



## *Riccarton West Community Garden*

*151-153 Peverel Street, Riccarton, Christchurch*

Draft Standard Operating Procedures and Guidelines have been compiled for the Riccarton-West Community Garden.

We would like to know what you think about the proposed procedures and guidelines.

We are inviting comments until 9 April.



## Background

The Riccarton-West Community Garden has been running since 2013 at 151-153 Peverel Street. The land has been loaned to the Riccarton West Community by Housing New Zealand on a year to year basis. With a future contract for the land use due for re-negotiation, there is a need to formalise a structure for the Community Garden. Up until now Oak Development Trust have agreed to access funds for the Community Garden and their accountability for the grants has meant that the Trust has governance role in ensuring the garden is being operated under a set purpose. The Riccarton West Community Garden is a member of the Canterbury Community Gardens Association.

The intention of the proposed standard operating procedures and guidelines is to provide a management structure for the garden as well as establishing some guidance for how the community garden should operate.

When drawing up the document the following was taken into account

- Christchurch City Council's Community Gardens Strategy/Policy
- Best practice guidelines from other successful Community Gardens in New Zealand and overseas
- Local experience and knowledge over the past three years with the Riccarton-West Community Garden.

## Purpose of the Riccarton West Community Garden

1. To be a place of meeting and connection in the community. The garden will operate and function through the dedication and work of volunteers.
2. To provide a place to grow vegetables and fruit collectively for the benefit of the community of Riccarton. The Community of Riccarton is defined for the purpose of this: Hansons Lane to Deans Avenue, Blenheim Rd to Riccarton Rd.
3. The produce grown will be free to everyone. However, everyone other than the frail elderly is expected to contribute in some way. This could be by weeding, planting, watering, donations of seedlings or fertilizer. Donations in kind can be left at the produce/exchange stand. Money donations can be paid to the Oak Development Trust, 80 Rattray St.



## Details of the Proposed Standard Operating Procedures and Guidelines

In addition to the background and purpose of the Riccarton West Community Garden as stated on the previous page, the document includes the following details

- Management Group
  - Composition & Role of the Management Group
  - Annual General Meeting & Election of members
- Best Practice Guidelines (to ensure a productive and safe garden)
  - Code of Behaviour
  - Gardening Techniques
  - Composting, Weed and Pest Control
  - Maintenance and Storage of Tools and Materials
  - Distribution of the Harvest
  - Health and Safety
- Designation of Area
  - Designation and Guidelines for Allotment Use
- Conflict Resolution Guidelines
  - Guidelines Overview
  - Informal and formal Grievance Procedures
- Appendices
  - Regular Voluntary Work Required at the Garden
  - Allotment Agreement for Riccarton West Community Garden (including allotment guidelines and conditions of use)

Copies of the full document are available from

- download on the Oak Development Trust's website ([www.odt.org.nz](http://www.odt.org.nz)),
- by contacting Nicola Wales in the Oak Development Trust Office ([nicola@odt.org.nz](mailto:nicola@odt.org.nz))
- by contacting Marie Byrne, Community Development Adviser at Christchurch City Council ([marie.byrne@ccc.govt.nz](mailto:marie.byrne@ccc.govt.nz)) or 941 6502.
- Picking up from the Oak Development Trust Office at 80 Rattray Street

## Some Questions

**Why do we need this for the garden - hasn't it been operating fine as it is?**

Housing New Zealand as the landlord have requested evidence to show that there is a structure in place for the Community Garden. Additionally this sets in place some guidelines to make

**What is Oak Development Trust's involvement in the garden and why is it involved?**

When the garden started and needed some funds, Oak Development Trust generously agreed to apply for funds on behalf of the garden. As the Trust now has some accountability responsibilities tied in with the funding, they are a natural partner with the garden. They have networks and relationships with funding organisations.

**Why is this being sent into Council?**

Marie Byrne as Community Development Adviser is undertaking this engagement as an independent person working in the local community.

**Can we suggest changes to the proposed procedures and guidelines?**

Absolutely - if you feel that there is something included that needs changing - please tell us. Also if we've left anything out - we want to know.

## Community Input - How can I tell you what I think?

Community members and interested parties are asked to provide input as to whether you agree with the Standard Operating Procedures and Guidelines as proposed as the way forward for the Riccarton West Community Garden to operate and what changes you would make to the document.

We'd also like to know what you consider to be important about the Riccarton West Community Garden.

You can;

Hand completed feedback forms to  
Oak Development Trust office,  
Riccarton or Fendalton Service Centre,  
Carol Renouf or Marie Byrne

Fold and post them into; (Freepost)  
Marie Byrne  
Community Development Adviser  
Fendalton Service Centre  
Christchurch City Council  
PO Box 73 -020  
Christchurch 8154



You could also email [marie.byrne@ccc.govt.nz](mailto:marie.byrne@ccc.govt.nz) - with your thoughts and feedback.

There will be two drop in sessions where you are able to come along and leave your comments or forms.

**Friday 18 March at the Common Ground Café 1-3pm**

**Wednesday 23 March at 80 Rattray Street 5.30 - 7pm**

## Related Documents

Proposed Riccarton West Community Garden Standard Operating Procedures and Guidelines available

- download on the Oak Development Trust's website ([www.odt.org.nz](http://www.odt.org.nz)),
- by contacting Nicola Wales in the Oak Development Trust Office ([nicola@odt.org.nz](mailto:nicola@odt.org.nz))
- by contacting Marie Byrne, Community Development Adviser at Christchurch City Council ([marie.byrne@ccc.govt.nz](mailto:marie.byrne@ccc.govt.nz)) or 941 6502.
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Christchurch City Council Community Gardens Strategy

[www.ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/policies/parks-and-reserves-policies/community-gardens-guidelines-policy/](http://www.ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/policies/parks-and-reserves-policies/community-gardens-guidelines-policy/)

## Further questions - contact

Carol Renouf- Oak Development Trust Manager [carol@odt.org.nz](mailto:carol@odt.org.nz)

Marie Byrne - Riccarton Wigram Community Development Adviser - [marie.byrne@ccc.govt.nz](mailto:marie.byrne@ccc.govt.nz) or 941 6502