

GREEN FLAG MANAGEMENT PLAN 2020-25

Staveley and Burial Ground Allotments

2020-25



**London Borough
of Hounslow**

Lampton
Services
Greenspace

Updated 2025



Foreword

The London Borough of Hounslow has some superb greenspaces that everyone can be proud of. They are places where people can relax, enjoy nature, play, or take part in cultural and historic activities and recreation. They are essential for the health and well-being of our residents, and they are vibrant spaces that provide a borough-wide green infrastructure for our communities.

In Hounslow, we are committed to stimulating a strong and robust green recovery related to our Greener Borough Framework and Climate Emergency. The Council's Green and Blue Infrastructure Strategy plays a major role in delivering the Greener Borough Framework and sets out key priorities for our greenspaces in areas such as health and wellbeing, regeneration, climate change and nature recovery.

The London Borough of Hounslow considers the Green Flag Award process as a tool towards positively developing our greenspaces within this strategic framework and in partnership with our communities. It contributes to providing a vision, with clear objectives and priorities for how the Council and its partners would like to see greenspaces managed in future years.

This plan is not only the commitment from the Council to improve our greenspaces but is an important recognition of the support and commitment of the friends of parks, community groups, local clubs, third sector and partners who share our visions and work with us to respond to our green agenda.

Acknowledgements

This plan has been produced by Lampton Services Greenspace* (GS) and the London Borough of Hounslow (LBH) Parks Team. In addition, it is important to acknowledge the great contribution from the Chiswick Horticultural and Allotments Society for their commitment and dedication in supporting the development, promotion and management of Staveley and Burial Ground Allotments.

*Lampton Services Greenspace (GS) is part of the Lampton Limited Group and is a company wholly owned by London Borough of Hounslow with an aim of returning value to the Council representing a bold new ambitious approach.





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Purpose of the Plan

The Management Plan for Staveley Road and Burial Ground Allotments has been prepared by LBH and Lampton Services Greenspace. The plan is specifically developed for the individual site with a dedicated Green Flag Action Plan.

This plan has been developed following detailed assessment of the Green Flag Award criteria and a comprehensive collaborative review of the existing uses, management, and maintenance of Staveley Road /Burial Ground Allotments.

As part of the development of the plan, detailed consultation has taken place with the Greenspace allotments maintenance and management team, LBH officers and Friends groups.

The Management plan is a 'working document' that brings together all the information relating to Staveley Road/Burial Ground and will be updated, revised, and annually reviewed. This plan has been developed based on the Commission for Architecture and the Built Environment (CABE) Space document "*A Guide to Producing Park and Greenspace Management Plans*" and the "*Green Flag Award Guidance Manual*" guidelines.

Policy & Strategic Context

Actions and aims within this management plan are both guided by, and relate back, to wider Council strategies. The development of parks and open spaces are a vital component of the Council's Corporate Plan 2022 – 2026. Our work during this period is focused on six priority ambitions for a borough that is greener, healthier, cleaner, thriving, safer, and livable. Green infrastructure contributes in many ways to helping us achieve these priorities.

A key approach of Hounslow Council is working under the concept of "One Hounslow" where services are delivered without silos, working for specific outcomes with several internal council departments, community groups, NGOs, and government bodies.

The development of Allotments is a vital component of the Council's Corporate Plan as green infrastructure, by contributing to the commitments of "Residents are healthy, active and socially connected" and "People live in pleasant neighbourhoods."

Allotments also play a vital role in the approach highlighted in the Council's Joint Health and Wellbeing strategy with start, live and age well and preventing ill-health, which in turn has an impact on reducing costs within the wider economy, the council, and the NHS. Other relevant local, regional, and national strategies are as follows:

- The Greener Borough Framework and Climate Emergency Action Plan 2020-30 which seeks to provide a high-level framework to deliver on the council's ambition on sustainability tackling climate change.
- The Borough's Local Plan 2015-2030 including objectives and a range of planning policies relevant to allotments.

The Council's Equalities and Diversity Strategy 2023, created to improve equality, diversity, and inclusion - sets out an ambitious approach to target policies and funding to the areas which need them most to thrive. The strategy is based on three pillars - Equality by Place, Equality by Group, and Equality as Employer. Hounslow Council has committed to transform the opportunities and life-chances of communities in the borough's 30 most disadvantaged neighbourhoods.



The adoption of the Green and Blue Infrastructure Strategy and Nature Recovery Plan are the pillar of the strategic framework for the development of our parks and open spaces and their management plans through the Green Flag Award process.

Useful Links:

- [Corporate Plan 2022-26](#)
- [Climate Emergency](#)
- [Green Infrastructure Strategy](#)
- [Greener Borough Framework](#)
- [Nature Recovery Action Plan](#)
- [Equalities and Diversity Strategy](#)
- [Allotment Strategy](#)

Allotments Funding

The Council's parks and allotments service is funded by an annual salary and contract revenue budget for base line ground maintenance activities, and provided by our service providers, Lampton Services Greenspace, to maintain all of Hounslow's parks and open spaces, including allotments, cemeteries, trees, countryside and other workstreams.

Current capital funding has been allocated through a park's improvement project, and sites which require improvement will be prioritised. This funding will cover 2 years of project delivery and staff resourcing 2023 – 2025. Other capital funding is obtained via Community Infrastructure Levy (CIL); S106, the Council's Thriving Communities fund (local CIL) and other grants and initiatives. These are applied for annually or as necessary and are based on need and strategic investment required by both the Council and local communities.

Allotments received CIL funding in 2022 for 3 years to make improvements to all allotment sites across Hounslow.

As part of the allotment strategy produced by the London Borough of Hounslow, there was a review of the cost of the tenancies to all allotment holders currently holding a plot or potentially holding one in the future, following this consultation it was agreed at cabinet level for an above inflation increase in the charges for allotment spaces with a phased increase for out of borough tenants, implemented over a period of 3 years and completed by the start of the next billing cycle in April 2025, this has been reflected in the example of a tenancy agreement in Appendix 2.

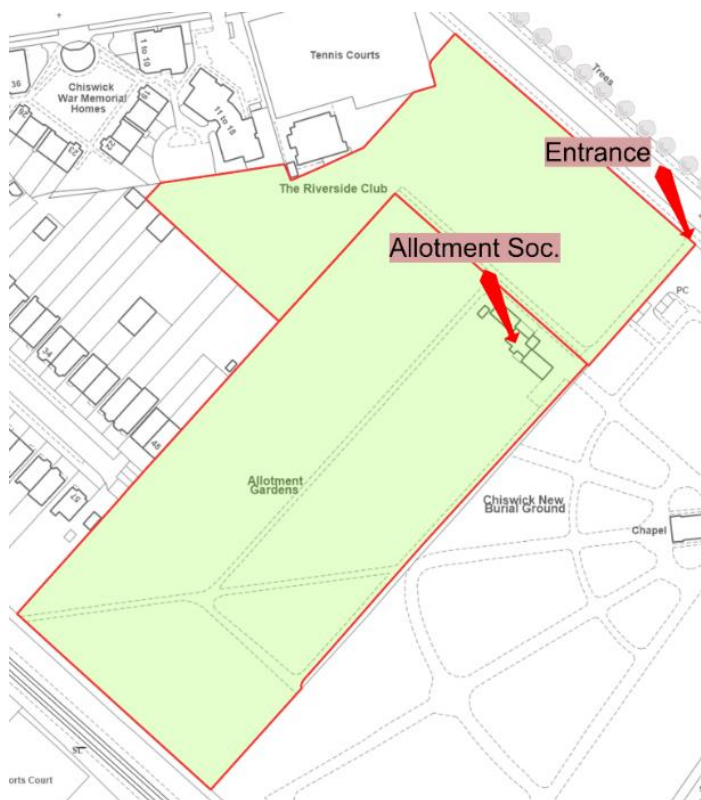


Where are we now?

Site Description and Facilities

Staveley Road /Burial Ground is a large, combined allotment site in the far east of the borough situated in a large area of open space known as Dukes Meadows. It lies within the Chiswick Homefields ward in the London Borough of Hounslow and bordered with both Hammersmith & Fulham and Richmond boroughs. Consisting of two sites being Staveley Road and Burial Ground Allotments, Staveley being a small statutory site of just less than 1ha and Burial Ground a non - statutory site of just less than 2.0ha. As the name suggests Burial Ground is cemetery land used for allotment purposes until additional cemetery land is required in the future. For the purposes of the allotment management the site is treated as one large site with shared access and shared facilities.

*Staveley and Burial Ground Allotments are at full capacity like all the sites in Chiswick with no available space and the added future pressure from development of the extension of the cemetery next door.



Site Information

Name: Staveley Road/ Burial Ground Allotment

Contacts: 020 8583 5555

Web: www.hounslow.gov.uk

Designation: Statutory/Non statutory Allotment

Size: 3ha

Byelaws: A copy can be downloaded at www.hounslow.gov.uk

Access: Gated and locked for allotment holders only from Staveley Road by car and or pedestrian access

Transport: Train: - Chiswick or Barnes Bridge Station

Tube: Hammersmith

Buses: 190/E3 - **Parking:** No parking available for non-allotment holders

Local Facilities: Allotment Association Hut, Community Growing Tunnel, plots



Detailed History

Staveley/ Burial Ground Allotments were purchased by the London Borough of Hounslow in 1933 as a package of land to provide both burial space and growing space for the residents of Chiswick and surrounding areas. The site was developed from an area of former water meadows with its close proximity to the tidal reaches of the River Thames.

Burial ground was set aside for interments and the land package allowed for the area to be used as growing space until required, the last transfer to date of allotment land to burial ground was in 1989. It is estimated that there will be a need to take back burial space in approximately 5 years with current demand.

Both sets of allotments have been very active all throughout the post war years and right up until the 1970s when the increase in relative wealth to the ordinary people meant that a decline began in the desire for allotments, this decline did not affect these allotment sites, although demand was down the occupancy did not decline to the same extent as many other sites around the borough.

In the early part of the 2000s the demand for allotment space soared across the entire borough and country. To this day it has continued to soar and the current level of demand since 2015 has been at its highest level.

During the Covid -19 pandemic there was a massive increase in demand for allotment space across the country. As well as in the borough, including the sites at Staveley and Burial Ground. Since 2024 demand began to level out, whilst not at the levels during Covid the numbers are continuing to increase, with no additional space available the demand will be reliant on the management of the allotment space and plots becoming available for those on the lists.

Transfer of land from Allotment plots to Burial plots

A crucial part of the Green Flag management plan is the future transfer of allotment space to burial space highlighted above, although timescales are estimated there has to be provision in the plan to allow for this to happen through the correct procedures and legislation and will form a part of the updated management plan on a yearly basis.



Recent Developments

Achievements 2024

- As part of the allotment improvement plan capital funding, a new section of pipework was installed on Staveley Road which allowed for a new standpipe to be installed which has addressed a shortage of available water points for an area of the site. This additional water point will also assist in the irrigation needs of the Wild Chiswick project as well as the allotment tenants within that area.
- Repairs were undertaken to the boundary fence between the allotment and Cemetery which will limit any unauthorized access to the site with a view to possible future replacement when any works are implemented regarding burial space.
- The adaptation of the existing toilet facilities within the trading hut have been postponed as a result of a desire by CHAS to update the entirety of the trading hut and community building in its entirety and will form a bid for new facility to replace the existing hut.

Achievements 2023

- Upgrading of entrance gates to the site, the old gates were showing signs of age, and these were replaced with a new set of gates which will be easier for all tenants and will provide the additional security.
- Re-building of the steps that allow access to the site from the main access road for the tenants on Staveley Road, including the addition of a safety hand- rail.
- CHAS partnered with wild Chiswick to restore the existing wildlife area and pond habitat which will form part of their project to develop the educational programme with schools and other partners on the site.



Chiswick Horticultural and Allotments Society (CHAS)

Founded in 1915, a charity-based organisation run entirely by volunteers, most of whom have an allotment space on either Staveley or Burial Ground. Whose objectives include promoting the art of science and horticulture practice.

They are key in delivering the management of the site in conjunction with Greenspace, never self-managed, the partnership arrangement of CHAS and Greenspace allows the site to flourish and grow whilst installing the basic values of an allotment.

Based at the site in Staveley Road with a purpose-built trading hut upgraded in 2010 provides a superb community facility that allows allotment holders to purchase basic horticultural sundries at competitive rates, a wide range of plants are grown on the site for purchase by the allotment holders, extensive range of compost, planting materials are all available. Having this facility on site lessens the need for allotment holders to travel for materials which in turn will lessen the carbon footprint.

The organisation acts as a conduit between the allotment holders and the managing agent (Greenspace) to ensure plots are being cultivated, new lettings and encouraging the feel-good factor of the site.

CHAS actively engage with local schools and the community as a whole to develop an interest in gardening and growing and have been involved with the development of the Chiswick School allotment site.



The community hut is available for hire to external groups for events, functions, and other uses, they stage annual flower and vegetable shows for all sites in Chiswick and continued this with a virtual show in 2020.

CHAS have expressed a desire to look at an option of upgrading of the existing facilities that are currently in place at the allotments which would involve the complete replacement of the existing facilities on site with a brand new facility.



Where do we want to go?

Green Flag Analysis

The ambition for LBH in partnership with GS and community groups is to continue to work to improve standards and develop parks and opens spaces strategically according to corporate priorities and local needs.

A clear connection between the criteria identified by the Green Flag Award Scheme and the main points gained from the SWOT analysis and site review completed with the Allotment Society has helped to establish a comprehensive management plan for this site.

The management plan process is described below the section “How do we get there?”.

Consultation & Co-design

The Council has a strong partnership with Chiswick Horticultural and Allotments Society, Co-designing the future of the allotment together in most initiatives and opportunities.

Continuous dialogue is in place through regular communication and a quarterly forum where Friends discuss wider issues and learn from each other to improve overall management standards.

LBH works in close partnership with GS with monthly project and development team meetings where the monitoring and progress of these plans are discussed.

LBH engage annually with Friends groups and community groups in compiling these management plan and their progress.

Ward Councillors and the Lead Cabinet Member for Recreation, Public Spaces and Parking are regularly updated on allotments development projects and strategies.

Liaison with the Hounslow Met Police and the Councils Enforcement Team on matters around ASB and public safety.





SWOT Analysis

A SWOT analysis is a management critique to identify Strengths, Weaknesses, Opportunities and Threats to help shape future improvements.

STRENGTHS <ul style="list-style-type: none">• Successful and strong Allotment Committee• Fully tenanted and demand is consistently high.• Excellent facilities on site managed by the allotment society including shop/community growing/ toilets/ community space.• Well established wildlife area	WEAKNESSES <ul style="list-style-type: none">• Boundary fences adjacent to the cemetery have been repaired and these will be monitored• Pathways are adequate but need to form an over- all plan of future investment.• Unauthorised access and ASB• Need for better awareness of site and association.
OPPORTUNITIES <ul style="list-style-type: none">• Further develop the model of a successful partnership arrangement between the local authority and allotment society• Development of the site when the transfer of land to burial ground occurs.• To assist in the delivery of the council's allotment strategy	THREATS <ul style="list-style-type: none">• With part of the site being future burial space there is a threat to the existing tenants and how to manage this using existing legislation• Introduction of school's street initiative is a threat to the site as it may deter some plot holders from visiting their plot - ensure that this is managed efficiently with LBH traffic.





How do we get there?

Vision and Objectives

Vision for Staveley and Burial Ground Allotment:

“Chiswick Horticultural and Allotments Society, the London Borough of Hounslow and Greenspace will work together to create and maintain an exemplary centre for community involvement and enjoyment, and which is wildlife friendly, sustainable, resilient to climate change, and safe and accessible to all. “

Key objectives for Staveley and Burial Ground Allotment:

- To continue to work closely with the Chiswick Horticultural Allotments Society and the wider community who use the facilities to adequately maintain and improve the offer.
- To ensure that Staveley Road/Burial Grounds Allotment is a place that is secure, safe to use and is clean and well maintained.
- To ensure that the management of the landscape maintains the heritage character of the allotment.
- To ensure that the allotment is promoted and managed in order to provide a high-quality service for the people using it.
- To continue to encourage and promote community involvement in the management of the allotment.
- To ensure that the management of the allotment protects and enhances the biodiversity of the site and borough.
- To promote health and wellbeing.
- Creating opportunities for connecting green spaces for wildlife and increasing the boroughs ecological resilience and connectivity.



Meeting the Green Flag Award Criteria



Management of Staveley/ Burial Ground

This sets out guidelines and general principles to be followed in delivering the vision and objectives outlined above.

Management of the allotments needs to deliver high standards of maintenance of the soft and hard landscaping of Staveley Road/Burial Ground Allotment within existing revenue budgets and through capital infrastructure funding opportunities.

Delivery Partners

The Council works pro-actively with the Chiswick Horticultural Allotment Society in consulting with local people regarding their views of the facilities and any impact that is made on their lives. Continuing this relationship is a very high priority for the management of the open space.

GS are responsible for maintaining all the parks and open spaces including allotments within the LBH Parks Service. Maintenance is carried out by the contractors' operatives who have the necessary skills to achieve high and consistent horticultural standards.

In 2022 a partnership arrangement was set up with Wild Chiswick to develop and implement a plan for the renovation of the redundant wildlife pond and area as part of the site, works include, renewal of pond liner, clearing invasive vegetation and replanting works.



A Welcoming Place

The following management regimes all play a part in ensuring that Staveley Road/Burial Ground Allotment continues to be a welcoming area for allotment holders.

Graffiti Removal

As a part of our aim to make the borough safe, green, and clean we are committed to reducing and removing graffiti. The site will be regularly inspected for graffiti. All graffiti will be removed within 7 days of notification, where the graffiti is racist or offensive it will be removed within 24 hours of notification.

Signage

Allotment signage will be kept clean and is regularly inspected, any repairs will be carried out promptly.

For more information, please refer to the “Marketing Section” below.

Pathways

All paths and hard surfaces will be inspected annually. Any necessary repairs will be reviewed, and funding opportunities explored with the aim of rectification as soon possible.

Visibility

Vegetation will be reduced so that where possible site lines are achieved across the site.

Healthy, Safe and Secure

The following management regimes all play a part in ensuring that Staveley Road/Burial Ground Allotment continues to be a healthy, safe, and secure place

Health & Wellbeing

We recognise the benefits that our green spaces can make to the health of our residents.

Allotments are important recreational facilities, and they contribute directly to the cultural development of the Borough. The Corporate Plan recognises the value that cultural activities bring to the community through improving the quality of life for local people and how culture can assist Hounslow Council in delivering our objectives and achieve desired outcomes.

Useful Links:

- [Health and Wellbeing Strategy 2023-26](#)
- [Data Hub](#)

Healthy Hounslow

Healthy Hounslow is a partnership between several organisations supporting people in leading healthier lifestyles; to become more active, eat well and stop smoking. The partners that make up Healthy Hounslow are Hounslow Council, West London Trust, Feltham & Bedfont Primary Care Network, MoreLife, Maximus/BeeZee and Lampton Leisure. The services and support offered by Healthy Hounslow are: Smoking cessation, Health and wellbeing coaching, Healthy weight management, Exercise on referral, Cook and eat sessions, and Community NHS Health Checks.

You can find out all about Healthy Hounslow at our website www.healthyhounslow.co.uk





Site Safety

All GS staff and contractors play an important role in terms of a visible staff presence.

All are uniformed and where necessary will wear highly visible clothing. All works will have been risk assessed to ensure the highest level of public safety.

Community Safety

Hounslow Community Safety Partnership (HCSP) is responsible for reducing crime, disorder, and substance misuse in the London Borough of Hounslow. Along with other supporting partners, HCSP brings together key local agencies including:

- London Borough of Hounslow – Safer Communities Team
- Metropolitan Police Service (Hounslow Division)
- Hounslow district of the National Probation Service
- Hounslow NHS Trust
- London Fire and Emergency Planning Authority
- www.hounslow.gov.uk/community-safety

Environmental Sustainability

The following regimes are designed to ensure that Staveley Road/Burial Ground Allotment is managed in a sustainable way.

Litter Recycling

All litter is taken to Transport Avenue, the West London Waste Authority site within Hounslow borough. It is then loaded onto trains and taken to an energy waste site in Avonmouth, where it is used as a renewable energy source.

Green Waste Recycling

All green waste is either reused or recycled.

- Grass clippings are spread and left in situ in the allotment.
- Wood chippings are used on flowerbeds to provide a compost and a weed control.
- Other green waste (shrub pruning etc.) is taken to Transport Avenue Waste Disposal Site, where it is then transferred by road to a composting facility for processing.

Pesticides

As a part of our commitment to ensuring a cleaner and greener Hounslow, the use of chemicals to treat weeds was stopped in 2020. This decision supports the Council's ambitions for a cleaner and greener borough and promotes biodiversity and encourages wildlife. This approach is now fully supported by GS in parks and open spaces, enabling the borough to become even more hospitable to plants and animals.

The use of specific herbicides will only be considered when it is not viable to use non-chemical alternatives, for example, controlling the spread of an invasive species such as Japanese Knotweed, as they are especially damaging to the environment.

Removing the use of herbicides does present operational challenges, herbicides have always been considered a cost-effective solution due to their less labour-intensive results. As such GS continue to assess and review their operational schedules to ensure that an adequate resource and suitable approach is applied to control weed growth.

Peat Use

GS do not use peat, or any peat-based products.



Biodiversity and Heritage

We manage our parks and open spaces by ensuring that where possible we maintain a diverse range of age, species and structure in the canopy, understory and herb layers and aquatic spaces. This is achieved by:

- Managing site specific habitats such as acid grassland, mature veteran trees, rivers, ponds, and woodlands.
- Supporting the borough's wildlife through interventions such as birds and bat houses, stag beetle loggeries, aquatic ledges and educational signage.
- Enhancing existing aquatic and terrestrial habitats to support a diverse range of flora or fauna.
- Exploring opportunities to create new habitats such as wildflower meadows, native hedge planting, aquatic ledges, and copses.
- Consider introducing sympathetic mowing regimes where suitable, for example leaving areas of rough grassland around trees.
- Recognising the effects of climate change e.g., drought, wildfires, floods, disease, biosecurity.
- Prioritising sustainability through resilient planting e.g., drought tolerant trees and plants.
- In 2021 LBH commissioned a baseline report of Invasive species Parks and open spaces portfolio, surveying 195 sites. This information was used to procure a specialist contractor to remove targeted species over a five-year period beginning in April 2025 and running for 5 years. This will seek to eradicate: Japanese Knotweed, Giant Hogweed, and floating Pennywort, and provide advice on how to deal with Himalayan balsam.
- Biosecurity – Anyone responsible for plant supplies must ensure that all plants and associated soil are supplied free of pest and disease at all points in the supply chain. To achieve this, GS consider the latency period and life cycles of all pests and diseases. Special attention to biosecurity is given to imported stock.
- GS procurement will always prioritise suppliers that are able to demonstrate a supply chain audit trail (for example, are part of a recognised Plant Health Assurance scheme) that ensures plant material sourced within the UK is under a regime of biosecurity-aware production and follow nationally agreed good practice guidelines.

The Nature Recovery Action Plan (NRAP) is a part of Hounslow's Greener Borough Framework and was adopted in 2023. A stakeholder board -Nature Recovery Stakeholder Board (NRSB) was launched in February 2024 and is led by the Nature Recovery Manager with quarterly meetings held in various locations across the borough. Currently planning the 4th meeting to be held in February 2025. More information can be found [here](#).





Community Involvement

This is crucial to the management of the allotment and will continue to be of the utmost importance.

Friends Groups

The Council works closely with Chiswick Horticultural and Allotments Society and encourages them in their efforts to apply for grants and to organise volunteer days and events. We also engage with other community groups and third parties to encourage and ensure opportunities for the needs and requirements of a diverse borough population.

The Parks Team provide support for applications to the Council's Thriving Communities Fund. More information about the scheme can be found on the Council webpages [here](#).

Hounslow Friends of Parks Forum holds quarterly meetings. The forums are facilitated by [Habitats & Heritage](#) who are a west London based organisation who help support new and established Friends Groups. The Friends of Parks provides a support network, and to provide opportunities to build relationships that are based on collaboration.

Volunteering

The Council and GS work with the public to inform, educate, and volunteer in managing habitats through event opportunities and specific projects such as school planting in greenspaces, green gyms, tree planting and habitat surveying. Community involvement and engagement in nature conservation projects helps to increase the health and wellbeing of our residents.

The Council also have an Environmental Champions Scheme, more information available on the website [here](#).

Marketing

Promotion and marketing of Staveley Road/Burial Ground Allotment is carried out by means of a range of measures to ensure that local people and visitors to the borough are aware of the facility.

Entrance Signage

A well-used signboard is up at Staveley Allotments. New entrance signage was installed in winter 2023.

Signage Refresh

In 2021, the Parks Team secured significant funding for a borough-wide refresh of all parks and open spaces signage.

The signage was designed in partnership with Friends, local community groups and other stakeholders to ensure they were designed in consultation with our park's users. The design principles focused on inclusivity, using pictograms and maps to illustrate the facilities available in the park and the surrounding area. This programme was completed in Autumn 2024.

For more information and examples of the new signage please visit the Council webpages [here](#).

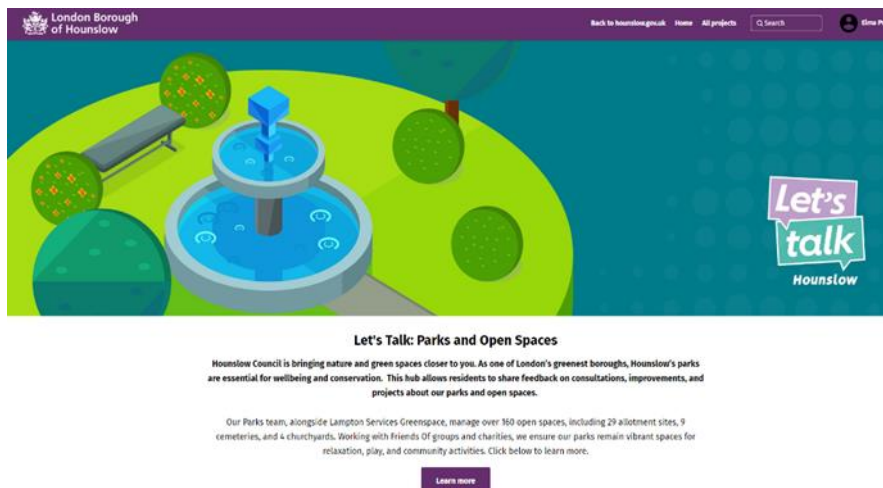


Web & Press

The Council's website has a dedicated [Allotments section](#) which is within the Parks and Open space pages which can be found [here](#). You can find general information about the service, with useful links, advice, and reporting channels for customers to use.

Parks Hub

The Consultation and Engagement platform Let's Talk Hounslow has a new dedicated Parks Hub which includes current consultations, surveys, and live projects, as well as a digital noticeboard. Since the launch in February 2024, the site has had over 10,000 visitors to the homepage. To view the hub visit [here](#)

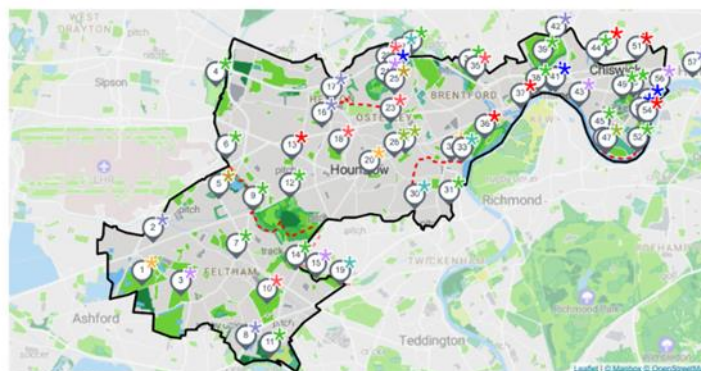


Hounslow also has several other websites which are designed to engage with the wider community about our services and the opportunities available in Hounslow. Please visit, [HounslowConnect](#) and [InHounslow](#) for more information.

- Promotion through the London National Park City www.nationalparkcity.london
- London National Park City Mini-Guide for Hounslow, celebrating Hounslow's great outdoors [Hounslow's Mini Guide](#)

LONDON NATIONAL PARK CITY Hounslow Mini-Guide*

LONDON
NATIONAL
PARK CITY
IS OPEN*



Welcome to the first London National Park City Mini-Guide for Hounslow, celebrating Hounslow's great outdoors. Use it to find places to explore, play, or simply sit; groups to join and paths to walk; activities on land or water to try. Get there on foot, by bicycle or public transport.



The Council also has an active social media presence on [Facebook](#) and [X](#) with the handle **@LBofHounslow**.

To create community awareness for all its facilities the Council regularly produces articles and press releases about activities and facility development. The Council publishes a regular newsletter, Hounslow Matters, which is provided to all residents and includes news and information about our services, including parks and open spaces. To download the latest publication please follow the link [here](#).

The Chiswick Horticultural and Allotment Society also have a dedicated website: [Grow Chiswick - the home for Chiswick gardeners](#)

Events

The Council encourages the hire of parks to appropriate organisations for commercial and community events. Events are held in accordance with the Parks and Open Spaces Events Policy found on the council webpages [here](#).

The Chiswick Horticultural and Allotment Society have been known to organise events for the plot holders to celebrate food growing and overall community spirit.

The Summer show and Autumn show is organised twice a year, you do not have to be a member of the Society to enter any of the classes at the shows that give people the opportunity to display their horticultural and artistic skill, also available for children too.





How do we know we have arrived?

Monitoring and Review

This management plan has been designed as a live document that will guide development in the park over the next five years. Progress will be subject to monitoring and review in order to measure success and delivery of aims.

Members of the Greenspace allotments regularly visit the site to monitor progress against the action plan; the results of these visits are then discussed with LBH officers and relevant stakeholders.

LBH Parks Officers work closely with GS and the allotment association to monitor progress and discuss the future. This includes:

- Performance against the requirements of the Management Plan
- Provision and analysis of infrastructure surveys
- Provision and analysis of asset surveys
- KPI's and performance monitoring

An annual SWOT analysis will be carried out by all stakeholders and, together with the information gathered from all the monitoring methods will be recorded and fed into annually updated management plans.

GFA Judges feedback and award outcome will enable continuous learning, development and improvement by all partners involved in the award process. Discussed at monthly Parks and GS management meetings and meetings with stakeholder.

Action Planning

Our action plan for Staveley Allotments is provided in Appendix 1. This plan is based on an evaluation of the SWOT analysis together with other projects and plans raised by the Friends group. The action plan lists actions and categorises based on timescales and the Green Flag award criteria. The plan will also allocate ownership for each task to the key stakeholders.





Appendix 1

Staveley/Burial Ground Allotments| Green Flag Award | Action Plan 2025

Key to Action Plan

Green Flag Award Criteria

W	Welcoming Place
H	Healthy, Safe and Secure
VM	Well Maintained and Clean
S	Sustainability
BH	Biodiversity and Heritage
C	Community
Mkt	Marketing
Mgt	Management

Stakeholders

LBH	Parks Service Management Team
GS	Lampton Greenspace
CHAS	Chiswick Horticultural and Allotments Society


Delivery Timescales

S	Short term (less than 1 year)
M	Medium term (1 to 3 years)
L	Long term (3+ years)
O	Ongoing

MANAGEMENT ACTION	STAKE-HOLDER	GREEN FLAG CRITERIA	TIME-SCALE	STATUS 2025
Transfer of land to allotments	LBH, GS	Mgt	S, L	Consultation and planning undertaken in 2023 to determine the forward planning required over the next 3–5-year period of transition.
Repair/renew boundary fencing	LBH	W, WM	M	Repairs completed 2023
Install new Staveley/Burial noticeboard	LBH	W, S	S	New entrance sign installed Autumn 2023
Improvements to entrance design	LBH	W, WM	M	New access gate and steps installed Summer 2023
Review of all infrastructure	LBH, GS	W, H, WM	S/M	
Ensure Allotment byelaws are adhered to via signage review, continue stakeholder engagement and targeted enforcement where required.	LBH, GS	W, H	O	
Installation of additional water point on the site	LBH, GS	W, S	S	New water point installed winter 2023/24
Adaptation of toilet on trading hut to allow access from outside building	LBH, GS	H, W	L	Will form a major bid for upgrading of the trading hut and facilities managed by CHAS



MANAGEMENT ACTION	STAKE-HOLDER	GREEN FLAG CRITERIA	TIME-SCALE	STATUS 2025
Provide educational materials to assist in educating plot holders about the requirements to meet the relative Allotment byelaws and rules.	LBH, GS	CHAS	S	
Reuse green waste	GS	H, S	S	Some tree works have been undertaken on site and woodchip left on site for allotment holders to utilize.
Continue to maintain a healthy tree stock with a review of opportunities for new tree planting.	LBH, GS	S, W, WM, BH	M	All tree works are carried out by GS in compliance with UK legislation. Discuss with the interested parties all tree planting opportunities in 2023/24
Expand community orchard	LBH, GS	W, C	M	
Develop plans for increasing habitats and the biodiversity of the site. Explore opportunities for enhanced hedge and meadow planting around the site to increase amenity value, biodiversity and reduce maintenance.	LBH, GS	BH	S	Any new planting will aim to provide increased ecological benefits and keep maintenance to a minimum
Add bird boxes & bat boxes, bat surveying and other site appropriate habitats/surveys.	LBH, GS	BH	M	Three bird boxes were installed in 2020. New bird and bat box opportunities to be explored for 2023/24
Continue to work with and support the Chiswick Horticulture and allotments society.	CHAS	C	O	
Provide expert advice for allotment holders	GS	C	O	
Educate and promote the issues about chemical use and suitable alternatives.	GS	BH, S, WM	O	
LBH to continue to facilitate events within Hounslow's parks and open spaces as part of an active community engagement agenda.	LBH	C	O	
LBH to facilitate opportunities for education, culture, and heritage at the site.	LBH, GS	C	S, M	
Continue to publicise the allotment through LBH website, social media platforms and notice board. Also, borough wide campaigns, including achievements, initiatives, and announcements.	LBH	Mkt	O	Ongoing
Support other positive promotion of the allotment through various media platforms.	LBH, GS	Mkt	O	Ongoing



MANAGEMENT ACTION	STAKE-HOLDER	GREEN FLAG CRITERIA	TIME-SCALE	STATUS 2025
The management plan to be reviewed annually and the action plan to be updated annually	LBH, GS	Mgt	O	Ongoing

Appendix 2

Examples of tenancy documents

Tenancy Agreement

#Tenant#
#Address1#
#Address2#
#Address3#
#Town#
#County#
#PostCode#

#GeneratedDate#

Plot Number: **#PlotID#** Allotment Estate: **#SiteName#** (Statutory / Non Statutory / Leased)

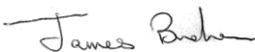
Agreement made this date, **28 January 2025** between Lampton Greenspace Ltd, acting on behalf of the London Borough of Hounslow and **#Tenant#** (herein called the tenant).

This agreement is made whereby Lampton Greenspace Ltd agrees to let, and the tenant accepts tenancy from this date, **28 January 2025** the allotment garden numbered **#PlotID#** at the allotment site known as **#SiteName#** in the register of allotment gardens provided by Lampton Greenspace Ltd and containing **#Area# rods** or thereabouts (subject to any exceptions and reservations contained in any lease or title deed under which Lampton Greenspace Ltd hold the land).

The yearly rent of **£13.00 per rod** (and any new rent becoming payable in accordance with the Allotment Garden Rules made by Lampton Greenspace Ltd) is payable yearly in advance on the 1st Day of April in any year, and a proportionate rate for any part year over which the tenancy may extend. (As a rule, allotment rental charges increase every year).

The tenancy is subject to the Allotment Gardens Rules which may be changed from time to time by Lampton Greenspace Ltd and to the Allotments Acts 1908-1950 and to any acts amending the same.

Yearly rent of **£13.00** per rod until 31st March 2025

Signed: 
Authorised Officer, Lampton Greenspace Ltd.

Signed: _____
Tenant



General Conditions under which the Allotment Gardens are to be cultivated

The tenant of an allotment garden shall comply with the following conditions:

- (1) Keep the allotment garden clean, in good condition and in a good state of cultivation and fertility.
- (2) Not cause any nuisance or annoyance to any person or cut into or obstruct any path set out by the Council for the use of the occupiers of the allotment gardens.
- (3) Not underlet, assign, or part with the possession of the allotment garden or any part of it without the written consent of the Council.
- (4) Not, without the written consent of the Council, cut or prune any timber or other trees, except trees on the allotment garden, or take, sell, or carry away any mineral, gravel, sand, or clay.
- (5) Keep any pathway or hedge included in the allotment garden or abutting thereon or, in the case of any pathway or hedge abutting on the allotment garden an any other allotment garden or gardens, the half width thereof, in a neat and tidy condition.
- (6) Not, without the written consent of the Council, erect any building on the allotment garden, providing that consent shall not be refused under this subparagraph to the erection of any buildings reasonably necessary for the purpose of keeping hens or rabbits. Consent shall not be given for the erection of a tool shed when sheds are/a shed is already provided whether on or off the allotment garden.
- (7) 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.
- (8) As regards the allotment garden, observe, and perform all conditions and covenants contained in the lease (if any) under which the Council hold the land.

- (9) Observe and perform any other special condition which the Council consider necessary to preserve the allotment garden from deterioration, and of which notice to applicants for the allotment garden is given in accordance with these Rules, provided no special condition made under this paragraph shall have the effect of prohibiting or restricting the keeping of hens or rabbits.
- (10) Not use more than one quarter of the area of the allotment garden for the purpose of growing flower roots.
- (11) Not connect a hose pipe to the water taps provided.
- (12) Not take a dog on to the allotment garden unless such dog is on a leash and under proper control.
- (13) Not plant or permit to be planted on the allotment garden any bush at a distance of less than 6 feet from any boundary of any adjoining allotment garden.
- (14) Except with the consent of the Council he/she shall not keep on the allotment garden any tree of a height exceeding 10 feet.

8. Payment of Rent

- (1) The yearly rent shall, unless otherwise agreed in writing, be paid on the first day of April in each year except that where the yearly rent exceeds One Pound twenty-five pence not more than one quarter's rent shall be required to be paid in advance.
- (2) The Council may from time to time vary the amount to be paid by way of rent (the 'new rent') and shall give the tenant not less than twelve months' written notice of such variation expiring 30 March.
- (3) The tenant shall be deemed to accept the new rent unless he notifies the Council in writing within 28 days of receipt of the said notice that he does not accept the new rent and intends to give up possession of the holding to the Council on or before 1 April being the date when the new rent becomes payable.

Notes for Allotment Tenants

Use of Mains Water

Almost all allotment estates are now provided with mains water from taps or tanks. The supply is metered, and the Council is charged for water consumed, but allotment rents do not allow for unlimited consumption by tenants. You are asked to assist in the conservation of water and reduction of costs by exercising economy. **Hoses may in no circumstances be used, either attached to taps or for siphoning from tanks**, and leaks should be reported to the Parks Services as soon as possible.

Disposal of Allotment Rubbish

As much garden refuse as possible should be disposed by the tenant on his/her plot. The recommended method of disposal is:

Composting. This should be the first choice for all vegetable matter. Advice on construction of compost heaps may be obtained from any good gardening book or from local allotment societies.

Some allotment estates have rubbish bays for the disposal of rubbish which cannot be composted. Please do not use these bays for any other purpose especially disposal of household refuse.

Dumping of rubbish on vacant plots, or in hedges, on paths and communal areas is forbidden.

Plot Dimensions

You will note that the area of a plot is quoted in rods (or square rods). A square rod contains 30¼ square yards or 272¼ square feet. A standard 10-rod plot, therefore, contains approximately, 2,700 square feet and a standard 5-rod plot 1,350 square feet.

Plot dimensions are inclusive of paths between adjacent plots but are exclusive of allotment roadways. The dimensions and location of paths between adjacent plots is a matter for agreement between neighbouring tenants.

Please note the provisions in rule 7(c) regarding obstruction of paths. Cutting into Council paths and other forms of encroachment are considered to be obstructions.

Allotment and Garden Societies

Allotment and Garden Societies are available at a selection of allotments in the Borough, through the Federation of Borough of Hounslow Allotment and Garden Societies they represent tenants' interests.

Membership of Allotment and Garden Societies is recommended to all tenants and carries considerable benefit. All Societies have trading facilities for the supply of gardening requisites to members.





Notice Letter

#Tenant#
#TenantAddress1#
#TenantAddress2#
#TenantAddress3#
#TenantTown#
#TenantCounty#
#TenantPostCode#

#GeneratedDate#

Dear #TenantShortName#

Notice Letter #LetterTypeID# for #NoticeReasonDescription# #PlotID# #SiteName#

I am writing with regard to the above plot, of which you are the registered tenant.

During a recent site inspection by our Allotment Officer, it was noted that your plot was not in a cultivated condition. In these circumstances, I would advise you that you are considered to be in breach of your agreement dated #DateLet# for the following reason - #NoticeReasonDescription#. I enclose a copy of the Allotment Rules for your reference.

You have #NoticePeriod# days until the notice expiry date of #NoticeExpireDate# to comply with this notice. Your plot will be re-inspected after this date to ensure that you have taken action to bring your plot into a cultivated condition. Failure to comply may result in your agreement being terminated.

Please also note that for individuals who continually fail to cultivate their plot, we will serve automatic termination and eviction notices with no right to appeal.

This Notice is served under Section 30 (2) of the Smallholdings and Allotments Act. 1908 and the powers of re-entry contained in the Allotment Agreement made between **Lampton Greenspace Ltd** and yourself.

We recognise that from time to time there may be personal reasons that prevent you from working your plot and apologise if this letter causes any undue distress. If you wish to discuss this letter with us, please do not hesitate to contact us on the above number.

There will be the option of reducing the size of your plot if you are unable to cultivate a full plot and this can be discussed on plot by plot basis. In addition if you have two plots, there may be options of retuning a single plot only, again this will be discussed on plot by plot basis.

Yours sincerely

James Buchan
Signed on behalf of
Lampton Greenspace Ltd





Policy on Beekeeping

Beekeeping Agreement

Conditions for keeping Bees on allotment sites in Hounslow

1. Consent

Any plot holder wishing to keep bees on an allotment site in Hounslow must first seek written agreement from Lampton GreenSpace

No bees shall be kept on any allotment site until this agreement has been signed and permission given in writing. Lampton GreenSpace reserve the right to issue 14 days' notice for the removal of hives

2. Duty of Care

The beekeeper owes a duty of care to: -

- The public in the vicinity of the hives
- Other visitors to the open space
- Intruders even if it is clear that their intention was to disturb the colony
-

3. Consultation

People will be more accepting of a perceived risk if they understand it and are clear about the benefits it will bring.

It is the responsibility of the beekeeper to inform in advance, adjoining allotment tenants in the vicinity of the proposed hives, of the intention to site hives and to allay any concerns and answer any queries they may have. The beekeeper should prominently display a notice for a minimum period of 28 days in the growing season and 56 days outside the growing season indicating that a request to keep bees has been submitted.

Should an objection be made it must be effectively addressed, if the objection is on allergy or medical grounds and Lampton GreenSpace are satisfied that it is substantiated, permission may be refused to keep bees on that particular site.

4. Training

Beekeeping requires a level of competency in maintaining hives to ensure the health and productivity of the colony. Evidence of training from a recognised body such as the British Beekeepers Association must be provided.

5. Insurance/Membership

The named beekeeper must be a member of a Beekeepers Association affiliated to the British Beekeepers Association which provides third party insurance as well as up to date valuable advice and training

Insurance cover must be maintained throughout the duration of keeping the bees on the allotment site which provides specifically for beekeeping risks and includes five (5) million pounds public liability insurance cover. A copy of the insurance must be submitted annually to the allotment administrator

Failure to provide insurance will result in the removal of the hives by an approved contractor and all associated costs borne by the beekeeper

Lampton GreenSpace accepts no responsibility for the hives including but not limited to their damage, destruction or theft and the beekeeper shall be responsible for insuring the hives.





6. Hives/Location

No more than 2 hives and 1 nucleus may be located in any specified location.

Hives should be sited as far as possible from any public road or path or jointly used road or paths within the public open space.

Entrances should preferably have a southerly aspect and away from any prevailing winds and overhanging shrubbery that may cause damp conditions.

Screening around the hives is encouraged to both provide protection for the bees from intrusion/vandals and create an effective barrier ensuring the flight path of the bees does not go directly across other plots and forces them to fly quickly upwards to their natural height when foraging.

Bees need access to **water** and provision of areas of shallow water and damp margins provided where they are less likely to drown. Water can also be provided in the form of bird baths and pond margins.

7. Beekeeper responsibilities and handling of bees

Beekeepers should not put colonies of bees known to be of an aggressive temperament onto allotment sites, if this does occur then the beekeeper will be asked to remedy the situation.

Inspections – Hives need to be inspected weekly from April to July in accordance with BBKA guidelines. When undertaking inspections beekeepers must be mindful of adjoining gardeners and inform them that an inspection will be carried out at a specific time, preferably in a calm dry period of weather

Swarming – The beekeeper must carry out such management and manipulations of the colonies as are necessary to minimise the issue of swarms. Visitors to the open space must be made aware that bees may swarm, an essential part of reproduction, and in the event of this happening an experienced beekeeper must deal with this.

Contact Details/Standby – In the event of an emergency, such as swarming, the beekeeper must ensure that name and contact details are displayed in the area of the hives or if available on a notice board where it is clearly visible to all users of the site.

If the official named beekeeper is unavailable, a standby contact competent to deal with inspection duties and any emergency related to the hives, such as potential swarming must be available.

The contact details of the standby must be made available during the absence of the beekeeper

Full contact details for both parties must be given to the allotment administrator prior to siting the hives.

Vandalism- Please try and ensure that long objects are not available near the hives as these may be used to push over hives

Diseases- Beekeepers have a legal responsibility to notify the National Bee Unit (NBU) of certain pests and diseases. The beekeeper must register hives with the National Bee Unit 'Beebase' part of Defra.

<https://secure.fera.defra.gov.uk/beebase/index.cfm>

Email: nbu@fera.gsi.gov.uk

Lampton GreenSpace reserve the right to advise fera of all beekeepers on allotments and all contact details.

Once registered, beekeepers are entitled to free advisory visits from bee inspectors, up to date information about local outbreaks and free access to pest and disease information.





8. Withdrawal of Consent

Lampton GreenSpace reserve the right to issue 14 days' notice for the removal of the hives if:

- The beekeeper contravenes any of the above condition
- Substantiated information is received that requires a review of the arrangements

The beekeeper must supply the following information:

Name of Beekeeper	
Site name	
Plot Number	
Phone/ Mobile	
Daytime	
Home	
Email	
Evidence of training	
Evidence of Beekeeping Association membership (including Public Liability Insurance) Number of hives and a plan or map of the site indicating the proposed location of the hives	
Procedure that the beekeeper will follow in the event of the colony swarming	
Arrangements for the hives and colonies on the termination of this agreement by either party	
Name of Standby Beekeeper	
Phone/ Mobile	
Daytime	
Home	
Email	

I hereby accept and agree to abide by the conditions of this agreement –

Signed

Dated





Allotment Poultry Keeping Agreement

1. Definitions

In this agreement (also referred to as the Allotment Poultry Terms and conditions): your calendar items “Lampton GreenSpace “: acting as agent on behalf of the London Borough of Hounslow, known as GS.

- 1.1. “Allotment Tenant”: means any tenant of Lampton GreenSpace on any plot or plots on any Allotment land within the London Borough of Hounslow.
- 1.2. “Allotment Land” means any land owned by or managed for the council as allotments within the London Borough of Hounslow.
- 1.3. This agreement covers all forms of poultry kept on allotments and includes Chickens, Turkeys, Geese, Ducks and Quails or Guinea Fowl. Other types of birds are permitted as part of the agreement, these must be declared prior to permission being granted. Cockerels may not be kept on any allotment land.

2. Review of agreement

Lampton GreenSpace reserve the right to review this agreement as is reasonably required. Before making any changes, notice will be given advising of such changes in writing.

3. Tenancy

Any person keeping poultry on allotment land must be an allotment tenant and are bound by the allotment conditions of tenancy, and all relevant laws in force at the present time, in addition to the terms and conditions contained in this agreement. The allotment tenant accepts that all costs and expenses incurred for the keeping of any poultry on any plot on any allotment land will be met by the allotment tenant

4. General

4.1. GS reserve the right not to allow or to withdraw its agreement for the keeping of poultry on any plot on any allotment land where it is reasonable to do so.

4.2. The most important consideration is the welfare of the birds themselves. In meeting basic physiological and behavioural needs the following must be provided by the tenant under the **Animal Welfare Act 2006**.

- A suitable environment for the birds
- A suitable diet and clean fresh water
- to allow the birds to exhibit natural behaviour
- to house social birds with others
- to protect birds from pain, suffering and disease

4.3. The minimum size of plot on any allotment land that birds may be kept on is 125 square metres or 5 rods.

4.4. For the purpose of reporting any matter to the allotment section as require by this agreement the tenant should contact the: Allotment Administrator on allotments@hounslow.gov.uk / 0208 583 6618.

5. Registration and inspection

5.1. Allotment tenants are required to register their birds with GS, in writing, stating the number of birds to be kept and confirming their agreement to follow the terms and conditions in this agreement in full.

5.2. Failure to register birds or to comply with any term or condition in this agreement may result in the termination of an allotment tenancy agreement. A requirement of registration will be that the birds be vaccinated. The allotment tenant must maintain a list of all birds with full medication history of each.



5.3. If allotment tenants choose to keep birds on their plot they must check on them daily, provide competent care and management, and have the knowledge and skills and ensure the well-being of the birds. In addition tenants are expected to keep birds under proper control to avoid disturbance to others.

5.4. An authorized representative of GS or the London Borough of Hounslow has the right to inspect birds on allotment land at any time. This includes a right of entry to the plot and any structures thereon. If GS or the RSPCA has cause to investigate complaints of maltreatment, then the reasonable cost of vets or other official inspection will be passed to the allotment tenant.

5.5. All deaths of birds are to be recorded by the allotment tenant and reported to GS forthwith. All dead birds must be disposed of according to the **Animal-bi-products Regulations 2003** (or any legislation replacing or superseding these regulations).

6. Disease Control

Any sick or injured birds must be removed from the allotment land forthwith by the allotment tenant and treatment sought without delay. The allotment tenant must advise GS of the name and address of the veterinary surgeon who examined the birds.

The cause of any disease or injury will be identified and remedial action taken by the allotment tenant. Any national disease prevention and/or control programmes in force for the time being, must be adhered to by the allotment tenant.

7. Animal Husbandry

7.1. The number of birds to be kept on any allotment plot per allotment tenant shall be dependent on the available space on the site and should be sufficient space for the birds to run around and jump, it is recommended that no more than 6 birds are housed in any one contained area.

7.2. The area given over to birds on any allotment plot must be protected from predators such as foxes by suitable fencing around the building and run area.

7.3. In addition to effective containment, housing is also key in ensuring the welfare of the birds and should allow expression of natural behaviour.

7.4. To minimize potential nuisance to local residents the bird house and run on any plot should not abut any residential property, the tenant shall meet the following standards.

7.41. The birdhouse should be fully enclosed. A minimum internal floor space of 0.1858 square metres (2 square feet) per bird is required.

7.42. All floors should be kept clean. Fresh bedding materials shall be supplied and changed regularly to absorb moisture and odour.

7.43. Nest boxes, roosting areas and perches should not be so high above floor level that birds have difficulty using them.

7.44. Bird house conditions should be at all times be adequate to provide sufficient fresh air, but care should be taken to protect confined birds from draughts in cold conditions.

7.45. An outdoor run (Which means a fully enclosed caged run that provides a minimum size of 0.37 square metres (4 square feet) is required and it should provide the birds with plenty of space to dig, dust themselves and flap their wings. The optimum size for the optimum size for the outdoor run is 1.9 metres (6 feet) x 2.8 metres (9 feet).

7.46. A suitable balanced feed must be available to hens at all times: laying hens require a calcium supplement and chickens must have access to insoluble grit to aid digestion.

7.47. Fresh water must be provided and changed daily, young birds must be provided with suitable drinkers which prevent them climbing in and drowning.

7.48. The cost of any vermin control associated with the keeping of birds will be met by the allotment tenant responsible.

7.49. The allotment tenant will be responsible for the removal of all arisings and waste material including material used for bedding from the allotment land.

7.50. All bird food is to be kept in a suitable rat proof container.





8. Improvement Notices

Where it is deemed necessary by GS, in the interest of the welfare of any birds kept to effect improvements to the accommodation or overall keeping of any bird on any allotment plot, then reasonable notice in writing given to the allotment tenant accordingly (in the case of urgency immediate rectification may be required).

Such notice will specify the nature of the improvements to be made by the allotment holder. Failure to comply with such notice will be considered a breach of this agreement and may result in the termination of an allotment tenancy.

9. Termination

Failure to comply with the terms and conditions of this agreement can lead to the tenancy of any allotment plot being terminated.

Lampton GreenSpace Allotment Poultry Keeping Agreement

Please sign and return to: allotments@hounslow.gov.uk or

Allotment Administration
Western International Market
Hayes Road
Southall
UB2 5XJ

Allotment site

Plot Number

Print Name

"I have read, and agree to comply with attached poultry keeping condition"

Signature

Date

Lampton GreenSpace Allotment poultry Keeping Agreement

Additional Information

Name
Address

Daytime Telephone Number

Allotment Site

Plot Number

Number of birds

Name of Emergency Contact Person

Daytime telephone number Emergency Contact
(Emergency contact or whilst away from area)





Appendix 3

Annual Maintenance Work Schedules

The following table provides an overview of the annual maintenance work schedules. All frequencies are subject to seasonal variations, resource, and specific horticultural requirements. They are reviewed annually by the Operations Manager at GS to ensure they remain suitable and reflect any significant site changes. See “*Meeting the Green Flag Criteria*” section for more detailed management information.

Service	Frequency/Management information
GM Summer works (March - October) <i>Amenity grassland cutting</i> <i>Rough grassland cutting</i> <i>Wildflower meadow cutting</i> <i>Hedge & shrub cutting</i>	Managed by the Grounds Maintenance Teams Once every 3 weeks 1-2 cuts per summer season 1-2 cuts per summer season 1 “reduce cut” dependent on horticultural requirements
GM Winter works (October – March) <i>Hedge & shrub cutting</i> <i>Pond clearance</i> <i>Leaf clearance</i>	Managed by the Grounds Maintenance Teams 1 “hard cut” dependent on horticultural requirements As required, dependent upon size and conditions As required, from hard surfaces and grass areas
Cleansing <i>Litter collection & bin emptying</i> <i>Non-offensive graffiti removal</i> <i>Offensive graffiti removal</i> <i>Fly tip removal</i>	Managed by the Cleansing Teams [site specific] Daily, including bank holidays. Within 7 days of notification Within 24 hours of notification Within 48 hours of notification

Monitoring the Annual Maintenance Work Schedules

Members of the Parks Team conduct site visits to ensure that the work schedules are being adhered to and report issues to GS to resolve where necessary. Customer enquiries relating to maintenance issues are also routinely assessed to ensure they are rectified in a suitable and timely manner.

The Parks Team are currently working with the Ward Improvement Team to develop a new monitoring program, which we expect to be deployed in spring 2025.

The program will rely upon the Land Audit Management System (LAMS), developed by the Association of Public Service Excellence (APSE). This is an industry recognised approach, which many local authorities use to monitor the performance of their park services.

The program will also make use of and refer closely to the guidance provided by Parks for London in their recently updated Green Space Quality Manual. This provides valuable insight and understanding as to “what good looks like” and will help to ensure a consistent approach is taken during routine monitoring. The new monitoring program will be periodically reviewed to help measure its success in improving the parks services. We expect it to help identify where there are issues and trends in performance to inform how best to deploy resource in the areas which require it the most.

For more information regarding the tools and approach that will be used for the monitoring program, please visit the [APSE LAMS](#) page and download the Parks for London [Green Space Quality Manual](#).

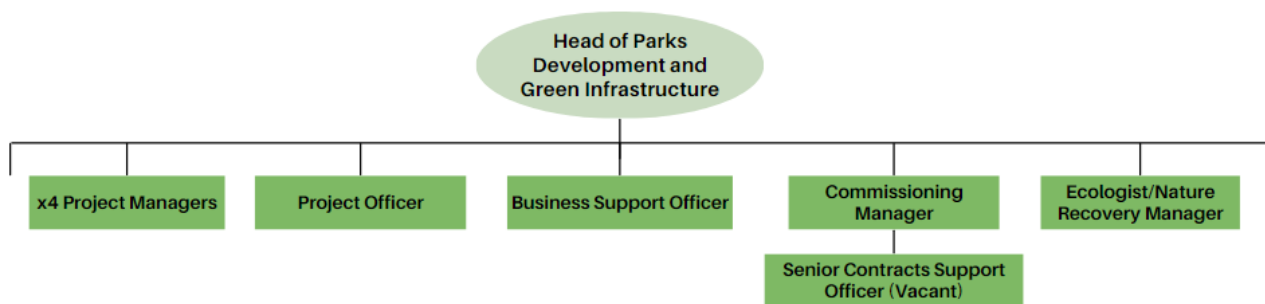
Appendix 4

Management Structure and Responsibilities

Staveley Road/Burial Ground Allotments is owned and managed by the LBH and maintained by GS. Information below sets out the management structure and describes the roles and responsibilities of the key personnel involved in managing and maintaining the site.

LBH Parks Service Management Structure

The Environment and Culture Directorate provide the following roles who are responsible for the management, and associated roles, of Hounslow's parks and open spaces:



LBH Head of Parks Development and Green Infrastructure

Senior commissioning role for the management and partnership with GS, senior advisor in relation to parks and open spaces, strategy and policy development, Member's liaison.

LBH Parks Project Managers (x4)

Project development and management, fundraising, community engagement and consultation, implementation, strategy, and policy setting.

Parks Project Officer

Development and delivery of projects, fundraising, community engagement and support Head of Parks. Support GS Allotments manager on projects.

Commissioning Manager

Supplier performance governance and relationship management, Legal and contracts, Planning/Commissioning, Operational Service delivery and business processes/systems.

Senior Contracts Support Officer

Supplier performance, customer service and casework, community engagement and consultation, project support.

Parks Business Support Officer

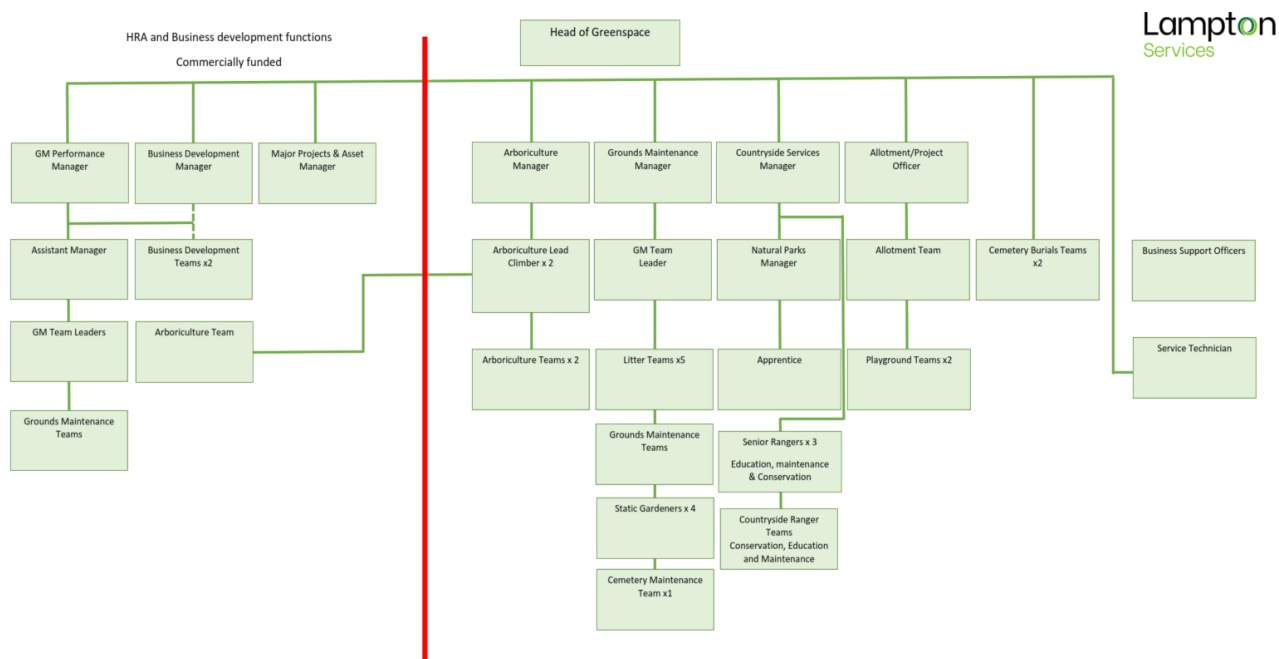
Assistance with finance; administration, project support and communications.

Ecologist and Nature Recovery Manager

Responsible for providing expert ecological advice relating to the management, protection and enhancement of important habitats and species within the borough.

Lampton Services Greenspace Management Structure

The following GS roles are responsible for the management of Hounslow's parks and open spaces:



Head of Service

Responsible for the ground's maintenance service provision. Oversees the delivery of the specification which includes infrastructure.

Projects Manager including the Allotment Service

Responsible for the development of park infrastructure, management of the allotment service, overseeing horticultural standards, schemes, and developments. Main contact for contractors (CDM). Friends and Member liaison.

Planned Maintenance Manager

Responsible for the management of the operational resources to deliver the ground maintenance services for the parks and open spaces sites.

Performance and Support Officer

Customer Service functions- Freedom of Information (FOI), customer enquiries, councillors' enquiries, and monthly statistics; technical project support.

Tree Team Manager

Responsible for the teams that carry out the inspections and maintenance of the boroughs 85,000 park trees. Oversees all tree planting schemes for the council and community groups in parks. Managing and mapping/recording of invasive species. Planning application guidance to LBH.

Operational Teams

Grounds maintenance is delivered using mobile teams. These teams provide the Grass cutting, horticultural tasks, general maintenance, litter bin emptying and litter picking.

Business Support Officer

Provides administration for fleet, handles finances and overtime schedules.

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**London Borough
of Hounslow**

Lampton
Services
Greenspace