

VACANT LOT



GARDEN MANAGEMENT PACK

A practical guide to keep your community garden growing



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HOW TO USE THIS GUIDE

A successful gardening club will require some basic management tools to ensure a safe and well organised growing space. Our Garden Management Pack will equip you with all the tools you'll need to run your own safe and successful gardening club.

Some of the resources in this pack can be photocopied, personalised and laminated to be used on garden notice boards and others will help you to manage your own gardening club.



CONSTITUTION OF THE

GARDEN ASSOCIATION

The name of the organisation shall beGarden Association.

1. Objectives

- To create a thriving, safe community space, improving the environment and increasing healthy eating. This committee seeks to find ways to sustain the garden project and secure its future by working together, applying for funding if necessary and continuing to grow food.
- To manage plot reallocation, neglected plots and co-ordinating the waiting list.
- To promote the interests and protect the rights of all plot holders.
- To ensure all plot holders follow the agreed guidelines and maintenance plan.
- To promote and uphold equal opportunities.
- To work towards good relations amongst the plot holders on the garden.
- To promote social and community activities, specifically spring and autumn workdays for people on the garden in accordance with the Registered Social Landlord (RSL) or Landowner's guidelines. Please ask advice from your RSL / landowner about Public Liability Insurance when planning activities.
- To promote good communication between the RSL/ landowners and the committee and all plot holders.

2. Membership

Open to all (insert RSL/landowner) residents who are (Insert garden project name) Garden plot holders and their families living at (Insert estate name) who shall be called full members. Every member shall have one vote. Open to other non-..... (Insert RSL/landowner) residents, who are plot holders, who shall be called associate members. Associate members cannot take the role of officers of the general committee unless agreed by the RSL/landowner.

3. Membership fees

Initially a kitty of £..... was collected from each plot holder. The Committee and its members can decide if this arrangement will be an annual commitment if the demand for specific equipment or materials is identified.

4. Equal opportunities

Members must actively seek to represent the needs of the whole community and must not discriminate on the grounds of nationality, race, gender, sexual orientation, religion or political belief, appearance, marital status or disability. We are opposed to discrimination in any form and fully support equal opportunities and the participation of all cultural groups.

5. Committee

- The community garden shall be managed by a Committee to be elected at the Annual General Meeting.
- The Committee shall consist of a chairman, secretary, treasurer as a minimum requirement.



- The Committee will meet at least two times a year
- Minutes from the Committee meetings will be available to all members.

7. Annual General Meeting

- An AGM will be held every twelve months as determined by the Committee.
- A report on progress and a statement of finances will be made. There will be an option for re-election.
- New committee members may then be elected, and any changes to the Constitution voted upon.
- The Secretary will notify all members of the date of the AGM giving no less than 14 days notice.
- No committee shall take place with fewer than 3 committee members present.
- The Committee is required to invite the RSL/landowner.

6. Finance

- The group may raise funds by obtaining grants from other bodies or by fundraising schemes. All money raised by or on behalf of the group shall be applied to further its objectives.
- All funds shall be kept in a bank account that shall be opened in the name of the group by the treasurer.
- The Secretary, Treasurer and the Chairperson shall be signatories on the account and all cheques shall require two of these signatures.
- Accounts shall be kept by the Treasurer, and brought to every committee meeting where they may be inspected. All expenditure shall be agreed and controlled by the committee. Receipts should be acquired for all expenditure over one pound.
- The Treasurer will submit the accounts for audit by a non-member of the association (for example your housing officer) at the end of each financial year.

7. Dissolution

TheCommunity Gardening Group can only be dissolved at a Special General Meeting to which all members will be given at least 14 days notice to attend. Funds and possessions shall be disposed of according to the wishes of that Special meeting.

Community Gardening Group:

Housing Officer/ Landowner:

Signed

Signed

Position

Position

Date

Date



FORMING YOUR COMMITTEE

The group's 'committee' helps with the day to day running of the group. The Committee should consist of:

Officers:

- A Chairperson who runs the meetings
- A Treasurer who oversees the finances
- A Secretary who takes charge of taking the minutes of the meetings
- A membership secretary to oversee and keep records of the membership

The Committee members are elected by the group members at the Annual General Meetings and must stand for election annually.

Duties of the officers

The chairperson – the chairperson helps the group to achieve its aims, sets agendas, conduct meetings and acts as a leader of the group, ensuring its smooth operation. A good chairperson will act as a facilitator, ensuring positive discussions and involving the entire group.

The secretary – the secretary ensures that all members of the group are kept fully informed and that they feel involved and included. The secretary looks after the group's paperwork and records, prepares papers and agendas for meetings, taking minutes of meetings, books meeting rooms, and supports the chairperson.

The treasurer - The treasurer looks after the financial affairs of the group by keeping accounts and accurate up to date records. The treasurer is responsible for opening a bank account and paying in money, paying bills and managing petty cash and expenses payments and for reporting to the committee.



BANKING FOR CLUBS AND SOCIETIES

The group needs a bank account to deal with any money that is created by the group through fundraising, membership fees etc. The account should be set up in the name of the group, with at least 2 signatories who must be members of the Committee (usually the chairperson and the treasurer).

There are a number of banks that have accounts especially for clubs and societies.

These include:

- Barclays Community account
- Natwest Clubs, Societies and Charities account
- Unity Trust Bank
- Co-operative Community Account

The first two offer free banking but the latter may charge depending on the circumstances. They do however offer ethical banking which may be something your group wants.



PLOT AGREEMENT FORM (plot-holder's copy)

Welcome to the Garden. This project is a chance to create a thriving, safe, community space, improving the environment and increasing healthy eating.

Rights and Responsibilities of plot holders

As a plot holder you have a right to:

Keep your plot as long as you wish providing you adhere to plot holder responsibilities
 Have access to tools and water
 Attend and discuss concerns and ideas with the garden group committee

Responsibilities:

- Your own plot: As plot holders you have a responsibility to maintain your plot and the surrounding areas, keeping it weed & litter free.
- Common areas: These need to be maintained and should be kept tidy and free of health and safety hazards.
- Respect: It is important to respect each others plots. Plot holders should not at any time weed or plant on any others plots unless agreed by the plot holder. Please do not allow plants to encroach into the paths and adjacent plots. Please plant your garden in such a way that for most of the day your neighbours will receive their fair share of sunshine.
- Tools: These are for everyone to use, so they need to be cleaned after use, and stored safely in the shed.
- Noise: Gardening should take place within reasonable times, taking care not to disturb neighbours.
- Water: Be mindful of water usage and minimise water waste.
- Organic Gardening: This should be practiced - no chemicals and pesticides to be used, protecting the environment and reducing the levels of toxins in the food grown.
- Compost: Follow composting guidelines to ensure no chemicals or cooked food go into the bins.
- Reallocation: You may keep the plot as long as you like, however if you do not want it anymore the garden group need to know so it can be reallocated to someone on the waiting list. An agreement needs to be signed when a plot is allocated.

Plot holder's receipt

Date
Plot number
Padlock code for shed
Key given	Y / N
Payment received	£



PLOT AGREEMENT FORM (committee's copy)

I have read, understood and agree to follow the garden Guidelines

Name of Plot holder.....

Signature.....

Address.....

Contact Number / Email.....

Plot No.....

Donation for Kitty Paid £.....

Key Received.....

Date.....



MEETING AGENDA

Meeting of the Gardening Group

Meeting location.....

Date.....

1. Welcome, introductions and apologies

Attendees:

Apologies received (people who were invited and cannot attend)

2. Matters arising and successes since the last meeting

3. Developing the Gardening Club/Garden/Events

4. A.O.B. (any other business)

5. Agree actions and who will do them

6. Date and time of the next meeting

7. Close



SAMPLE MINUTES

(Name of the Gardening Group)

Minutes of Meeting

Date held:

Present: *(list of attendees)*

Apologies: *(names of those absent who made their apologies in advance)*

A. Approval of Agenda

The agenda was unanimously approved as distributed.

B. Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

C. Matters arising and successes since the last meeting

Summarise the discussion of each item, state the outcome, and assign any action to the item.

D. Developing the Gardening Club/Garden/Events

Summarise the discussion for new issues, state the next steps, and assign any action to the item.

E. Summary of actions and who will do them

F. Date for the next meeting

Minutes submitted by:

Approved by:



GARDEN MAINTENANCE PLAN

Activity	By Whom	Frequency					When
		Daily	Weekly	Monthly	Yearly	Quarterly	
Meeting up as a garden group twice a year to discuss issues. Meet in early Spring (Feb) to reallocate any spare plots and remove weeds, dig over all plots ready for the next growing season. Meet in Autumn (Oct) to clear out any plants that have stopped producing food, save seeds, dig plots over and sow winter veg/green manures.	Plot Holders and Caretaker					✓	Autumn and Spring
Keeping your plot weed free i.e., when you are not growing over winter, sow green manure seeds which feed the soil and stop weeds. Or cover plot heavy fabric.	Plot holders		✓		✓		Throughout the year, especially in winter
Weed around your plot to at least a 1m perimeter –Please weed at the base of the planters to stop them getting established and then setting seed in your plot.	Plot holders			✓			Throughout the year
Keep the water butt filled. Check weekly in the summer and monthly in the winter.	Caretaker		✓	✓			Throughout the year
Turn Compost – Once the compost begins to fill up it is important to turn the compost with a fork to help it decompose faster. In spring add fully decomposed compost into your plot to add nutrients and improve soil structure	Plot holders		✓				Throughout the year
Keep the storage area tidy so all tools are accessible and clean after each use, oil if necessary, ensure they are kept in a damp-free place.	Plot holders	✓	✓				Throughout the year
Wipe down benches if used as a table to garden on.	Plot holders	✓					Throughout the year
Rake autumn leaf litter, collect into black bin liners and hide behind a bush whilst it decays into lovely mulch for beds or add to compost bin.	Plot holders & Caretaker				✓		Autumn
Take any litter with you and pick up any litter you see around the plots.	Plot holders	✓					Throughout the year
Prune fruit bushes after harvesting in late Autumn. In Spring add supports if necessary	Plot holders				✓		Autumn and Spring





COMMUNITY GARDEN PLOT ALLOCATION PLAN

(Laminate & display outside the garden entrance)

RSL/Landowner Contact:.....

Lead Garden Group Contacts:.....

 Plot Allocation		
Action	Who	When
If you would like a plot:	Contact:	On going
 Plot Holder Inductions / Membership		
Action	Who	When
Plot Application Procedure: New plot holders will be inducted so that they are aware of guidelines for the Community Garden and given codes or keys as necessary for padlocks to access the shared tool bank. Plot holders will take a shared responsibility for the upkeep of the garden and agree to keep their plot tidy and safe for other users. GG will keep a waiting list for plots.	Garden Groups lead contacts are responsible for plot allocation and inducting new plot holders.	On going
Available Plots: If plots are vacant they can be allocated. Promote this around the estate using posters and leaflets and include in estate newsletter where relevant.	Housing officer can support with use of resources i.e. photocopier, paper etc. where relevant.	VERY IMPORTANT in Spring – February to April at beginning of growing season. Also on going if people move on
Neglected Plots: Identify plots that have been neglected, breaching plot holders agreements. If no progress or plot unwanted, the plot can be reallocated to the next person on the waiting list. Send a letter to identified plot holders. Use tags to label plots to alert plot holders of the neglect	Housing Officer to support Garden Group if any matters arise.	VERY IMPORTANT in Spring – February to April, at beginning of growing season so you talk to plot holders about their agreement to maintain their plots. Also on going
Membership fees: Your GG may charge for plot rental?	Garden Group responsible. Housing Officer to be aware of procedure. Housing Officer also to let GG know of funding opportunities	Collected every Spring or at AGM and kept by GG committee until they decide how to spend it. –New tools, padlocks, maintenance.
AGM and other garden group meetings	Housing Officer to support GG to form a committee and assist in setting up and also attend the meeting.	On going



COMMUNITY GARDEN ADMINISTRATION PLAN

(Laminate & display outside the garden entrance)

RSL/Landowner Contact:.....

Lead Garden Group Contacts:.....

Access and Security

Action	Who	When
Keys: Gate Master Keys		Ongoing
Accessibility Checks: To inspect that no pots etc. obstruct access and where relevant, if site is wheelchair accessible.	Joint responsibility – Garden Group lead and Housing Officer	Ongoing
Anti Social behaviour:	Joint responsibility – Garden Group lead and Housing Officer	Ongoing




Site Maintenance

Action	Who	When
Garden Workdays: Organising seasonal workdays for site maintenance including promotion by posters, leaflets and the estate newsletter.	Garden Group responsible.	VERY IMPORTANT to arrange a Spring workday (February-April) to reallocate any spare plots. In Autumn (Oct) to clear out plots, save seeds, sow winter veg/green manures and going throughout year.
Garden signs: kept up to date, with relevant contacts	Joint responsibility – Garden Group & Housing Officer	On going
Weeding Plots: weed in and 1m perimeter around the planters without the use of weed killers	Garden Group responsible	On going



Grounds Maintenance

Action	Who	When
Mowing lawn/grass areas	Contractor	On going
Mow meadow areas where relevant	Garden Group lead	
Repairs: general fixing around the site	Garden Group lead on reporting repair requests to the Service Centre	On going,
Weeding of the site: No use of weed killers. 	Garden Group and Contractor	On going
Emptying litter bins	Garden Group responsible.	On going



Fruit Maintenance

Action	Who	When
Picking fruit trees & bushes	Garden Group responsible.	As per species



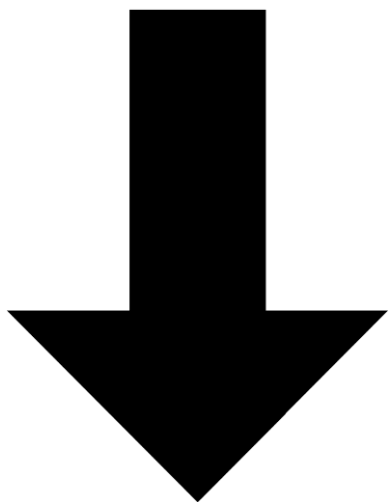
NEGLECTED PLOT TAGS (Laminate & display tag on a neglected plot or flyer through letter box of plot holder)





●

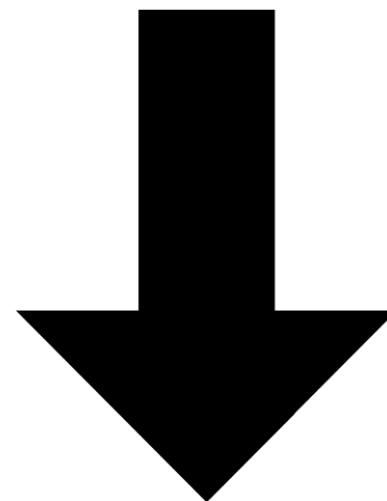
**DO YOU STILL
LOVE ME?**



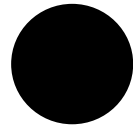
**PLEASE CONTACT.....
IF YOU DO NOT WISH TO CONTINUE
GROWING DELICIOUS FOOD IN YOUR
PLOT, SO WE CAN GIVE IT SOMEONE
WHO DOES.**

●

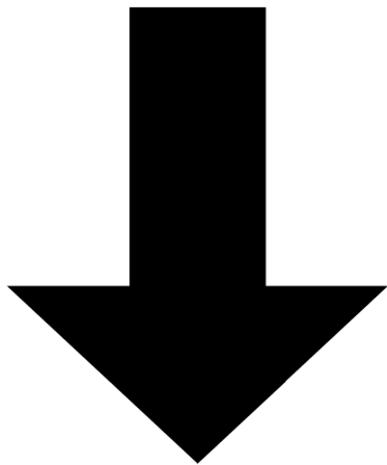
**WILL YOU STILL
LOVE ME
TOMORROW?**



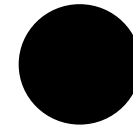
**DO YOU STILL WANT TO GROW
DELICIOUS FOOD ON YOUR PLOT?
IF NOT, PLEASE CONTACT
SO SOMEONE ELSE CAN.**



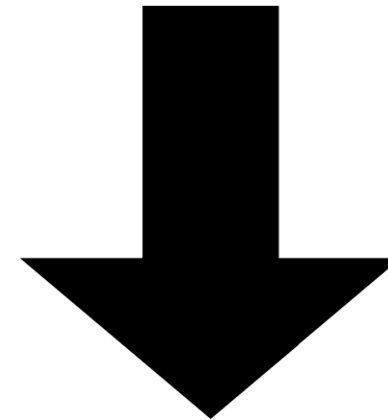
**HELLO? IS IT ME
YOU'RE LOOKING
FOR?**



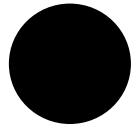
**PLEASE CONTACT.....
IF YOU DO NOT WISH TO CONTINUE
GROWING DELICIOUS FOOD IN
YOUR PLOT, SO WE CAN GIVE IT
SOMEONE WHO DOES.**



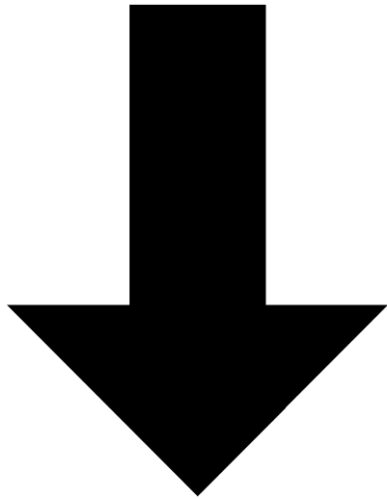
**HELLO? IS IT ME
YOU'RE LOOKING
FOR?**



**DO YOU STILL WANT TO GROW
DELICIOUS FOOD ON YOUR PLOT?
IF NOT, PLEASE CONTACT
.....
SO SOMEONE ELSE CAN.**

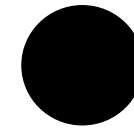


REMEMBER ME?

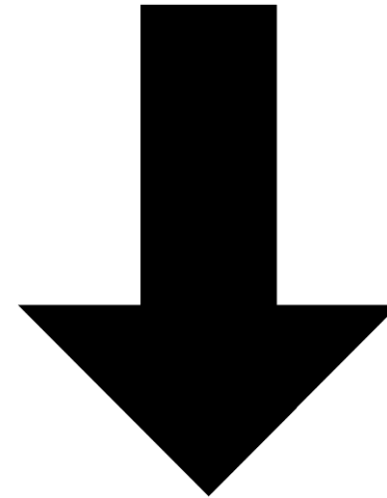


PLEASE CONTACT

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**IF YOU DO NOT WISH TO CONTINUE
GROWING DELICIOUS FOOD IN YOUR
PLOT, SO WE CAN GIVE IT SOMEONE
WHO DOES.**

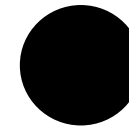
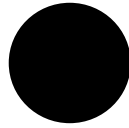


REMEMBER ME?



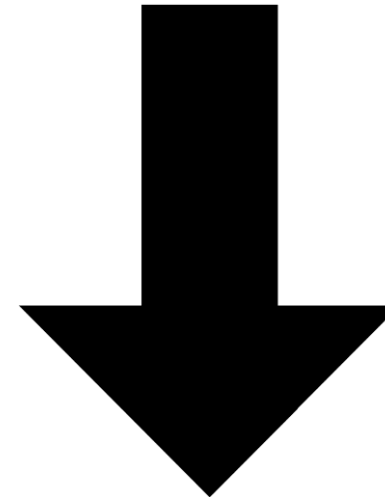
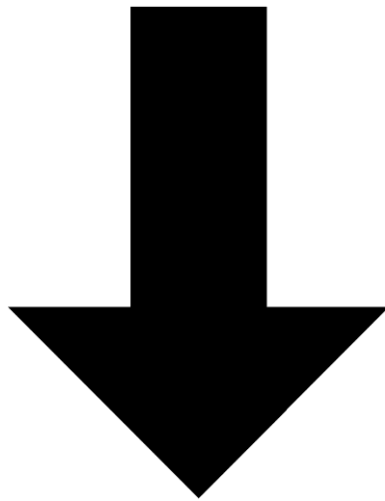
**DO YOU STILL WANT TO GROW
DELICIOUS FOOD ON YOUR PLOT?
IF NOT, PLEASE CONTACT**

.....
SO SOMEONE ELSE CAN.



**DO YOU REMEMBER
THE TIME WHEN.....?**

**DO YOU REMEMBER
THE TIME WHEN.....?**



**PLEASE CONTACT.....
IF YOU DO NOT WISH TO CONTINUE
GROWING DELICIOUS FOOD IN YOUR
PLOT, SO WE CAN GIVE IT
SOMEONE WHO DOES.**

**DO YOU STILL WANT TO GROW
DELICIOUS FOOD ON YOUR PLOT?
IF NOT, PLEASE CONTACT
.....
SO SOMEONE ELSE CAN**



A COMMUNITY GARDEN REMINDER...



DO YOU STILL WISH TO GROW DELICIOUS FOOD ON YOUR PLOT?

IF NOT, PLEASE CONTACT

.....
**SO SOMEONE ELSE CAN. WE HAVE PUT A SIGN ON PLOT NUMBER.....,
AS ACCORDING TO OUR RECORDS IT BELONGS TO SOMEONE AT THIS ADDRESS.
PLEASE RESPOND AS SOON AS POSSIBLE.
MANY THANKS,
VACANT LOT GARDEN GROUP COMMITTEE**

A COMMUNITY GARDEN REMINDER...



DO YOU STILL WISH TO GROW DELICIOUS FOOD ON YOUR PLOT?

IF NOT, PLEASE CONTACT

.....
**SO SOMEONE ELSE CAN. WE HAVE PUT A SIGN ON PLOT NUMBER.....,
AS ACCORDING TO OUR RECORDS IT BELONGS TO SOMEONE AT THIS ADDRESS.
PLEASE RESPOND AS SOON AS POSSIBLE.
MANY THANKS,
VACANT LOT GARDEN GROUP COMMITTEE**



Risk Level Matrix		1.1 Severity of Harm (S)				
		Minor injury = 1	Over 3 days injury or illness = 2	Major injury = 3	Permanent disability = 4	Death = 5
Probability of harm (P)	Improbable = 1	1	2	3	4	5
	Possible = 2	2	4	6	8	10
	Occasional = 3	3	6	9	12	15
	Common = 4	4	8	12	16	20

Key:

LOW	MED	HIGH
1-3: Relatively unimportant	4-9 : Take action fairly quickly	10-20 : Take action before work starts

P = probability from 1 to 4, S = severity 1 to 5, L = level from 1 to 20

Hazard Checklist

Workplace		
Slips and trips	Fire	Other (List below)
Heating	Services	
Lighting	Working Space	
Ventilation	Storage	
Access and Egress	Edge Protection	
Obstructions	Traffic Routes	
Equipment		
Lifting Equipment	Electrical Equipment	Other (List below)
Workplace Transport	Display Screen Equipment	
Machinery	Pressure Vessels	
Hand Tools		
Physical		
Noise	Repetitive Work	Other (List below)
Vibration	Electricity	
Radiation	Working Space	
Manual Handling		
Substances		
Chemicals	Asbestos	Other (List below)
Dusts	Legionella	
Fumes	Biological	
Flammables	Body Fluids	
Pesticides		
Processes		
Work at Heights	Hot Works	Other (List below)
Confined Spaces		
Work Organisation		
Lone Working	Workload	Other (List below)
Violence and aggression	Stress	
Driving / cycling	Working Hours	
Contractors		
Other		
Cuts/Burns	Workers with a disability	Other (List below)
Pregnant Workers	Under 8s	
Dogs	Young Persons (under 18)	
Weather Conditions		



PUTTING ON AN EVENT - CHECK-LIST

	Things to consider	Check	Comments
Before the event	<p>How much will it cost</p> <p>Are there enough people to help</p> <p>Time frame – how much time do you need</p> <p>When – weather</p>		
Permission - Licensing	<p>Who do you need it from?</p> <p>Landlord/landowner e.g. Housing Association</p> <p>Do you need a license to run your event</p> <p>Check with your local council</p>		
Promotion and Publicity	<p>Who to, how, where and when</p> <p>Posters, Flyers, Email, Text</p> <p>Local Paper – what's-on page</p> <p>Press releases (before and after)</p> <p>Taking photos – permission</p>		
Logistics	<p>Transport of materials/equipment to and from the site</p>		
The activity	<p>Equipment needed:</p> <p>Tools</p> <p>Gloves</p> <p>Seeds</p> <p>Tables</p> <p>Shelter – gazebo?</p> <p>Wet weather gear!</p> <p>Pen and paper for new contacts</p>		



Food and refreshments	Hot and cold drinks BBQ Providing food Food and Hygiene regulations		
Health and safety	Risk Assessment Tools – count in and out Ensure well maintained First Aid Kit First Aider on site – named person Mobile phone – is it charged? Emergency numbers needed Toilet facilities Shelter Children/young people Photo permission – do you have it?		
Insurance	Public Liability Insurance Do you need it? Check with housing provider		
After the event	Rubbish collection – where will it go Equipment needed - Bags, litter pickers, gloves Recycling Clean tools Download photos Send a press release Thank people!		

SIMPLE HEADING

THAT IS EASY TO READ
FROM 5 METRES

More information about the event,
explaining briefly what is involved.

When: **Date and day**

What time: **using am
& pm to avoid any confusion**

Where: **Full address
and map if necessary**

Any other information - reminders,
for example 'bring your gloves' etc.

Contact details here





A Groundwork London Publication

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