# **COMMUNITY GARDEN**

### Planning Meeting Agenda

|  |  |  |  |
| --- | --- | --- | --- |
|  | DETAILS | TIME | FACILITATOR |
| Welcome | Communicate why you have called the meeting.  Introductions: Why are you interested in a Community Garden? | 15 mins | Host |
| Guest Speaker | “Learnings from another Community Garden” | 15 mins | Guest Speaker |
| Group Discussion | What do we mean by a community garden?  What would be the benefits of the garden to this community?  What would be the downside of the garden to this community? | 20 mins | Everyone |
| Decision | Do we want to proceed with preparing a written proposal for the Community Garden project? | 10 mins | Host |
| Next Steps | Who else should be involved in this discussion? Who here will help us do this?  When will we next meet? | 10 mins | Host |
| Thank you |  | 5 mins | Host |

***FACILITATOR NOTES:***

* *WELCOME: Invite everyone to introduce themselves and briefly answer the question about why they are interested in a community garden project.*
* *GUEST SPEAKER: Invite someone with a positive experience of running a community garden to share their experience.*
* *GROUP DISCUSSION: Have plenty of butcher paper on hand. If a big group is present, break people into smaller groups so that everyone can have some input - if so incorporate 10 minutes of feedback to the wider group at the end. Record people’s ideas and be open to all suggestions. Make it clear that you won’t have answers to all the questions that will be raised at this meeting. Commit to answering them during the next phase.*
* *NEXT STEPS: Assuming that you receive support from the meeting for progressing further, ask for volunteers to help you to create a project proposal and organise to meet with this smaller group.*
* *THANKYOU: Commit to communicating regularly with those present via the email addresses provided on the sign-in sheet. Arrange for another meeting within a defined period of time e.g. 8 weeks, where you and the other volunteers can hopefully present a project proposal for further discussion.*