Community garden planning

PREPARE

Identify, consult and involve people

- Local history groups/people
- Local clubs
- Local services
  - Police
  - Fire
  - Community officers
  - Planning
- Local politicians
- Charities
- Local businesses
- Local council
- Wildlife trusts
- Local nature groups/people
- Local residents

Establish community team roles

- Different nationalities
- All age groups
- Design coordinator
  - Architect
  - Public artists
  - Structural engineer
  - Quantity surveyor
  - Land surveyor
  - Garden/Landscape designer
- Steering group
  - Organisations
    - Local council
    - Local businesses
    - Charity funders
  - Stakeholders
    - Local residents
    - School
    - Local shops etc.
- Organised person
  - Checks details of project
  - Organises budget
  - Brings information together
- Person person
  - Keeps up enthusiasm
  - Chairs meetings
  - Achieves consensus
  - Promotes project to locals

Establish community team or client

- Remember big picture
- Give feedback
- Be efficient over meeting numbers and duration
- Try not to change decisions made
- Keep timeline and sign off stages
- Keep project on track
  - Monitor budget
  - monitor time required
  - Ensure quality
- Encourage and enthuse
- Respect each other

Understand the site

- Check present value of site for wildlife
- Check present value of site to people
- Check suitability for purpose
- Establish if any restrictions apply
- Gain permission to use site
- Find the right site

Secure funding

- National funding bodies
  - Heritage Lottery Fund
  - Big Lottery Fund
  - GreenSpace
  - Others
- Local funding bodies
  - Local Council

Appoint a design consultant

- Direct appointment
- Competitive fee tendering
- Design competitions

Develop a vision for the site

- Shared aspirations
- Sense of identity
- Sense of place
- Local coherance
- History
- Geography
- Visit other sites
- Look at books/internet

Develop a brief

- Management and maintenance issues
  - Organisation
    - Management issues
    - Maintenance schedule
    - Risk assessments
    - Code of conduct
    - Insurance
    - Signage
    - Time availability
  - People
    - Skills
    - Enthusiasm
    - Time
- Brief
  - Fesasbility study
    - Possibilities/constraints
    - Finances
    - Organisational ability
    - Time available/required
  - Budget available
    - Capital costs
      - Materials
      - Equipment
      - Fees
      - Contingency
    - Running costs
      - Insurance
      - Maintenance
      - Fees
      - Time
  - Planning issues
  - Dimensions
  - Topography
  - Boundaries
  - Existing structures
  - Existing plants
  - Services above/below ground
  - Soil attributes
  - Rubbish above/below ground
  - Current usage
  - Surroundings
  - Linked spaces

DESIGN

The design process in summary

- Design/atmosphere
  - Features and landscape
    - Scale
    - Enclosure
  - Safety
  - Soil
  - Topography
  - Plants
  - Materials
  - Weather
  - People
    - Circulation
  - Areas surrounding
    - Utilities
    - Habitat types
  - Areas within
    - Specialist
    - Style

The sketch scheme proposal

- Cost estimates
- Programme for implementation
- Plans/sketches of size and character of project
- Application for outline planning permission if required
- Other approvals from statutory bodies if required

The detailed proposal and tender documents

- Detailed plan
- Construction diagrams
- Planting plan
- Proposed materials and techniques
- Quotations from contractors
- Estimated total cost plus breakdown

CONSTRUCT

Appoint construction contractor or arrange work parties

- Local business as charity
- Landscape contractor as business
- Landscape contractor as charity
- Trainees
- Volunteers
- The community
- Other groups
- BTCV
- Young offenders

Inform community,

- Stakeholders
- Neighbours
- Volunteers
- Local Press/radio etc.
- Local businesses
- Local council

Start work on the site

- Regularly inspect progress
- Regularly inspect quality of work
- Keep track of costs

Safety issues

- Ensure safe working conditions
- Check insurance cover
- Ensure comprehensive risk assessments available to all
- Provide training where required
- Provide personal protection equipment

USE

Re-evaluate project over time

- Annual commemorative meeting/celebration

Keep momentum going

- Share
- Keep in contact
- Organise events
- Apply for an award
  - Civic Trust Awards
  - Green flag Award
  - The Landscape Institue Award
  - Britain in Bloom Award
  - Local Awards
  - other Awards

Evaluate the project

- Did progress meet original aims
- Any future objectives
- Reflect on successes
- Reflect on failures/problems
- Numbers of people using/enjoying the project
- Environmental impact
- Social impact

Establish management and maintenance

- Annual action plan
- Fund raising for maintenance
- safety requirements
- Accounts etc.

Celebrate the opening

- Invite dignitaries
- Inform local Press/radio etc
- Gain permission
- Organise safety issues

Final completion

- Ensure all drawings,plans etc received
- Ensure all manuals for equipment provided
- Ensure all work carried out to full satisfaction
- Ensure warranties supplied