



COMMUNITY PARTNERSHIP AGREEMENTS

Some advice from Feed Leeds (see more at feedleeds.org > advice page)

Groups wanting to establish a growing project on Council land will be asked to sign a **Community Partnership Agreement**. This is a document which establishes a basic framework for what you intend to do, sets up some simple processes to ensure good communications between you and the relevant department (usually Parks and Countryside*), and then gives you the authority to proceed.

The CPA is a legal agreement originally written for 'Friends of' and Conservation Groups (who do things like running festivals in parks and/or heavy work such as tree-surgery and path maintenance) which we have helped to adapt for food growing groups. It is quite a daunting document at first glance, but Parks will go through all the details with you and help you fill it in.

This process will be easier if you've had a good think about the following things first:

-  What's the name of your group? (It will need to have a name)
-  Is your group 'constituted' - i.e. with a named committee that holds regular monthly meetings? (It will need to be - see below**).
-  What's the name of your site? (The name should locate the area where you hope to grow as precisely as possible)
-  You'll be asked to hold at least one meeting a year with a Parks representative (in the spring), with other meetings if necessary. Are you ok with that?
-  You'll be asked to undertake some other commitments, such as keeping the site tidy, and conforming to basic of health and safety-type regulations. These look scary at first but are mostly common sense (Parks will help you do a risk assessment etc if needed).
-  If you plan to hold events (such a fundraising or harvest festival) you'll need things like insurance and first aid cover, and to run your posters / fliers past Parks before you send them out. You may be able to work under Parks own insurance (if you only work when an officer is present), or by collaboration with another group that already has insurance.
-  You'll need to report any accidents, have a safeguarding policy and risk assessment, and operate a 'no lone working' policy (all for safety reasons).
-  You must operate an 'open door policy' to the local community (your site will still be public land). You'll not be able to fence in your plot, but you may be able to erect low barriers to keep dogs out. You won't be able to put up a shed, so you'll need to think about storage (and water) etc.

* Housing and Highways have similar agreements, and Highways will also require a [licence](#) (currently £84).

** The simplest type of group is an "Unincorporated Association." This is a group of individuals who enter into an agreement as volunteers to form a body to accomplish a purpose. They're simple to set up - all you need to do is write a Constitution and then agree to abide by the terms within it. Visit the Advice page on the [Feed Leeds website](#) and click on '[Building a Project](#)' for more information.

There are also some commitments that Parks will make to you - such as technical expertise, help with things like risk assessments, and the provision of tools, equipment and materials.