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2023  
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# Kildare's Allotment & Community Garden Strategy 2024 - 2030



Comhairle Contae Chill Dara  
Kildare County Council



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## Executive Summary

Kildare County Council aims to develop a programme of allotment and community garden pilot projects over the next six years to meet the growing demand for allotments displayed by individuals and community groups who see the obvious benefits in growing their own food. Over the next six years Kildare County Council are committed to providing and supporting more allotments and community gardens in suitable locations across the County, which will help residents experience food growing practises, strengthen social networks and promote sustainable practices.

Kildare County Council has committed to developing a pilot program of allotment and community garden projects through *Kildare's Allotment & Community Garden Strategy 2024-2030*, subject to resource and funding availability. The strategy has identified a number of possible pilot projects which have the potential to deliver a suitable and accessible amenity for the local community through either a private allotment site or community garden initiative;

Municipal District	Quick Win Projects	Medium Terms Projects (Subject to Masterplan)	Long Term (Subject to Site Acquisition / Identification)
Athy		Ardrew Lands Dominican Lands	
Celbridge – Leixlip		Donaghcumper Lands	Leixlip – Site Required (No Emerging options identified - Acquisition Likely)
Kildare – Newbridge	Cherry Avenue Park, Kildare Town	Newbridge Family Resource Centre – Community Garden (Dara Park)	
Maynooth – Clane	Harbourfield, Maynooth	Carton Avenue, Maynooth	
Naas	Sallins Amenity Lands or Oldbridge Station/Sallins Scouts Den  Jigginstown Manor, Naas (Tiglin – Community Initiative)		Site Acquisition in Naas (Multiple Options Required for Future Open Space Projects)



The Council is prioritising the delivery of one potential site in each Municipal District between 2024-2030 with the following indicative program and timeline;

Municipal District	Town	Proposed Site	Proposed delivery timeline
<b>Clane – Maynooth</b>	Maynooth	<b>Harbour Field</b>	2025 (URDF Funded, Masterplan Design Complete)
<b>Kildare - Newbridge</b>	Kildare Town	<b>Cherry Avenue Park</b>	2026 (Subject to funding and phasing priority)
<b>Naas</b>	Sallins	<b>Sallins Amenity Lands</b>	2027 (Phase 2 of development)
<b>Celbridge-Leixlip</b>	Celbridge	<b>Donaghcumper, Dublin Road</b>	2028 (following Masterplan preparation)
<b>Athy</b>	Athy	<b>Andrew Lands</b>	2029 (following preparation of Park Masterplan)

Kildare currently has four allotment sites with only one under the management of Kildare County Council located at The Wonderful Barn in Leixlip. The remaining three sites are privately owned but all offer the grow-your-own community horticulture experience.

The Council’s Allotment survey (June 2023) was completed by c.1400 respondents and revealed significant demand for allotments that far exceeds the pilot project provision. It is the Councils aim to ensure that allotment provision will gradually be increased to meet these needs, as funding and resources allow.

Other key highlights from the survey indicate:

- People interested in allotments and growing are from a broad base of age groups from 25 to older age groups.
- There is significant demand from community groups and organisations seeking an exclusive site.
- The theoretical demand for allotments in the whole county would require approximately for 15 hectares of allotments.
- The largest demand for allotments is in Naas which would require 3 hectares to fulfil community and individual demand.
- Most individuals are looking for a plot of between 50-100sqm.
- Many local community groups from several settlements expressed an interest in managing and operating a community garden/allotment site.

In identifying sites under this strategy Kildare County Council's approach has been to identify projects that are "quick wins" to meet the expectations of the community which has necessitated an approach to prioritise sites under the ownership of the Council. The Strategy has identified other potential allotment sites that could be developed in the future, subject to funding and staffing resources.

The model that Kildare County Council would like to explore is based on the following key principles:

- Allotments will combine plots for individuals and those for community organisations (i.e. community gardens).
- Kildare County Council will provide the sites and the "set-up" necessary to enable the allotments/community gardens to open and function.
- Kildare County Council will be seeking expressions of interest from suitable community organisations with an interest in managing the sites on behalf of Kildare County Council.
- It is looking to explore three possible management and resource models: Semi-Autonomy, Delegated Responsibilities, as well as KCC direct provision.

The **allotment and community garden "set-up"** is likely to include the following key components:

- Boundary fencing and internal path network.
- Plot layout and design.
- Essential services (water, electricity, and a communal toilet).
- A Communal shed, or on-plot sheds.
- Soil enrichment and site clearance if required.

#### **Next steps:**

The proposed Strategy will:

- a) Be presented to the Strategic Policy Committee and Full Council for approval.
- b) Budgets provided to enable delivery of the proposed projects and staff resources identified.
- c) Expressions of Interest consultation will follow to identify community organisations with an interest in managing a future site on behalf of the Kildare County Council
- d) Project delivery
- e) Service level agreements formalised and executed between Kildare County Council and intended community organisations.
- f) Allotment allocation, subject to license and fees
- g) Site handover - food growing can commence.

This strategy is therefore the first step in a very exciting journey to enable you and your community to experience grow your own food and gardening practises while enjoying the many outdoor recreational benefits.



# 1. Introduction

This Allotment & Community Gardens Strategy (“The Strategy”) has been prepared by the County Development Plan Implementation Team, supported by Parks and Landscape Department and which follows the completion of *Kildare Allotments Survey 2023* (“The Survey”) to provide an evidence-base for the actual level of demand for allotments in the county.

The popularity of allotments as a land use, leisure pastime and food growing culture was recognised by the inclusion of an objective to provide new allotments in the *Kildare County Development Plan 2023-2029*. This strategy provides a strategic approach to address the increasing demand and to ensure the benefits of allotment gardening are properly recognised and made available where feasible.

With c.1400 survey responses it is clear that demand for allotments and community gardens currently exceeds existing provision by a significant margin. The County currently has four operational allotment sites, one of which is provided by Kildare County Council.

To meet the identified demand, Kildare County Council will aim to deliver a programme of allotment pilot projects that will seek to deliver new allotments and or community garden sites at five locations over the period 2024-2030:

- Harbour Field, Maynooth
- Sallins Amenity Lands, Sallins
- Cherry Avenue Park, Kildare Town
- Donaghcumper, Celbridge
- Ardrew Lands, Athy

Incremental delivery according to a defined program will enable the Council to explore management and resource issues as projects are delivered. This approach will also enable projects to be delivered in response to the availability of land, finance/funding and staff resources required.

The preferred model Kildare County Council would like to follow in delivering allotments and community gardens is based on the following key principles:

1. Allotment sites will combine plots for individuals and those for community organisations (e.g. community gardens)
2. Kildare County Council will provide the sites and the “set-up” necessary to enable allotments to open and function effectively.
3. Kildare County Council’s preference is for community organisations/not for profit groups to manage allotments on behalf of the Council. Where this is achievable, the Council will be seeking expressions of interest from community organisations when allotments projects are progressed.

## Strategy Aims:

- Provide a context to Allotments in Ireland based upon legislative requirements, best practice, the benefits of allotment gardening and current provision in County Kildare (**Section 2**);
- Demand for Allotments and Community Gardens in County Kildare: An overview of the results and trends from the *Kildare Allotments Survey* (**Section 3**);

- An overview of the Allotments & Community Gardens Strategy, its aims, objectives and constraints on delivery **(Section 4)**;
- An outline of the sites selected for inclusion in the Allotments Pilot Program and how they were selected **(Section 5)**;
- An overview of what allotment and community garden facilities will look like when they are provided **(Section 6)**;
- An overview of how Kildare County Council intends to manage the allotments **(Section 7)**; and
- An Action Plan for delivering ‘The Strategy’ and Pilot Program **(Section 8)**.



## 2. Allotments in Context

This section provides an overview of the benefits of allotments, the history of allotments in Ireland, a legislative / policy context, best practice standards, and the current provision in County Kildare.

### 2.1 Benefits of Allotment Gardening

Allotment gardening is a pursuit that provides a wide range of benefits to local communities and the environment making a positive change to the quality of people's lives. Aside from catering local demand, allotments and community gardens can become a unique and valuable aspect in the provision of greenspace in our communities for recreation as well as offering habitats for wildlife. They are recognised for their ability to facilitate and contribute to a wide spectrum of national and local objectives in a commitment to a move towards more sustainable practises. Benefits can come in many forms, but can be typically categorised under social, environmental, and economic benefits. As illustrated below (Figure 1), each category has the potential to provide endless gains to one's personal self-esteem and immediate local community in which they live.



Figure 1 - Benefits of Allotments

## 2.2 The History of Allotments in Ireland

*The word “allotment” means a piece of land containing not more than one-quarter of a statute acre let or intended to be let for cultivation by an individual for the production of vegetables mainly for consumption by himself and his family; Acquisition of Land (Allotments) Act 1926*

Allotments and community gardens have a long history in Ireland and Europe as a means of providing additional garden space for horticulture or a quiet nature space offering respite from urban city living. During the war years in the UK, government policy began to highlight the importance of being self-sustaining, seeing a surge in popularity resulting in strong policy and strategy being introduced. The provision of allotments was, historically the remit of the local authorities. Before the formation of the state in 1922, the Labourers Cottages and Allotments Act 1882 was enacted which assigned tenants an allotment site less than half an acre when a cottage was provided. Although this act is still in place, the Acquisition of Land (Allotments) Act 1926 was passed by the Dail - giving powers to local authorities to issue compulsory purchase orders in the provision of land for community growing use when representations were made. In 1934, the Town and Regional Planning Act was adopted in 1934 allowing the allocation of lands for such use during the plan making process.

Today, the current legislation includes that local authorities may reserve land for use and cultivation as allotments, including the regulation, promotion or control the provision of land for this use.

## 2.3 Policy & Legislative Context

In preparing this strategy document, it is important to reference the range of national and local policy guidance including legislation relevant to the provision and supporting the delivery of allotments and community gardens.

### *Planning and Development Act 2000 (As Amended)*

Under the current act, an allotment is an area of land not more than 1000sq.m let or available for letting to and cultivation by one or more than one person who is a member of a local community and lives adjacent or near the allotment. The act also specifies the purpose for the production of vegetables or fruit mainly for family or personal consumption. The current act offers local authorities the opportunity to indicate in a Development Plan their intention if they so wish to reserve land for use as allotment/ community gardens and regulate, promote, and facilitate the provision of land for this use.

### *Planning and Development Act 2023*

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The new Planning and Development Act 2023 has been recently passed <sup>1</sup> by the Oireachtas which is due to replace the current Planning and Development Act 2000 (As Amended), now makes specific reference to the provision for allotments and community gardens during the Development Plan preparation process (Chapter 5). The new bill

<sup>1</sup> The Planning and Development Bill 2023 was passed October 9<sup>th</sup>, 2024 by both houses of the Oireachtas. The current Planning and Development Act 2000 remains in place until such time the new bill has been officially adopted.



brings a number of changes to the Development Plan making process, particularly making it an obligation of the Local Authority to prepare a strategy relating to the creation, improvement and preservation of sustainable places and communities. In preparing such a strategy, the planning authority shall under Section 48(2) now include objectives for the following:

- The reservation of land for use and cultivation as allotments and prescribed community gardens and the regulation, promotion, facilitation or control of the provision of land for that use.
- The provision of, or the facilitation of the provision, improvement, extension and preservation of amenities, facilities and services to meet the social, community, recreational and cultural requirements of the functional area, including the needs of children, the elderly and persons with disabilities.

### *National Planning Framework (Project Ireland 2040)*

The National Planning Framework (NPF) is the government's high level strategic plan recognising the importance of enhanced amenity and heritage as a strategic goal. To develop strong communities and healthy placemaking, the NPF supports an integrated approach to better use of our natural and living environment which focuses on improving the health & well-being, leisure and social interactions for all citizens, through investment in well-designed public realm, open spaces, and parklands.

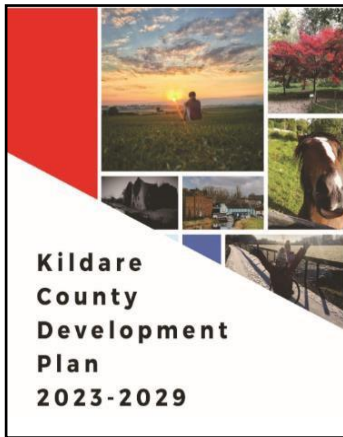


### *National Strategy for Horticulture 2023 – 2027 (Dept. of Agriculture, Food and the Marine)*

In conjunction with the Food Vision 2030 Strategy a new National Strategy for Horticulture to leverage its potential growth and contribution to climate change mitigation was required. Horticulture is one of the most carbon efficient sectors in Irish Agriculture and can have a further positive environmental impact. This strategy recognises the sectors social benefits to local communities encouraging healthy produce from grow your own practises, which can positively impact mental and physical wellbeing through gardening and recreation. The strategy includes 8 Key Strategic Actions to address specific challenges, one of which relates to Irish consumption of fresh fruit and vegetables which is deemed below the EU target, including a lack of knowledge in terms of a healthy balance. The strategy highlights the following policy actions which aim to support and promote allotment and community garden development;



- **Action 2.3** – Work with local authorities to implement and support community gardens and allotments to encourage enthusiasm for gardening/growing and promote fresh produce consumption and healthy eating.
- **Output** – Better Understanding of the benefits of growing your own.



### *Kildare County Development Plan 2023 – 2029 (CDP)*

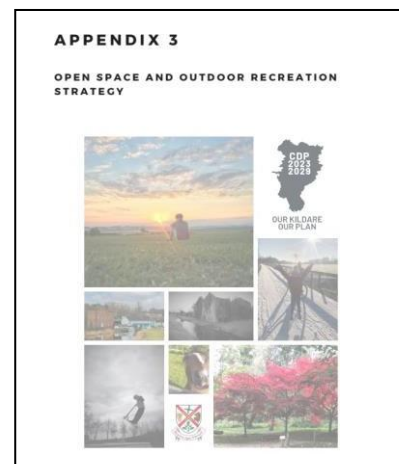
Kildare County Council are committed, where feasible, to providing community infrastructure that meets social, recreational and leisure requirement for each of its town/villages. The council will work closely with relevant stakeholders to facilitate and support the provision and assist with the delivery of such facilities. One such facility and land use which is becoming increasingly popular are allotments/community gardens which promote and benefit healthy lifestyles, biodiversity and sustainable practises. The CDP highlights the following objectives and actions which support the development of allotments/community gardens;

- **REO91 (Resilient Economy & Job Creation)** - To support the provision of allotments, community markets and gardens within each municipal district in the county.
- **LRO101 (Landscape, Recreation & Amenity)** - To ensure that residual land in developments can be used for the provision of green infrastructure including for community food programmes/allotments and pollination.
- **LRO102 (Landscape, Recreation & Amenity)** - To support and facilitate allotments/ community gardens on roofs of buildings where they do not pose a safety risk to the users of such spaces. Each proposal shall be assessed on its own merits.
- **LRO103 (Landscape, Recreation & Amenity)** - To support and facilitate allotments/community gardens on vacant, underutilised and derelict sites throughout the county.
- **Action LRA26** - To investigate the feasibility of an Allotment Pilot Programme to consider matters relating to site identification, administration, leases/rental and resources required to deliver an allotment in each Municipal District in association with District Engineers and the Parks Department.

### *Open Space and Outdoor Recreation Strategy 2023 - 2029*

The CDP 2023-2029 is accompanied by an Open Space and Outdoor Recreation Strategy attached as Appendix 3 of the Plan highlighting the importance for the provision of greater open space, carefully considering the variety of types and the location of such outdoor amenities that will meet the needs of all citizens in Kildare.

This strategy identifies an action to *'Continue to promote allotments and community gardens where appropriate*



*through the local area plan process and to support their development.’*

## 2.4 Allotment Provision Standards

The provision and reservation of allotment sites in the past has been based on demand with provision on a case-by-case basis. There are no national standards for the provision of allotments in Ireland and Kildare County Council does not currently have its own adopted standards.

In the UK where allotment provision is common across all local authorities no legal minimum provision applies. However, it is worth noting that most allotment strategies apply a minimum provision equivalent of 15 per 1000 households (1969 Thorpe Report). The National Allotment Society (NSALG) – a leading national organisation upholding the interests and rights of the allotment community in the UK, recommend an alternative of 20 standard (250sq.m) plots per 1000 households (20 per 2,000 people based on two people per house or one per 100 people). This equates to 0.25 hectares per 1,000 populations based on an average plot-size of 250 sq.m (0.025 hectares per plot).

In the context of existing levels of provision of allotments in County Kildare (see Section 2.5, below) it is not considered appropriate to introduce a per 1000 population standard in County Kildare for the purposes of retrofitting its towns and villages. It is considered more appropriate to base the level of provision on the actual level of demand. Meeting this demand will be a medium-to-long term project given land, funding and resource constraints.

A new development standard may need to be created going forward with the introduction and requirement for land to be designated for such use during the development plan preparation stage under the new Planning and Development Act 2023.

## 2.5 Allotments in Kildare Today

There are currently a total of eight allotment and community garden sites operating in County Kildare. There is one public allotment site (1.1ha – c. 60 allotments) managed by Kildare County Council at The Wonderful Barn in Leixlip. This has been a popular amenity since its delivery in 2010 with strong interest and demand with a current waiting list of circa. 50 people (KCC, October 2023) due to renewed interest in outdoor activities.

There are five community garden/allotment programs operating today in Kilcock (Kilcock Community Garden), Kildare Town (Kildare Town Community Garden), Clane (The Old Garden, Clongowes Wood), Rathcoffey (Zero Waste Community Garden) and Newbridge (Newbridge Family Resource Centre) which have been supported by Kildare County Council in conception and development. These sites are fully managed and lead by their respective local community group and their volunteers.

County Kildare has a strong food enterprise culture supported by the Local Enterprise Office through the *Kildare Food Network* that aims to connect food services with food producers in the County and provide the potential for food producers to adapt to emerging food demand (e.g. in the form of market gardens to meet specific demand), reducing the climate impact of food imports. Food-based enterprise can also make provision for commercial allotments ancillary to their main business.

There are two privately run allotment sites available to the public located in Celbridge (Derrybeg Farm), Kildare Town/Ellistown (Garden4Veg) each offering a different experience but all aiming to introduce and involve the community with grow your own practises. Derrybeg Farm in Celbridge operates under the Community Supported Agriculture (CSA) scheme which is part of a national and international network that serves residents in the Celbridge, Leixlip & Maynooth area. In this model, local farmers work the land and the members/consumers commit to paying a sum of money in advance for a box of seasonal vegetables each week over a nine month period.

Whilst this may not involve direct work with the land for the members, other traditional allotment schemes in Kildare Town/Ellistown and Clane allow members to take full responsibility for their individual plots allowing freedom of growth and sharing of ideas in a community setting.

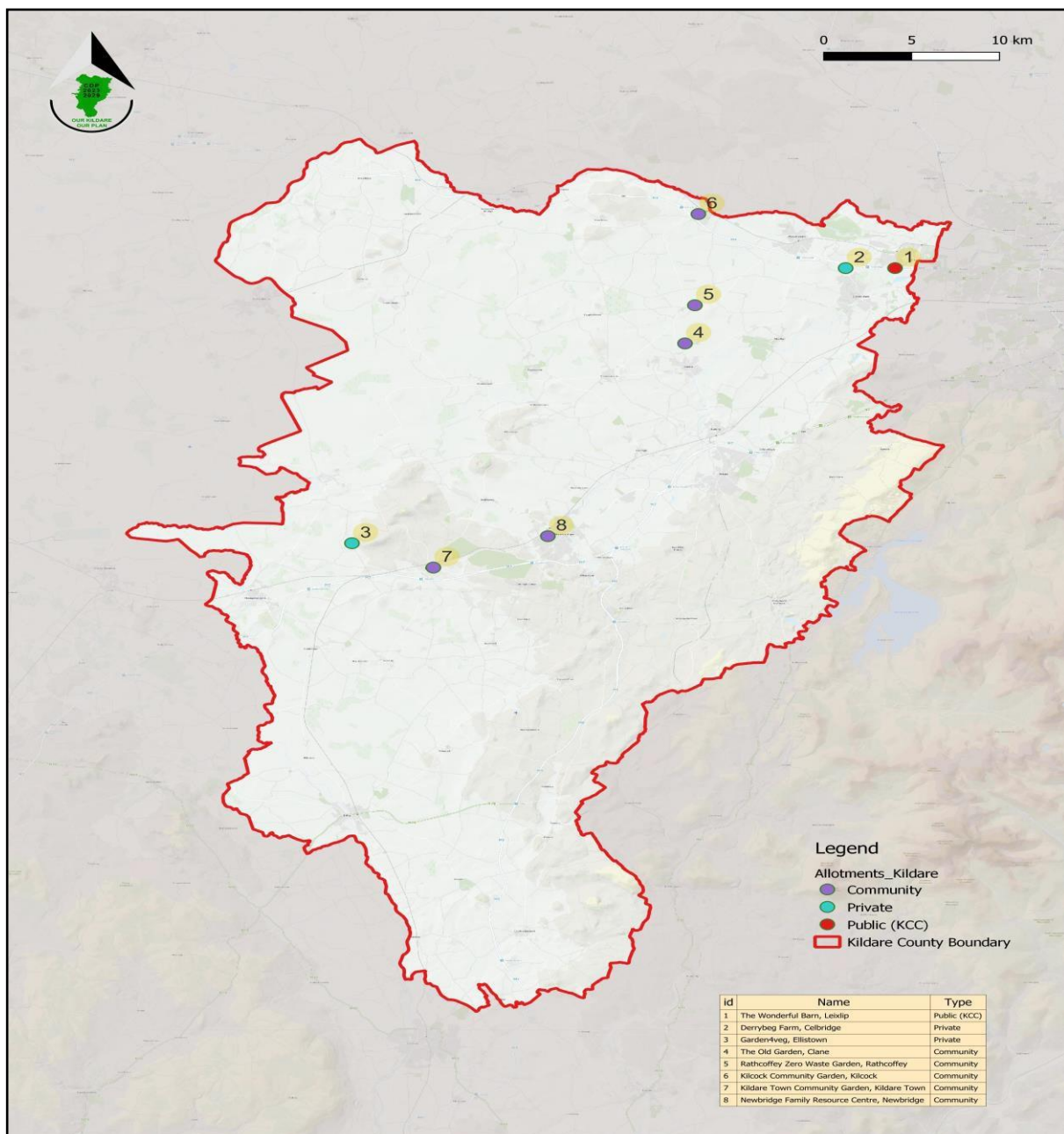


Figure 2 – Allotments & Community Gardens in County Kildare



### 3. Demand for Allotments in Kildare

Kildare's population has grown by 11% to 247,774 since 2016 indicating an increase of 25,270 (CSO 2022) new residents, which is a significant level of growth when compared to previous inter-censal periods. In order to establish the actual demand for allotments in County Kildare, an online survey was published, yielding a return of c.1400 responses.

The survey was published on June 8<sup>th</sup> 2023 for a 4-week period.

The survey was published on Kildare County Council consultation portal <https://consult.kildarecoco.ie/en> and awareness was raised through the Kildare Public Partnership Network, social media channels and also a public notice / press release was placed in local newspapers (*Kildare Nationalist & Leinster Leader*).

A summary of the survey results can be found at **Appendix One**, and the key findings are set out below.

#### Interest & Profile

- 1356 submissions were received, of which 96% declared an interest in obtaining an allotment or being involved in a community garden.
- 971 submissions interested in owning an individual allotment plot in their area, with 28% interested in being involved in a community garden/group allotment scheme in their local area.
- The dominant age profile was the 25-44 age bracket (49.4%) with the 45-59 age bracket (36.4%) next of significance.
- A wide range of settlements were represented in the survey with the highest submissions from the following urban towns (**Naas 20.6%, Maynooth 12.2%, Celbridge 12%, Newbridge 7.7%, Athy 6%, Clane 5.5%**).
- What is the main reason for wanting an allotment/community garden? 55% Health & Wellbeing, 29% Food Quality, 6% Cost of Living, 6% Social and 1% Sustainability & Biodiversity.
- 60% of respondents would only be willing to travel 1-3km, 29% more than 3km and only 11% less than 1km. 37% of respondents stated they would be expecting to travel to a site by private car/van, with 38% walking and 23% cycling.
- Only 1% stated they would seek to travel to a site by public transport.

#### Allotment Management

- 54% of respondents stated they would be interested in becoming a site representative/committee member.
- In Kildare, fees for an allotment plot are deemed reasonable, **87% of respondents stated they would be willing to pay an extra fee** for improved or extra on-site facilities.
- The following facilities were recorded as being necessary to any site design and were highlighted regularly throughout the survey, **Access to Water, Toilets, Communal Sheds/Storage Area, Parking, On Plot Sheds, Polytunnels & Greenhouses.**
- When asked what they would like to use the allotment for? **69% stated growing food produce, 13% Growing other plants, 11% private garden/nature space, 2% Beekeeping and 1% educational and community spirit.**

- When asked what sustainable practises are they most interested in getting involved with? **41% stated Waste Management (Composting), 33% Water Conservation/Harvesting, 25% Pollination and 1% Crop Rotation.**

## Community

- **53 local community groups** were represented in the survey expressing an interest in obtaining and managing a site in their area.
- 91 submissions were received on behalf of **specific community groups** in a total of 17 settlements across the county.
- There was strong community interest and demand from the following settlements which were of note, (Naas, Kilcock, Newbridge, Kildangan, Athy, Celbridge).
- There was a diverse range of community groups represented from **Tidy Towns, Scout Groups, Men & Women’s Sheds, Residents Associations, Nature Groups and Educational & Family Resource Centres.**

## Land Use Demand

One element of the survey was to determine the amount of land that hypothetically may be required to match this specific demand and the location in the county. This helped create a detailed picture of the land requirement for both individual and community demand across the county.

- The top six settlements and the total land that would be required to cater for the current demand is the following;

<b>Naas</b>	2.99ha
<b>Maynooth</b>	1.74ha
<b>Celbridge</b>	1.64ha
<b>Newbridge</b>	1.28ha
<b>Athy</b>	0.93ha
<b>Clane</b>	0.76ha

- The total amount of land required to cater for demand in **County Kildare is 15ha.**
- In these six settlements, the land requirement for **individual allotments was stronger at 6.29ha**, whilst the requirement for **community garden space was 3.05ha.**

Overall, the submissions and comments received were positive and very informative in terms of preparing and shaping this final strategy.

## 4. Kildare's Allotment & Community Garden Strategy

To appropriately manage expectation, new demand and successful delivery, this strategy aims to develop a pilot program of allotment and community gardens over the next six years which can deliver real **progress in the provision of such community uses across Kildare.**

The strategy is committed to delivering one pilot project in each Municipal District where specific demand has been identified and proposals are feasible for delivery. The five towns selected as part of this pilot program are **Maynooth, Kildare Town, Sallins Celbridge and Athy.** Each of these towns have:

- a clear and demonstrable demand for allotments, and
- land in Kildare County Council ownership which is available and suitable to cater for an allotment or community garden development enabling timely delivery.

Whilst a significant level of demand has been identified, projects will be developed on a phased basis to allow provision within the County Council's budget and resource constraints.

Some of the sites identified will be brought forward following the completion of park/open space masterplans to provide a framework for that land/park within which the allotment site will be located. In some instances, land acquisition and / or agreement on access to land will also be required to enable appropriate site delivery.

The strategy outlines a number of strategic goals and aims for the next six years to guide investment and delivery of allotments by Kildare County Council.

### **Goal 1 – To ensure sufficient provision of allotments to meet identified demand across County Kildare.**

With local demand established, the main approach is to identify some short-term deliverables through its selected pilot program schedule which could involve the allocation to local community groups in areas of high demand through a self-managed approach. Going forward the council will aim to explore and support the development of allotment sites with community groups, voluntary organisations and commercial entities on council and privately owned land.

### **Goal 2 – To promote food growing practises as an important amenity through planning gain.**

In meeting the strategy's allotment provision, the council recognises the importance private landowners can play in the future provision and meeting local demand. The council may not be in a position to acquire land for such use, however it will aim to encourage and support commercial ventures through the planning process and aim to achieve this provision through open space in new residential schemes during the development management process and development plan making stages.

**Goal 3 – Develop and promote environmentally sustainable practices in future allotment sites.**

Lease and tenancy agreements will require allotment / community garden holders to operate sustainable food growing practices. Kildare County Council will develop a range of supports and advice to assist in implementing these sustainable practices. The design of allotments will accord with those sustainable development goals.

**Goal 4 – Ensure the provision of allotment/community gardens are high quality and are accessible to all.**

Through the design and delivery of the proposed pilot program, Kildare County Council will aim to develop Allotment Design & Best Practise for use in designing allotment and community garden projects in the future.

**Goal 5 – Seek to acquire, where appropriate and feasible, private land suitable for allotment provision and as part of wider open space requirements.**

A survey of all council owned land has highlighted a shortage of suitable land for new allotments, particularly in major urban areas. Going forward, the council may consider the identification and acquisition of suitable sites in urban areas over the next six years in order to meet existing and future amenity/open space demands, including the demand for allotments and community gardens.

**Goal 6 – Implement best practise site management and administration.**

Kildare County Council will seek to ensure the most effective and efficient site management and administration across all sites. Models and tools will be explored throughout the delivery of the scheduled pilot projects. The council will seek to work and explore a range of management solutions with community organisations to ensure efficient operation of future sites.

**Goal 7 – Evaluate the Programme of Pilot Projects**

Kildare County Council will evaluate the pilot projects delivered under this strategy to inform the design of future allotment schemes; the management of allotment schemes; and the development of suitable practices and standards.



## 5. Kildare’s Allotment & Community Garden Pilot Program – Selection Process

A key deliverable of this strategy is the identification of suitable sites across County Kildare capable of meeting demand for allotments and community gardens across the five Municipal Districts. Sites were selected based upon a multi-criteria analysis.

### 5.1 Scope

The site selection process examined a total of 16 settlements both urban and rural as per demand highlighted during the survey. For the purposes of this strategy and pilot selection process, only land owned by the Kildare County Council or land taken in charge was considered. Following the delivery of the pilot projects it may be necessary to acquire land in some settlements for the purposes of providing allotments to meet additional need in the medium to long term.

### 5.2 Methodology

As a starting point in the selection process, lands zoned open space were examined as a priority, lands zoned community/education or not currently zoned were also considered on a case-by-case basis.

It was determined the potential site size should not be less than 0.5 acres to be suitable. Special consideration was given to smaller sites if the availability of land and its current configuration could potentially facilitate a suitable allotment design. The Land Registry database, including KCC’s Property Interest Register was used to determine accurate land ownership across all identified settlements.

### 5.3 Criteria

The following criteria assessment was used to determine a sites suitability, and the following table provides a brief reason to its importance. This allowed a portfolio of sites to be established which was circulated and discussed by the relevant departments regarding planned projects for the site and its suitability in the context of the area.

Criteria	Description
Site Location	Is the site within the settlement boundary and is it within 1km of surrounding residential areas?
Size	Minimum size – (>0.5 acres)
Footpath	Is the site accessible by an existing footpath?
Land Use Zoning	Is the land use zoning suitable, or could it be open for consideration?
Water Supply	Can a suitable water supply be provided from an existing main network (Eg. Within 100m from current network)?

## Nature of Site

Is the site suitable in its current state considering the topography, soil quality, drainage, aspect and security?

The list of other potential sites that were highlighted and assessed throughout the process as potential options is included in **Appendix Three**. These sites identified were not selected due to order of priority.

## 5.4 Site Preparation

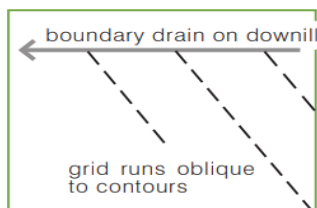
The strategy provides an example of a typical site fit out in terms of initial site preparation works and the delivery of important services required to provide a productive growing site. With eventual hand over and assignment of selected sites to community groups as part of this pilot program, the council will commit where feasible to the provision of the necessary facilities (boundary treatment, water, communal sheds, toilet etc.) required for the overall functionality of eventual users.

The strategy outlines a typical budget and program of works (**Appendix Two**) required for a standard site as an example of typical cost and basic site preparation of Council owned sites before handover.

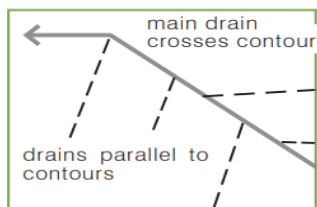
## 5.5 Choosing the right site – things to consider?

### Soil Analysis

An essential and most important aspect to consider and should be carried out by a recognised professional to distinguish previous land use over a period of time (100yrs) and ascertain any soil contamination or pollutants that may have settled on the soil. The results of soil analysis will determine the need for remedial action or if levels found are deemed acceptable. Care should be taken when ruling out a particular site when certain areas of contamination exist, but which may not represent the entire site.



Grid layout



Herringbone layout

### Drainage

If an existing network does not exist, a drainage system should ideally be inserted below the growing strata in a herringbone or parallel grid of 4m-8m spacing draining to the lowest point. If land is available, drains should run towards an internal site pond or drainage ditches, however caution and advise should be consulted to ensure adjoining land is not at risk from run off.

### Orientation & Land Shape

The shape of the site will determine the layout and number of suitable plots. Plots need to be laid out to maximise sunlight (south facing) and minimise shadowing. Flat sites

should have the long side of the plot facing south and sloping sites should have the long side on the highest part of the slope.

### Wind Breaks

Living windbreaks of planted trees, hedgerow and shrubs are most attractive and tend to last longer. However, artificial screens give immediate protection and can be used in conjunction or alongside existing living planting. Solid fencing would not be suitable for slowing wind, however woven fencing can be effective. The use of netting is favourable on individual plots, however its use on boundary lines may not be suitable for high screens and may not be aesthetically pleasing to its setting and surroundings. The careful positioning of windbreaks can help to reduce windspeed, provide shelter for growing and pollinating, reduce moisture loss, minimise soil erosion and create a habitat for wildlife.

### Slope & Direction



If considering a sloped site, a site above 1 in 120 can be considered level and no special design considerations are generally required for paths and plots on slopes between 1 in 120 and 1 in 40. A sloped site greater than 1 in 40 will need careful consideration to ensure internal

paths are safe, prevent soil loss, prevent excessive water run-off and ability to retain moisture in upper levels. A slope facing from south-east to south-west is the preferred and a slope facing westerly is acceptable. A sloped site to the north and east will mean reduced sunlight on plot surface and lower soil temperatures leading to slower growth. When setting out your site, it is best practice to ensure plots with long side are facing up slope.

## 5.6 Pilot Site Options

As part of the site selection process, multiple sites were identified in each Municipal District (MD) across a range of settlements considering the demand levels identified. The following section provides an overview of the “Top 3” sites considered for each Municipal District, and a ranking for the sites considered. Whilst only one site may be part of the final pilot delivery schedule, other sites may become viable options if circumstances change. The analysis includes:

- Size
- Rank
- Delivery timeline (short term, medium term or long term);
- Delivery feasibility; and
- Constraints / comments.

The final strategy aims to identify one pilot project in each MD considering the above attributes and the feasibility of delivering each site in a reasonable timescale. A pilot site located within a planned future park and amenity lands will need to be part of a wider masterplan for the area prior to any development.

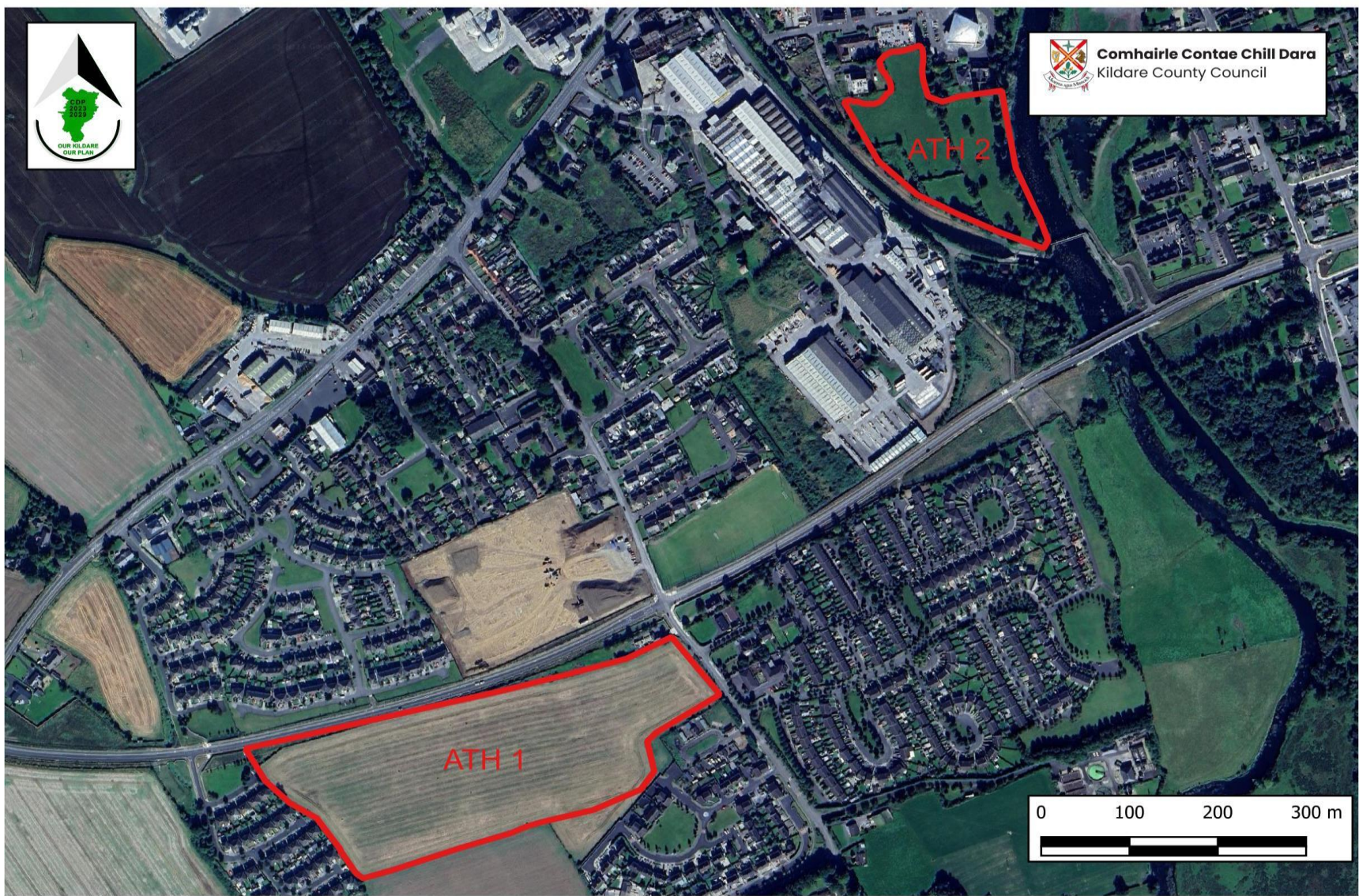
## 5.6.1 Athy MD

### Athy

Athy is a small town in the County but the largest within this MD. A strong survey response was received (6% of County) showing high demand as the town currently has no allotment or community garden provision. Kildare County Council currently have a large holding of undeveloped land within the town which allowed a wide range of sites to be considered initially. Through internal consultation, the following site 'Ardrew Lands' was deemed a suitable location for such use but would need to be part of a wider masterplan for the lands. The **Ardrew lands** was selected as the best option available which could form a key amenity within the lands as part of a landscape masterplan that would be required.

Site Reference	Site Name	Size (acre)	Rank	Delivery term	Delivery Feasibility	Constraints / Comments
ATH 1	<b>Ardrew Lands</b>	10.3	1	Long Term	Subject to Masterplan	Lands released to council as part of new relief road.  Lands currently zoned Open Space.
ATH 2	<b>Dominican Lands</b>	6.34	2	Long Term	Masterplan Drafted – Subject to inclusion at Design Stage / Part 8	No precise allotment use designated in drafted Masterplan.  Opportunity for Allotment/Community Garden Use, however Open space envisaged for multi-use tourism/water-based recreation  Site/soil suitability tbc (flood risk)





## 5.6.2 Naas MD

### Naas

The largest town in the county which received the highest survey response (21% of County) from both public and individual community groups. The town currently has no allotment or community garden facilities, and the site selection process was challenging due to limited land available in KCC ownership. The selection process identified sections of land within existing public parks which would seem an easy choice but may draw public push back. A site (**Mill Lane**) which is due to be transferred to KCC was chosen as the most suitable location for this pilot project due to its size, central position and surrounding amenities. The second site option would involve a potential community venture with Jigginstown Manor (Tiglin) who have expressed a strong interest in opening an allotment/community garden service that could offer existing residents and the wider local community access to food growing experiences.

Site Reference	Site Name	Size (acre)	Rank	Timeframe	Delivery Feasibility	Constraints / Comments
NS 1	<b>Mill Lane</b>	2.25	1	Short Term	Land transfer to KCC & Title Resolution	Subject to competing demands and availability of suitable space.
NS2	<b>Jigginstown Manor (Tiglin)</b>	4.56	2	Short Term	Subject to available funding and ownership consent	Charity/Landowners open to idea of an Allotment/ community garden scheme, including program for community inclusion.
NS 3	<b>St. Gabriels Place Park</b>	0.37	3	Medium Term	Subject to Masterplan	Parkland adjoining estate which runs adjacent the Canal Walkway and Naas Historic Trail
***	<b>Site Acquisition 2</b>					

<sup>2</sup> It was noted throughout the initial desktop research that there is currently limited land available in Naas under KCC ownership. To provide an amenity such as allotments or a community garden, the acquisition of land and the inclusion of such uses to be incorporated into future open space plans if none of the above are







## Sallins

A small town with strong links to Naas and which received a strong survey response (5% of County) from residents seeking an allotment/community garden. Kildare County Council have limited land ownership within the town, however during the development of this strategy a significant land holding was master planned for a range of open/space and recreation uses to the west. During the Part 8 process for the **Sallins Amenity Lands**, a number of submissions were received for specific allotment/community



gardening use. As a result, the design includes a dedicated space on the lands to include c. 30 plots which would be deemed the most suitable and strongest site option for the area. Another site (Oldbridge Park) which provides a good alternative for delivery is the lands adj. the existing Sallins Scouts Den. The site is conveniently located within the town running alongside the new canal greenway trail and recently developed Scouts Den which has now been taken in charge by KCC.

Site Reference	Site Name	Size (acre)	Rank	Timeframe	Delivery Feasibility	Constraints / Comments
SAL 1	<b>Sallins Amenity Lands</b>	1.26	1	Medium Term	Subject to Masterplan Design (Phase 2)  Phase 1 (Infrastructure, site clearance, access etc) to commence Q3/Q4 2024	Allotment use designated west of site adj. canal (30 plots).
SAL 2	<b>Oldbridge Park (adj. Sallins Scouts Den)</b>	0.36	2	Short Term	Disused plot of land adj. recently developed Community centre/hub.	Small plot beside existing community facility with direct links to canal walkway.





### 5.6.3 Clane – Maynooth MD

A significant survey response was received from Maynooth (12% of County) from individuals seeking an allotment which was the second highest in the survey.

The Council currently have limited land in Maynooth, however the existing park at Harbour Field has been identified the most suitable location and priority in terms of delivery and ranking. Harbour Field has received funding from the Urban Regeneration and Development Fund (URDF) for works which include a garden/growing space within for community enjoyment. The existing design tender has identified a future community garden to be included in the public park which would ideally be provided to a suitable community group to manage and sustain.



Carton Avenue was also identified as being a suitable location, however the lands would need to be part of a wider masterplan given the scale and its value within the context of the town. It was highlighted that Maynooth should be deemed first choice in this MD considering its designation as a de-carbonisation zone and its future projected population growth.

A significant response was received from community groups in Kilcock which was also considered for this MD during the site selection process, particularly considering the strategies objective to engage with community groups in delivery. There was no available land identified within the town, however the new public park (Bawnogues) and lands on the outskirts of the town were identified as suitable options. Bawnogues Park has been designated for a range of community uses, however a section of this open space designated for planting could be used as a potential growing space.

## Maynooth

Site Reference	Site Name	Size (acre)	Rank	Timeframe	Delivery Feasibility	Constraints / Comments
MY 1	Harbour Field	0.75	1	Short Term	Design Tender issued Q2, 2024  Phasing of development and funding to be confirmed	SPPR agreeable for Community Garden use to be located north of site to replace orchard gardens.  Local community group identified. (subject to further funding/mgmt. resource)
MY 2	Carton Avenue	1.43	2	Medium Term	Subject to Masterplan and land/plot identification.	Lands available on both sides of avenue. Convenient location within town centre.

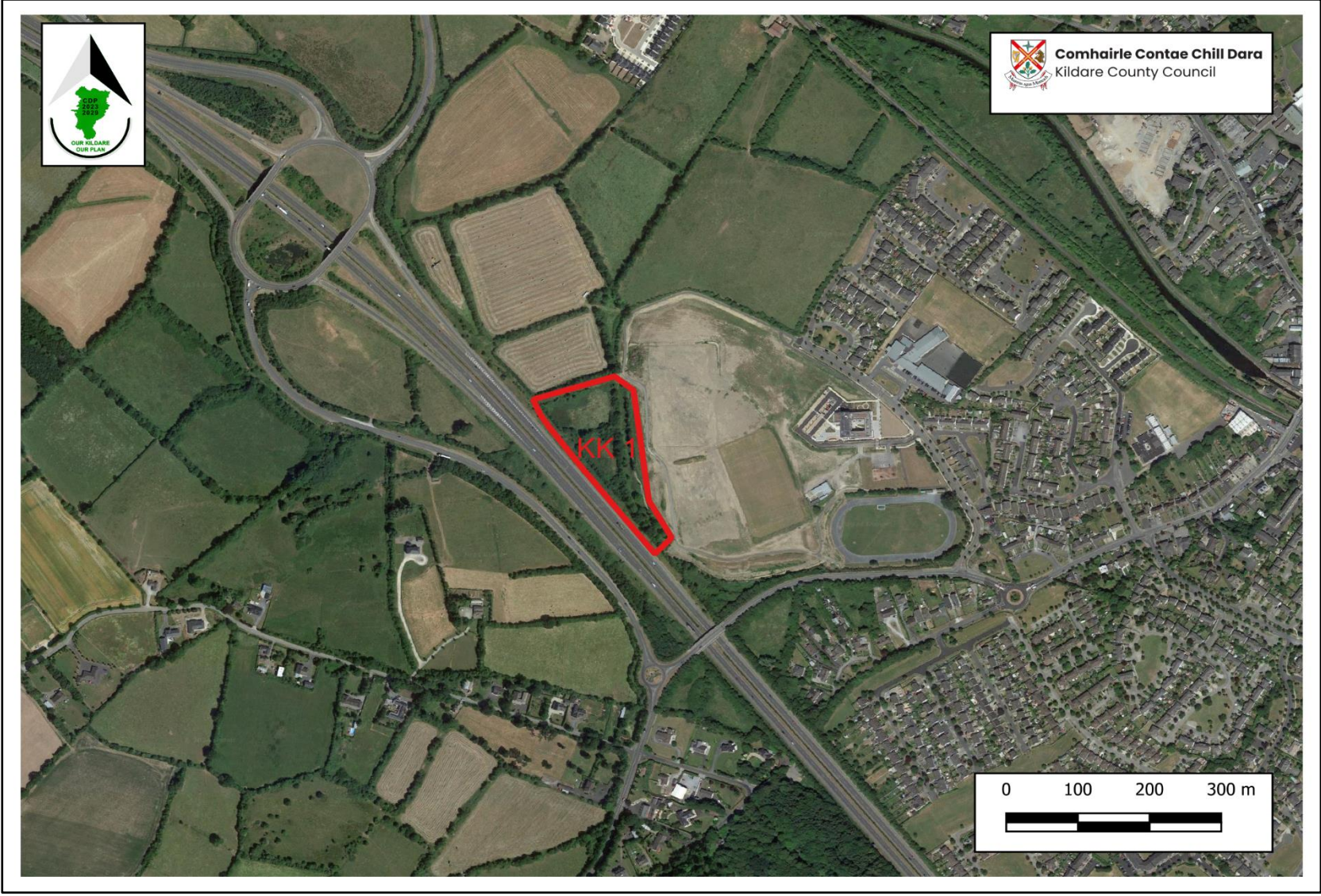
## Kilcock

Site Reference	Site Name	Size (acre)	Rank	Timeframe	Delivery Feasibility	Constraints / Comments
KK 1	Bawnogues Park	1	1	Short Term	Subject to site assessment & Competing Demands	Located northwest corner of the existing park which includes pedestrian loop around site.











## 5.6.4 Newbridge – Kildare MD

### Kildare Town

Whilst Newbridge received a higher response in the survey, Kildare Town had 70 (5% of County) submissions from residents expressing an interest in owning or being involved in an allotment/community garden site. The town is not enriched with open space or public parks, however a recent Part 8 and masterplan to open the Cherry Avenue Park has been completed. The masterplan for this site has allocated a community garden / allotment growing use in the northeast corner of the park which will enable a sufficient provision. Considering this use has been designated and designed suggests this should be deemed the priority site for this MD.



Site Reference	Site Name	Size (acre)	Rank	Timeframe	Delivery Feasibility	Constraints / Comments
KT 1	<b>Cherry Avenue Park</b>	1.62	1	Medium Term	Part 8 & Design Completed – Allotment/Community Garden including Garden Dome use designated within site.	Subject to funding and phasing program of works





## Newbridge

The second largest town in the county which received the highest survey response (8%) within its MD. The town does not currently have a medium-large sized public park and does not currently have any allotment/community garden sites. Finding suitable undeveloped sites within the town was challenging due to limited available land. The site selection process required a review of public open space taken in charge within residential areas which identified sections of land which may be considered underutilised. **The Dara Park** estate has the largest amount of open space and a specific site beside The Newbridge Family Resource Centre was deemed most suitable. With extensive available land surrounding the community facility and the option of incorporating or expanding the existing sensory/community garden ran by the centre, the proposed site offers great potential for a future community project.

Site Reference	Site Name	Size (acre)	Rank	Timeframe	Delivery Feasibility	Constraints / Comments
NB 1	Dara Park	1	1	Short Term	Potential expansion of existing Community Garden.	Lands beside existing Newbridge Resource Centre





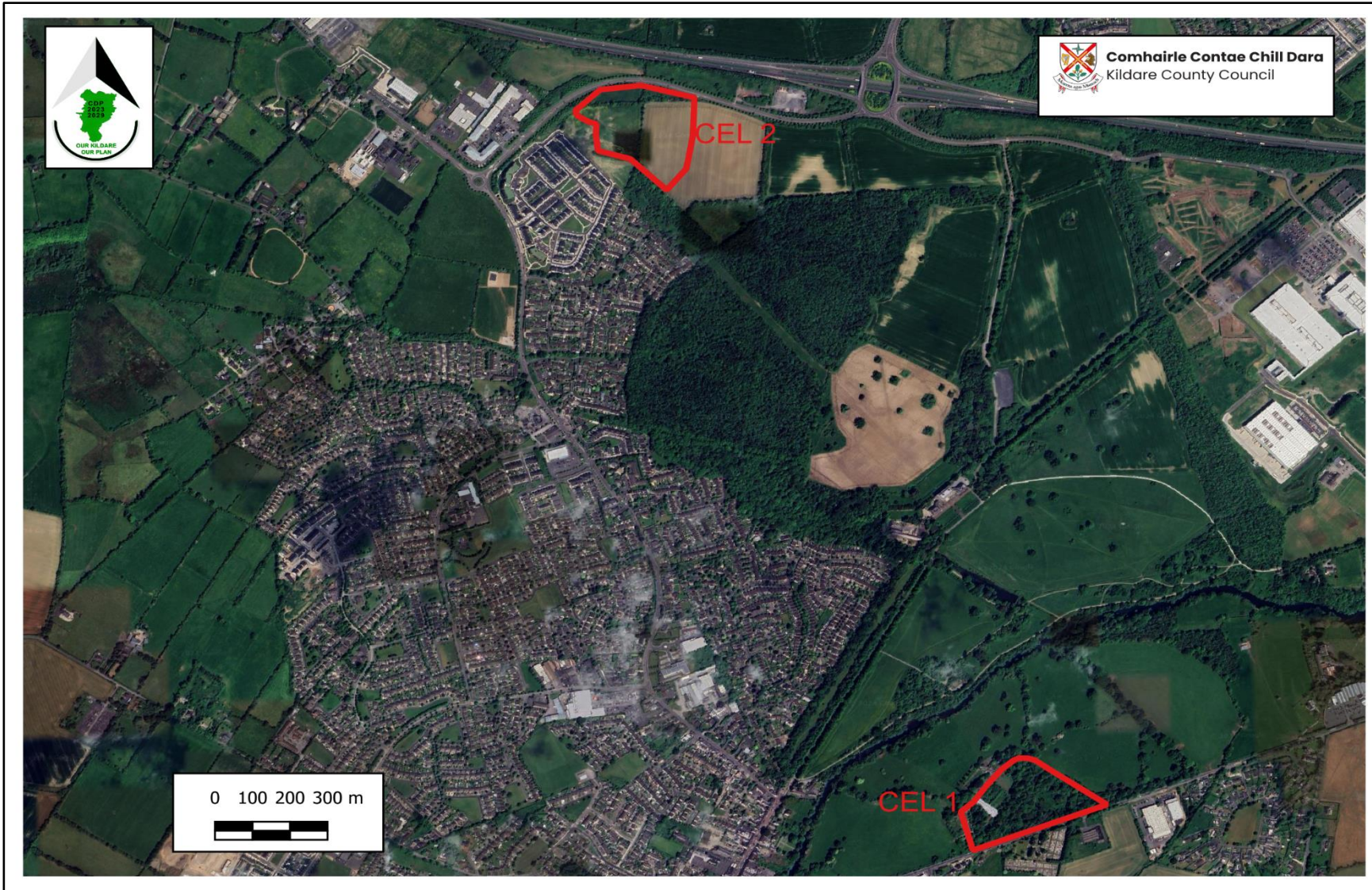
## 5.6.5 Leixlip – Celbridge MD

### *Celbridge*

Both Celbridge (12% of County) and Leixlip (5%) received a large survey response, however Celbridge was chosen for a pilot project due to KCC's current allotment site at The Wonderful Barn in Leixlip. The site selection process identified two suitable sites, however, this may conflict with other projects in the area. KCC have just acquired the Donaghcumper lands within the town and are due to obtain a large open space for recreation use as part of a recent residential development at Ardrath. The Donaghcumper lands have been identified as the best option for an allotment project, which could complement the existing landscape and any future plans for the land.

Site Reference	Site Name	Size (acre)	Rank	Timeframe	Delivery Feasibility	Constraints / Comments
CEL 1	<b>Donaghcumper Lands</b>	89	1	Medium Term	Land recently transferred in KCC Ownership – priorities to be decided.	<p>Large landholding with many options for such use, which also includes an existing walled garden.</p> <p>Subject to Masterplan to be prepared for entire landholding</p>
CEL 2	<b>Ardrath</b>	6	2	Medium Term	Subject to Masterplan	Lands due to be transferred to council – open space in new development.





## 6. What an allotment site might look like

To deliver the strategy's pilot program, the council are committed to providing the necessary services and on-site facilities required which will be part of the overall site preparation prior to hand over. There are various organisational and structural elements required for the successful operation of a site regardless of scale. Consultation with the intended groups should commence early at design stage to ensure the particular site suits the intended project. The strategy outlines the following elements as necessary requirements for all sites being prepared under the council's pilot program which will form part of a minimum standard for all sites at design stage going forward;

### 6.1 Paths

Layout of internal paths can be vital to the site functionality, from the main access point a single central path (up to 2m wide) should lead through the site as a figure point. Arterial paths (1m wide) should be positioned off this central path providing access to individual plots, a small path surrounding each plot can also be beneficial to define plot boundaries. It is seen as good practise to consult with eventual plot holders as they will be the most affected by the routes and arrangement. Whilst the planning stage is important, ensuring efficient drainage and water run-off is vital to maximising the paths useability and longevity. The overall drainage plan for the site should incorporate the main path and arterial layout. The path surface will be critical and elements such as surface, durability, smoothness and appearance should be considered in conjunction with the eventual users.

### 6.2 Access Area

The access area will be the main concourse within the site entrance, this area should be capable to facilitate offload of delivery or for someone to enter with a car temporarily. The surface of the access area should be a load bearing medium with efficient drainage.

### 6.3 Water

Water supply is an important element which should be considered in the initial site selection as water will be crucial to any growth. If a mains supply connection is feasible, the council will need to ensure this connection is suitable to provide a network of standpipes and taps. There is however increasing concern around the sustainability of mains use for such activities, so it will be important for a site to consider measures like rainwater harvesting (water butts) to facilitate daily use.

### 6.4 Boundary Fencing

The presence of a fence line represents the interface between public land and the allotment site. Fencing has a number of uses, most of which relate to boundary definition and site security. However, it is important to avoid the fortification effect of the site which has proven to result in higher levels of vandalism. The desired approach is to have low fencing that is complimentary of its surroundings but must balance security and aesthetic objectives.

## 6.5 Toilet Facilities

A toilet is an essential facility for an allotment/community garden site and must be accessible to all ploholders. The type of facility will vary depending on connection to a mains supply and waste connection. If a mains connection is not available, other alternatives need to be considered such as a composting toilet, or the insertion of a septic tank with a normal flushing toilet. Consultation with the intended group should be held prior to choosing an alternative option as the responsibility of management will need to be determined with the ploholders.

## 6.6 On-Plot Sheds

Useful for storage and shelter from bad weather, however a high volume of sprawling sheds and outbuildings can quickly become an eyesore and create excess shadowing. To tackle this demand, the provision of a communal shed or hub should be considered on a case-by-case basis during initial design stage.

Other on-site facilities which are common but are not deemed important in terms of this strategy and its pilot program delivery include the following;

- Boundary Hedging
- Composting Facilities
- Greenhouses
- Polytunnels
- Beekeeping



## 7. How Kildare County Council will manage these sites

Good practice in allotment management is essential to ensure that allotments and community garden sites are a success for the landowner, the management in place, plot holders and the neighbourhood in which these sites are located.

The Council currently has finite staffing resources to contribute to the operation of allotments and community gardens and with this in mind, an important aspect of the public survey was to gauge the interest people had in becoming more involved in allotment management. Over half of respondents (54%) stated they would be interested in becoming a site representative or committee member if the opportunity arose. This response and demand presented an alternative option for the council to consider in the delivery of future projects.

A range of management models have been considered in developing this strategy, including:

- Kildare County Council **direct management and provision** of public allotments;
- Devolved management structures whereby a third party (NFP/Community Group) **manages a KCC site on their behalf** via service level agreement (SLA) arrangement. In this model KCC will participate on the Board of Management of the organisation to provide oversight and accountability on behalf as landowner.
- Community run allotments on privately owned land.
- Commercially run allotments provided by private companies.

### 7.1 Allotment Management Issues

In developing this strategy and before a pilot program can be implemented successfully it is important to review and take stock of management responsibilities that may need to be addressed in operating future allotments. KCC has identified the following (non-exhaustive) list of management issues through its experience of providing and managing The Wonderful Barn Allotment site:

- **Administration & Individual Licensing**
- **Arrears**
- **Site & Plot Condition**
- **Regular Maintenance**
- **Dumping**
- **Pest Control**
- **Security & Anti-Social Behaviour**

### 7.2 Kildare County Council Direct Management

For the Council to provide allotments and directly manage them requires sufficient staff resource to be allocated accordingly. The Council currently manage one public site in The Wonderful Barn which is an allotment site of individual plot holders. Aside from this, the Council also provide an arm's length support to two smaller sites formed as community gardens in both Rathcoffey and Kilcock. In terms of managing the existing allotment schemes, most costs associated relate to the administration and resource required to provide such facilities. The administration team would deal with license



renewals, fee collection, day to day queries including maintenance and routine inspections which can require significant time. If the expansion of managed sites is to be considered by KCC, dedicated staffing and resources would need to be in place to ensure correct management and oversight. Appendix 5 provides details of typical staff resources, time and cost required to efficiently manage a program of allotment sites as a Local Authority. It provides an example of the structure involved in South Dublin and Fingal County Council which offer a reasonable number of sites and plots to the public which are deemed to be run efficiently.

### 7.3 Devolved Management (Delegated Responsibility Model)

Self-management (Devolved Management) is the practice of devolving a share or full responsibility for managing allotment / community garden sites to a legally established organisation (e.g. a registered charity / tidy towns) with a clear *vision* and *constitution* to ensure commitment, capacity and accountability of the organisation. Allotment Associations may form in time to manage allotments but in the near term KCC will be looking to devolve responsibility to existing organisations that may have an interest in allotments and community gardens.

KCC will achieve allotment management devolution through the following mechanisms:

- **Property rights** – rights to use the land are transferred to the organisation via a lease or licence. In turn, allotment holders are allocated a growing plot through a tenancy agreement. Shorter lease terms should be applied for pilot projects to enable adequate monitoring and evaluation, whilst still being of sufficient term to enable access to funding streams by community organisations.
- **Allotment management** – The Council will establish a *Service Level Agreement* to define the responsibilities of the community organisation with regard to the management of the allotment and the quality / quantity of allotments and services to be provided. This will be periodically reviewed to ensure compliance and explore any issues that require attention, investment and standards. The SLA will define rental rates (if applicable), roles and responsibilities.
- **Board of Management (BOM)** – Strong governance will be a requirement of any community organisation. KCC will participate in the BOM of the community organisation as landowner. In the case of pre-existing community organisations that are allocated a future site, KCC may already be members of their BOM which can ensure a smooth transition to allotment management.
- **Tenancy agreements** for allotment holders, setting out their entitlements, responsibilities and conditions for use of the land for a specified term and fee.

In devolved management, the council’s resource requirement is limited and confined to an oversight role through participation in management structures and the monitoring implementation of the SLA. This model assists in developing social capital / community spirit and support for projects, as well as local responsibility and ownership.


The self-managed model has a range of benefits and challenges which will need to be carefully considered before commencement of any agreement with a community organisation / third party:

Benefits	Challenges
Promotion of vacant/disused land to help re-generation of an area	Volunteerism – reliant on voluntary contributions of time and certain individuals
Effective maintenance and site upkeep undertaken by people who care about their site	Clarity on management tasks and assignment of responsibility (e.g. plot inspections)
Associations and Community Groups better placed to access funding and ability to fundraise	Maintenance of grounds and vacant plots
Retention of rents ensures re-investment into site	Strong governance with clear legal structure

A typical license agreement and the conditions formalised between a local authority and a community organisation/third party for an allotment site is provided as reference in **Appendix Four**.

### Case Study – Enniscorthy Community Allotments

Hailed a great success, the Enniscorthy Community Allotments project was formally opened in 2022 through the determination of the committee behind the project, spearheaded by one individual with an idea to develop community spirit. Through the support of Wexford County Council and the Local Community Development Committee, the allotment/community garden consists of 64 plots, 20 raised beds and 60 spaces in the adjoining polytunnel. Wexford County Council were able to offer a parcel of disused green space for the proposed project which was delivered by the Community through access to the Leader Funding Program and generous local sponsors. The Allotment has proved an instant success with the committee able to rent all plots to local individuals/families and set aside a number of plots for local community groups such as Hope Cancer Support Centre, Wexford Cottage Autism Network all interested in becoming



involved and learning about gardening and horticulture. The allotment has become not only a place to meet like-minded people, but also learn different skills through educational programs organised by the committee. The Enniscorthy Community Allotments is fully managed and operated by the committee group which has been leased from Wexford County Council. The committee are responsible for all day-to-day management, plot allocations, rent collections and maintenance. The committee has strong visions of developing the site as a future training facility serving the wider community, showcasing the program and the potential that exists for likeminded communities.

Delegated responsibilities	Semi-Autonomy
<ul style="list-style-type: none"> <li>• Association accepts formal responsibility for duties including tenancies and regular maintenance duties.</li> <li>• Financial agreement releases portion of rental income for outlined duties. Council still responsible for overheads, admin and legal obligations.</li> <li>• Formal devolved mgmt. agreement is in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Association leases the site from the council, arranges tenancies, rent collection and re-invests revenue on maintenance, repair and capital items.</li> <li>• Plot holders become tenants of the association rather than the council.</li> <li>• Council retains defined oversight.</li> <li>• Formal devolved mgmt. agreement in place between association and council.</li> </ul>

The self-managed model would be a relatively new phenomenon for Kildare County Council when it comes to allotments and community gardens with no such formal agreements in place to date.

## 7.4 Community Run Allotments - Private Land

Most community run allotments/gardens are generally operating on private land which has been either donated or leased. The Council recognize the importance of supporting such ventures and projects that can help with community provision. To support such projects, the Council will explore the option of developing a specific funding stream to encourage such community led initiatives. The Community Climate Action Innovation Fund is a fund being made available to NFP organisations and community groups interested in developing innovative projects which relates to reducing the impacts on climate change. Whilst this fund does not specifically outline the above uses, a number of applications have been received by KCC this year for community allotment programs and growing spaces. These projects are exciting initiatives on private land which are being supported by KCC in concept development and realisation.

## Case Study – The Old Garden (Clongowes), Clane

Supported by The Jesuit Community (Clongowes Wood College) who have dedicated 6 acres of land to this community led project for the use as a community garden for the people of Clane, Rathcoffey and surrounding communities. Formed by a number of likeminded residents, the Old Garden concept was developed with a vision to re-build and increase biodiversity, provide garden plots, community gardens and encourage horticultural training. Ran by a highly motivated and skilled community

group (The Blessed John Sullivan Community Gardens and Farm CLG), the project has commenced through the support of local businesses and suppliers, along with the advice and guidance from Kildare County Council and Kildare Leader Program sourcing available funding opportunities and supporting applications to aid project delivery. The final project (see image above) plans to provide a range of uses such as allotment plots, polytunnels, composting areas, ponds, poultry farm as well as a number of community structures to allow casual events and training take place. This is a great example of a community initiative aided by a private landowner and supported/funded by the local authority which requires no oversight or management in its operation.



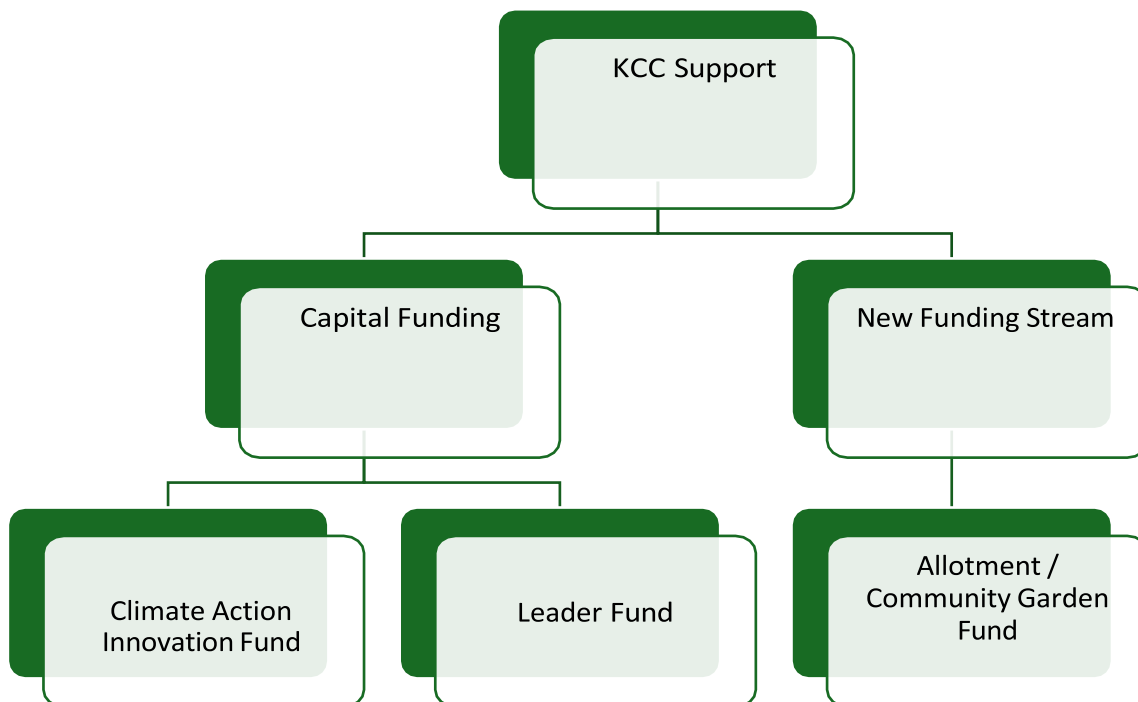
### 7.5 KCC Support

In the absence of suitable land in KCC ownership and available resources internally, the strategy outlines alternative support mechanisms through funding that can be explored. Where KCC may not in a position to directly provide such facilities, aiding and supporting community groups in the delivery of allotment and community gardens through the development of specific funding that could help harvest innovative projects. Available funding can be made available through public expressions of interest or community lead projects supported by KCC.

Capital funding programs under the Climate Action Plan are run annually through all local authorities which are open to community groups and not-for profit organisations. To date, programs such as the Community Climate Innovation Fund has been very successful in supporting new community projects relating to allotment/community garden initiatives, and or aiding in the expansion and further investment of existing sites. Figure 2.1 below outlines a range of approaches in which KCC can support community groups directly and indirectly in the provision of allotment/community gardens. The Council can provide advice and guidance when it comes to application preparation, assist in the



concept development or create an internal funding stream specifically for the development of allotment/community gardens aimed at local community groups/NFP.



## 7.6 Private / Commercial Provision

The strategy recognises the potential and opportunity to support commercial interests in the provision of individual allotment sites on private land or assist through the leasing of council owned land. This approach will also support the delivery of social infrastructure and community amenities where resources may not be available at the time. Going forward, the council will consider specific objectives to support these facilities when it comes to land use zoning and future masterplans in the design of our public open spaces.

### Recommendation

Significant latent demand for allotments and community gardens has been demonstrated through the online survey. In order to deliver the proposed Pilot Programme, it will be necessary to increase staff resources and funding for allotments within Kildare County Council. This will require resource and funding to:

- Put the projects and their management regime together;
- Deliver the capital allotment project, including their set-up costs;
- Manage the allotments or contribute to their management if they are subject to devolved management.

There are three possible management models for Kildare County Council to consider when seeking ‘*Expressions of Interest*’ from community organisations. The below table outlines the following order of preference and recommendation in terms of management type;

Preference	Type	KCC resource requirements
1a	Semi-Autonomy	Least
1b	Delegation	Intermediate
2.	KCC Funding Stream	Greatest
3.	Direct provision by KCC	Greatest

This approach to allotment delivery has been successful for other local authorities where sites have been easily delivered with a small budget and where formal agreements are in place requiring minimal oversight. Only if a suitable community organisation cannot be identified and subject to staffing resources in place, will the Council consider direct provision and management.

The first step in the delivery of an allotment project will therefore be a Call for ‘*Expressions of Interest*’ to determine whether community organisations are interested in managing and running allotments.

Kildare County Council is keen to explore these different management models through the delivery and running of the proposed Pilot Projects.

## 8. Action Plan & Delivery

Following publication and adoption of the *Allotment & Community Garden Strategy* it is recommended that the following method be utilised for the delivery and management of the allotment pilot project programme:

### Delivery Model

Step	Item	Responsibility	Indicative timeline
1a	Call for Expressions of Interest from Community organisations	Forward Planning / Community	0
1b	Agreement development and sign-off	Parks and Open Space	2
2	Capital project delivery	Parks and Open Spaces	4
3	Allotment launch		7
4a	Allotment management SLA oversight	TBC	Ongoing
4b	Allotment management oversight: BOM	TBC	ongoing



## Pilot Programme Delivery Indicative Timeline

Item	Action	Target Timeline
<b>Allotment Strategy Adoption</b>	Allotment & Community Garden Strategy incorporating pilot program is published and presented to council.	Q4 2024
	Budget and resource allocation	2025
<b>Project Delivery overview</b>	Projects to be completed according to outline program, providing sufficient budget and resources are allocated to achieve delivery and effective management.	2025-2029
<b>Maynooth – Clane MD</b>  <b>Maynooth</b>	<b>Maynooth, Harbour Field</b> Call for expressions of interest to manage community garden facility / take plots Project design and costings Infrastructure delivery License agreement completion with community organisation <b>Project completion and launch</b>	<b>2025</b>
<b>Newbridge – Kildare MD</b>  <b>Kildare Town</b>	<b>Kildare Town, Cherry Avenue Park</b> Part 8 Masterplan Approved (Allotment Use Designated) KCC Management and Provision type TBC Project design and costings Infrastructure completion Expressions of Interest (Community or Individual) & License Agreement Executed <b>Project completion and launch</b>	<b>2026</b>
<b>Naas MD</b>  <b>Sallins</b>	<b>Sallins, Sallins Amenity Lands</b> Phase 2 of Masterplan (Allotment use designated) Project design and costings Infrastructure completion KCC Management and Provision type TBC Expressions of Interest (Community or Individual) & License Agreement Executed <b>Project completion and launch</b>	<b>2027</b>

<p><b>Celbridge – Leixlip MD</b></p> <p><b>Celbridge</b></p>	<p><b>Celbridge, Donaghcumper</b>  Subject to Masterplan completion  KCC Management and Provision type TBC  Allotment project design and costings  Infrastructure completion  Expressions of Interest (Community or Individual) &amp;  License Agreement Executed  <b>Project completion and launch</b></p>	<p><b>2028</b></p>
<p><b>Athy MD</b></p> <p><b>Athy</b></p>	<p><b>Athy, Ardrew Lands</b>  Subject to Masterplan completion  KCC Management and Provision type TBC  Allotment project design and costings  Infrastructure completion  Expressions of Interest (Community or Individual) &amp;  License Agreement Executed  <b>Project completion and launch</b></p>	<p><b>2029</b></p>

## 9. Financing Allotments

Kildare County Council are committed to delivering the Allotments Pilot Programme in principle. The allotment running costs are met in whole, or part, by the rents that holders pay for the use of the allotments and community gardens. Fee structures have yet to be defined however tend to be in the order of €200-€500 for a standard 250sqm allotment per annum.

Capital funding to develop the five allotments sites (identified in this strategy) have not yet been defined in the *Kildare County Council Capital Programme 2025-2027*, or beyond. However, Kildare County Council's Parks and Open Spaces will work to ensure that appropriate capital funding is in place to enable delivery of the allotment projects in a timely and sustainable manner. Funding for delivery is likely to require KCC's own finances however other funding streams with a specific focus on community driven allotment and community gardens may be identified and explored as a key tool in the delivery of the above pilot program.

Options of alternative funding streams in 2024/2025 are set out below (subject to change);

- **Optimising Short Supply Chains - Dept. of Agriculture Food and the Marine**

The aim of this fund is to optimise and encourage short supply chains in particular the food production industry which play a pivotal role in Ireland's economy. One of the main themes within this new funding call highlighting a focus to work with local authorities and local communities to develop community gardens, allotments and urban orchards. The maximum fund available per project is €150,000 and will be released as vouched expenditure if successful.

- **Climate Innovation Fund – KCC**

The aim of this fund is to foster innovative climate solutions in Kildare. Specifically, the fund is aimed at community groups, SMEs, entrepreneurs, tradespeople, early-career researchers, education institutions and individual citizens active in Kildare. A total fund of €25,000 is available per Municipal District to support climate innovation projects. The minimum funding request will be €5,000 and the maximum request will be €25,000.

- **Rural Development LEADER Program (RDP)**

The objective of the program is to work with communities and individuals to provide funding, support and resources to assist in the development of stronger, better-connected communities, more resilient and prosperous communities. The Leader scheme captures a number of objectives which could be associated to the development of allotment/community garden projects such as community facilities, social inclusion, youth facilities and climate change, adaption and education.

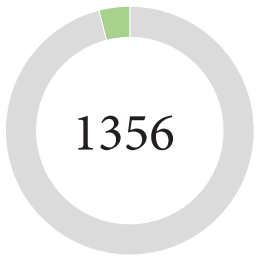


# Appendix One

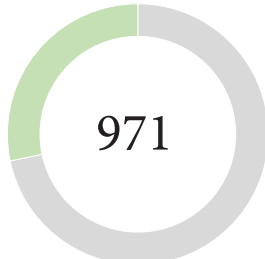
## Kildare's Allotment Strategy Survey Results



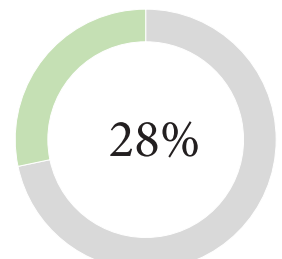
# KILDARE'S ALLOTMENT STRATEGY SURVEY RESULTS



Survey submissions received, of which 96% declared an interest in owning or being involved in an allotment.

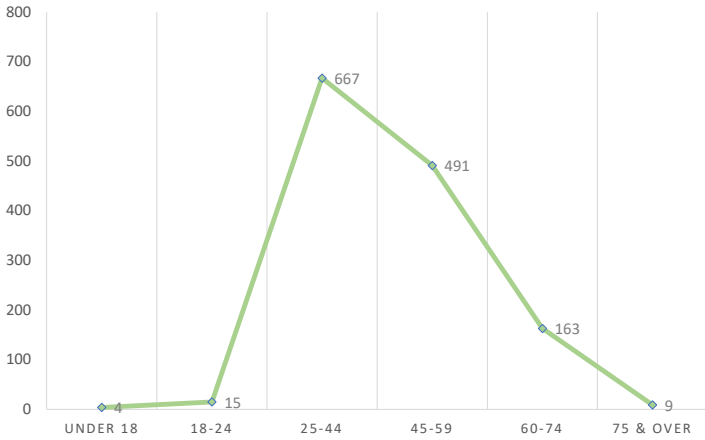


Survey respondents who declared an interest in owning an individual allotment plot in their

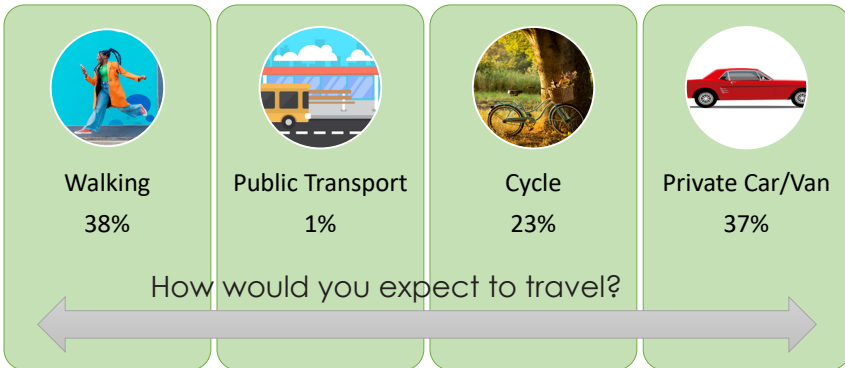
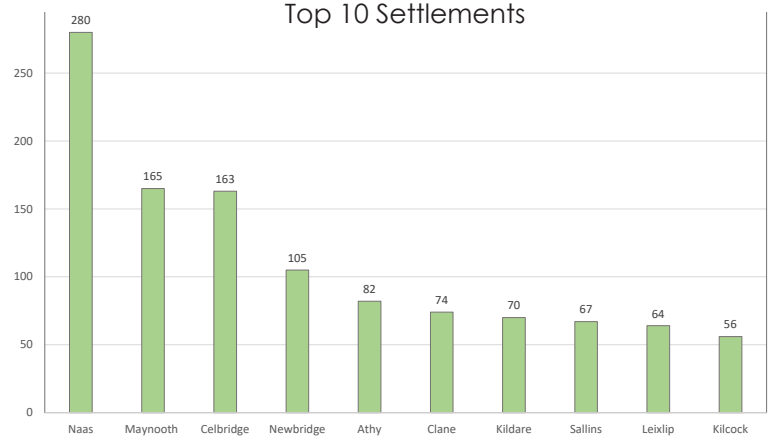


Survey respondents who are interested in being involved with a community/group allotment scheme.

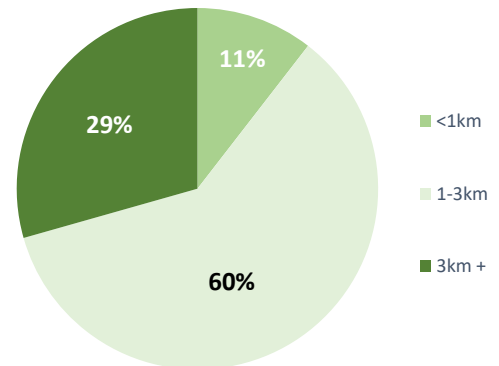
What age group are you in?



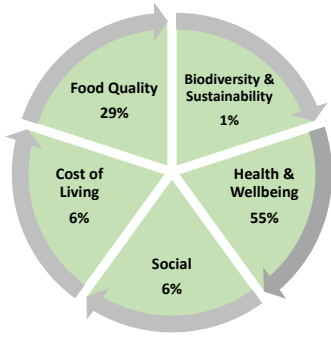
Where would you like an Allotment/Community Garden? Top 10 Settlements



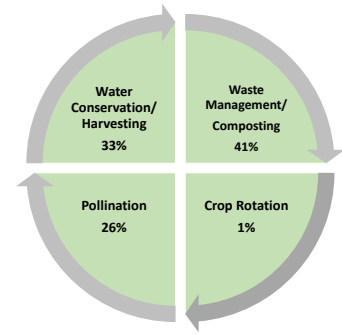
How far are you willing to travel?



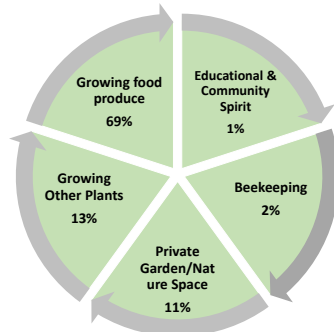
What is the main reason for wanting an allotment/community garden?



What sustainable practises would you be most interested in getting involved with as part of an allotment site?

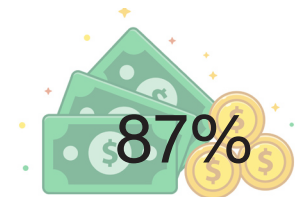
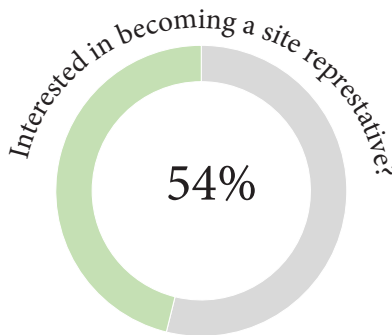
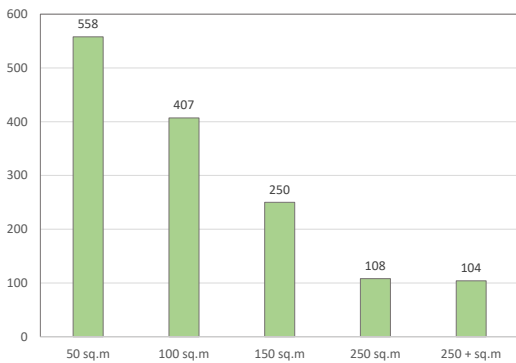


What would you like to use it for?



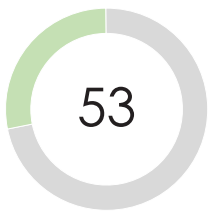
## Allotment Management

Preferred Allotment Size?

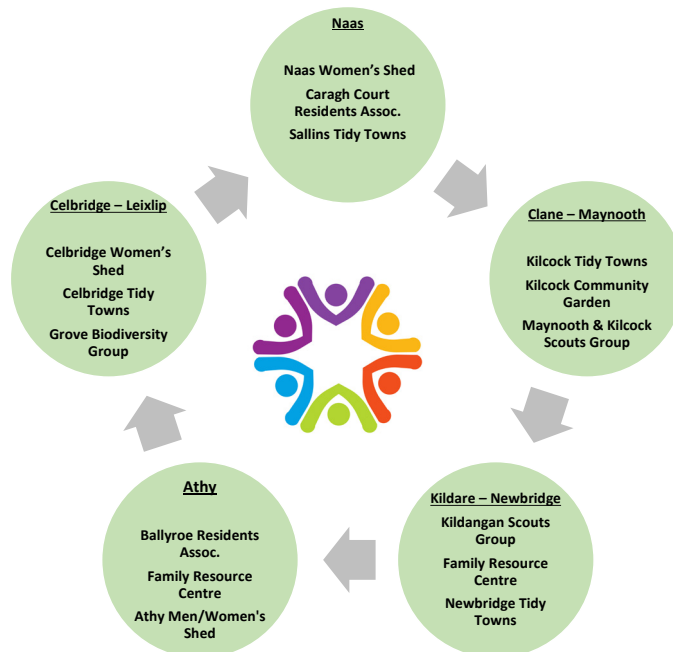


Respondents who stated they would be willing to pay an additional fee for extra on-site facilities.

What facilities do you think are important for an allotment/community garden scheme?



The number of community groups represented in the survey who have expressed an interest in obtaining an allotment site in their local area.

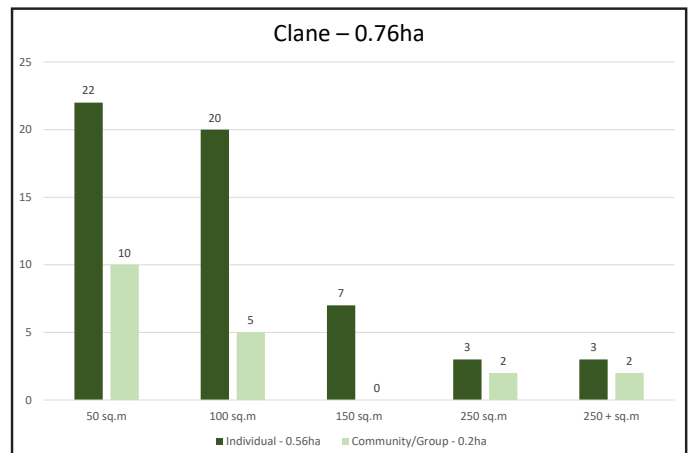
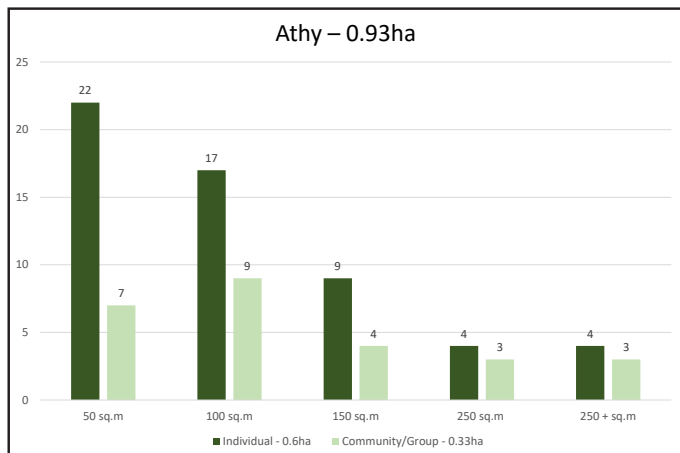
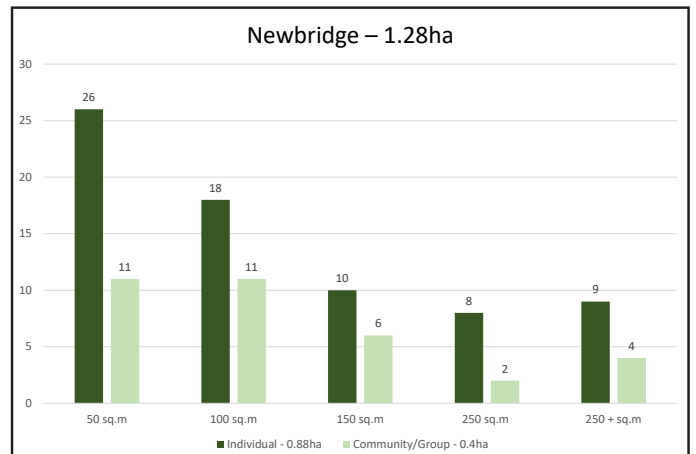
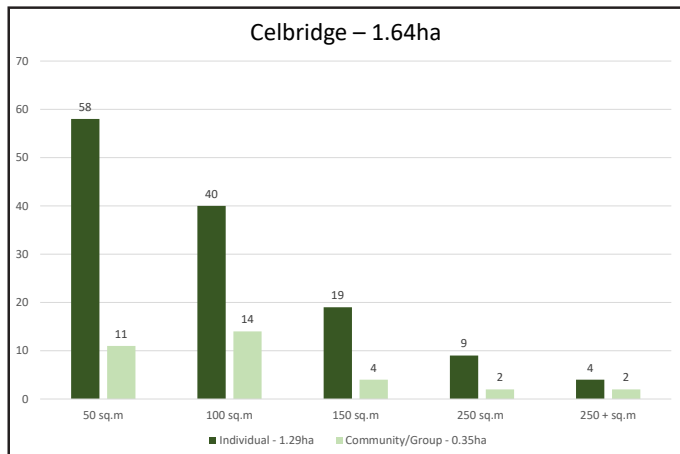
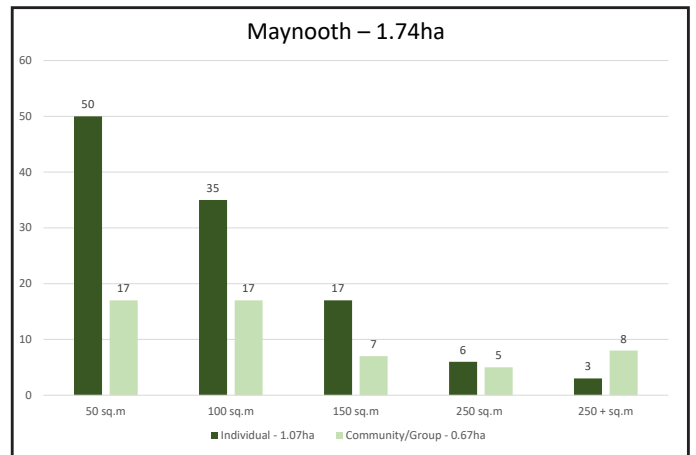
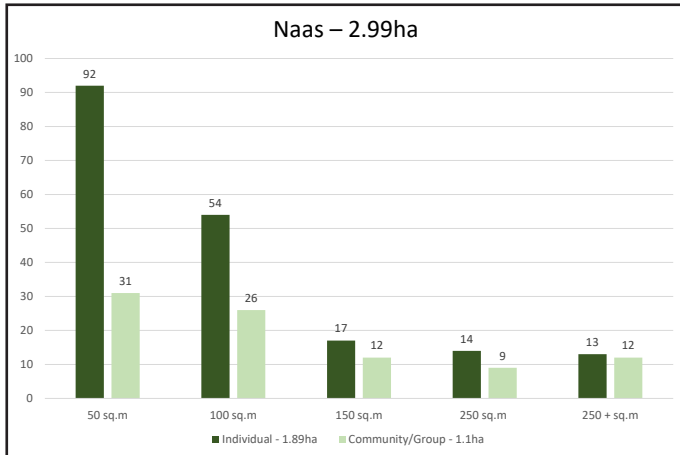
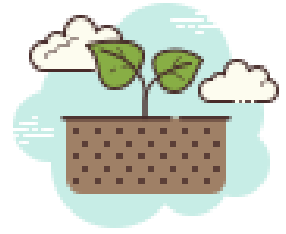


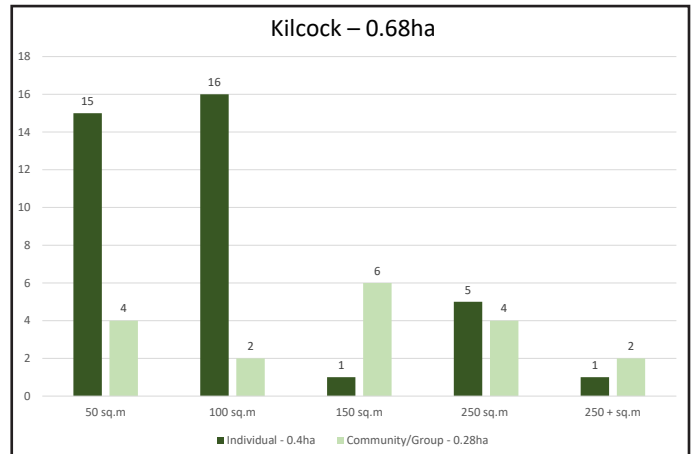
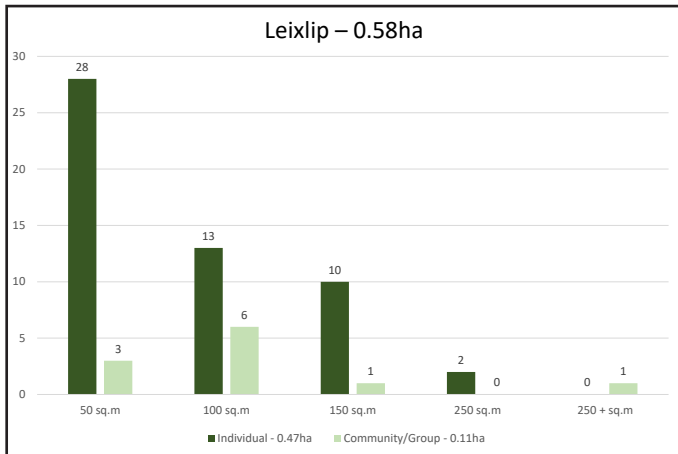
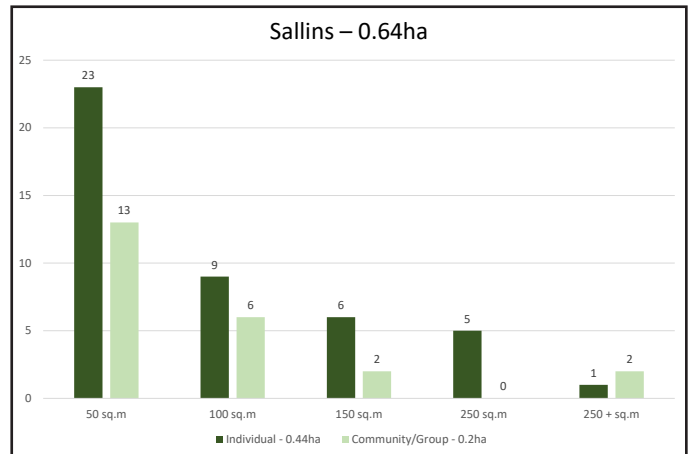
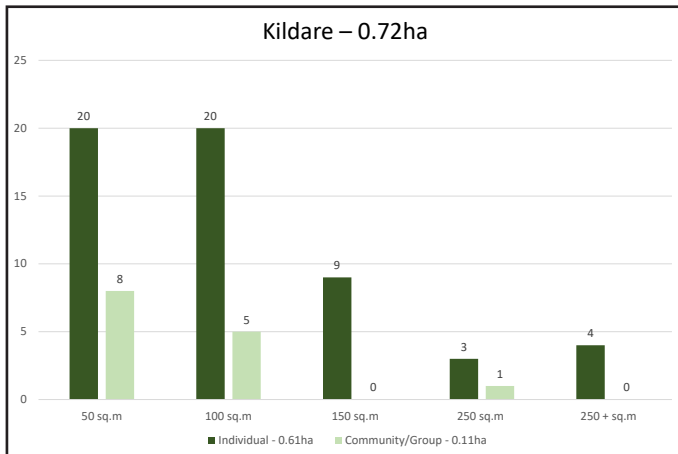
A total of 91 submissions were received from making representation on behalf of specific community groups. A total of 17 settlements were represented which included local groups ranging from Men & Women's sheds, Tidy towns, Residents Association's, Scouts Groups and many educational and family resource centres. The diagram on the left highlights the top received submissions in each Municipal District.



# Land Use Demand - What would be required?

From the top ten settlements recorded, we have provided an analysis of the demand in terms of desired allotment size and whether this interest relates to an individual plot or part of a community/group allotment. This analysis will help assist in determining the amount of land required in order to cater for specific demand highlighted each settlement.





# Appendix Two:

## Site Preparation & Costings

Typical allotment c.4,000sqm / 0.4ha / 1 acre	Cost per unit	No. of units	Indicative Costings
<b>PRE-DEVELOPMENT SITE ASSESSMENT</b>			
Essential assessments, including soil quality, SAC, habitat, drainage, etc.			<b>€5,000</b>
<b>INFRASTRUCTURE</b>			
Site boundary fencing	€125/metre	800 metres	€10,000
Allotment Plot Demarcation fencing	€100 per plot	50	€5,000
Internal path network (aggregate)	€75/metre	400 metres	€3,000
Communal compost toilet (incl. base)	€25,000 €40,000	One Double	€25,000
Communal shed (incl. base)		One	€10,000
Water network on-site (350m network plus 5 tap stands)	€5,000	One	€5,000
<b>ST</b>			<b>€58,000</b>
<b>UTILITIES</b>			
Uisce Eireann Site connection fee	€2,000	One	€2,000
Water connection at site access	€10,000	One	€10,000
<b>ST</b>			<b>€12,000</b>
<b>Total</b>			<b>€75,000</b>
<b>OPTIONAL EXTRAS</b>			
Soil enrichment	€2,500 per 1000sqm	n/a	
Vehicular access	€5,000	n/a	
Car parking (unsealed surface)	€1,000	n/a	
Electrical connection and internal supply from site access	€10,000	n/a	
Lighting	€1,000 per stand	n/a	



Water-based toilet / Masonry shed	€20,000	n/a	
On-plot sheds	€300 per shed	n/a	
<b>Sub-Total</b>			<b>€0</b>
<b>Total</b>			<b>TBC</b>
<b>Land price</b>			
Licence			TBC
Purchase			TBC

# Appendix Three – Indicative Licence Agreement

## **Allotment Licence Agreement**

This Licence Agreement made on \_\_\_\_\_ (**enter date**) \_\_\_\_\_ between **KILDARE COUNTY COUNCIL** of Áras Chill Dara, Devoy Park, Naas, County Kildare, Local Authority (hereinafter called “the Licensor”) which expression shall include its successors and assigns ‘*insert site/address*’ having its registered office *insert address* (hereinafter called “The Licensee”) of the Other Part.

### **Whereas:-**

1. The Licensor is the owner of the lands marked on the **map attached** in the County of Kildare as more particularly delineated on the map or plan annexed hereto and thereon edged red (hereinafter called “The Premises/ The Site”).
2. The Licensee hereby covenants with the Licensor that it will observe all the terms and conditions contained in the Schedule hereto as to each term and condition applicable to the Licensee was incorporated as a separate covenant with the Licensor.
3. It is proposed that the licensee will take the lands for a period of “ ” for the purpose of using the lands for community garden allotments and use of same for horticulture (“the intended purpose”) on the following terms and conditions.

### **SCHEDULE**

In consideration of the license by allotment of lands by the licensor to the licensee and the payment to the council by the licensee of the annual fee of € for the lands marked, the licensee agrees as follows;

1. To use the lands only for the growing of vegetables, plants, and horticulture.
2. To preserve and keep any fences, hedgerow and gates situated on the lands in good order and repair.
3. To keep the lands in good and tidy order and to take such measures as may be necessary to ensure that any effluent discharged into the drains or sewers which belong to or use for the licensed lands in common with other hereditaments and premises will not be corrosive or in any way harmful to the said drains or sewers or cause any obstruction or deposit therein. The disposal of waste and in particular solvent will be in strict compliance with all applicable environmental, waste and health and safety legislation and regulations.
4. Not to assign, sublet or part with or share the possession of the lands or any of its rights under this agreement or permit any other person of company to occupy same without first obtaining the consent in writing of the licensor (the council).
5. Not to do or allow to be done any act or thing which is likely to be or become a nuisance danger or annoyance to the licensor or other adjoining property owners or neighbours.
6. Not to allow any sales or market to operate from the lands under this agreement.

7. Not to erect or construct any buildings of any kind on the lands under this agreement.
8. To indemnify the council against any claims made by an employee, licensee or invitee of the licensor arising out of the use of the premises/site or any access points and common areas or approaches leading to the premises and to effect and have in force proper public liability and employers liability insurance cover sufficient to satisfy the council that the licensor and intended users hold adequate insurance cover to enable this indemnity to be fully complied with.

### **PROVISOS**

#### **9. Intended Purpose**

In the event that the lands are not used by the licensee for the intended purpose, or the community gardens project does not commence for \_ years, this agreement will be void and the licensee rights hereunder will be released.

#### **10. Termination and re-entry for breach**

In the event of a breach by the licensee of any of these conditions it shall be lawful for the licensor (council) have given \_ days prior written notice of the breach to re-enter into and upon the lands or any part thereof in the name of the whole and there-upon the term shall absolutely cease and determine but without prejudice to any rights or remedies which may then have accrued to either party against the other in respect of the antecedent breach of any of the covenants herein contained.

#### **11. Termination of License**

Either party may terminate this agreement on giving \_ months' notice to the other party.

#### **12. No Partnership**

This agreement is for the sole purpose of providing accommodation and appointment making services to the licensee and nothing in this agreement shall be deemed to constitute a partnership.

**FIRST SCHEDULE**

**THE LANDS**

**PART 1**

All that the property situate at \_\_\_\_\_ in the county of Kildare, being part of the lands comprised in FOLIO ., measuring \_\_\_\_\_ hectares approximately, and is more particularly delineated in red and marked with the letter 'A' on the map attached.

Present when the Common

Seal Of Kildare County

Council was Affixed hereto:-

\_\_\_\_\_  
DIRECTOR OF SERVICES

**LICENSEE:**

**Name**

**Signature**

**Date**

**LICENSEE**

**WITNESS**



## Appendix 4 – Site Selection Process

The following Appendix includes alternative proposals which were considered during the final selection in terms of suitability;

### Athy

#### Site 1 – K Leisure (ATH 3)

Site Criteria	Description	Qualification /Comments (Yes or No)
<b>Size (&gt;0.5acre)</b>	2 acres	
<b>Site Location</b>	Located approx. 400m from town centre and located beside existing Leisure facility, residential area and the River Barrow. Site serviced with minor road and possible parking at Leisure Centre. Surrounding green space not bounded or fenced and used as public amenity space along River.	
<b>Footpath</b>	Located beside the K Leisure complex with foot paths and road network in place.	
<b>Land use zoning</b>	Open Space (F)	
<b>Water Supply</b>	Water connection runs through the site location.	
<b>Nature of Site</b>	<p><b>Soil</b> – Alluvial – Good</p> <p><b>Drainage</b> – Poor</p> <p><b>Aspect</b> – South Facing and not currently overlooked. Building located to the west of plot location.</p> <p><b>Topography</b> – Flat green open space.</p> <p><b>Security</b> – Not currently bounded/fenced.</p>	
<b>Comments:</b>	<p><b>Good site location being within open space and beside current leisure facility. The lands are very exposed with no fencing. Surrounded by a number of residential estates which may leave it exposed to anti-social behaviour.</b></p>	

**Site 2 – Townparks (ATH 4)**

Site Criteria	Description	Qualification/Comments (Yes or No)
<b>Size (&gt;0.5acre)</b>	4 acres	
<b>Site Location</b>	Located approx. 1km from the town centre, adjacent the River Barrow and St Vincent's Nursing Home. Surrounded by residential with no direct formal access points to the lands unless walking. No parking facilities at present. Currently green open space and unbounded.	
<b>Footpath</b>	Located close to the K Leisure complex with foot paths and road network in place.	
<b>Land use zoning</b>	Open Space (F)	
<b>Water Supply</b>	Water connection runs through the site location.	
<b>Nature of Site</b>	<p><b>Soil</b> – Alluvial / Limestone Sand &amp; Gravel – Good</p> <p><b>Drainage</b> – Poor/Moderate in sections.</p> <p><b>Aspect</b> – South Facing and not currently overlooked. Residential estate and nursing home/industrial units surrounding land to west.</p> <p><b>Topography</b> – Scrub land green open space.</p> <p><b>Security</b> – Not currently bounded/fenced.</p>	
<p><b>Comments:</b>  <b>Site located adjacent the St Vincent's Nursing home and surrounded by parkland and residential. Potential for vehicle access through nursing home grounds with site access to the north/rear of the site. The lands are very open with no fencing and surrounded by residential estates which may leave it exposed to anti-social behaviour.</b></p>		





ATH 4

ATH 3





## Naas

### Site 1 – Monread (NS4)

Site Criteria	Description Site (A)	Qualification/Comments (Yes or No)
Size (>0.5acre)	0.87 acres	
Site Location	Located to the north of the park and bounded by housing to the east and south. Long rectangular site and not currently used for recreation.	
Footpath	Walking trail alongside plot, including parking at various points at park entrances.	
Land use zoning	Open Space (F)	
Water Supply	Water connection runs adjacent the site.	
Nature of Site	<b>Soil</b> – Limestone Till <b>Drainage</b> – Good <b>Aspect</b> – West Facing, bounded by hedgerow and trees to the east and south. <b>Topography</b> – Flat green open space. <b>Security</b> – Not currently fenced.	
<b>Comments:</b>	<b>Disused section of the park that is very narrow and long, not suitable for game type of activities. Tall trees line the curtilage of proposed plot, including rear garden hedgerow of adjoining housing. Partly bounded with hedgerow on two sides which would require fencing to secure. Risk of anti-social behaviour.</b>	



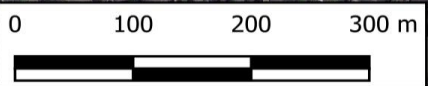
## Site 2 – Monread (NS5)

Site Criteria	Description Site (B)	Qualification/Comments (Yes or No)
<b>Size (&gt;0.5acre)</b>	0.65 acres	
<b>Site Location</b>	Located east of site at the main vehicle entrance and car park. Adjacent Monread Gym and currently bounded by wall to the south of plot.	
<b>Footpath</b>	Walking trail alongside plot, including parking available adjacent the site.	
<b>Land use zoning</b>	Open Space (F)	
<b>Water Supply</b>	Water connection runs adjacent the site.	
<b>Nature of Site</b>	<p><b>Soil</b> – Limestone Till</p> <p><b>Drainage</b> – Good</p> <p><b>Aspect</b> – North facing.</p> <p><b>Topography</b> – Flat green open space.</p> <p><b>Security</b> – Not currently fenced. Wall bounds south of plot.</p>	
<p><b>Comments:</b>            Disused plot of land located beside car park. The plot may be slightly overlooked by the Gym complex to the south, but currently clear aspect to the north, east and west. Risk of anti-social behaviour.</p>		





 **Comhairle Contae Chill Dara**  
Kildare County Council

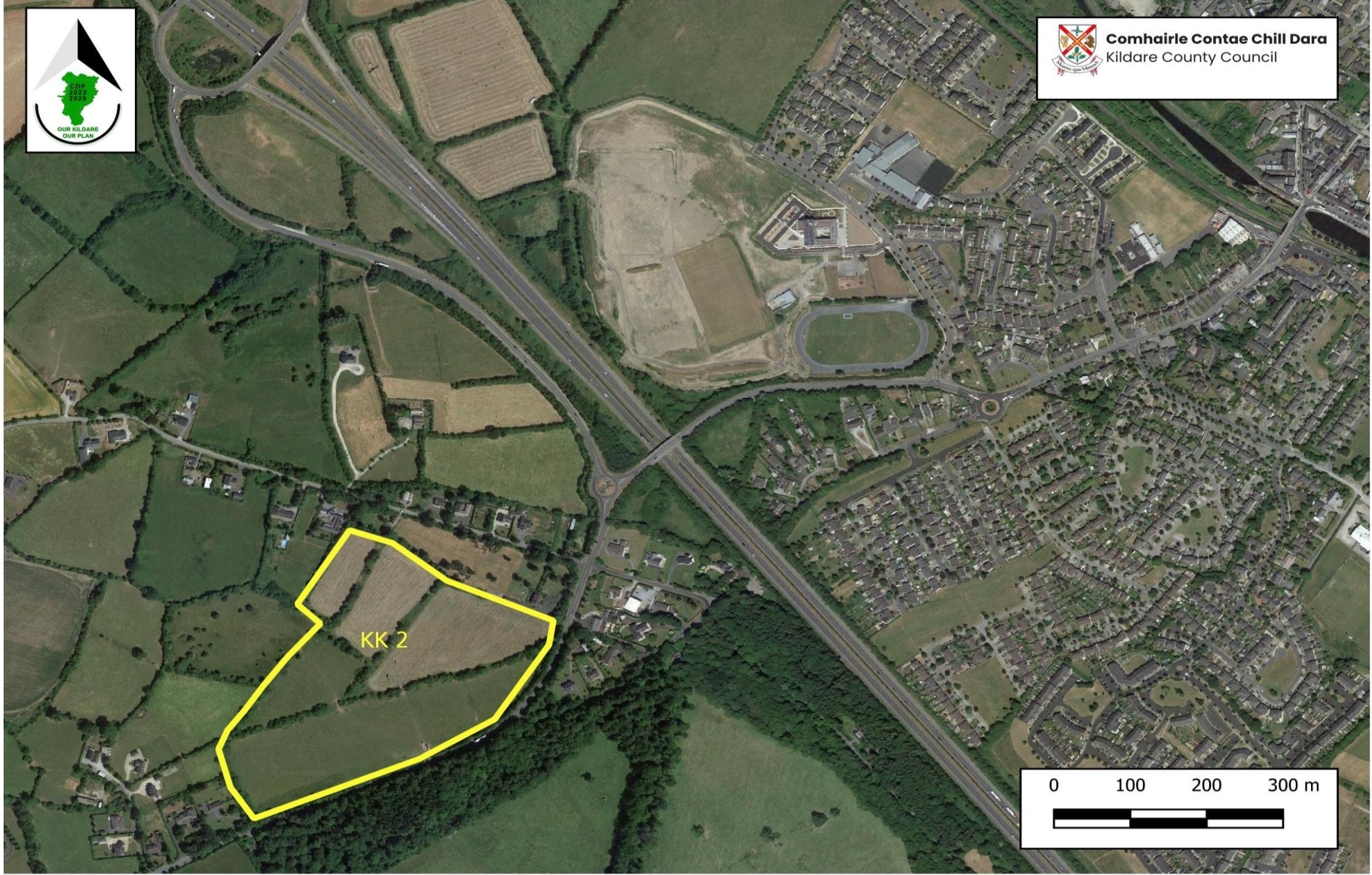




## Kilcock

### Site 1 – Duncreevan (KK 2)

Site Criteria	Description	Qualification/Comments (Yes or No)
Size (>0.5acre)	24 acres	
Site Location	Large landholding approx. 1.5km outside the town centre. Agricultural land and not currently zoned, surrounded by one off housing.	
Footpath	The site is serviced with footpaths to the town centre, however no formal entrance or parking within lands exist.	
Land use zoning	N/A	
Water Supply	Water connection approx. 50m from the site.	
Nature of Site	<b>Soil</b> – Limestone Till <b>Drainage</b> –? <b>Aspect</b> – Not overlooked. <b>Topography</b> – Agri flat land. <b>Security</b> – Bounded by hedgerow with one gated entrance.	
<b>Notes:</b>	<b>Large agricultural land holding short distance outside the town centre. Serviced with footpaths which makes the site easily accessible. Could form part of a larger parkland, recreation use in future.</b>	

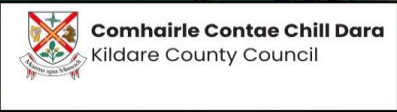




## Celbridge

### Site 1 – Willow Park Road (CEL 3)

Site Criteria	Description	Qualification/Comments (Yes or No)
<b>Size (&gt;0.5acre)</b>	2 acres	
<b>Site Location</b>	Located behind the St Patricks Primary School and Celbridge GAA and approx. 1km from the town centre. Surrounded by residential, the site is disused scrubland part-zoned for both Open Space and Residential.	
<b>Footpath</b>	No footpath directly along site boundary, however footpaths exist on other side of road. No formal entrance to site.	
<b>Land use zoning</b>	(F) Open Space	
<b>Water Supply</b>	Water connection runs adjacent the site.	
<b>Nature of Site</b>	<b>Soil</b> – Limestone Till (Loamy) <b>Drainage</b> – Good <b>Aspect</b> – South Facing, not overlooked. <b>Topography</b> – Relatively flat scrub land with trees and small mounds. <b>Security</b> – Secure site with hedgerow and wall bordering residential estate.	
<b>Comments:</b>	<b>Good Residential location and short walking distance to town centre, however high cost associated with site clearance and formal access required.</b>	



CEL 3

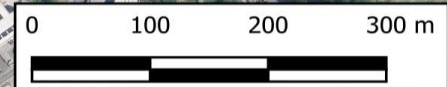
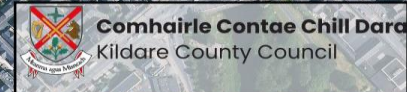


## Newbridge

Site 1 – Pairc Mhuire (NB 2)

Site Criteria	Description	Qualification/Comments (Yes or No)
<b>Size (&gt;0.5acre)</b>	4 acres	
<b>Site Location</b>	Located approx. 500m from the town centre and centrally positioned surrounding by housing.	
<b>Footpath</b>	The site/park land is serviced with footpaths including pedestrian link running through park. Parking is available around the parkland and estate.	
<b>Land use zoning</b>	(F) Open Space	
<b>Water Supply</b>	Water connection runs adjacent the site.	
<b>Nature of Site</b>	<p><b>Soil</b> – Fine loamy limestone</p> <p><b>Drainage</b> –Moderate</p> <p><b>Aspect</b> – South Facing, not overlooked.</p> <p><b>Topography</b> – Flat, open green space.</p> <p><b>Security</b> – Not bounded, open parkland.</p>	
<b>Comments:</b>		
<p><b>Good location and well positioned within housing estate. Large open space with no fencing including pedestrian link through site and tarmacked area. The park doesn't appear to be used for playing activities, however the site is large and flat which could facilitate a portion of land for an allotment use.</b></p>		







## Appendix 5 – Resource & Management

The following section outlines a summary of the typical duties, staff resources and costs associated to efficiently run and manage a program of allotment sites as a Local Authority. In preparation of this strategy, Fingal County Council and South Dublin County Council were consulted in terms of their experience to date in managing allotment sites, providing a high-level overview of the duties involved and resources required.

### Fingal County Council

#### 4 Sites – c.900 plots

#### 2 Full time Staff (2x Staff Officers + 1/2 clerical staff)

- All sites are managed by council staff. All sites have one allotment association per site who are set up as point of contact for day-day operations and queries. Allotment associations are a requirement for all sites in terms of insurance and liability.
- Site inspections carried out by allotment staff and allotment association.
- 2x full time staff assigned to day to day operations, with assistance required from 1 / 2 people during busy months (Jan – March) for renewals, new applications and waiting lists (All postal work).

Month	Task(s)	Days per week / Hours
January	New Applications – Assessment	5 days / 35
Feb	New Applications / Lottery Draw	5 Days / 35
March	Waiting Lists - Vacant plots assigned	5 Days / 35
April	+ Admin/Queries/Site Improvements & Work tenders if required	2 days / 14
May	Inspections	3 days / 21
June	+ Admin/Queries/Site Improvements & Work tenders if required	2 days / 14
July	Inspections	3 days / 21
August	+ Admin/Queries/Site Improvements & Work tenders if required	2 days / 14
September	Inspections	3 days / 21
October	Admin/Routine Queries/ Work tenders if required	2 days / 14
November	Renewals (New Term)	3 Days /21

December	Renewals (New Term)	3 Days / 21
	Total Hours	1064 per year 89 per month

## South Dublin County Council

### 4 Sites – 488 Plots

#### Staff – 2 Full time Assigned (2x Staff Officers – Public Realm)

- Fully managed by council staff including all individual plot holders.
- No requirement for an allotment association to be formed for each site which results in all individual queries sent directly to allotment staff (large volume).
- 2 full time staff assigned to day to day, with assistance required from 1 / 2 people during busy months (Dec – Feb) required with renewals, new applications and waiting lists (All postal work).
- Site Inspections carried out by allotment staff, with assistance required from grounds/maintenance staff.

Month	Task(s)	Days per week / Hours
December	Renewals	5 days / 35
January	Renewals – matching payments/agreements	5 days / 35
Feb	Renewals – follow up on rent arrears /no replies to renewals	5 days /35
March	Site Inspections - CE order for year 2024 authorising lease of plots to various holders (long list)	5 days /35
April	Site visits – Friarstown site very large (300 approx. plots) takes more than one visit – various calls/queries	4 days /28
May	Meeting with SDAA, dealing with follow up queries	3 days /21
June	More site visits and follow up with any non-compliant holders	3 days /21
July	Preparation for Open Day in Friarstown, procurement, plot inspections for competitions, organising prizes, arrange invitations to Mayor and Elected Members, photographer, arranging clean	5 days /35



	ups with outdoor crews, various queries on day to day basis	
August	Continuing prep for Open Day and staff member attends on the day, follow up to contact prizes winners who may not have been in attendance and arrange to send out etc, finalising financial matters from the day, day to day queries etc	5 days /35
September	Day to day queries, checking finance, etc	3 days / 21
October	Final site visits, identify sites not being worked and follow up	2 days / 14
November	Preparing for renewals, identifying who to send out agreements to etc, deal with surrenders for those who will not be renewing, other queries	3 days / 21
	Total Hours	1344 per year 112 per month





**Comhairle Contae Chill Dara**  
**Kildare County Council**