



Allotment Maintenance Strategy & Progress Summary (working document)

Summary of Maintenance Strategy *(from approved Strategy 2025)*

The Council is responsible for managing site maintenance, ensuring safety, preventing deterioration, and reducing long-term costs. Maintenance activities fall under three categories:

- Routine maintenance
- Essential work to maintain a safe environment
- Work that reduces long-term costs

Key Maintenance Actions (Proactive / Reactive)

Category	Proactive	Reactive
Grass Cutting	Cut regularly in growing season	Control as needed outside season
Hedges	Trim spring/autumn (non-nesting)	Address safety risks
Trees	Inspect bi-annually	Remove unsafe/fallen branches
Water Supply	Turn on Mar, off Nov	Repair leaks
Fences	Annual inspection	Repair security damage
Locks	Annual code change	Maintenance/replacement
Gates	Six-month inspections	Resolve issues quickly
Thoroughfare	Annual inspection/plan	Arrange repairs promptly
Plot Conditions	Regular weekly inspections	Plot surrender or complaint

Current Progress as at: 29 January 2026

Progress monitoring is ongoing using the Service Manager system. Activities are categorised as:

- In Hand – currently being completed
- Scheduled – known issue, planned or ongoing
- Not Scheduled – work required / issues present

Status of Maintenance 2026

	AW	BL	CW	MR	OD	OWR	SH	TD	VR
Grass cutting	In hand	In hand	In hand	In hand	In hand	In hand	In hand	In hand	In hand
Hedges	In hand	In hand	In hand	In hand	In hand	In hand	In hand	In hand	In hand
Trees	Scheduled in	Scheduled in	Scheduled in	Scheduled in	Scheduled in	Scheduled in	Scheduled in	Scheduled in - w/c 26 th Jan	Scheduled in
Water	In hand	In hand	In hand	In hand	In hand	In hand	In hand	In hand	In hand
Fences	In hand	Scheduled in - repair	In hand	Not scheduled	In hand	Scheduled in - replacement	In hand	Not scheduled	Not scheduled
Locks	In hand	In hand	In hand - repair	In hand	In hand	In hand	In hand	In hand - repair	In hand
Gates	In hand	In hand	In hand	Not scheduled	In hand	Scheduled in	In hand	In hand	In hand
Thoroughfare	In hand	In hand	In hand	In hand	In hand	In hand	In hand	In hand	In hand
Plot condition	Scheduled in	Scheduled in	Scheduled in	Scheduled in	Scheduled in	Scheduled in	Scheduled in	Scheduled in	Scheduled in
• Known surrenders/complaints		See Officers report	See Officers report			See Officers report		See Officers report	See Officers report
Health & Safety (ongoing assessments and resolutions where needed)	Scheduled in	Scheduled in	Scheduled in	Scheduled in	Scheduled in	Scheduled in	Scheduled in	Scheduled in	Scheduled in
Key									
In hand	- currently being done	Scheduled in	- issue known and being addressed/ongoing		Not scheduled	- Needs to start - or currently experiencing issues.			

Approved at: **MEETING**

Date: **xxxxxx**

Minute number: **xxxxxx**

Full Maintenance Strategy can be found at: [link to online policy](#)