

Glengall Wharf Garden Steering Group and Future Planning Meeting

Date: 18 March 2018, 10.30

Location: Glengall Wharf Garden

Attendees: Sue Amos, Amy Higgitt, Tue Sando, Ben Hanslip (Grown in Peckham Community Gardener), Joe Knowles (early years' group rep), Bronwen Louw (previous GiP session leader), Claudia Perez (volunteer).

General Minutes:

- Wakefield and Tetley grant £2435 over 3 months (March – June 2018)
- Screwfix grant applied for £4440
- Sue Amos was approved by the group as a signatory
- The group discussed planning for the future of the garden, evaluating strengths, weaknesses, threats, opportunities and next steps (see below for detailed notes)

Future Planning:

Action points in red.

Strengths:

- Toddler groups
- Local interest in community projects
- Transparency and openness
- Amazing and well-resourced space
- Permaculture site
- Established
- Unique location / central London
- People

Weaknesses:

- Struggle to communicate internally
- Struggle to communicate externally
- Lack of clarity around roles and who does what
- Volunteer run
- Lack of long term funding
- Lack of other income
- Lack of capacity from volunteers
- Lack of support for workshops and for facilitators
- Lack of paid staff time
- Poor visibility of what we are
- Lack of baby changing facilities (Sue to look into getting table, mat and bags)
- Community not aware of who we are and how we work
- Assumptions made about involvement
- Lack of opening times / consistency
- Not reaching out to all local community 'hard to reach' groups

Threats:

- Keeping the momentum going for internal members and volunteers
- Lack of expertise amongst members
- Council limitations (i.e. around planning, building, income)

Opportunities:

- Forest school
- Cash and support from local developers
- Paid roles – fundraising, marketing, development, events, coordination, site management
- Using existing networks
- Building on existing projects and scaling up
- More visible signage along boundaries
- Linking with local organisations and making partnerships (who?)
- Site rental
- Building an amazing space
- Marketable space
- Creative projects e.g. signage

Opportunities by area:

Food growing:

- Accredited training
- Work experience

Health and wellbeing:

- Structured sessions
- More support

Kids:

- Forest school
- Holiday stuff
- Parents and kids' sessions

Social:

- Events
- Yoga

Education (kids):

- Forest school
- School group visits

Education (adults):

- Courses
- Workshops
- Accredited courses

Extra opening days:

- Gardening
- Seniors

Food:

- Cooking
- Feasts
- Pop up café

- Food events

Income:

- CSR
- Pop up café
- Garden centre
- Events
- Rentals
- Sales of produce
- *Note: we need to make sure we work with the council and get them to agree to any income.*
- *Note: it will be more straightforward to link income opportunities to specific activities*

Summary thoughts:

What is needed to achieve the above / capacity / paid staff / funds / resources?

- Skills
- Links to accreditation
- Link to schools / job centre
- Cleaner and tidier site (H&S)
- Better site maintenance and repair
- Baby changing facilities
- Internal events coordination
- Training

Everyone agreed that paid roles would be needed to coordinate and deliver on the above aims. These paid roles would fit into the board / steering group. The roles should have some freedom to think creatively about how they work, but would have a focus on delivery.

Core responsibilities would include:

- Site management
- Volunteer management
- Staff management
- Project management / development / networking / partnerships / advocacy
- Event planning
- Fundraising and finance
- Coordination and marketing
- Administration / management

These core responsibilities could be shared well by 2 paid roles:

Role 1:

- Site management
- Event / calendar planning
- Marketing
- Volunteer management
- Admin

Role 1:

- Project management / development
- Strategic planning
- Networking and building partnerships

- Finance and fundraising
- Staff management
- Admin

Next steps:

- **Amy** will write up notes, next steps, and timetable
- **Everyone** to consider long term funding opportunities for the above activities and roles
- **Sue** to apply for Tudor Trust for funding to help with transition. This could be used to support a project delivery manager role over 1-2 years to support change and transition phase.
- **Steering group** to meet to discuss timetable and next steps in more detail (see below suggestion)

Milestone	Dates / timeframe
Planning meeting	18 March 2018
Research other community gardens, roles, structures <ul style="list-style-type: none"> • Ben/Sue to invite experienced community garden manager to a steering group meeting? 	March – June 2018
Research possible funding opportunities <ul style="list-style-type: none"> • Everyone to research and share fund/grants with Sue 	March – June 2018
Steering group meeting (March) <ul style="list-style-type: none"> • Discuss next steps and timeframe • Discuss roles and resources needed for transition phase (Wi-Fi, payroll, costs?) 	March evening TBC Sue to do doodle poll
Apply to Tudor Trust to support with planning for future changes	April 2018
Steering group meeting (April) <ul style="list-style-type: none"> • Tue to invite someone from Simons and Simons to talk to us about organisation structure and options? 	14 April 2018
Steering group meeting (May) <ul style="list-style-type: none"> • Discuss organisational structure and transition • Discuss changes to our business plan • Discuss long term funding strategy 	13 May 2018
Steering group meeting (June) <ul style="list-style-type: none"> • Discuss business plan changes • Discuss funding applications 	10 June 2018
Funding applications made	June – September 2018
Steering group meeting (July)	8 July 2018

<ul style="list-style-type: none"> Update business plan / protocols 	
Steering group meeting (August) <ul style="list-style-type: none"> Update business plan / protocols (cont....) Discuss and agree paid roles and job descriptions 	12 August 2018
Steering group meeting (September) <ul style="list-style-type: none"> 	9 September 2018
Steering group meeting (October) <ul style="list-style-type: none"> 	14 October 2018
Steering group meeting (November) <ul style="list-style-type: none"> 	11 November 2018
Steering group meeting (December) <ul style="list-style-type: none"> 	9 December 2018
Funding secured by	December 2018
Write and advertise for paid roles	January 2018
Steering group meeting (January) <ul style="list-style-type: none"> 	13 January 2019
Steering group meeting (February) <ul style="list-style-type: none"> 	10 February 2019
Appoint new paid positions	March 2019
Review new paid positions	August 2019