



## **SSWCG Aims and Management arrangements for Community Gardens March 2022**

### **Aims and guiding principles of the community gardens**

1. To increase biodiversity
2. To create a place of pleasure and contentment
3. To make cultivation plots available to the inhabitants of South Stoke and the surrounding area- linking people who want to grow food to space where they can grow it
4. To encourage environmentally sound and sustainable practices
5. To promote cross-community co-operation and learning
6. To be a not-for-profit enterprise
7. To encourage and support disabled people and those with special needs to participate in a community venture
8. To grow vegetables, fruit and flowers for consumption in the community that are free of contaminants
9. To be a good neighbour and help non-members

### **Management arrangements**

1. The site is run by a Community Garden Association (CGA). The CGA operates independently of the Parish Council, under the governance of the South Stoke Amenities Charity, or under an arrangement with the PC that is similar to the arrangement between the Amenities Charity and the Parish Council
2. A Management Committee (MC) is formed consisting of up to 7 members, all of whom are people with an interest and commitment to build the gardens or who are involved as plot holders
3. The MC will elect a chair person and will regularly meet and create a record of these meetings
4. The MC will be responsible for the entire site, i.e the community areas and the private plots. Depending on the arrangement reached with the school, there might be a need to manage that agreement too
5. Rules of engagement and operation for the MC will be based on good practice from similar organisations
6. A community garden superintendent shall be appointed from the MC. The superintendent will direct and co-ordinate activity in the community areas, including maintenance, crop production and distribution

7. A private plot manager shall be appointed from the MC to manage the private plot holders and ensure that the rules and agreements are enforced
8. Rules for private plots shall be based on common allotment site rules, with the addition of some rules consistent with permaculture and organic gardening principles. (See do's and don'ts below)
9. The MC shall have a treasurer and someone to maintain a focus on fund raising and receipt of rents
10. The MC shall use revenue from plot rental to maintain and develop the site
11. The MC shall have someone focussed on creating events, such as seed swaps, training, working parties, social events, etc
12. The MC shall allocate private plots and community areas to reflect the changing demands over time. Records shall be kept:
  - a. waiting lists
  - b. site statistics and inventory
  - c. tenant information
  - d. details of site representatives
  - e. association details and relevant legal documents, e.g. lease, constitution
  - f. financial information – rents and expenditure
  - g. complaints, termination of tenancies
  - h. site and plot inspections (including digital images of problem areas);
  - i. risk assessments
  - j. insurance.
13. The community garden will have nominated days for activity in the shared areas, these will be advertised and shall be open to all. The superintendent shall maintain a list of tasks and allocate these to willing volunteers
14. The MC shall resolve any disputes and shall do this by taking into account the guiding principles and, where necessary, use of simple democratic process in the committee
15. The MC has appropriate policies, including:
  - a. Safeguarding
  - b. Data Protection
  - c. Complaints/whistle blowing
  - d. Financial controls
16. The MC maintains risk assessments appropriate to the site, activities and volunteers
17. The MC maintains appropriate 3rd party and employee indemnity insurance
18. The MC maintains an online bank account

## **South Stoke community gardens: rented plots**

### **Do's and Don'ts**

Persistently breaking any of the rules mentioned will result in the serving of a Notice to Quit the plot.

#### **Do's**

- You can plant herbs and flowers as well as fruit and vegetables
- If the site has gates you **MUST** always ensure you lock them behind you
- You can bring your dog on site as long as it's kept on a lead at all times
- You can have a small lawned area as long as it's regularly mown
- You can build a pond, as long as it's built in a way that's not dangerous to people and animals. For advice contact the Management Committee
- You **MUST** erect a clearly visible number board on your plot
- If you have fruit bushes/trees, etc, you **MUST** maintain the area around them
- You must cultivate and keep free from weeds at least 75% of your plot
- If there is a shed on your plot you must maintain it in a serviceable and safe condition
- You **MUST** pay your plot rent within 40 days of receiving an invoice
- If you vacate you must pay any rent owed
- Always inform the Management Committee if you change your address
- Permit entry to sheds/structures for Management Committee members at any time requested
- If you vacate your plot you **MUST** remove all belongings within two weeks
- Paths either side of your plot should be maintained and kept to a minimum width of 0.5m
- Always inform the Management Committee if you have any problems
- You are responsible for helping to maintain the communal areas

#### **Dont's**

- You are not allowed to sublet your plot
- You are not allowed to use your plot for any trade or business
- You are not allowed to bring or use non-organic pesticides or herbicides onto the site
- You are not allowed to bring onto or use carpets on plots
- You must get permission from the Management Committee if you wish to erect sheds, greenhouses, etc, or if you wish to plant dwarf rootstock fruit trees, or if you wish to keep chickens, bees or rabbits on your plot
- You are not allowed to bring rubbish onto the site (if you do you will be charged for its removal)
- You are not allowed to block communal pathways/haulingways
- You are not allowed to wash crops or tools in water troughs
- You are not allowed to use a hosepipe or a sprinkler to water crops
- You are not allowed to have bonfires
- You are not allowed to stay overnight on your plot
- You are not allowed to cause a nuisance to other plot holders or neighbouring householders – nuisance could include bad language, getting drunk, playing loud

music, racist language, etc

- You or your children are not allowed to go onto other people's plots unless they have given you permission to do so
- You are not allowed to dig up paths between plots
- You are not allowed to use any form of harassment or violence on-site, be it physical or verbal
- You are not allowed to let your dog stray onto or foul other plots or paths/haulingways
- You are not allowed to transfer your tenancy
- You are not allowed to bring firearms onto the site
- You are not allowed to keep cockerels, pigs, sheep or horses on plots – hens, bees and rabbits may be kept if permission is granted by the Management Committee

### **Cultivation requirements**

- From the start date of your tenancy agreement you have a three-month period in which enforcement for non-cultivation is not applicable. After this time you will receive a fourteen- day notice to remedy if at least 75% of your plot is not at a good level of cultivation
- The site is cultivated using organic and permaculture principles
- Good cultivation involves a regular level of work, with crops planted or ground prepared ready for planting
- If you have fruit bushes/trees then the area around them must be maintained to a high standard and not be allowed to become overgrown and covered in weeds
  - You should not allow your plot to become covered in weeds that seed or spread
  - If you fail to pay your rent within 40 days, or fail to improve the condition of your plot following a Notice to Remedy, or receive three Notice to Remedy letters within three years, you will be issued with a one-month Notice to Quit. If you do manage to remedy the plot's condition by the end of the one month your Notice to Quit will be cancelled (except after receipt of three Notices to Remedy within three years)