. Mikes has been involved in allotments as a grower since childhood and has experience as a tenant and officer.

Jan Kennedy

Jan Kennedy is Head of Training and has responsibility for apse training, skills and development. Since Joining APSE, Jan delivers the majority of APSE’s training programme including Project Management, Leadership, Managing Change, Marketing, Negotiation Skills, Service Level Agreements and Customer Service.
Jan can be contacted at e-mail address at: jKennedy@apse.org.uk or by telephoning her on either 0161-772-1810 (Office) or 07764-252-107 (Mobile)

What’s included?
Course fees include delegates’ documentation and course material including case studies, suggested practices and appropriate toolkits and templates. Lunch and refreshments are also provided.

Certificates

All delegates will receive a certificate for attending the event
Programme

9.00 - 9.30am  Registration and Refreshments

Welcome and Introductions
Background to the event

Managing Allotments
  • Definition
  • Status
  • Skills required
  • The role of the Allotment Manager

10.45 - 11.00  Coffee/tea break

Current issues facing the sector
Costs, water, demand, succession

The changing face of Allotments
  • Customer demands
  • Local authority demands/pricing policy
  • The links to the wider health agenda

12.30 – 13.30  Lunch

“A day in the life of an allotment officer”

14.45 – 15.00  Coffee/tea break

Best practice
Signposting, advice and guidance
Action planning, where are we going from today?

16.30  Evaluations, Certificates and Close
Managing Allotments - booking form

Contact name: ____________________  Employer: ____________________
Address: ________________________________
Post code: ____________________  Telephone: ____________________
Email: ________________________________

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Please state if delegates have any special requirements (dietary/access/information in alternate formats):

Booking information: APSE will take bookings up to 24 hrs prior to the course, subject to availability. You are however advised to book early to secure your place and avoid disappointment.

Please tick all relevant boxes
☐ 02 November 2016, Leeds  ☐ 28 February 2017, Central London

Please note: places on the sessions will be strictly limited to a first come first served basis. Provisional reservations for places are not accepted on this form.

APSE members:  ☐ 1 delegate: £149 + VAT per delegate per course
☐ 3 or more Delegates £129+ VAT per delegate per course
(Discount applies to delegates attending same date)
Non-members:  ☐ per delegate £239 + VAT

Please quote your purchase order number (if appropriate): ________________________________

☐ I am paying in advance  ☐ I am paying by cheque ☐ I am paying by bacs ☐

Booking confirmation: APSE issues a written confirmation letter to the ‘contact name’ for all delegate bookings received. We will not send confirmation to each delegate named on the booking form, unless this has been requested in writing. Should the ‘contact name’ not receive a confirmation letter by post within 10 working days of sending the booking form, then please contact APSE on telephone: 0161 772 1810.
Payment: APSE will issue an invoice after the event to delegates attending from Local Authorities, public sector and local government organisations or APSE approved partners unless we are notified otherwise.
In the event of any delegates not being invoiced through the organisations stated above APSE will require payment in advance before the event.
Payment must be submitted within 10 working days of making the booking.
Advance payment must be made either by cheque payable to: APSE or by bacs (details can be provided on request at finance@apse.org.uk). A receipt will be provided on request.

All delegate fees are subject to vat, the rates quoted are exclusive of vat. Please ensure you include this in your payment.
Cancellation charges: Reservation is a contract. Substitution of delegates is acceptable any time in writing by post, email to jkennedy@apse.org.uk or fax to 0161 772 1811. Cancellations must be made in writing at least 10 working days before the event and will incur a £55 administration fee. The full delegate fee will be payable for cancellations received less than 10 working days before the event or for non-attendance. All fees are non-refundable after the cancellation period.
Booking transfers will only be acceptable, if there is availability on another date for the same course, and will incur a £55 administration fee. In the unlikely event of cancellation by the organisers, liability will be restricted to the refund of fees paid. APSE regrets we cannot accept any liability for associated transport or hotel costs in the event of course cancellations made by us.
The organisers reserve the right to make changes to the programme, speakers or venue should this become necessary.

Please return completed form to:
Jan Kennedy
APSE – 2nd Floor Washbrook House, Lancastrian Office Centre, Talbot Road, Old Trafford, Manchester, M32 0FP.
Tel 0161 772 1810 – Fax 0161 772 1811 - Email: jkennedy@apse.org.uk - Web: www.apse.org.uk