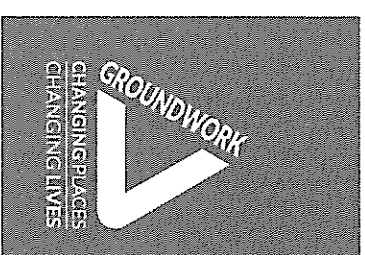
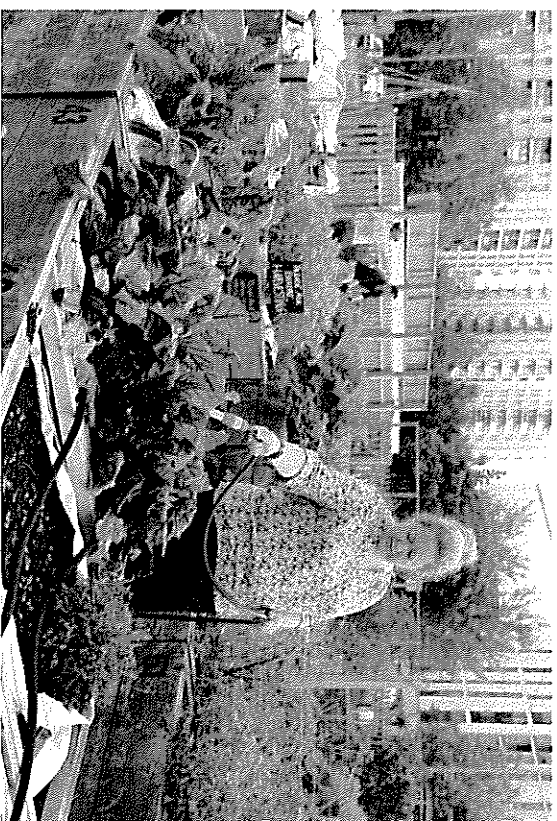


**GROUNDWORK**  
CHANGING PLACES  
CHANGING LIVES



**Mobile Garden 2020**

This proposal outlines how Groundwork London can work with OPL to continue to maintain the Mobile Garden Planters in their current temporary site at Park HQ and plan and prepare for the move and relaunch of the Mobile Garden at its new site on Clarrico Quay in September 2020.



## 1. Understanding of the Brief

The Mobile Garden (MG) is a moveable temporary community garden for pre-development sites within or adjacent to the Queen Elizabeth Olympic Park (QEOP). It was established at its first site on pre-development land within the Chobham Manor development, and is planned to move to Clarnico Quay, lower levels, and will form part of the Make Shift development.

**Transition:** The Clarnico Quay site (lower levels) is planned to be ready in Spring 2020. Meanwhile since 2018 the garden structures have been stored at an Interim Site (IS) which is based at Park HQ, with some beds stacked and some beds maintained for a planned garden move in August. This proposal provides pricing for continued garden maintenance during the storage of the garden at Park HQ and the re-vision of and relocation to the new site behind the Copper Box Arena (lower levels) and it's launch to open to the public.

As background, MGC was initially established by LLDC and Groundwork London (GL), with GL operating under the umbrella of Our Parklife (OPL). It is moving under the management of OPL, with GL delivering the project management and activities, subcontracted by OPL. This proposal is for works to be undertaken by GL.

## 2. Approach & Programming

**We have divided the aims into 5 sections:**

- A Development
- B Continue Maintenance of Garden Whilst in Storage at Park HQ
- C Move to New Site (lower level), Set up & Maintenance
- D Engagement & Launch
- E Programme of Activity from Sept 2020

**Constraints and agreed assumptions:**

- The garden is **not** accessible to the public during storage on Park HQ,
- Maintenance of the garden during the storage period will be by a solo GL Community Gardener, focusing on i) maintaining established perennial and mature planting and ii) a growing plan of annual crops that can be harvested for the launch but can withstand the move – root and salad crops, herbs,
- The stored garden at Park HQ will continue to be watered by idverde at Park HQ,
- Repair works to garden structures will be made prior to the move and carried out by idverde under OPL's instruction,
- The garden once moved onto Clarnico Quay will have controlled access only until the launch,
- A supply of water will be provided to the garden at Clarnico Quay,
- Once moved to Clarnico Quay site, a second GL Community Gardener will come on board the Project. As well as a sharing of programme activity delivery from Sept 2020, more than one gardener

<p><b>Years 4-5 Example</b></p> <ul style="list-style-type: none"> <li>• Run a programme of activities over 1 day a week in the garden, in line with agreed KPI's with 1 gardener</li> </ul> <p>GL Senior Project Officer 1 day/month GL Comms Officer .5 day/month GL Community Gardener 1 1 prep/admin day a month 4 days/month delivery</p> <ul style="list-style-type: none"> <li>• Rolling Partnership Meetings</li> <li>• Rolling Project Management</li> <li>• Rolling Communications</li> <li>• Rolling Monitoring &amp; Evaluation</li> <li>• Rolling Reporting</li> <li>• Rolling Operations</li> <li>• Rolling Health &amp; Safety</li> <li>• Rolling Maintenance</li> <li>• Structural improvements and maintenance</li> <li>• Further Planning &amp; Development</li> </ul> <p>Per year: GL Gardener 1 x 5 days GL SPO 4 days</p> <p>This does not allow for any project management of large garden events <i>Gardeners will not be available to run sessions on bank holidays</i></p>	
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## 3. Budget

can ensure that large tasks including manual handling are shared, event delivery, capacity efficiency for covering leave, and shared responsibility for generating ideas for activities.

E Programme of Activity from Sept 2020 - onwards	Staffing	Activity
	GL Senior Project Officer GL Comms Officer GL Community Gardener 1 GL Community Gardener 2	<b>Programme of activity Tasks include:</b> <b>Years 1-3</b> <b>Example</b> <ul style="list-style-type: none"> <li>Run a programme of activities over 3 days a week in the garden, in line with agreed KPI's with 2 gardeners</li> </ul> GL Senior Project Officer 1.5 day/month GL Comms Officer .5 day/month GL Community Gardener 1 1 prep/admin day a month 6 days/month delivery GL Community Gardener 2 1 prep/admin day a month 6 days/month delivery <ul style="list-style-type: none"> <li>Rolling Partnership Meetings</li> <li>Rolling Project Management</li> <li>Rolling Communications</li> <li>Rolling Monitoring &amp; Evaluation</li> <li>Rolling Reporting</li> <li>Rolling Operations</li> <li>Rolling Health &amp; Safety</li> <li>Rolling Maintenance</li> <li>Structural improvements and maintenance</li> <li>Further Planning &amp; Development</li> </ul> Per year: GL Gardener 2 x 5 days GL SPO 4 days  This does not allow for any project management of large garden events <i>Gardeners will not be available to run sessions on bank holidays</i>

**TIMELINE FOR PROGRAMME**

A Development	Staffing	Activity
January 2020 – August 2020	<ul style="list-style-type: none"> <li>GL Programme Manager – January 2020 – August 2020</li> <li>GL Senior Project Officer – commence March - August 2020</li> <li>GL Comms Officer – commence March – August 2020</li> <li>GL Community Gardener 1</li> </ul>	<b>Master Documents</b> <ul style="list-style-type: none"> <li>OPL/GL Partnership Agreement &amp; Terms</li> <li>KPI Agreement</li> <li>OPL/GL Payment Schedule</li> <li>OPL/GL GDPR Agreement/Privacy Notice</li> </ul> <b>Development Tasks to include:</b> <ul style="list-style-type: none"> <li>Attend planning meetings regarding future garden in partnership working with OPL/LLDC/Makeshift.</li> <li>GL in collaboration with OPL &amp; discussions with Makeshift, develop and provide a brief for Mobile Garden –focusing on a 'grow to share' approach. This brief should include the aims and aspirations for the garden as an active shared growing area and sanctuary, that will encourage increased participation and community cohesion, as well as supporting healthy living and access to door-step green space and basic training opportunities.</li> </ul> <p>An understanding of existing community gardens located around the Hackney Wick side of QEOP, so as not to not overlap unnecessarily with similar programmes of activity.</p> <ul style="list-style-type: none"> <li>A Communications Plan including garden signage</li> <li>Consultation and Engagement Strategy to ensure the garden fits the local need. <i>Note-Makeshift's Community Manager commences Spring 2020</i></li> <li>Growing Plan for 2020 growing season to ensure plants can be grown in storage site and moved and harvested at/for the Launch</li> <li>Draw up final layout for Mobile Garden</li> <li>Plan Launch Event for Garden Opening Sept 2020</li> </ul> <ul style="list-style-type: none"> <li>Design Programme of activity for Years 1-5 Working with budget available. Also consider wider possibilities if further funds could be secured.</li> </ul>

<p><b>B Continue Maintenance of Garden Whilst in Storage at Park HQ</b></p>	<p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>GL Programme Manager Jan 2020 - July 2020</li> <li>GL Senior Project Officer commence March 2020 - July 2020</li> <li>GL Community Gardener 1 Jan 2020 - July 2020</li> </ul>	<ul style="list-style-type: none"> <li><b>Design Growing plan for Year 1</b></li> <li><b>Project Management</b> for finances and communications</li> <li><b>Plan Health &amp; Safety Measures</b>, incl: Risk Assessments, COSHH, Emergency Plan, Lone Working</li> </ul>
<p><b>Activity</b></p> <p>The expected timeframe is for maintenance to take place at Park HQ until the move to the new site in August 2020. <b>Ongoing Maintenance and Management Tasks while garden on the interim site, to include:</b></p> <ul style="list-style-type: none"> <li>Mobile planter beds will be kept cultivated with a range of herbs, vegetables and fruit bushes, maintaining established perennials and sowing annuals in ready for a garden launch in Sept 2020 on the new site.</li> <li>Maintenance will include soil improvement, watering, pruning, and weeding.</li> </ul> <p><b>Maintenance needs vary by month:</b></p> <ul style="list-style-type: none"> <li>January – February 2020 : GL Community Gardener 7.5 hours per month GL PM ½ day project management time per month</li> <li>March – July 2020: GL Community Gardener 22.5 hours per month (3 day per month) GL SPO ½ days project management time per month</li> </ul> <p><b>idverde responsible for watering, and repair works in February</b></p>		

<p><b>C Move to New Site (lower level), Set up &amp; Maintenance</b></p> <p>August – Sept 2020</p> <p><i>July</i></p>	<p><b>Staffing</b></p> <p>GL Senior Project Officer GL Community Gardener 1 GL Community Gardener 2</p>	<p><b>Activity</b></p> <p>Oversee the move from Park HQ to the Lower Level site behind the Copper Box Arena in August 2020, tasks include:</p> <ul style="list-style-type: none"> <li>Project Management &amp; Communications</li> <li>GL SPO and Gardener presence at Move</li> <li>Embed H&amp;S procedures</li> </ul> <p>Additional set up, following the August move to the new site (lower levels) we will work with any issues as a result of the move including:</p> <ul style="list-style-type: none"> <li>Order skin and reconstruct Polytunnel,</li> <li>Build Signage,</li> <li>Arrange garden furniture,</li> <li>Set up garden,</li> <li>Security &amp; padlocks</li> <li>Light Sensors</li> <li>Arrange tool sheds.</li> </ul> <p>Corporate Task days maybe a productive way of undertaking these additional works</p> <p><b>Continued Bed Maintenance:</b></p> <ul style="list-style-type: none"> <li>Aug - Sept 2020:</li> <li>GL Community Gardener 22.5 hours per month (3 day per month)</li> <li>GL SPO ½ days project management time per month</li> </ul> <p>Note controlled access only, until Launch.</p> <p><b>idverde responsible for watering</b></p>
<p><b>D Engagement &amp; Launch</b></p> <p>September 2020</p>	<p><b>Staffing</b></p> <p>GL Senior Project Officer GL Comms Officer GL Community Gardener 1 GL Community Gardener 2</p>	<p><b>Activity</b></p> <p><b>Delivery Tasks Include:</b></p> <ul style="list-style-type: none"> <li>Project Management</li> <li>Commence Communications Delivery</li> <li>Commence Engagement Delivery Activities – estimate 4 pop up stalls/tasters</li> <li>Event preparations</li> <li>Deliver event for garden opening</li> <li>Monitoring &amp; Evaluation</li> <li>Report</li> </ul>