



Station Managers' Energy Garden Brief:



This Welcome Pack will provide you information to help you and your community create an Energy Garden

As Station Manager you are uniquely placed to identify and mobilise your local community to co-create an Energy Garden.

Working with the Energy Garden team over the next year there will be three main events that Station Managers may get involved in:

1. A meet and greet session where we introduce Energy Garden
 - a. the Energy Garden team will come in and share experiences and plan with you.
2. The community consultation process which galvanises the local community and formally agrees the gardening plans
 - a. we will provide hard copies of the following
 - i. your Energy Garden Welcome Pack,
 - ii. your Energy Garden questionnaire,
 - iii. your site survey,
 - iv. our partnership agreement
 - v. your health and safety information
 - b. we will provide electronic copies of the following
 - i. all the above documents
 - ii. your community consultation posters
 - c. If any of the above is missing please get in touch info@energygarden.org.uk
3. The celebration of the completed garden, where people and press will have an opportunity to attend. The event will be followed up with some workshops on how to garden and operate safely on site.

Guidelines for the community consultation

Overview notes

The initial meeting should take approximately an hour and a half.

It is essential to appoint the following roles:

1. A Chair (someone who ensures the meeting runs smoothly, that everyone has a chance to contribute and that there are effective outcomes)
2. A Minute taker (preferably someone with a laptop who can capture the minutes - summarising key discussion and action points – and send them to all attendees)
3. A person to capture (preferably on a laptop) all of the ideas of what the group wants and where. They will be provided with a station plan drawing and an Excel spreadsheet.
4. A timekeeper (everyone likes a timely meeting)

Over the course of the meeting the group should brainstorm ideas with their station manager about the following:

- What parts of the station would you like to see changed?
- Are those areas reasonably accessible and safe to work on?
- Specifically what would you like to see in those places?
- How will you maintain the garden? Base your ideas around what can be reasonably maintained.

Attached is an example of a successful consultation outcome. It displays a labelled lease plan of the station along with pictures and text relating to the labels. This is part one of illustrating the group's desires to the landscape architects, who will then draw up official plans. Part two is the "Scribe" filling in the spreadsheet.

Feedback

Before your first meeting you need to encourage members of the community group to fill in the Energy Garden questionnaire. Members will need to do this twice; once before the first community consultation and once again after the completion of the Energy Garden. This is essential for a number of reasons. Firstly, it lets you know who you're working with and how you can help them. Secondly it lets us know how we can support you and if we can improve on our relationship with community groups. Third, it highlights any changes in your opinion over the course of the project. This helps us prove that the project is enabling the local community to achieve its desires.

This helps us prove that Energy Garden is beneficial to the local community and enables us to secure funding for future Energy Garden projects.

The questionnaire form is available online through the Energy Garden website. There is also a hard copy included in the Welcome Pack. Completed forms can be sent to Repowering London, 8th Floor Blue Star House, 233-244 Stockwell Road, Brixton, SW9 9SP. Alternatively they can be collected in person by Energy Garden staff at the first consultation.



Energy Garden Community Consultation Draft Agenda
This is a template for how you can structure your meeting.

ENERGY GARDEN MEETING

YOUR GROUP'S NAME HERE

_____, 2016, _____ : _____ - _____ : _____
DAY MONTH TIME FROM TIME TO

- o Be positive*
- o Be respectful*
- o Speak succinctly and let everyone have their say*
- o Agree by consensus where possible, participatory democracy when not*
- o Be responsible for actions you agreed to undertake and be honest if you find you can't fulfil them or need to ask for help*
- o Listen to hear*
- o Be prepared to be challenged about inappropriate behaviour towards others*
- o This group functions co-operatively, there is no leader. We value democracy and equality of power*

19:00	Attendees:
19:05	1. Appoint the following roles to members of your group: <ul style="list-style-type: none"> • A chair • A timekeeper • A meeting note taker (computer needed) • A consultation note taker (computer needed)
19:15	2 Brainstorm <ul style="list-style-type: none"> • Collect completed questionnaires, urge those who havent to do so online • Read over the Welcome Pack together • Brainstorm of what parts of the station are accessible and can be turned into useful gardening spaces
19:25	3. Discussion <ul style="list-style-type: none"> • Asses the accesibility of the proposed sites • Discuss any conflicting interests that might arise from working in the proposed areas
19:30	4. What would you like to see in the available sites? <ul style="list-style-type: none"> • Use paper and a spread sheet to record your decisions • Take a walking tour through the station with spreadsheet. • Take photographs to correlate with your proposals
20:00	5. Garden Maintenance and upkeep <ul style="list-style-type: none"> • Discuss how whom and when your team would maintain the garden
19:50	6. Next Event <ul style="list-style-type: none"> • Arrange the details of the next meeting (date, time, location, attendees) • Go over timeline of approval Process with Energy Garden desingers and TFL staff • List the topics to discuss at the next meeting
19:55	7. Feedback <ul style="list-style-type: none"> • Use the online materials made available to you to complete the Energy Garden Group feedback form. This should be done by all members of the group at the end of your first consultation and after the launch of your successful Energy Garden.
20:00	8. Any Other Business

Bush Hill Park



- A:
- Veg/herbs area
 - Like the idea of some sort of barrier to protect it eg a picket fence
 - Area backs onto residential houses
 - Veg mentioned was
 - Any root veg
 - Runner beans



- Basically anything low maintenance so long as its not brassicas

- B:
- Staked garden area between the two Overground signs (so as to be viewable from a distance)
 - Flowers planted here in shape/colour of the Overground roundel

- C:
- Front of station area – keen on any kind of mural or painting that can be done (with local community designing the artwork – talk of it reflecting local history of the station)
 - Arches of the windows having box planters in them
 - Sample pots of plants along the wall/on the wall



- D:
- Useful bare earths running along fence on both sides of station
 - Both receive a lot of sun



- E:
- Inside walls of the bridge over the rails also receiving a lot of sun
 - Anything hardy and low maintenance
 - Either running along the wall or perched

