



the green space

# TOOLKIT

make a difference



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**TOOL KIT**

Section 1 The Toolkit



# INTRODUCTION

This tool kit can be used to help you put together a draft plan which can be circulated to governing bodies, councils, and funders as a starting point to making your Green Space project a reality.

There are 9 steps in total, each includes a page of guidelines and a page for you to complete. You can find further guidance and examples for each step of the tool kit in the second section of this tool kit. Each step corresponds to an element of a basic project proposal. You may want to work through this as a group with friends and members of your local community.

## **The steps include:**

- 1 Identify your Green Space
- 2 Map your Green Space
- 3 Assess your Green Space
- 4 Community consultation
- 5 Project aims and objectives
- 6 Project development
- 7 Project management
- 8 Evaluation
- 9 What happens next

# STEP 1

## IDENTIFY YOUR GREEN SPACE GUIDELINES

Village or Community:

Identify the Green Spaces in your local community that could be used for your project

Use the green infrastructure check list to help you tick off the types of green spaces you have within your community

# STEP 1

## IDENTIFY YOUR GREEN SPACE

**Village or Community:**

**Use the green infrastructure check list below to tick off the types of green spaces you have within your community**

- Allotments
- Amenity space including communal green spaces within housing area
- Green routes including hedgerows, ditches, disused railways and verges
- Parks and gardens
- Registered commons, village and town greens
- Children's play space
- Playing fields
- Cemeteries and memorials
- Pocket parks
- Woodlands and grasslands
- Private gardens with public access
- Rivers, ponds, and streams
- Public footpaths and cycleways

Are there any other types of green spaces? .....

# STEP 2

## MAP YOUR GREEN SPACE GUIDELINES

Draw a map of your local village/community identifying key features such as roads, community facilities, and highlight the green spaces where your project could take place

Remember this doesn't have to be accurate or to scale, it is merely a planning tool for you to create a 'birds-eye' view of your local area

# STEP 2

## MAP YOUR GREEN SPACE

**Draw your map in the box below**



# STEP 3

## ASSESS YOUR GREEN SPACE GUIDELINES

### 3.1 Describe the Green Space:

- What is it?
- Where is it?
- What size is it?

### 3.2 Who owns the land?

(e.g. Landowner, council, etc)

#### What are the options for using the land?

(e.g. leasing, buying or coming to an agreement with the landowner?) What would need to be included in the agreement?

### 3.3 Who uses this space?

- What activities take place on the site?
- When is the site used? daytime/evening/weekday or weekend
- Who uses the site at different times?

### 3.4 How could this space be improved?

Identify problems and opportunities for the site  
What condition is the site in?

### 3.5 Is there any scope for this area to be linked to another green space or another project?

How could this be achieved? (e.g. through paths, signs, leaflets)

### 3.6 What research do you need to do?

Check whether there are any restrictions to using the space (i.e. a protected wildlife or archeological site, health and safety, community safety, public and disabled access, disability discrimination)

Check what permissions are needed (does the project involve cutting down trees, affect rights of way, putting up new structures?)

### 3.7 Do you have any initial ideas for a project/projects? Is this idea a priority for the community, who would benefit from this improvement?

# STEP 3

## ASSESS YOUR GREEN SPACE

**3.1 Describe the Green Space:**

**3.2 Who owns the land?  
What are the options for using the land?**

**3.3 Who uses this space?**

**3.4 How could this space be improved?**

**3.5 Is there any scope for this area to be linked to another green space or another project?**

**3.6 What research do you need to do?**

**3.7 Do you have any initial ideas for a project/projects? Is this idea a priority for the community, who would benefit from this improvement?**

# STEP 4

## COMMUNITY CONSULTATION GUIDELINES

### 4.1 Who, in your local community is or could be interested in the project?

- What level of interest do you think there is?
- Who are the stakeholders?

### 4.2 How are you going to get the community involved?

(e.g. questionnaire, public meetings, presentations to groups)

### 4.3 What information do you need to find out from the community?

(e.g. ideas, preferences, priorities, practicalities e.g. who will use the space, when they will use it, etc)

### 4.4 How are you going to work together as group?

Who are you, what do you stand for, where and when are you going to meet? What type of group are you? (e.g. a friends group, formal agreement e.g. constitution, trust, community interest company, etc)

### 4.5 How are you going to decide which ideas to develop? E.g. a public vote to look at

- Which are the most practical
- Which have the most support
- What best fits the character of the local area

### 4.6 Which idea/s have you decided on?

How will these ideas benefit the community?

### 4.7 How are you going to feed back the ideas to the rest of the community?

(e.g. public meetings)

# STEP 4

## COMMUNITY CONSULTATION

**4.1 Who?**

**4.2 How?**

**4.3 What do you need to find out?**

**4.4 How are you going to work together?**

**4.5 How are you going to make decisions?**

**4.6 What is your chosen project idea and how will it benefit the community?**

**4.7 How will you feed back to the community?**

# STEP 5

## PROJECT AIMS AND OBJECTIVES GUIDELINES

### 5.1 Project details

Title:

Brief description of the project:

Timescale:

### 5.2 What are the main aims of the project – why are you doing it?

**These might include:**

- Benefit communities
- Improve green transport routes – footpaths, bridleways, cycle ways etc
- Improve the landscape
- Enhance and create wildlife habitats
- Promote enjoyment of the countryside and/or environment
- Promote rural business and support environmental diversification
- Improve the character and quality of the landscape
- Biodiversity – improving the diversity of wildlife and plants
- Recreation and leisure
- Link urban areas to the countryside – e.g. through greenways

### 5.3 What are the main objectives of the project - what do you want to achieve? how will this project benefit local people and the environment?

### 5.4 What will be the main outputs and outcomes of the project? (e.g. more seats, metres of paths, more people using the site, etc)

### 5.5 What support is there from the local community? (use evidence from the consultation with the local community)

# STEP 5

## PROJECT AIMS AND OBJECTIVES

### 5.1 Project details

Title:

Project description:

Timescale:

### 5.2 What are the main aims of the project?

### 5.3 What are the main objectives of the project?

### 5.4 What are the main outputs and outcomes?

### 5.5 What support is there from the local community for this project?

# STEP 6

## PROJECT DEVELOPMENT GUIDELINES

### **6.1 How much will the project cost?**

(Include a budget sheet with a breakdown of project expenditure including the costs of managing your project and a forecast of the expected income (if any) generated by the project)

### **6.2 How will the project be funded?**

- Who will you approach for grant funding?
- How will you generate match funding?
- How will revenue funding be generated?

### **6.3 What further consultation and or support (e.g. sponsorship in kind) is needed to develop this project?**

- What individuals or organisations do you think could provide this support?
- How are you, as a group, going to access this support?
- Will you need to get professional advice?

# STEP 6

## PROJECT DEVELOPMENT

**6.1 How much will the project cost?**

**6.2 How will the project be funded?**

**6.3 What further support or consultation is required?**

# STEP 7

## PROJECT MANAGEMENT GUIDELINES

### 7.1 Who will take overall responsibility for the project?

### 7.2 How will decisions be made?

### 7.3 Who will do what and when?

- What tasks need to happen and in what order?
- How long will each task take?
- How long will the whole project take?
- Create an action plan to assign tasks & responsibilities

### 7.4 How will this project be managed and maintained once completed?

### 7.5 How safe is the green space and how can you minimise risks? (complete a risk assessment)

What are the risks to project completion? (review each task as well as the project as a whole)

### 7.6 Are there any timing constraints?

- Growing Season
- Nesting Birds
- Funding Deadlines
- Peoples' availability
- Availability of contractors/consultants

# STEP 7

## PROJECT MANAGEMENT

**7.1 Who will take overall responsibility?**

**7.2 How will decisions be made?**

**7.3 Assign tasks & responsibilities** (use the action plan for further details)

**7.4 How will this project be managed & maintained?**

**7.5 What are the risks involved on the site and the risks to project completion?**

**7.6 Are there any timing constraints?**

# STEP 8

## EVALUATION & PUBLICITY GUIDELINES

### **8.1 How will the project's success be measured?**

(There are 2 types of evidence, Quantative (facts, figures, statistics) and Qualitative (opinions, ideas, how people feel), a combination of the two is most effective)

### **What methods will you use to collect evidence to evaluate the project?**

(e.g. questionnaires, interviews, etc)

### **How will you share the findings from the evaluation with the community, your funders and other groups?**

### **8.2 How will you keep a record of the development of the project?**

(e.g. photographs, press clippings, posters, etc)

### **8.3 How will you publicise and promote the project?**

# STEP 8

## EVALUATION & PUBLICITY

**8.1 How will the project's success be measured? what methods will you use and how will you share your findings?**

**8.2 How will you record the development of the project?**

**8.3 How will you promote your project?**

# STEP 9

## WHAT HAPPENS NEXT?

### **If you are making an application to help fund your project you will need to:**

- Read the application form and guidance notes thoroughly
- Check all your figures carefully
- Include any relevant supporting information
- Keep a copy of the application. It is useful for your own records and you may be asked to provide further information in the future
- Think about who needs a copy? Committee members and the land owner?
- Be aware that grants are often awarded after the work has been completed, so you will need to ensure this does not cause any cash flow problems or speak to the funder to see if they are able to pay in installments
- Keep clear records of how the money has been spent and comply with any audit arrangements that the funder requires
- Document and evaluate your project



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**TOOL KIT**

Sections 2, 3 and 4



# The Green Space Tool Kit



## Introduction

This Green Space Tool Kit has been developed by Northamptonshire Action with Communities in Rural England (NACRE) and The River Nene Regional Park (RNRP) through the work of NACRE's Green Infrastructure Community Development Worker Jane Campion.

It has been designed for the benefit of groups and communities who wish to be actively involved in developing and caring for green space areas in their locality to improve the local environment.

There are numerous reasons why groups may want to develop and protect their green spaces. It may be to protect an area of woodland, enhance a derelict or neglected site, create an area of peace and tranquillity or improve public access to use a green space for recreation.

Whatever the motivation, this tool kit is a useful aid to help develop project ideas. You may want to use part of it to do a pre-survey for work with BTCV (British Trust for Conservation Volunteers), The Wildlife Trust or Pocket Parks or include it in your parish plans. Or you may wish to use the full tool kit to assist in developing your project ideas and applying for funding, as each section relates closely to the types of questions asked in most project funding applications.

The tool kit can be adapted for different groups or types of community projects and you can choose how much or how little you wish to use, depending on the nature of your project.

The kit has been designed in a loose-leaf format to enable you to select the information that is most relevant to you and also to let you add your own information so it is a useful, updateable resource.

The tool kit includes four sections:

## Section 1: The Green Space Tool Kit

(see loose-leaf section)

A step-by-step approach to help you map, plan and develop your green space project.

## Section 2: Getting started

Practical guidance and background information to help you identify your green space area, develop the project idea and involve the local community. This can be used as supporting information to help with Section 1.

## Section 3: Case Studies

Examples of three Green Space projects developed by community groups: Brambleside Community Primary School, Moulton Parish Council and Hellidon Millennium Fund.

## Section 4: Useful contacts and resources

Contact details for sector specialists and useful documents.



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Section 2: Getting started



# STEP 1

## IDENTIFYING YOUR GREEN SPACE

What do we mean by green space? The term has developed fairly recently and is used to describe the outdoor environment which is close to your community. It could be an undeveloped area, such as a woodland, wild space or derelict land or a space that is used for public access or recreation.

Green spaces can be a source of inspiration and play a vital role in our communities as they provide a significant number of benefits to both communities and the environment. These include:

- Places for people to enjoy for rest and recreation
- Improving the community's health and well being
- Enhancing the local area and environment
- Supporting the local wildlife
- Creating a sense of identity and community
- Absorbing air and noise pollution
- Helping to reduce crime and anti-social behaviour
- Protecting the land for future generations to enjoy

Green infrastructure is another term that is used to describe a linked network of green spaces with a mixture of different uses. The green infrastructure check list below shows what kind of things green infrastructure covers.

- Allotments
- Amenity space including communal green spaces within housing areas
- Green routes including hedgerows, ditches, disused railways and verges
- Parks and gardens
- Registered commons, village and town greens
- Children's play space
- Playing fields
- Cemeteries and memorials
- Pocket parks
- Woodlands and grasslands
- Private gardens with public access
- Rivers, ponds, and streams
- Public footpaths and cycle ways

# STEP 2

## MAPPING AND GETTING TO KNOW YOUR GREEN SPACE

It is useful to start by getting to know your site. Talk to local people about the area: how it is used, their memories, how things have changed. Don't forget to include children and young people's views too as they may have very different but equally valid ideas. You could also:

- Arrange an informal walk of the site to get to know it and make a record of everyone's thoughts and ideas
- Photograph the site; it's always useful having a 'before' and 'after' record of your project
- Survey the site, draw on the skills of people in the local area, bird watchers, wildlife enthusiasts, local historians, geologists, archaeologists, etc

Find out what is important about the site. Does it have any special designated status? It may be a County Wildlife Site (CWS), a designated open space or covered by tree preservation orders. You can consult your local authority to find out more. The site may already have been surveyed; contact the Northamptonshire Biological Records Centre for more information. The site will also have a distinctive character, and will contribute to the character of the local area. Look at the Northamptonshire Environment Character Assessment ([www.rnrpenvironmentalcharacter.org.uk](http://www.rnrpenvironmentalcharacter.org.uk)).

*You could also consider undertaking:*

- A heritage survey to look at the site's archaeological and historical value
- A wildlife survey to record the natural species and habitat types, e.g. woodlands, long/short grassland, streams, rivers, etc
- A recreational survey to assess how the area is currently used by the local community

It is also helpful to have a map of the green space which will be useful when you come to involve members of the community or try to identify ownership of the land. You could:

- Draw a map of the area and highlight the green spaces
- Create a 'neighbourhood map' using pictures and photographs
- Obtain a scaled map or plan. You may be able to get one from your local authority, landowner or the local library
- Buy an Ordnance Survey map for a very detailed map of the area (remember that you will need a licence from Ordnance Survey if you want to copy it)

# STEP 3

## ASSESSING YOUR GREEN SPACE

### Who owns the land?

Before you start to develop your ideas you need to find out who owns the land that you are interested in using for your project. To find out you could:

- Contact your local authority, as they manage a variety of land on behalf of the local population. Try parish, district and county councils. If the land belongs to the council find out which department is responsible for looking after it
- Contact the Land Registry which records the ownership of and interest in registered land in England and Wales. You can search on the Land Registry website at [www.landregistry.gov.uk](http://www.landregistry.gov.uk)
- If the land is privately owned you could contact the company that manages the area, and check whether there is a tenant on site
- Gather local knowledge, ask neighbours, local residents, local businesses, community groups, schools, etc

### What are the options for buying or using the land?

Once you have found out who owns the land you need to decide how to proceed. The easiest way is to come to an agreement with the landowner, (further details below). Other options are to buy the land or to lease it from the landowner for a set period of time.

Although buying is an attractive option, remember that you will need to take on responsibilities such as pollution control and prevention, public safety including managing vegetation and the upkeep of rights of way, paths, stiles, gates, etc.

### Getting an agreement from the landowner

It is vital that you develop and maintain a good, positive relationship with the landowner, whether they are the local authority, parish council or a private landowner. This can be done by discussing your idea together and putting in writing an agreement which outlines what you both agree and intend to do. It is likely that any funders will want to see a copy of this site agreement.

*An agreement should include:*

# STEP 3

## ASSESSING YOUR GREEN SPACE

- The aims and objectives of the intended project
- Which area of land will be used; do include a map
- Access to the site and access to services, e.g. water, vehicle access, etc
- Who is responsible for maintenance, rights of way and insurance
- Who is responsible for health and safety issues
- Who will do the work
- What the timescale for the project is
- Activities that may not be permissible, e.g. barbeques, camping, building semi-permanent structures, etc
- Events and activities which are permissible
- What the timescale for the agreement is

It is important to keep the landowner fully informed throughout the project through regular meetings or/and sending them copies of minutes and any updates.

### Who uses the land and when?

You also need to find out who uses the land, as these people could be useful stakeholders to have on board. Even if they do not want to get involved directly in the project it would still be useful to keep them informed of what you are planning to do.

#### *They might include:*

- Children and young people who play there
- Special interest groups, e.g. bird watchers, wildlife lovers, etc
- Dog walkers
- Local people who use the area for activities such as riding, walking, cycling, mountain biking, etc
- People who use the place for picnics, walks, etc
- Local groups such as the local historical, conservation or photographic group

You also need to think about when people use the site, what time of day, year, and how regularly to see what conflicts of interest or use there may be, if any.

# STEP 3

## ASSESSING YOUR GREEN SPACE

### How could the land be improved?

A useful way of thinking about problems and also opportunities in your area is by doing a **SWOT** analysis where you think about the **S**trengths, **W**eaknesses, **O**pportunities and **T**hreats. You could do this as a group using a flip chart divided into four sections each with the headings: strengths, weaknesses, opportunities, threats, as below. Work through each point one at a time as a group and discuss everyone's ideas.

This is an example of a **SWOT** on an area of local woodland; it includes a few points just to give you an indication of how it can be used.

STRENGTHS	WEAKNESSES
<p>A beautiful, tranquil site</p> <p>Undeveloped area</p> <p>Enjoyed by the community for walks</p> <p>An important site for wildlife – possibly home to protected species?</p>	<p>Under used</p> <p>Neglected site, prone to fly tipping and some litter damage</p> <p>Broken fencing, general poor upkeep of the site</p> <p>Community safety concerns</p> <p>Dog fouling</p>
THREATS	OPPORTUNITIES
<p>Development of new housing in close proximity, threat to the wildlife</p> <p>Increased recreational use of the site could affect the peaceful quality of the site</p>	<p>Could be a valuable 'haven' for the community in an otherwise built-up area</p> <p>Local schools could use the site for studying wildlife – mini bugs, etc</p> <p>Enhancing the area and protecting the wildlife</p>

# STEP 3

## ASSESSING YOUR GREEN SPACE

### What research do you need to do?

Taking on the development of a site can be a big responsibility and requires careful planning. It is important that you are able to make an informed decision about your plan to develop the green space. It is vital to check whether there are any special designations or restrictions to using the space before you start to design and plan your project.

Research at this stage could save you a considerable amount of time and funds in the future!

*You will need to check whether the site is:*

- **Important for its wildlife.** It may be a designated nature conservation site, such as a Site of Special Scientific Interest (SSSI) or a County Wildlife Site (CWS). It could be home to protected species, e.g. bats or great crested newts or be an important local habitat for the wildlife in your area. You may need to get a wildlife survey done on the site or contact your local Wildlife Trust for further guidance.

- **An important archaeological site.** You can find out more from the Historic Environment Record Centre.
- **Accessible for disabled visitors.** Any project will need to take reasonable measures to ensure that they are accessible to people with disabilities and to comply with the Disability Discrimination Act 1995.

**You will also need to think about:**

- **Community safety.** You need to talk to your local police force and crime prevention officers who can advise you on how the site is currently used and whether there are any issues that you need to be aware of, e.g. abandoned vehicles, fly tipping, illegal substance abuse, etc.
- **Health and safety.** You need to assess the potential dangers to your group and the public. You may be able to get advice from the local authority's health and safety officer. You should certainly look at putting together a risk assessment for the site which also covers maintenance issues. See Section 4 for a risk assessment template.

# STEP 3

## ASSESSING YOUR GREEN SPACE

### What permission do you need?

You will also need to think about the types of permission that you will need to get before you start your project. Permission from the landowner is essential; however, you may also need to contact a number of organisations and authorities,

depending on what you want to do. The following table gives you a few examples to think about; however, this is not an exhaustive list.

Type of activity	What you need to do	Which organisation you need to contact
Cutting down or pruning mature trees	Check if the trees are covered by a tree preservation order or are in a conservation area	Local Authority Planning Department Local Forestry Commission
Activities which might affect protected and endangered wildlife	Check if the area is a nature reserve or a Site of Special Scientific Interest Check if the area is inhabited by any protected species, e.g. bats, lizards, newts and badgers	Natural England Northamptonshire Wildlife Trust
Uprooting plants	You need to get permission from the landowner if you uproot any plants	The landowner
Activities which affect the public right of way across the area	You need to get permission to temporarily close or alter a public right of way	Highways Department of Northamptonshire County Council
Putting on a public event	You may need an events licence depending on the nature and scale of the event	Local Authority Licensing Department
Putting up a new structure, e.g. a bird hide, seating area, or a shed to put tools in or altering the use of a building	Planning permission is often needed for any new buildings and may be required if you are changing the use of a building	Local Authority Planning Department

Source: Adapted from The Urban Green Space Support Pack, Working with Groups 2006, The Wildlife Trust

# STEP 4

## CONSULTING WITH YOUR LOCAL COMMUNITY

### Why involve the local community?

There is strength in numbers! And you are much more likely to get funding if you can show that a number of people are behind an idea rather than just you – after all this will be a resource for the community.

*Group action can be valuable in:*

- Helping your project to get noticed; people take more notice of a group
- Making change happen; there is strength in numbers!
- Giving your project identity, credibility and continuity
- Coming up with more ideas
- Generating local pride
- Bringing people together broadens the pool of skills, experiences and resources which could be used
- The work load is spread between more people
- The whole community is represented

Before you develop your own group, remember to check whether there is an existing group who are interested in working with you or it may make sense to join up with an organisation such as a school or a parish council. Contact your local council or the Council for Voluntary Service (CVS) who can put you in touch with existing groups.

### Who do we need to involve?

It is important to get the right people on board and involved from the start. Draw up a list of the stakeholders for your project. By stakeholder we mean anyone who could be affected by what you are planning to do, or who might have an interest in the project.

*Stakeholders are likely to include:*

- The landowner
- The local council
- People who live or work close to the area
- People who use the area, e.g. dog walkers, cyclists, walkers, families, etc
- Local businesses
- Special interest groups, e.g. bird watchers, etc
- Local community groups, e.g. parent and toddler groups
- Opinion leaders, e.g. teachers, parish councillors, etc

# STEP 4

## CONSULTING WITH YOUR LOCAL COMMUNITY

### How are you going to get people involved?

People get involved in projects for a huge number of reasons: to meet people, have a say in the development of their area, learn new skills, etc. If you want to get like-minded people involved you need to publicise and promote what you want to do.

#### *You could:*

- Run an event to promote the idea, try and include family-friendly activities as well so that everyone can get involved
- Hold a well-advertised public meeting for the community
- Organise site visits, e.g. invite the community to go on an informal 'walk and talk' through the proposed site to discuss ideas as the group walks through the space
- Run a stand at a local fête or show to promote the project
- Ask people to join personally, explain why you think it is important, try to win them over
- Encourage local groups, e.g. school, church, Women's Institute, scouts, guides to get involved
- Publicise the group through leaflets and posters, local papers, community magazines and the radio
- Tie in your events with national events, e.g. Walk in the Woods Month, National Tree Planting Week, etc

*Think about how you can use all the expertise and knowledge in your area, for example:*

- Young people's ideas about the types of facilities they'd like to see
- Disability groups in helping to plan access to the site
- Local history groups in the archaeological and social history of the area
- Wildlife groups in their knowledge of the fauna and flora
- Artists and designers in the promotion and publicity of the project

Remember, if you are organising or planning an event for children you need to be aware of the Protection of Children Act 1999 which states that adults are never put in a situation where they are left alone on a one-to-one basis with children that are not their own. All adults working with children need to have a CRB check through the Criminal Records Bureau at [www.crb.gov.uk](http://www.crb.gov.uk)

It is also not advisable to take photographs or videos of children without written consent of their parents or guardians. This is generally regarded as good practice and applies to adults as well.

# STEP 4

## CONSULTING WITH YOUR LOCAL COMMUNITY

### What do you need to find out from the community?

For any project to be successful it needs to be something that is a priority for the local community. It is therefore important that you find out the right information from the start.

*You might want to find out:*

- The general level of interest
- Ideas, preferences, priorities
- Who will use the space
- When and how the community will use it, etc
- What people can contribute to the project, e.g. time, support in kind

### How can you get everyone's ideas?

Be prepared to be flexible and try to accommodate other people's ideas and concerns. You could use the following activities to help develop your ideas. It works better to do this in a group rather than on your own.

### 1. Generating ideas

Get a large sheet of paper and write at the top – What do we want to achieve? (in a speech bubble)

Get everyone to contribute what they want to see being achieved and write them down. You could do this activity with post-its so everyone can write down their thoughts and add them to the paper.

### 2. Prioritising ideas: is it necessary or nice?

You may have too many ideas at this stage so you need to prioritise them. Draw three large boxes on a large sheet of paper and ask the group to decide which box to 'put' each idea into.

**MUST DO**

**SHOULD DO**

**NICE TO DO**

Source: Activity ideas from the Urban Green Space Support Pack, Working with Groups 2006, The Wildlife Trust

# STEP 4

## CONSULTING WITH YOUR LOCAL COMMUNITY

### How are you going to work together?

In order to get your project going you will probably need a group of people to share the work involved. This could either be an existing established group or a totally new group.

### Setting up and forming a group

When bringing together members of the community to form a group it is important to ensure that everyone in the group agrees on the group's aims and objectives and which members are going to perform what tasks and when.

To do this it is useful to agree some guidelines or 'terms of reference' for your group from the outset. This will help to keep your aims and purpose clear and may save a lot of time in the future. Remember, these guidelines can be as informal or formal as you want.

You could, for example, write a formal agreement or a constitution. A constitution is a legal document which describes how the group will be run.

### *A constitution will need to include:*

- The name of your group
- Your group's values and vision
- Your aims, what you hope to achieve and by when
- Your objectives, what you are going to do in order to meet your aims
- How you can best use the skills of each member of the group
- How you are going to share responsibilities and the workload
- How you are going to make decisions (e.g. voting)
- How other people are able to join your group

The group will need to have a constitution if you intend to become a charity or if you want to apply for funding from the National Lottery and most other funders. For further information about charitable status look at the Charity Commission's website: [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)

For more information on setting up terms of reference for your group, look at Section 4.

# STEP 4

## CONSULTING WITH YOUR LOCAL COMMUNITY

### Running the group

It is unlikely that everyone who has an interest in the green space can be actively involved. So it may be useful to set up an elected group or committee of interested and enthusiastic individuals who can lead the project and make the decisions.

*The following roles are recommended as a minimum:*

- A Chair who can manage the meetings and act as a named contact; it is useful for new members and for other groups to know who to contact to find out more information about your group
- A Secretary who can write minutes and action points and circulate papers to other interested organisations and individuals, e.g. the landowner
- A Treasurer who can set up the group bank account and manage your successful funding applications

Of course, there are lots of other roles, for example Events Coordinator, Press Officer, etc; you could consider adding these roles as your group gets larger.

You may also want to have interested individuals from other organisations, e.g. local school, other community groups, etc on your committee.

As a committee you will need to decide how often to meet, where to hold your meetings, how to keep the wider community involved (see below) and how to run your meetings.

Section 2: Getting started

*There are no rules as to how you run your group but it is useful to:*

- Set an agenda which everyone can contribute to
- Take minutes and agree the last minutes at the start of the meeting
- Agree action points, i.e. who does what and feed back on progress on these at each meeting
- Manage the meeting (either by the chair or shared) and keep to an agreed time

### Feedback to the rest of the community

Although not everyone in your community will want to be actively involved they may still be interested in supporting your project in other ways and need to be kept informed of what's happening in their area. Think about how you can keep everyone up to date with what's going on with the project.

*This might involve:*

- Producing a short newsletter to update everyone on progress; this can also be useful for advertising events, fundraising activities, etc which you may be organising
- Putting up a notice on a village notice board
- Putting an insert into a parish magazine
- Running an open meeting for the wider community

# STEP 5

## PROJECT AIMS AND OBJECTIVES

### How to set aims and objectives for your project

A common mistake is getting project aims and objectives mixed up. So what is the difference?

An aim is what you hope to achieve; you'll probably only have one or two at the most, and keep them short and simple.

*Your aims might include one or more of the following:*

- Benefit communities
- Improve green transport routes – footpaths, bridleways, cycle ways, etc
- Improve the landscape
- Enhance and create wildlife habitats
- Promote enjoyment of the countryside and/or environment
- Promote rural business and support environmental diversification
- Improve the character and quality of the landscape
- Biodiversity – improving the diversity of wildlife and plants
- Improve recreation and leisure
- Link urban areas to the countryside, e.g. through greenways

An **objective** is what you are going to do in order to make your aim happen. Limit yourself to four or five objectives at the most; if you have too many objectives you will not be as focused and are less likely to achieve your aims.

### Outputs and outcomes

Funders always want to know the facts and figures; this can be difficult sometimes as the impact of your project may be hard to quantify and measuring the success can be very subjective. It helps to try and be as specific as you can about what the project will actually achieve from the outset.

**Outputs** are the services, activities and products that organisations/groups deliver.

**Outcomes** are all the changes, benefits, learning or other effects that happen as a result of what is delivered.

For example, if your aim is improving the environment an output may be the number of hectares of derelict land freed of pollution and an outcome may be an improvement to the productivity of the land.

# STEP 5

## PROJECT AIMS AND OBJECTIVES

### **Showing the need for the project by the local community**

As funding is always limited, funders will want to make sure that their money goes to those projects which are really needed and will want you to show evidence that the project is needed by the wider community.

*Application forms are likely to ask questions such as:*

- Who will benefit from the project?
- What is special about the local area?
- Is there a similar service or facility in the area already?

It helps to keep good records and documentation (including photographs) of any consultation you have done; this could be a questionnaire, a village survey, information gathered at a public meeting or through other methods of consultation.

Think about including statistics of the local area and people who do and could benefit from the green space.

*Think about:*

- How old they are?
- Are there ethnic minority groups?
- Disabled people?
- Young people?
- Does the site have any special status?
- What are the links to other areas?

# STEP 6

## Developing your project

### Putting together a budget plan

Any funder will want to know what your project is going to cost and to see a breakdown of costs and any income that might be generated. It is important to also include a percentage for contingency; this is usually in the region of 10% of the overall project costs. See the budget plan template in Section 4 for further information.

### How will it be funded?

Whatever your project is there are likely to be sources of funding which can be used to turn your ideas into reality. Finding those sources of funding, however, can be difficult and sometimes very time consuming. There are many different sources of funding and the requirements and priorities of funders change often. *The main sources of funding are likely to include:*

- The National Lottery, e.g. Awards for All
- Local authorities
- Regeneration funding
- Charitable trusts and foundations
- Environmental organisations, e.g. BTCV, Groundwork Trust, Forestry Commission
- Local businesses, e.g. large supermarkets
- Community fundraising

Any funder will have conditions and criteria attached to any money offered which you will be expected to meet.

*The types of issues you will need to think about when completing a funding application include:*

- Is your group eligible to make an application to this fund?
- Do you have to be a charity to apply?
- How does your green space project meet the funder's objectives?
- How much money do you need to complete the project?
- How much money are you able to contribute (matched funds)?
- How much grant do you need?
- When do you need the grant?

It is important to be led by your ideas rather than the funding criteria. Be clear about what you want to do, why and how much it will cost and then look for the funding to enable you to achieve it (rather than looking at the funding criteria and then creating a project to fit it).

Remember as well that very few funders will fund retrospectively, so make sure you secure the funding before you start work!

# STEP 6

## Developing your project

### Where can you get more advice and information about funding?

#### 1. Local development agencies (LDAs)

This is a term used to describe organisations that help ‘develop’ local voluntary and community groups. You may find that your local authority can point you in the direction of your nearest LDA or funding advice agency.

*Or try one of the following:*

- ACRE: Action with Communities in Rural England
- NAVCA: National Association for Voluntary and Community Action (national means England)
- NCVO: National Council for Voluntary Organisations (national means England)

#### 2. Agencies concerned with your activity, e.g. environmental organisations

There are numerous organisations; contact your local branch of the Wildlife Trust, Groundwork Trust, BTCV; see contact details in Section 4.

#### 3. Your local council

Your local authority will have officers that ‘liaise’ with the voluntary sector and may employ other staff, like community development workers, who are knowledgeable and helpful about funding for voluntary and community groups.

#### 4. Explore your local library service

There may be information about useful local contacts at your local library. The Directory of Grant Making Trusts is a useful publication to find organisations that might fund your project.

#### 5. Research information on the Internet

Try using the ‘FunderFinder software’ from the website [www.funderfinder.org.uk](http://www.funderfinder.org.uk) where you can find programmes to help you put together budgets and write funding applications. Another useful website [www.trustfunding.org.uk](http://www.trustfunding.org.uk) allows you to search for appropriate charitable trusts. You have to subscribe to the website but there is a demonstration of what it’s like at the site.

In general there is a lot of useful information about funding, funders, and fundraising on the Internet and a lot of it is free. What there is changes and grows at a fast rate, so it is hard to be specific about where to go.

# STEP 6

## Developing your project

### Develop a fundraising action plan

It is highly unlikely that you will get 100% of your project funding from one funder, so you will need to think about other avenues for funding to support your funding application. Draw up a fundraising action plan to identify possible sources of funding, you could use the template below.

#### Fundraising Action Plan

Source of funding, e.g. National Lottery, local business	Contact details	The types of activities they fund	What size grants are available?	When do you need to apply? Check closing dates

Remember that it is always easier if you can show that you have ‘matched’ funding, i.e. your own funds. Some funders will count ‘in kind’ support; this could include volunteer time, donations of tools or materials from a local business or money raised through fundraising events such as jumble sales, car boot sales, sponsored events, selling raffle tickets or social events, e.g. produce auctions, barn dances, etc. These types of events can also be very useful ways of publicising and promoting your project and attracting more local support from the community.

# STEP 7

## Managing your project

### How will the project be managed?

One of the benefits of forming a committee and putting in place terms of reference is that you have already formally agreed the process of who and how you are going to manage the project and how you will make decisions.

Remember that the management of the project and longer-term management of the site will need to be agreed with the landowner and put in writing.

### Your action plan

Once you have decided what the focus for your project is it is worth developing an action plan to help you move forward and make your vision a reality. Decide on each of the key areas that need developing, write down what needs doing, who will do it and by when. If you spread the work around between group members no one has too much to do. You can use the action plan in your meetings to review progress.

It is useful to try and use SMART objectives, i.e. those which are **S**pecific, **M**easurable, **A**chievable, **R**ealistic and have a **T**imescale.

### Action Plan

Area for development (the whole site or specific areas)	What are the actions?	Who will carry them out?	When will it be done by?

# STEP 7

## Managing your project

### **Assessing risk: how safe is your Green Space?**

You will need to think about how safe your green space is, what the potential risks are and what steps you need to put in place to reduce these risks.

This is really about using your common sense but it is useful to put it all in writing by doing a risk assessment, particularly in the unlikely event of an accident happening, given our current culture of suing first and thinking later!

*Think broadly about your green space project and try to cover all the different aspects to do with:*

- The site, e.g. underground cables, dead trees, old fencing, water hazards, rubbish, pollution, etc
- The activities you want to do, e.g. clear rubbish, plant trees, create a bird hide, etc
- The group, e.g. the age, skills, mobility issues, previous experiences, etc
- The wider neighbourhood, e.g. by a busy road, a school, care home, etc
- The wider community who uses the site, e.g. dog walkers, unsupervised children, young people, etc

It is also recommended that at least one member of your group is a qualified first aider and can be present at activities and events on site. Training is available from the Red Cross or St John Ambulance – see Section 4 for details.

If your group owns the land you will also need to consider public rights of way and any potential hazards to users of footpaths, stiles, gates, etc. You may also need to think about taking out insurance to cover damage to property and people. The NCVO and BTCV can provide further advice and guidance.

# STEP 7

## Managing your project

### Doing a risk assessment

A risk assessment is a general term that describes the planning involved to look at the types of risks which may arise and how to reduce any dangers to people directly involved in the project and the wider public.

*The types of questions you need to think about include:*

- How might people get hurt?
- Who is at risk of harm?
- How likely is this?
- How serious is the risk? High, medium or low?
- Measure the overall risk
- Identify what you will do to reduce the risk
- Identify how you will monitor accidents

A template of a risk assessment form is included in this pack in Section 4.

### Timing

It is important to be aware of any timing restrictions that may affect when you can do your project. One area to be aware of is the range of legislation which protects wildlife. It is an offence, for example, to disturb birds either whilst they are nesting or building their nests.

*When planning the timescale of your project you will need to take into account the following:*

- Growing season
- Nesting birds
- Funding deadlines
- People's availability
- Availability of contractors or consultants

# STEP 8

## Evaluation and publicity

### What do we mean by evaluation?

Evaluating a project is about making judgements about the quality and value of the activities undertaken and comparing what you have actually achieved against what you set out to achieve, i.e. your aims and objectives, your intended outputs and outcomes.

Evaluation helps us to learn from what we do so that we can improve how we do things in the future. It is also very important for funders.

*The majority of funders will want to know:*

- How the project has gone
- Whether the original aims and objectives were achieved
- What the outcomes and outputs are
- What people thought of the process and end result

It is also a good way of keeping the landowner up to date with what has been happening.

There are two types of evidence that can be collected; a combination of these is often most useful. The two types are:

**Quantitative evaluation.** This is easier to collect and analyse, it tends to deal with facts, figures and statistics (e.g. levels of attendance at an event, the number of stiles installed, etc). It can be collected through questionnaires, surveys, etc.

**Qualitative evaluation.** This is more difficult to collect and interpret, but important for the evaluation of more creative projects. This can capture the thoughts, opinions and ideas of people and gives a 'flavour' of the project. Qualitative evaluation is more likely to reveal themes and unexpected outcomes (e.g. raising awareness of the site). It can be collected through interviews, focus group meetings, etc.

### How do you evaluate?

*There are a number of steps that you need to take; you need to decide:*

1. What you need to find out? This might already be specified by the funder if they require the evaluation
2. Who needs to be involved? Try and include a representative sample of people who have been involved (i.e. different ages, genders, ethnic groups)

# STEP 8

## Evaluation and publicity

3. How are you going to get their views? There are a number of different ways in which you can get people's views.  
You could:
  - Send out a questionnaire; remember to use the same questions
  - Hold an evaluation meeting or run a workshop to ask people for their feedback about particular aspects of the project
  - Do telephone interviews to get a sample of feedback from representatives; again, use the same questions
4. Who has overall responsibility for the evaluation?
5. Who will help with collecting and evaluating evidence?
6. What you are going to do with the evaluation? For example, present it at a meeting, write it up as a report
7. Who needs to have a copy of the evaluation?

### Publicising your project

You need to keep your project in the public eye as people can't get involved and support you if they don't know about what you are doing!

There are numerous ways of obtaining and maintaining a high profile. Ideas include:

- **Local press** – Put together a list of contacts at local newspapers and radio stations and keep them informed about your project through press releases. Always include the date of the event, where to meet, and what time, who will be there, what it's about and why it is happening and try and think of a 'hook' to get them interested. Think about tying your event and press release into a national event such as World Environment Day, Wildlife Week, National Tree Week, etc.
- **Leaflets** are useful for having your contact details, aims and plans all in one place and can easily be given out to people at events and door-to-door campaigns. You can ask local shops, libraries, doctors' surgeries and banks if you can leave them out for people to pick up.

# STEP 8

## Evaluation and publicity

- **Posters** are useful too; put them up in schools, shops, pubs, post offices, libraries and notice boards. Think about the best size and how to make it easy to read.
- **Community press** – Local village newsletters, parish magazines and community radio can have a huge impact in getting your message out there.
- **Word of mouth** – Get a few key members of the community on board and ask them to spread the word. Don't underestimate the value of this; 'word of mouth' is one of the most successful ways of promoting a community project.

You could also consider creating a newsletter, website or exhibition to promote the project.

### Keeping a record

It is important to differentiate between documentation and evaluation. Documentation shows 'what happened'. You should use the most appropriate means to document the project. These might include visual or audio records, press clippings; printed materials, etc.

Don't forget to document your project at different stages; for example, take 'before' and 'after' photographs or video the progress of the project. These will be useful to show your funders at the end of the project but could also be used as a way of keeping the rest of the community informed of the progress of the project and feeling involved. They could form the basis of a small eye-catching exhibition to go in the local libraries or school, for example.

### Sharing ideas and good practice

People sometimes feel that they shouldn't tell anyone else about their funding sources in order to reduce competition. However, when you think about it, most funders get masses of applications and are able to fund only a small percentage of those they receive.

Sharing information with other groups about sources, and about what worked and what didn't, is not really likely to jeopardise your own relationships with your funders but it may well help you do your fundraising better.

# STEP 9

## Next Steps

**If you are making an application to help fund your project you will need to:**

- Read the application form and guidance notes thoroughly
- Check all your figures carefully
- Include any relevant supporting information
- Keep a copy of the application. It is useful for your own records and you may be asked to provide further information in the future
- Think about who needs a copy – committee members and the landowner; who else?
- Be aware that grants are often awarded after the work has been completed, so you will need to ensure this does not cause any cash-flow problems or speak to the funder to see if they are able to pay in installments
- Keep clear records of how the money has been spent and comply with any audit arrangements that the funder requires
- Remember to document and evaluate the project

Source: Adapted from The Greenwood Community Woodland Handbook, Greenwood Community Forest Partnership.



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Section 3: Case Studies



# Case study 1:

## Creation of a wildlife garden and allotment by Brambleside Community Primary School

Brambleside School in Kettering is an eco school, located in a rapidly growing urban estate. The school is used by the local community and also by a wide variety of community groups and summer schools.

The site originally consisted of an under used pond and an area of grassland which had little value for wildlife. The school wanted to enhance the environmental education potential and bio diversity of the site by developing a wildlife garden and a small area as an allotment for the children to grow their own crops.

The project involved teachers, led by the Eco School's Coordinator and a team of volunteers drawn from the wider community working together on the development of the pond area and clearing the land to create an allotment for the children to grow various food plants. It also involved the construction of a site for composting material, a propagation unit for plants and a feeding station for birds with a small screen hide.

Interpretation panels were drawn by the children and produced by the school and are now on show in the garden. The area is now the focal point for the school's environmental education and eco schools work.



Brambleside school pond

The project was funded through a grant from Kettering Borough Council and the Green Infrastructure Environmental Grant Scheme coordinated by the River Nene Regional Park.



Brambleside school vegetable plot



Brambleside school wildlife garden

# Case study 2:

## Installation of a footpath by the Hellidon Millennium Fund

To commemorate the millennium the residents of Hellidon established a Millennium Fund to provide funding to plant two acres of woodland on the slopes of Shepherd Spinney. This area is very popular with the local residents, a number of whom use it on a daily basis for walks.

The site has developed considerably since the initial planting and is now home to over 20 different species of birds and mammals, with a wide range of indigenous wildflowers, supporting butterflies and insect life.

Although the area is popular with local walkers access across the site was restricted by the steep slopes which made it difficult for walkers to complete a circular route and fully appreciate the outstanding views and natural beauty of the area.

The focus for this green space project was to enhance the access to the area by constructing a flat levelled footpath with steps to allow the steep slope to be climbed more easily. The photographs below illustrate the site and the installation of the footpath.

The site is now more accessible and provides a pleasant circular walk, with places to rest on benches to take in and enjoy the views across the valley.



The project was funded through a grant from the Green Infrastructure Environmental Grant Scheme coordinated by the River Nene Regional Park and the Hellidon Millennium Fund.



Views across the site



Installation of the new foot path

# Case Study 3:

## Village enhancement scheme by Moulton Parish Council

The focus for this green space project included two sites within the village of Moulton, Crowfield Common Local Nature Reserve and Busbys Meadow Pocket Park. These sites formed part of the wider village enhancement scheme aimed at improving facilities and encouraging greater use of green space areas within the village, particularly for younger members of the community.

The parish council wanted to conserve and improve the bio diversity of both areas and create a sanctuary for plants and wildlife by:

- Introducing new species of shrubs
- Creating bat and bird boxes
- Encouraging new species of plant and wild life by cleaning the stream

This would also help to improve the area and impact positively on the quality of life for residents and visitors.

Views across the site

Crowfields Common is made up of several fields totalling over 23 acres and is a designated local nature reserve enjoyed by local residents and visitors. The project involved



the restoration of the existing hedging by planting hawthorn and hazel plants to encourage more wildlife in the area.

Bushby Meadow Park is an established Pocket Park in Moulton. The council wanted to encourage greater use of the area by a wider age group of children. The project involved the construction of a new streamside path to give walkers access to the stream and a wooden



Installation of the pond dipping platform

dipping platform to enable children to enjoy supervised 'pond dipping' activities. The project also involved the installation of bat boxes to encourage bats to the area and a wider variety of bird boxes to increase the varieties of birds to the Meadow.



Bird box

Information panels about the plant and wildlife were also erected at either end of the site to enable visitors to identify the different species of plant and wildlife.

The project was funded through a grant from the Green Infrastructure Environmental Grant Scheme coordinated by the River Nene Regional Park.



Interpretation panel



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Section 4: Useful contacts and resources



# Templates and documents - Terms of Reference

The following questions are prompts to help you think about the most important points to include. Feel free to ignore any questions that you do not think are relevant to your group.

Heading	Things to think about	Complete this section
<b>Who are we?</b>	What is our group called? Where is our group based?	
<b>What do we stand for?</b>	What do we aim to achieve? What we are going to do to achieve our aims? What are our values and beliefs?	
<b>When are we going to meet and where?</b>	How often will we meet? Where will we hold meetings? How will we let people know about the meetings? Will people have to become a member of the group to come to a meeting? How will we make decisions (e.g. consensus, vote)?	
<b>What is the structure of our group?</b>	Do we want to have named roles? Do we need a co-ordinator? What other roles would be helpful at this stage? When will we review this?	

# Terms of Reference

Heading	Things to think about	Complete this section
<b>Money</b>	Do we need to have a bank account? How will we keep records of income and expenditure? Are there any organisations that we would not accept donations from?	
<b>Group membership</b>	Who can join our group? Will we charge a subscription fee? How will we decide what the charge should be? Will there be reductions for some people?	
<b>Equal opportunities</b>	How will we make sure that no one is excluded from our group? What will we do to make sure that everyone is able to contribute fully? Do we need a written equal opportunities statement? (Example policies are available from your local Council for Voluntary Service)	
<b>Be environmentally aware</b>	What will we do to reduce the impact of our group on the environment?	
<b>Joining other groups</b>	Do we want our group to become a member of a larger organisation? Which organisations would be relevant or helpful?	

Source: The Urban Green Space Support Pack, Working with Groups 2006, The Wildlife Trust

# Risk Assessment Form

Activity:				
How might people get hurt?	How likely is this?	How serious could it be?	Overall risk	What we will do to reduce the risk
	Very likely (3) Possible (2) Unlikely (1)	Fatality (3) Serious injury (2) (e.g. broken leg) Minor injury (1) (e.g. cuts and bruises)	(Likelihood x severity)  High (score 6–9) Medium (score 3–4) Low (score 1–2)	

Risk assessed by: \_\_\_\_\_ Date: \_\_\_\_\_ Review due date: \_\_\_\_\_

Source: The Urban Green Space Support Pack, Working with Groups 2006, The Wildlife Trust

# Budget plan

Please itemise costs and show VAT separately if you are not VAT registered

Item	Description of goods/services	Costs	VAT
<b>Volunteer time</b>			
<b>Professional time (contractor, specialists undertaking surveys, etc)</b>			
<b>Tools</b>			
<b>Materials</b>			
<b>Equipment (include hire costs)</b>			
<b>Documentation</b>			
<b>Events</b>			
<b>Publicity (e.g. print costs)</b>			
<b>Contingency (usually 10% of the overall project costs)</b>			
<b>Total costs</b>			

'In kind' and matched funds	Description of goods/services	Costs	VAT

<b>Total cost of project (project costs including 'In kind' and matched funds)</b>	

# Useful Contacts

Organisation	Who are they and what do they do?	Address	Telephone, fax and website
<b>ALLOTMENTS REGENERATION INITIATIVE</b>	Promotes growing on allotments, newsletter and fact sheets available	ARI The GreenHouse Hereford Street Bristol BS3 4NA	Tel: 0117 9631 551 Web: <a href="http://www.farmgarden.org.uk/ari">www.farmgarden.org.uk/ari</a>
<b>BBC'S BREATHING PLACES</b>	BBC and The Big Lottery scheme to support wildlife and people-friendly green spaces. Funding for revenue and capital costs		Web: <a href="http://www.bbc.co.uk/breathingplaces">www.bbc.co.uk/breathingplaces</a>
<b>BIG LOTTERY FUND</b>	Gives 'good causes' money to community groups and to projects that improve health, education and the environment	Big Lottery Fund 1 Plough Place London EC4 1DE	Tel: 08454 102030 Web: <a href="http://www.biglotteryfund.org.uk">www.biglotteryfund.org.uk</a>
<b>BIODIVERSITY RECORDS CENTRE</b>	The Northamptonshire Biodiversity Records Centre holds and collates data on species, habitats and sites across Northamptonshire	Northamptonshire Biodiversity Records Centre Northamptonshire Wildlife Trust Lings House, Billing Lings Northampton NN3 8BE	Tel: 01604 400448 Fax: 01604 784835 Email: <a href="mailto:nbrc@wildlifebcnp.org">nbrc@wildlifebcnp.org</a>
<b>BOROUGH COUNCIL OF WELLINGBOROUGH</b>		Council Offices Swanspool House Wellingborough NN8 1BP	Tel: 01933 229777 Fax: 01933 231543 Email: <a href="mailto:customerservices@wellingborough.gov.uk">customerservices@wellingborough.gov.uk</a> Web: <a href="http://www.wellingborough.gov.uk">www.wellingborough.gov.uk</a>
<b>BRITISH RED CROSS</b>	First aid training provider	British Red Cross UK Office 44 Moorfields London EC2Y 9AL	Tel: 0844 871 1111 Web: <a href="http://www.redcross.org.uk">www.redcross.org.uk</a>
<b>BTCV (FORMERLY THE BRITISH TRUST FOR CONSERVATION AND VOLUNTEERS)</b>	Provides support and advice for community groups on planting, safety, insurance, tools, equipment, etc. Also publishes a Grants and Awards Fact Sheet updated every 6 months	BTCV Northamptonshire c/o Moulton College Moulton Northampton NN3 7RR	Tel: 01604 643653 Web: <a href="http://www.btcv.org/northants">www.btcv.org/northants</a>
<b>BUSINESS IN THE COMMUNITY</b>	Organisation which promotes partnerships between businesses and local communities	Business in the Community 137 Shepherdess Walk London N1 7RQ	Tel: 0870 600 2482 Web: <a href="http://www.bitc.org.uk">www.bitc.org.uk</a>

# Useful Contacts

Organisation	Who are they and what do they do?	Address	Telephone, fax and website
<b>CABE SPACE</b>	The government's advisor on architecture, urban design and public space	CABE SPACE 1 Kemble Street London WC2B 4AN	Tel: 020 7070 6700 Fax: 020 7070 6777 Web: www.cabe.org.uk
<b>CHARITY COMMISSION</b>	Registration and regulator for charities in England and Wales	Charity Commission Direct PO Box 1227 Liverpool L69 3UG	Tel: 0845 3000 218 Web: www.charity-commission.gov.uk
<b>THE CIVIC TRUST</b>	Promotes the quality of urban areas, manages the Green Pennant Award for community involvement in managing green spaces	The Civic Trust Essex Hall 1-6 Essex Street London WC2R 3HU	Tel: 020 7539 7900 Web: www.civictrust.org.uk
<b>CORBY BOROUGH COUNCIL</b>		Deene House New Post Office Square Corby Northamptonshire NN17 1GD	Tel: 01536 464000 Web: www.corby.gov.uk
<b>THE COUNCIL FOR VOLUNTARY SERVICES</b>	NCVO is a highly effective lobbying organisation and represents the views of its members, and the wider voluntary sector to government, the European Union and other bodies. It is at the leading edge of research into, and analysis of, the voluntary sector.	NCVO, The National Council for Voluntary Organisations Regent's Wharf 8 All Saints Street London N1 9RL	Tel: 020 7713 6161 Fax: 020 7713 6300 Email: ncvo@ncvo-vol.org.uk Web: www.ncvo-vol.org.uk
<b>DAVENTRY DISTRICT COUNCIL</b>		Council Offices Lodge Road Daventry Northamptonshire NN11 5AF	Tel: 01327 871100 Fax: 01327 300011 Email: comments@daventrydc.gov.uk Web: www.daventrydc.gov.uk
<b>DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT (DCLG)</b>	The DCLG's aim is to create prosperous, inclusive and sustainable communities for the 21st century, places where people want to live, that promote opportunity and a better quality of life for all	DCLG Eland House Bressenden Place London SW1E 5DU	Tel: 020 7944 4400 Fax: 020 7944 9645 Email: Contactus@communities.gsi.gov.uk Web: www.communities.gov.uk/

# Useful Contacts

Organisation	Who are they and what do they do?	Address	Telephone, fax and website
<b>DIRECTORY OF SOCIAL CHANGE</b>	Provides advice and training for the voluntary and community sectors, publishes the Directory of Grant Making Trusts	Directory of Social Change 24 Stephenson Way London NW1 2DP	Tel: 08450 777707 Web: <a href="http://www.dsc.org.uk">www.dsc.org.uk</a>
<b>EAST NORTHAMPTONSHIRE DISTRICT COUNCIL</b>		East Northamptonshire District Council East Northamptonshire House Cedar Drive , Thrapston Northamptonshire NN14 4LZ	Tel: 01832 742000 Fax: 01832 734839 Email: <a href="mailto:info@east-northamptonshire.gov.uk">info@east-northamptonshire.gov.uk</a> Web: <a href="http://www.east-northamptonshire.gov.uk">www.east-northamptonshire.gov.uk</a>
<b>ENGLISH HERITAGE</b>	English Heritage protects and promotes England's spectacular historic environment and ensures that its past is researched and understood	English Heritage East Midlands Region 44 Derngate Northampton NN1 1UH	Tel: 01604 735400 Web: <a href="http://www.english-heritage.org.uk/">www.english-heritage.org.uk/</a>
<b>ENVIRONMENT AGENCY</b>	The Environment Agency works with business, government and society as a whole to make the environment cleaner and healthier	Environment Agency Nene House, Pytchley Road Pytchley Lodge Industrial Estate Kettering NN15 6JN	Tel: 08708 506 506 Email: <a href="mailto:enquiries@environment-agency.gov.uk">enquiries@environment-agency.gov.uk</a> Web: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
<b>FEDERATION OF CITY FARMS AND COMMUNITY GARDENS</b>	The representative body for city farms, community gardens and community managed allotments	Federation of City Farms The GreenHouse Hereford Street Bristol BS3 4NA	Tel: 0117 923 1800 Web: <a href="http://www.farmgarden.org.uk">www.farmgarden.org.uk</a>
<b>THE FORESTRY COMMISSION</b>	The mission of the Forestry Commission is to protect and expand Britain's forests and woodlands and increase their value to society and the environment	Forestry Commission East Midlands Conservancy Edwinstowe Mansfield Nottinghamshire NG21 9JL	Tel: 01623 821443 Email: <a href="mailto:eastmidlands.fce@forestry.gsi.gov.uk">eastmidlands.fce@forestry.gsi.gov.uk</a> Web: <a href="http://www.forestry.gov.uk">www.forestry.gov.uk</a>
<b>GREENSPACE</b>	Charity which supports the design, management and use of open space, gardens and green spaces	GreenSpace Caversham Court Church Road, Caversham Reading RG4 7AD	Tel: 0118 946 9060 Web: <a href="http://www.green-space.org.uk">www.green-space.org.uk</a>

# Useful Contacts

Organisation	Who are they and what do they do?	Address	Telephone, fax and website
<b>GROUNDWORK NORTH NORTHAMPTONSHIRE</b>	Groundwork is a federation of Trusts in England, Wales and Northern Ireland, each working with their partners to improve the quality of the local environment, the lives of local people and the success of local businesses in areas in need of investment and support	The Groundwork Trust for North Northamptonshire The Business Exchange Rockingham Road Kettering Northamptonshire NN16 8JX	Tel: 01536 526453 Email: northnorthants@groundwork.org.uk Web: www.groundwork.org.uk/north-northants
<b>HEALTH AND SAFETY EXECUTIVE</b>	Government agency responsible for enforcing health and safety legislation	Health and Safety Executive Rose Court 2 Southwark Bridge London SE1 9HS	Tel: 0845 345 0055 Web: www.hse.gov.uk
<b>KETTERING BOROUGH COUNCIL</b>		Kettering Borough Council Municipal Offices Bowling Green Road Kettering NN15 7QX	Tel: 01536 410333 Fax: 01536 410795 Email: customerservices@kettering.gov.uk Web: www.kettering.gov.uk
<b>THE LAND REGISTRY</b>	Land Registry is the government department responsible to the Lord Chancellor. It is responsible for keeping and maintaining the Land Register of England		Web: www.landreg.gov.uk
<b>LAND RESTORATION TRUST</b>	The Land Restoration Trust is improving the environment and the quality of life for communities by tackling enduring post-industrial dereliction across England. The Trust deals with the long-term management and funding of public green spaces, proving that community-led regeneration of derelict land has the capacity to improve the economic, social and health prospects of an area.	The Land Restoration Trust Arpley House 110 Birchwood Boulevard Birchwood Warrington WA3 7QH	Tel: 01925 644830 Fax: 01925 644692 Email: enquiries@landrestorationtrust.org.uk Web: www.landrestorationtrust.org.uk
<b>MAGIC</b>	MAGIC is the first web-based interactive map to bring together information on key environmental schemes and designations in one place. MAGIC is a partnership project involving six government organisations that have responsibilities for rural policy-making and management, and although it has been designed to meet the needs of the partner organisations, the facility is available to anyone over the Internet.	MAGIC Project Manager DEFRA Government Buildings Otley Road Lawnswood Leeds LS16 5QT	Email: support.magic@defra.gsi.gov.uk Web: www.magic.gov.uk

# Useful Contacts

Organisation	Who are they and what do they do?	Address	Telephone, fax and website
<b>NATIONAL ASSOCIATION FOR VOLUNTARY AND COMMUNITY ACTION</b>	Promotes voluntary and community action	NAVCA Head Office 177 Arundel Street Sheffield S1 2NU	Tel: 0114 278 6636 Web: <a href="http://www.navca.org.uk">www.navca.org.uk</a>
<b>NATURAL ENGLAND</b>	Natural England conserves and enhances the natural environment, for its intrinsic value, the wellbeing and enjoyment of people and the economic prosperity that it brings	Natural England Block 7 Government Buildings Chalfont Drive Nottingham NG8 3SN	Tel: 0115 929 1191 Fax: 0115 929 4886 Email: <a href="mailto:eastmidlands@naturalengland.org.uk">eastmidlands@naturalengland.org.uk</a> Web: <a href="http://www.naturalengland.org.uk">www.naturalengland.org.uk</a>
<b>NORTHAMPTON BOROUGH COUNCIL</b>		Northampton Borough Council The Guildhall St Giles Square Northampton NN1 1DE	Tel: 01604 837837 Email: <a href="mailto:enquiries@northampton.gov.uk">enquiries@northampton.gov.uk</a> Web: <a href="http://www.northampton.gov.uk/site/index.php">www.northampton.gov.uk/site/index.php</a>
<b>NORTHAMPTONSHIRE ACRE</b>	Aims are to help enhance the quality of life for people living in the rural areas of the county, particularly those disadvantaged through lack of access to services, and to support and advise rural communities and rural community groups on rural and community development issues	Northamptonshire ACRE The Hunsbury Hill Centre Harksome Hill Northampton NN4 9QX	Tel: 01604 765888 Fax: 01604 708571 Email: <a href="mailto:nacre@northantsacre.org.uk">nacre@northantsacre.org.uk</a> Web: <a href="http://82.109.194.215/~northantsacre/">82.109.194.215/~northantsacre/</a>
<b>NORTHAMPTONSHIRE COMMUNITY FORUM</b>	Supports the community across Northamptonshire, advises and manages grants	Northamptonshire Community Foundation Suite 39/42 Burlington House 369 Wellingborough Road Northampton NN1 4EU	Telephone: 01604 230033 Fax: 01604 639780 Web: <a href="http://www.ncf.uk.com">www.ncf.uk.com</a>
<b>NORTHAMPTONSHIRE COUNTY COUNCIL</b>		Northamptonshire County Council, County Hall Northampton NN1 1DN	Tel: 01604 236236 Web: <a href="http://www.northamptonshire.gov.uk">www.northamptonshire.gov.uk</a>
<b>NORTHAMPTONSHIRE THIRD SECTOR OFFICE</b>	Northamptonshire Third Sector is an infrastructure organisation and a development agency for the voluntary and community sector in Northamptonshire	Northamptonshire Third Sector 13 Dergate Northampton Northamptonshire NN1 1TY	Tel: 01604 633115 Email: <a href="mailto:info@n-compass.org">info@n-compass.org</a> Web: <a href="http://www.n-compass.org">www.n-compass.org</a>

# Useful Contacts

Organisation	Who are they and what do they do?	Address	Telephone, fax and website
<b>NORTHAMPTONSHIRE WILDLIFE TRUST</b>	The Wildlife Trust is a conservation charity that works for a better future for all aspects of wildlife in our area	Northamptonshire Wildlife Trust Lings House Billing Lings Northampton NN3 8BE	Tel: 01604 405285 Fax: 01604 784835 Email: northamptonshire@wildlifebcnp.org.uk Web: www.wildlifebcnp.org.uk
<b>RIVER NENE REGIONAL PARK</b>	The River Nene Regional Park is a partnership organisation co-ordinating a network of green space projects across Northamptonshire	c/o Northamptonshire County Council, John Dryden House 8-10 The Lakes Bedford Road Northampton NN4 7DE	Tel: 01604 237648 Email: rnrp@northamptonshire.gov.uk Web: www.rnrp.org
<b>ST JOHN AMBULANCE</b>	Charity providing first aid training and support for events	St John Ambulance 27 St John's Lane London EC1M 4BU	Tel: 08700 104950 Web: www.sja.org.uk
<b>SENSORY TRUST</b>	Gives advice on making open spaces more accessible for all people regardless of age, disability or background	Sensory Trust Wattering Lane Nursery Pentewan St Austell PL26 6BE	Tel: 01726 222900 Web: www.sensorytrust.org.uk
<b>SOUTH NORTHAMPTONSHIRE DISTRICT COUNCIL</b>		Springfields Towcester Northamptonshire NN12 6AE	Tel: 0845 2300226 Fax: 01327 322074 Email: info@southnorthants.gov.uk Web: www.southnorthants.gov.uk

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Written and compiled by Nicky Boden on behalf of NACRE.

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