

Leeds City Council
Environment & Housing / Parks and Countryside
Community Food-Growing Partnership Agreement

1 Background and objectives of the Agreement

Name of Group: _____ (henceforth **The Group**)

Website (if available): _____

Group affiliations and background: _____

Site location: _____ (henceforth **The Site**)

Primary activities:

- ☐ Conventional 'high maintenance' vegetables etc.
- ☐ Food growing in existing soil
- ☐ Food growing in raised beds and/or containers (imported soil)
- ☐ Conventional orchard with minimal under-planting
- ☐ 'Permaculture' / forest garden-type or other 'low maintenance' growing
- ☐ Focus on ornamental planting
- ☐ Focus on planting for wildlife
- ☐ Scheme will involve barriers such as cardboard, plastic sheeting, woodchip etc.
- ☐ Organic only
- ☐ Pond creation

To consolidate **The Group's work on **The Site**, this Community Partnership Agreement has been developed to facilitate a mutually agreed working partnership between Parks & Countryside (P&C) on behalf of Leeds City Council and **The Group**. The outcome of this arrangement is to give **The Group** an agreed independent involvement in the land management and maintenance of **The Site**. (See attached map for location).**

2 Key objectives of the Community Partnership Agreement are:

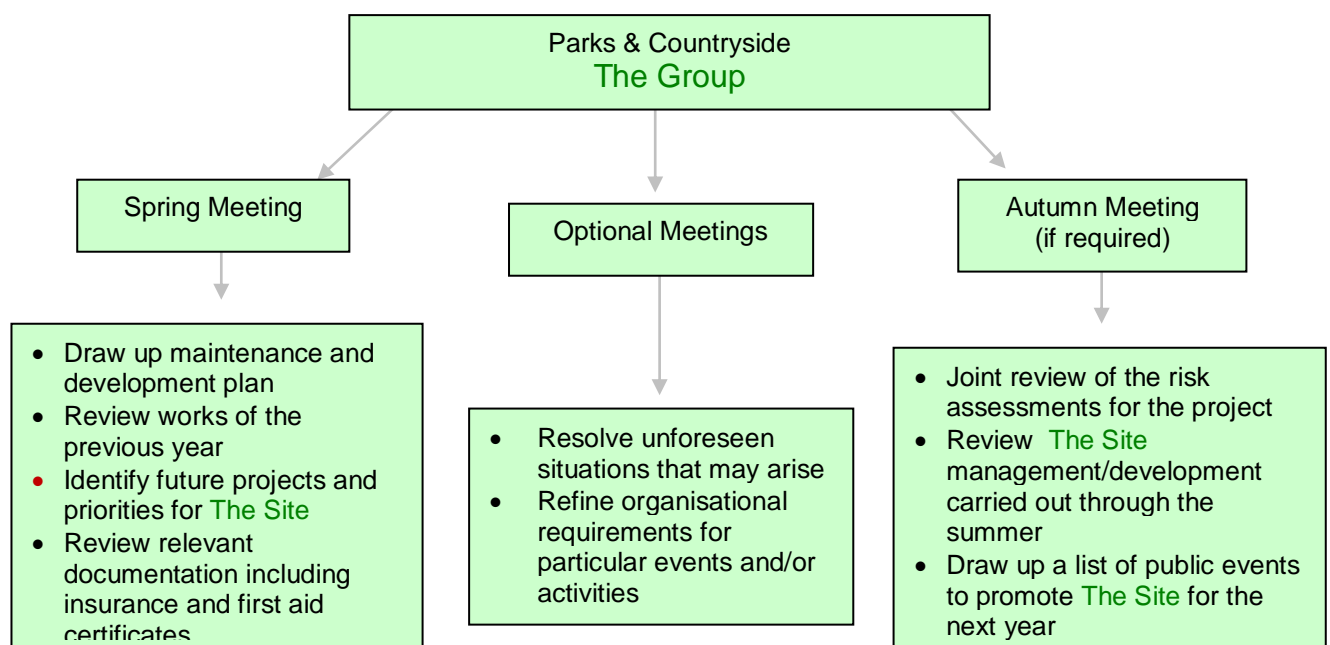
- To develop a formal mechanism that enables **The Group** to grow food at **The Site**.
- To work together to ensure the improvements to **The Site** also benefit the indigenous wildlife where relevant.
- Ensure the management and maintenance of **The Site** supports the Parks & Green Space Strategy for Leeds City Council and the site's management plan, (if relevant).
- Work together to identify future external funding opportunities for **The Site**.
- To allow **The Group** to organise a range of practical activities and educational events throughout the year that help to promote the project and its benefits to surrounding communities and the local environment.

- Develop a joint management/maintenance plan for **The Site**

3 Functioning of the partnership agreement

- Parks & Countryside officers will work with **The Group** on the **The Site** Community Partnership Agreement as defined in the annual work programme at the end of this document.
- At least one key partnership meeting to be held yearly between Parks & Countryside and **The Group**.
- Nominated members of **The Group** and Parks & Countryside will attend these meetings.
- A meeting will be held in spring to carry out a joint site inspection, draw up a maintenance/development plan for the current financial year, assess maintenance and management issues for **The Site**, and do a complete risk assessment for the scheme. A second meeting in autumn may be necessary in some cases.
- Meetings in subsequent years to follow the format laid down in Section 4 below
- All activities and events that **The Group** wish to pursue on **The Site** must have prior approval from Parks & Countryside. In addition, and where necessary, Temporary Event Notices, Performing Rights Group and/or Premises Licences must be sought prior to the particular event taking place or being advertised or promoted.
- Where appropriate, and through prior discussions, Parks & Countryside will endeavour to support/assist in events and activities undertaken by **The Group**.
- The option of additional meetings can be considered to deal with unforeseen situations or further refine organisational requirements for particular activities and/or events.
- Should **The Group** fail to uphold their part of the agreement or become disbanded, then the agreement becomes null & void.

4 Objectives of the meetings



- The Community Partnership Agreement will have a yearly and a long term action plan in place which will be updated and reviewed each year at the above meetings and will also allow the various parties to monitor the effectiveness of the scheme and make any necessary modifications for future years.

5 Commitment to the Community Partnership Agreement for **The Site.**

5.1 The Group Commitment

- To be a fully constituted community group with operational committee*. The constitution should be attached to this document and an update on the committee should be provided to the Parks and Countryside service annually. (*Feed Leeds can advise on how to achieve this see Advice at www.feedleeds.org).
- To manage and maintain **The Site** as set out in this agreement, meetings with Parks and Countryside service and the site management plan (if relevant).
- To produce a relevant risk assessment for all activities and ensure that all participants are, aware of, and adhering to it, at all times.
- To ensure that whatever works are undertaken render **The Site** no less safe and accessible to the general public. (Food growing areas may not be fenced off, though partial barriers may be acceptable on agreement with Parks and Countryside staff).
- Any tree maintenance work undertaken must comply with Forestry Act (1967) regulations and have prior approval from a Parks & Countryside woodlands officer. (This will probably not apply to most food-growing groups).
- To monitor the local usage of **The Site** and report emergency incidents through to the Community Safety ParksWatch service for attention on 0113 2329973.
- Non-emergency incidents should be rung through to Parks & Countryside on 0113 3957400 or e-mailed using parks@leeds.gov.uk.
- To ensure appropriate measures are in place regarding training/certification, risk assessments and safe codes of working practice for all operations undertaken. Relevant certification should be presented to the Parks and Countryside Service annually and copies kept with this signed document. E.g. for use of strimmers. (This will probably not apply to most food-growing groups)
- To ensure all participants wear personal protective clothing appropriate to the task as defined by the risk assessment.
- To make certain adequate public liability insurance is in place to cover all events and activities being undertaken. Insurance certificates should be presented to the Parks and Countryside Service annually and a copy should be attached to this document.
- To ensure, where appropriate, that larger events and regular activities have the necessary permissions from Parks & Countryside bookings and licensing team and relevant Temporary Events Notice, Performing Rights Group Licence and/or Premises Licence in place.

- To ensure suitable first aid cover is in place for activities and events. This cover must include certified first aider/s, first aid kit and means of contacting the emergency services being available as required. First aid certificates must be presented annually to the Parks and Countryside service and copies attached to this document.
- *This item will not be relevant to most groups* Vehicle access is permitted for vehicle registration number (insert vehicle registration number as relevant) and must be used according to Parks and Countryside rules and regulations and the agreed risk assessment for the group.
- All accidents/incidents resulting from **The Group** activities must be reported to Parks and Countryside and the Leeds City Council accident/incident reporting form (CF50) is filled in and passed to Parks and Countryside as soon as possible.
- Under no circumstances will **The Group** allow lone working for any activity.
- To seek to encourage community participation within **The Site** throughout the year.
- The Group to explore, arrange and promote suitable events and activities on **The Site**. Where appropriate, these events and activities will be incorporated into the Parks & Countryside events leaflets and will have received prior approval before being promoted.
- To share proposals for publicity (press releases etc.) concerning **The Site** with Parks and Countryside prior to release.
- To develop links with other local organisations to encourage a diversity of community activities on **The Site** to ensure sustainability of the partnership agreement.
- To ensure that all volunteers are aware of the Leeds City Council safeguarding policy and have signed the safeguarding document relating to children and vulnerable adults. The signed document should be attached to this agreement.
- Always consult with Parks and Countryside on any proposed contractual work.
- To follow Leeds City Council policies and procedures at all times.












5.2 Commitment to the Community Partnership Agreement for Parks & Countryside

- Provide guidance for **The Group** on all requirements of the community partnership scheme and agreed activities on, and for, **The Site**.
- Provide, as and when required, technical expertise and direction regarding the management and maintenance of **The Site** to The Group so that programmes of work can be progressed
- Provide, as and when required, technical expertise and direction regarding the provision of Temporary Events Notices, Performing Rights Group Licences and/or Premises Licences for pertinent events and activities
- Carry out any specialist technical assessments in terms of health & safety and risk assessments for **The Site** (e.g. location of known underground services).
- Assist The Group in drawing up suitable risk assessments to cover their activities.

- Where appropriate, organise volunteer training days for the safe operation of practical tasks, activities and events for the protection of all people and wildlife using **The Site**.
- Provide a copy of the Parks and Countryside volunteer policy, health & safety handbook and CF50 accident/incident report forms.
- Provide agreed grounds maintenance/development works at **The Site** if they are not appropriate for volunteers (e.g. too dangerous).
- Provide details of regular Parks & Countryside maintenance operations where relevant.
- Where appropriate, procure on behalf of **The Group** necessary materials, tools and personal protective equipment to be used on **The Site**.
- Respond to incidents on **The Site** reported by **The Group**, and report outcomes back to the group
- Ensure the council staff are adequately trained and competent to carry out the work specified
- Undertake emergency repair work required to **The Site** or infrastructure to make the area safe
- To help publicise appropriate events and activities organised by **The Group**.
- Organise at least one meeting a year to review the community partnership agreement and the work of the group on **The Site**.
- Ensure contractors organised by **The Group** comply with Leeds City Council rules and regulations

6 Short Term Action Plan (Insert year_____)

NB Grey dots are a suggestion only - actions will vary from group to group

ACTION	WINTER	SPRING	SUMMER	AUTUMN
• Preparation of long term action plan				
• Litter clearance				
• General weed control				
• Woodland/scrub management if relevant				
• Path and step clearance/maintenance				
• Preparation of beds for annual veg				

• Tending and harvesting etc			<input type="radio"/>	
• Harvesting and tidying				<input type="radio"/>
• Other (Continue below if necessary)				
• Infrastructure management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Habitat management – grass cutting if relevant				<input type="radio"/>
• Habitat management – wetland areas if relevant	<input type="radio"/>			<input type="radio"/>

7. Contact Details

Leeds City Council Parks & Countryside	<ul style="list-style-type: none"> Phil Staniforth, Parks Technical Manager: 0113 3957400 Insert name of technical officer: 0113 395 7400
The Group	<ul style="list-style-type: none"> Insert names of chair/secretary of community group – 2 names required

Attachments

Tick box as relevant:

Attachment	Copy attached?
Community group constitution	
Generic risk assessment	
First Aid Certificate	
Other certificates of training (please provide details below) (if relevant)	
Signed safeguarding document	
Public liability insurance	
Driving license (if relevant)	

If any of the above are not relevant for this community partnership agreement please state reasons (e.g. you don't plan to drive on site / covered by Leeds City Council insurance, etc)

Agreement to participate in community partnership agreement)

The Group and Leeds City Council Parks & Countryside service agree to the terms and conditions outlined in this community partnership agreement and will work together to ensure that The Site is managed and developed in a manner conducive to the maintenance of the character of The Site, its heritage, public recreation and conservation of the indigenous flora and fauna.

(Insert name of community group)

.....

(Insert name of site)

.....

Name

Signature

Position on committee.....

Name.....

Signature

Position on committee.....

Leeds City Council Parks and Countryside Service

Name

Position

Signature

Date

Date.....

Review date.....



Amended 2015 in association with feedleeds.org > advice page for more information