

# DRAFT - HELEN ROWETT MEMORIAL GARDEN MANAGEMENT PLAN

Creating a garden for all

## ABSTRACT

This document outlines the vision, the scope and the tasks required to make the Helen Rowett Memorial Garden in Dousland a welcoming space for people and wildlife.

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## Management Summary

### Background

This document outlines the vision and scope of the plan to create a garden for the community of Dousland in the Helen Rowett Memorial Garden in Manor Park.

It is the culmination of a year of work with a team of volunteers, the Parish Council, the Devon Wildlife Trust and a team of environmentalists from the Exeter Diocese.

Public meetings and consultations have been held to get feedback from the community, and from Helen Rowett's family, and the results from those have been incorporated into the document.

### Document Scope

The management plan covers a three year time period, and includes a list of objectives, and the tasks required to achieve them. It describes how successful completion of those tasks could be measured.

It includes a governance framework with terms of reference for the team, a 6 month communications plan, an initial risk register and a funding overview.

It is not intended to replace detailed planning and costing for specific tasks.

A plan of the garden, as it could be, is included, with major existing features noted and planned additional features shown.

The document is meant to be used as a means of getting agreement to proceed, and to communicate to all stakeholders.

Appendices A (Risk register), B (Green Team terms of Reference) and C (Health & Safety and Safeguarding) are individual documents which should be developed and maintained as ongoing tasks.

### Conclusions

The Helen Rowett Memorial Garden is an area with great potential to be used as a community space for Dousland.

The tasks outlined are, in the main, not complex, but could enhance the area greatly for both people and wildlife.

Everything planned is intended to reflect the spirit of the bequest that Helen Rowett made, namely that the garden should be 'used as a permanent open space for the particular benefit of the elderly and the very young'.

## Vision

To create a garden for everyone, benefitting the community and wildlife, on the site of the Helen Rowett Memorial Garden.

Undertake activities which enhance the area for wildlife, whilst making the garden welcoming for the local community.

Once completed, the aim is to maintain the garden as a community space, incorporating a 'model wildlife garden', for the village of Dousland.

## Scope

IS	IS NOT
The area of land known as the 'Helen Rowett Memorial Garden'	Restriction of access to the garden in any way, installation of high fences or locked gates
Creation and execution of an initial 3 year plan to enhance the garden for wildlife and people	Construction of any permanent or semi-permanent structures eg. sheds, polytunnels
Creation of a framework for the ongoing management and funding of the garden	Provision of onsite utilities eg. water and power
To create a space for the use primarily of the residents of Burrator Parish and their families	Community food production or allotments
Community engagement, including a communication plan, raising awareness and publicity within the local area	Community composting
Networking with organisations that can provide expertise and support to set up the garden	Installation of play equipment or hard landscaping
Recruitment of volunteers	Intrusive signage or lighting, out of character with the setting
Fundraising including application for grants	Changing the name of the garden – it will always be known as the Helen Rowett Memorial Garden
Risk Management	Felling of healthy trees
H&S Management	Provision of services currently undertaken by Parish Council contractors

## Stakeholders

Burrator Parish Council

Residents of Burrator Parish, particularly Dousland

Helen Rowett's family

## Objectives

Create a welcoming and beautiful space that is accessible to all members of the community

Foster community spirit in Dousland

Encourage biodiversity and environmentally sensitive gardening practices by creating a model wildlife garden

Fulfil, and operate within, the spirit of Helen Rowett's bequest

## Governance

The project will be run by a voluntary 'Green Team', reporting progress v deliverables every quarter to the Parish Council.

The 'Green Team' will operate within the framework of a 'Terms of Reference' document to be agreed with the Parish Council

Funding applications and control of finances will be managed by the Parish Council

An onsite review/inspection will be held once a quarter by a representative of the Parish Council

## Risk Management

A risk register will be maintained throughout the life of the project. This will include identification of risks, classification of severity and any preventative or contingent actions to be taken.

## Resources

A team of volunteers will be needed to identify and carry out work. Skills including but not exclusively, DIY, gardening, plant knowledge, publicity, social media, administration

Support will be needed from the Parish Council eg. grant application, liaising with external parties and other local authorities

External expertise will be needed for some activities eg. tree work, advice on creating wildlife habitats

Fundraising will need to be done to make the capital investments required for the infrastructure of the garden

## Deliverables

1. An agreed 3 year (2024 – 27) activity list and plan
2. A series of 6 monthly community engagement plans
3. An event schedule for fundraising and raising awareness
4. An outline of capital required for infrastructure
5. A plan to get sponsorship/external funding

## Success criteria

1. Increased biodiversity and wildlife compared to initial survey findings
2. Area regularly used by the community compared to initial community listening findings
3. Improved accessibility
4. The garden fulfils the criteria to be used as a 'model wildlife garden'

## Planned Activities

This document outlines the tasks planned within the Helen Rowett Memorial Garden and the objectives that they support

Some of the tasks may require a 'mini-plan' which will be produced as required. Some tasks are ongoing.

### Create a welcoming space that is accessible to all members of the community

Task	Completion Date	Who
1. Carry out accessibility review and report recommendations to Parish Council (PC)	Autumn 2024	VG <sup>1</sup>
2. Acquire 'picnic' table to go with existing benches	As agreed with PC	PC <sup>2</sup>
3. Renovate existing benches	Spring 2025	VG
4. Create 'sensory' planting schemes when new plants are introduced	Ongoing	VG
5. Review whether any work needed on trees to allow easy access	As agreed with PC	PC
6. Review whether any work is needed on the gates to improve access and make recommendations to PC	Autumn 2024	VG
7. Review whether any wheelchair/buggy friendly paths need to be installed	Autumn 2024	VG
8. Enhance existing signage and add an information board to the side of the substation	Ongoing	VG
9. Carry out a tree survey	TBC	PC
10. Prioritise and carry out any recommendations from tree survey	Ongoing	PC
11. Investigate and make recommendations to the PC re. artwork on substation	Autumn 2024	VG

### Recruit and retain a team of volunteers

Task	Completion Date	Who
1. Publicise need for volunteers	Ongoing	VG
2. Set up regular sessions to carry out tasks within the garden	Ongoing	VG
3. Plan non gardening activities with VG eg. publicity, fundraising, communications	Ongoing	VG
4. Set up regular volunteer team meetings	Complete	VG
5. Provide H&S guidance for people working in the garden	Ongoing	VG
6. Ensure appropriate Public Liability Insurance is in place	July 2024	PC

<sup>1</sup> Volunteer Group

<sup>2</sup> Parish Council

## Encourage biodiversity and environmentally sensitive gardening practices

<b>Task</b>	<b>Completion Date</b>	<b>Who</b>
1. Create wildlife habitats at the Burrator Road side of the garden by modification of the mowing schedule	Ongoing	VG & PC
2. Change mowing plan to allow a clearly delineated metre wide band of 4cm grass along the Burrator Road boundary	Spring 2025	VG & PC
3. Carry out a series of wildlife surveys in conjunction with the Devon Wildlife Trust, recording changes over time.	Monthly for 3 years	VG
4. Creation of a mini wildflower meadow, with a well defined boundary, at the north end of the garden	Summer 2025	VG
5. Creation of a series of long borders along Manor Park boundaries, incorporating herbaceous perennials, bulbs, herbs and annuals.	3 phases – 2025, 2026 and 2027	VG
6. Make a wildlife corner in the hedge area behind the Western Power building, including a dead hedge, log piles, reptile habitats, bug and bird boxes.	Spring 2025	VG
7. Create a sensory flower bed near the seating area	Summer 2026	VG
8. Create a bog garden in suitable location	Summer 2027	VG
9. Provide educational opportunities for the community to learn about the plants and creatures in the garden	2 events per year	VG
10. Carry out any practical actions advised after the wildlife surveys	Ongoing	VG
11. If trees have been removed, replace them with appropriate native species	Ongoing	VG & PC

### Foster Community Spirit in Dousland

1. Use social and traditional media to promote use of the garden and keep the community up to date with what's going on	Ongoing	VG & PC
2. Invite locals to drop in sessions where they can see what's planned and give feedback	Annual	VG & PC
3. Have a regular spot in the Burrator Beacon	Quarterly	VG
4. Hold community events in the garden eg. birthday parties, planting days, seed swaps, bug days, community celebrations, MacMillan fundraisers etc etc	Ongoing – target 3 per year	Everyone
5. Promote the garden outside the direct community – give the village pride in what's been achieved eg. community garden award schemes	2026, 2027	VG & PC
6. As appropriate, work with local schools to carry out outside educational activities in the garden	2025	VG & PC
7. Have a section on the Burrator PC website	2024	VG & PC



## Funding and Sponsorship

### Identifying funding requirements

Each of the tasks above may require external funding or fund raising activities. Funds can be made available from grants, public funds or community fundraising

As each activity is planned, requirements will be identified and costed in detail.

Once done, applications can be made to various authorities for funding. Some organisations provide an annual scheme on a first come first served basis

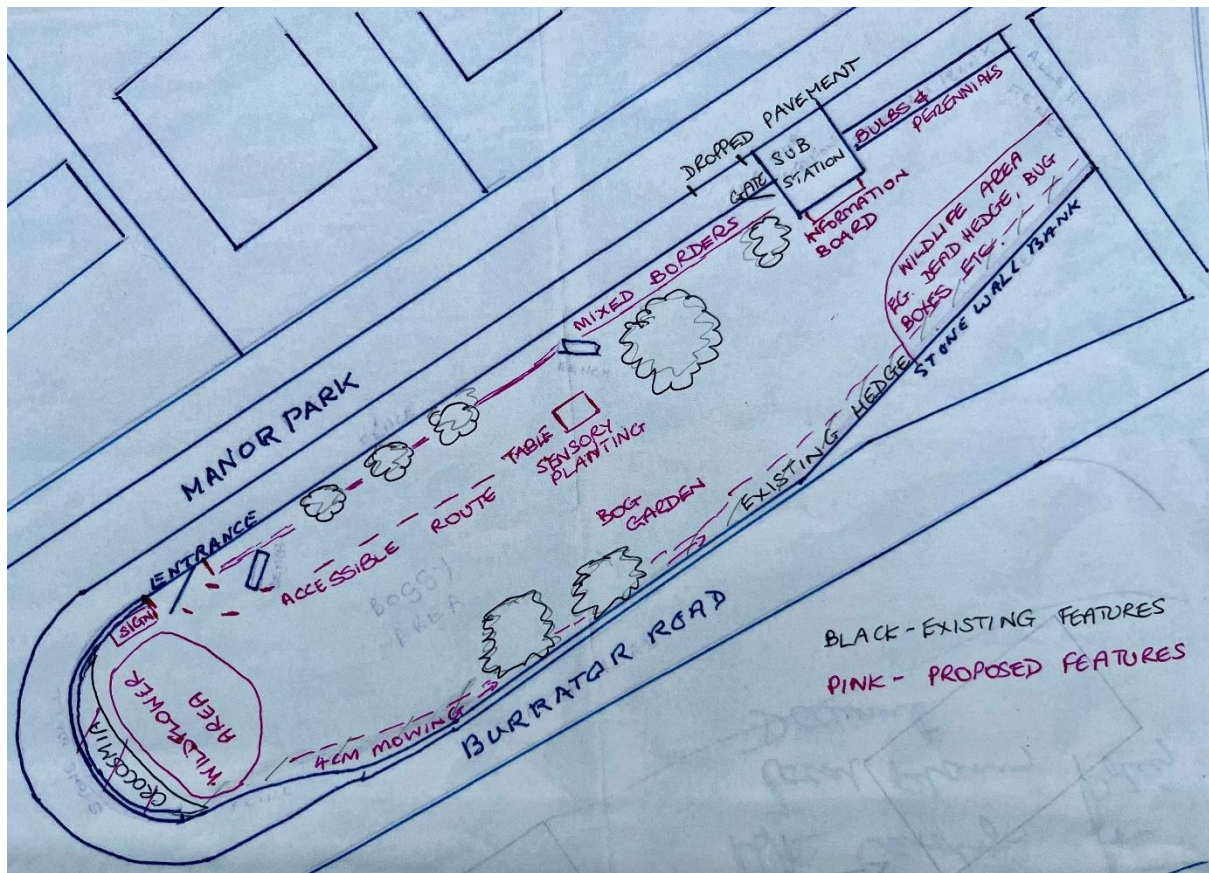
### Funding Requirements

Task	Item	When	Cost	Source
Acquire picnic table	Picnic table	Spring 2025	TBC	Parish Council Grant
Renovate benches	Materials eg. sandpaper, wood stain	By Spring 2025	TBC	Donations
New accessible gate	Gate, metalwork	TBC – dependent on funding	TBC	Grant
Wheelchair / buggy friendly path to seating area	Materials and installation	TBC – dependent on funding	TBC	Grant
Create wildflower meadow	Seed	Spring 2025	TBC	Grant & Donations
Signage - entrance		2025	TBC	Grant & Donations
Signage – info board		2025/26	TBC	Grant & Donations
Signage – wildlife areas		Ongoing	TBC	Grant & Donations
Tree Survey	3 <sup>rd</sup> party expertise	ASAP	TBC	Parish Council
Tree work	3 <sup>rd</sup> party expertise	To be prioritised as necessary	TBC	Parish Council
Substation artwork			TBC	
First aid kit		August 2024	TBC	Parish Council
Long border (1)	Bulbs, plants	2025	TBC	Grant & Donations
Long border (2)	Bulbs, plants	2026	TBC	Grant & Donations
Long border (3)	Bulbs, plants	2027	TBC	Grant & Donations
Bug & bird boxes	Recycled materials	Autumn 2024	None	Donations
Sensory area	Bulbs, Plants	2026	TBC	Grant & Donations
Bog garden	Materials and planting	2027	TBC	Grant & Donations

## Community Engagement Plan – Next 6 months

Task	Purpose	When	Who
Circulate and present draft management plan to PC	Get feedback from Parish Council Make changes as necessary	July 2024	VG
Prepare updated draft plan	Agree draft with Parish Council	August 2024	VG
Make draft plan available <ul style="list-style-type: none"> <li>a. Parish Council website</li> <li>b. Dousland Noticeboard</li> <li>c. Walkhampton, Meavy and Sheepstor village halls</li> <li>d. Burrator Inn</li> <li>e. Burrator Beacon (links to website)</li> </ul>	Get community feedback via email Get community feedback at dedicated meeting	August through to end September 2024	VG/PC
Advertise existence and locations of plan and invite comment <ul style="list-style-type: none"> <li>a. Burrator Beacon</li> <li>b. Tavistock Times</li> <li>c. Facebook – Dousland Noticeboard and Yelverton Roundabout</li> </ul>	To attract as wide an audience as possible	August 2024	VG
Hold picnic in the garden	Get community together Give opportunity to see plans and ask questions in person Attract more volunteers Fun !	August 2024	VG
Amend plan as necessary and re-present to Parish Council	Get agreement to implement	October 2024	VG/PC
Set up ongoing communications structure <ul style="list-style-type: none"> <li>a. Regular spot in the Burrator Beacon</li> <li>b. Dedicated area on Parish Council website</li> <li>c. Regular email newsletters to subscribers</li> </ul>	Make it easy for people to find out what's going on	November 2024	VG/PC
Launch event	Get the community together Attract more volunteers Invite Helen Rowett's family to attend	Spring 2025	VG/PC

## Plan of the future garden



The garden covers an area of around 0.1 hectares.

Not all features are shown to scale, and only significant trees, such as the laburnum, horsechestnut, oak and large beech trees are shown.

The bog garden may not be situated exactly as shown, as further work needs to be done to decide where it should best be placed

Although the garden would benefit from the removal of some or all of the crocosmia/montbretia, there are legal and financial implications, due to its listing as an invasive species under Schedule 19 of the Wildlife and Countryside Act.

## Appendix A - Risk Register

<b>Risk no.</b>	<b>Description</b>	<b>Level<sup>3</sup></b>	<b>Mitigation</b>	<b>Contingency</b>
1.	The majority of local residents do not support the proposal	2	Communicate openly and fully with the community  Make all proposals and associated documents easily available to everyone  Hold consultation events	Compromise on deliverables/tasks
2.	Volunteers do not remove garden waste	1	They will be asked to bring their own garden bags & wheelbarrows	PC provide garden bags
3.	Users of the garden park their cars irresponsibly	2	All publicity material will make it clear that there is no parking on Manor Park  People should be encouraged to walk or cycle to enjoy the garden	For larger events, possibly come to an arrangement with the Burrator Inn
4.	People aren't aware they can use the garden for community events	2	Use all available media to tell people about the garden  Make it easy for people to hold events there	None
5.	Litter and vandalism	2	Keep the area tidy and beautiful  Organise regular litter picking events if necessary	None
6.	Funding applications are not successful	3	Ensure the application meets all the funding criteria  Get professional support to write applications	None
7.	Over time, volunteer enthusiasm wanes, and the garden becomes neglected	3	Regular recruitment drives Communication of achievements Fostering pride in the garden	Garden is returned to current maintenance schedule by the PC

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<sup>3</sup> 1-5 where 5 is very likely, this assessment has to be agreed by PC

## Appendix B - 'Green Team' Terms of Reference

### Responsibilities

Developing appropriate documents, policies and procedures to support the management of the Helen Rowett Memorial Garden

Agreeing plans with the Parish Council

Stakeholder Management & Communication

Guiding the development of recommendations for further work

### Membership

Membership of the team is open to anyone in the local community who has a passion for the project

There will be a maximum of six members

Representatives from other organisations may be represented on the team

Membership of the group is normally three years, but may be extended if approved by the group.

Advisors can be drawn from the local community who have knowledge of specific issues. These can be called on as and when required.

### Ways of working

The team will elect a leader for a period of twelve months

The team will meet a minimum of four times a year

Members of the team will receive papers one week before each meeting

Minutes of the meeting will be kept by a minutes secretary and agreed by all members of the team who attended the meeting

Members may be contacted between meetings for advice should the need arise

From time to time sub-groups may be formed to work on specific issues and plans as appropriate.

From time to time individuals may be co-opted to provide specific advice and expertise as required.

An AGM will be held every 12 months to review activities

### Accountability:

The group will be accountable to the Parish Council.

### Review:

The team will review the relevance and value of its work and the terms of reference every five years

## Appendix C - Health & Safety

### Working in the garden

Volunteers will be expected to have read and understood the Volunteer Safety Notice

Signage will be in place outlining what to do in an emergency

Volunteers should be aware of their own allergies and bring appropriate medication

Volunteers should take the weather and the ground condition into account and wear appropriate clothing and footwear

A first aid kit must be available

Volunteers bring and use their own equipment at their own risk

### Safeguarding

Everyone should have a reasonable expectation of being treated fairly and respectfully while in the Helen Rowett Memorial Garden

The 'Green Team' and volunteers will not discriminate on the grounds of gender, race, sexual orientation, disability, gender reassignment, religious or political belief, marital status or age

A member of the 'Green Team' will be identified as the person to whom anyone can bring their safeguarding concerns

Safeguarding should not be seen as a substitute for dealing with a situation through the appropriate legal means