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What is Grace + Flavour?

Grace + Flavour is a community kitchen garden, run as a co-operative on land leased from the National Trust. Working together we grow our own fruit, vegetables and flowers and share the crops.

We also have 25 allotments which is a discrete project, outside/alongside the walled garden. Allotments are leased direct from Grace + Flavour. East and West Horsley Parish Councils channel applications and manage the waiting list.

The purpose of Grace + Flavour is to grow food for the people who live and/or work in the surrounding areas. Crops are bought by members at the garden, by others through local retailers and 10% is set aside for free distribution to those in our community who do not have ready access to fresh, locally grown produce.

We are a not-for-profit enterprise and are registered as a Community Interest Company (CIC). All proceeds from the sale of our food are used to cover costs and to build up the business. In addition to being of great value to our local community, Grace + Flavour also address ecology concerns about the distance that our food has to travel from farm to plate. We aim to produce food that is tasty, wholesome and grown in a way that is in harmony with nature and respectful of animal welfare. Since we are a non-profit making organisation, our food is also reasonably priced.

Directors

Ray Beard, Ashley Brown (Treasurer), Amanda de Haast, Nicki Douet, John Fluker (Chair), Su Johnston, David Payne, Lyn Payne, Bob Spackman, Helena Stuart-Matthews, Michael Trower (Allotments Liaison) & John Whitlock (Garden Manager).

Minutes secretary: Jane King

East Horsley Parish Council: Lindy Elliott

West Horsley Parish Council: Pam Holt

There are also two sub-committees:

Garden Planning

Ray Beard, Tim Bennett, Ashley Brown, Claire Brown, Alex Cairns, Jeremy Coventry, Justine Rego, John Whitlock and Trevor Wykes.

Finance

Ashley Brown, Amanda de Haast, John Fluker, David Payne, Rob Treble, Bob Spackman & John Whitlock

Frequently Asked Questions

This handbook is intended as a guide to the Grace + Flavour community kitchen garden and a helping hand for newer members. Hopefully it contains the answers to all your questions! If it doesn't please let me know so I can update it. Also please let me know if you spot any errors, omissions, typos, etc.

Nicki Douet

How do I become a member?

See *Membership* on page 4

When can I come to the garden?

See *Working in the Garden* and *Team Days* on page 4

What is the number for the gate padlock?

See *Access and the Padlock Number* on page 5

Where do I record the time I have worked in the garden?

See *Recording your Hours* on page 7

When can I pick fruit, vegetables & flowers?

See *When can I pick fruit, vegetables & flowers?* on page 6

Which fruit, vegetables & flowers can I pick?

See *When can I pick fruit, vegetables & flowers?* and *Cropping Process* on page 6

How much fruit & vegetables can I pick?

See *How much can I pick?* on page 6

What do the little red flags mean?

See *When can I pick fruit & vegetables?* on page 6

How much do I pay for fruit, vegetables & flowers?

See *Discount Levels* on page 8 and *Cropping Process* on page 6

What discount am I entitled to?

See *Discount Levels* on page 8

Can I bring my children to the garden?

See *Working in the Garden* on page 4

Can I bring my dog to the garden?

See *Dogs in the Garden* on page 12

Where are the tools stored?

See *Hand Tools* on page 10

Should I bring my own tools to the garden?

See *Hand Tools* on page 10 and *Power Tools* on page 11

Membership

Membership of Grace + Flavour is open to all who live and/or work in the Horsleys.

Those who do not live or work in the Horsleys but would still like to be involved are also very welcome. We ask that you are invited in by an existing member (so you need to come and visit and get to know us). We are limited to no more than 10% of our overall members being such. Those joining are regarded as *supporting* members until they work in the garden, at which time they become *active* members.

It is, and always will be, free to become a member. To join, you need to accept the constitution, which is available at www.graceandflavour.org. Send an email to mail@graceandflavour.org to say that you accept the constitution together with your name(s) and address. A membership card will then be issued. If you don't have internet access please make contact with one of the directors at the garden.

There is no defined time commitment; the garden will take as much or as little as you can give it! There are jobs for everyone. If you cannot be physically involved, bake us a cake once in a while or make the teas on a Saturday morning. This project comes with a warning though – the garden and the team on it are addictive!

Working in the Garden

You can come and work in the garden at any time during daylight hours. It is recommended that you don't work alone or if you do, let someone else know that you are here.

Children up to and including 11 years old are very welcome at Grace + Flavour as long as they are accompanied by an adult who will be responsible for their safety. You should make them aware of the dangers, for example no running or climbing, uneven ground, broken glass, tools, stinging nettles, etc.

Children aged from 12 to 15 years can be unaccompanied in the garden as long as they have written parental/guardian permission.

Permission forms are available from [A W A I T S]

Full membership is open to all those aged from 16 years – see 'Membership' above for details.

Team Days

Saturday is the busiest day from about 9.30am.

Tuesdays and Thursdays from about 9.30am are also team sessions. Thursdays during the summer is when the tithe is prepared.

During the summer months there are Wednesday evening sessions from about 6pm.

Email mail@graceandflavour.org to check when these are running.

Access and the Padlock Number

The garden has had huge problems with rabbits so even when there are members in the garden or allotments we routinely keep the gate closed to keep the rabbits out!

The gates are always *locked* shut when there is no-one in the garden or on the allotments to comply with our insurance.

The padlock number can be ascertained by calling the G + F mobile number (07506 753 304).

The padlock number is changed on the first day of every other month.

Opening the gate

1. Put the padlock number in and release the padlock.
2. Before opening the gate, pull up and hold the ring to lift the rabbit-proof flap at the bottom of the gate.
3. Lock the padlock to the chain and spin the numbers so the combination is not shown.

It is important that the padlock is not left open and that the padlock number combination is never left showing on the padlock. If the padlock is left open someone will a) take it, or b) make a note of the number whilst it is open.

Closing the gate

1. Put the padlock number in and release the padlock.
2. Before closing the gate, pull up and hold the ring to lift the rabbit-proof flap at the bottom of the gate.
3. Wrap the chain around the post + gate, secure + lock the padlock and spin the numbers so the combination is not shown.

Rotas

Watering rota

During hotter weather volunteers are needed each morning and / or evening to water the crops and to open and close the polytunnels.

A call for volunteers will go out via the weekly emails and/or on team days.

Policies for food, hygiene and labelling, trades descriptions, weights & measures and the sale of goods

Overview (For full details see Appendix A)

Grace + Flavour members grow fruit, vegetables and flowers together and operate a share scheme. In addition, we will sell vegetables to the public at farmers' markets and at public events such as the village fete.

Appendix A sets out the risks and regulations associated with these activities from a legal perspective, i.e. food safety, hygiene, labelling, trades descriptions, weights and measures and the sale of goods.

It should be read by all members and, in particular, all Grace + Flavour directors and anyone involved in the preparation of vegetables for sale.

Cropping

When can I pick fruit, vegetables & flowers?

You can pick produce at any time so long as there is no red flag by the crop.

A red flag indicates that the crop should not be picked because, for example, it is not ready.

How much can I pick?

Saturday is the main cropping day and the member 'leading' the garden will be able to tell you how much to pick.

At other times pick the amount you need for your own needs.

Cropping process

1. Pick the vegetables, fruit or flowers.
On Saturdays the member 'leading' the garden will advise as to quantity to be picked.
2. Sort and weigh into relevant quantities (this may be by weight, bunch or each) and place in suitable containers.
'Relevant quantities' are shown on the latest price list, which will be displayed by the cropping tables.

Some crops, for example swiss chard, or salad crops with roots such as lettuce, radish or spring onion will keep better if displayed with their roots in water.

Damaged, over ripe or oversized? Before you throw it in the compost bin please ask if it could be sold for a donation!

4. On a mini blackboard write
 - o Vegetable or fruit name
 - o Quantity, for example '250g', 'Per bunch' or 'Each'
 - o Price for each discount level (80%, 60%, 40%, 30% & 20%) – these are shown on the latest price list
5. Display the produce on one of the tables with its blackboard.

Supplying produce to local outlets including the National Trust

Produce is often sent to Charles Pain & Son and Horsley Village Store who sell it on a 'sale or return' basis. We also supply produce (especially when we have a glut!) to the kitchen at Polesden Lacey.

In order to comply with the National Trust regulations in relation to the supply of produce the following should be noted:

- Members are required to use hand washing facilities before harvesting and / or wear clean gloves.
- Members must avoid contamination of harvested produce. For example they must not be mixed with produce from another source. See also paragraph below about equipment.
- If fruit and vegetables are washed before sale or delivery to Polesden Lacey, tap water must be used.
- Equipment used to store, collect and transport produce (e.g. wheelbarrows, trays) must be clean and only used for this purpose or thoroughly cleaned with disinfectant before use.
- Produce must be transported to the Polesden Lacey kitchen in such a way as to prevent cross contamination. G + F produce should not be mixed with produce from another source. Containers used to transport produce must be clean and only used for this purpose or thoroughly cleaned with disinfectant before use. A boot liner, available at the garden, should be used to protect the produce from cross contamination.
- A record must be kept of all produce supplied, i.e. dates, type, quantity.
- There must be a harvest interval in grazed orchards for fallen fruit. Fruit such as apples and pears that have fallen on ground where livestock have grazed in previous 12 months should not be used as either fresh fruit or for unpasteurised juice.

Not Applicable.

Recording your Hours

As mentioned previously there is no defined time commitment; the garden will take as much or as little as you can give it! Each member has their own time sheet. These are kept in two alphabetically indexed ring binders in the open fronted shed next to the cropping area.

Every time you work in the garden record your hours to the nearest ¼hour.

Discount Levels

The discount on your produce is calculated according to the average number of hours you work in the garden each week over a rolling 16 weeks.

You can elect to combine your timesheet with that of another other person who can be your spouse or partner, or any other member of your family.

Those joining are *supporting* members until they work in the garden, at which time they become *active* members.

Active members work in the garden, earning discounts as detailed below. Active members have first option to buy what we grow.

Supporting members are very much welcomed and appreciated. They are entitled to a 20% discount.

Supporting members wanting to buy produce at the garden are asked to do so on Saturdays, no earlier than 12noon – this is so that active members retain first option to buy what they have grown.

Supporting members should bring/show their membership cards if they wish to buy. This helps to ensure that we are not selling to the public (we do not run a shop) and also helps address some of the issues around security. It also means that supporting members don't have to explain who they are each time they come, as their faces may not be familiar to all active members.

Hours completed during December to February are counted as double time.

The latest discount levels are displayed on the notice board in the refreshments area.

Active members	Average of more than 6 hrs a week.....80%
	Average of 3 to 6 hrs a week.....60%
	Average of 1 to 2 hours a week.....40%
	Less than 1 hour a week.....30%
Supporting members	20%

Reclaiming Expenses

Any spend that you wish to reclaim must be approved in advance by John Fluker. Once purchased and delivered please use the expenses claim form on the Grace + Flavour website.

Go to graceandflavour.org and click on 'The Garden'. Select 'Existing Volunteers' from the drop down menu. 'G & F Expenses Sheet' is a link on the right hand menu.

Health & Safety

Gardening is a safe occupation, however there are dangers.

General Safe Practices

Be aware of people around you when using tools or if they are using tools.

Be cautious of approaching anyone working.

Trip hazards - Watch out for them. Do not create them.

Put down tools safely so they don't create hazards for others.

Don't run especially when carrying tools.

No practical jokes.

Lifting and putting down

If it's too heavy get help.

Bend your knees and hold the object close to you

Wear gloves if it is necessary to protect your hands from the object or anything you will come in contact with whilst moving it.

Make sure your route is safe. If necessary have someone in front of you to check.

To avoid trapping hands/fingers put objects down on timbers. This will also help others who may have to lift it.

Clothing

Boots

Standard walking boots are best. Wellies are OK but only if working with your hands or raking, hoeing or using a trowel. Watch where you are treading in case of sharp objects.

Gloves

Good quality leather. Wear gloves when handling rough or sharp objects including vegetation that has thorns, stings or is poisonous.

Do not wear gloves when using equipment with wooden handles. This is because if you are wearing gloves, it is possible that you may lose grip on the wooden handles.

Hand tools

Following the theft of a large number of Grace + Flavour tools it was agreed that they would not all be stored in one place. When you have finished using a tool place it by one of the watering stations around the garden.

If you bring your own tools please ensure they are clearly identifiable as yours and don't forget to take them home with you!

Using tools

Have a clear area of work. Avoid injury to yourself. Wear gloves when practicable.

Avoid injury to others – Who is close to you?

Handling, carrying and turning - Who is behind you? Who may you hit?

Sharp tools - Carry upright, sharp end down. Work away from yourself with blades. Pass to another person handle first.

Putting tools down

In a safe place so it is not a trip hazard. Ensure sharp points or edges are not a hazard to someone treading on it or picking it up. Ensure it won't spring up if trodden on and hit someone – the classic treading on a rake head problem.

Long handled tools such as rakes and hoes should be left with the head uppermost and the prongs facing away. Be aware of leaving any tools, buckets, containers, etc so that they do not cause a hazard, for example on paths or other access routes.

Power tools

Follow manufacturer's recommendations.

Chainsaws are not permitted unless you have a training certificate and are insured.

Be sensible with petrol – only correct containers, 1 gallon only in any container, not more than 2 gallons stored on site.

Refuel only in the open air.

Required personal safety equipment when using power tools:

- Walking or preferably safety boots
- Gloves good quality leather gardening gloves
- Eye protection

Ladders

Step Ladders

Do not work off the top platform.

No one is to work on a step ladder on their own.

Ensure it is stable before working from it. Remember the ground may be uneven and a leg may sink into the ground making it unstable.

Ordinary or Extending Ladders

The foot must always be prevented from slipping by bracing it.

The first task when ascending for the first time is to secure the top.

Safety of others

Don't create or leave an unsafe situation for example:

- Badly balanced load
- Trip hazard
- Tools or other sharp objects on the ground or other locations.

Be aware of others around you and what they are doing.

Poisonous Plants

We will not cultivate these at all but they may occur naturally. Advise a supervisor/committee member of anything suspect and they will deal with it.

Use of Pesticides, etc

At G + F we strive to be as organic as possible and we also have to comply with the National Trust regulations in relation to the supply of produce. Therefore G + F does not use any chemical plant protection products (herbicides, pesticides, fungicides, rodenticides and disinfectants) in or on the production of fruit and vegetables including access paths.

Keeping Young People Safe In The Garden

Rationale: Grace + Flavour wants to attract young people (under 18s) into the garden and is committed to ensuring that any child involved stays safe, enjoys their time in the garden and makes a positive contribution to the project.

Against that background we ask adults and young people in the garden to adhere to a set of guidelines relating to Health & Safety, general well-being and Child Protection.

- Observe and be familiar with garden safety rules.
- Young people should attend the garden at agreed times, that is the Saturday and Thursday team days - Saturday between 9.30am & 5.00pm and Thursday between 9.30am & 1.00 pm.
- A young person should not be alone with an adult as both may be vulnerable.
- Stay inside the garden walls; do not take or arrange to meet young people outside the garden.
- Avoid physical contact unless necessary (for example when a young person is injured and there is an emergency).
- If you have any concerns about a young person and require further guidance please contact Jane King.

Dogs in the Garden

In connection with our ongoing supply to the National Trust, one of their requirements is that produce must not be contaminated by dogs. Therefore dogs are **not** permitted in the walled garden and must be on leads in the allotments so they can't get into the walled garden.

Failure to comply with these conditions may result in having to ban dogs from the garden altogether.

Tithes

Grace + Flavour's tithe objective is to give up to 10% of the total annual yield of Grace + Flavour fruit and vegetables to those who have restricted access to fresh produce for reasons such as age, immobility or infirmity. It is intended that the tithe will be distributed through community organisations or directly to individuals.

Nominations for tithing can come from any quarter and should be made to the G + F Chair and agreed by the directors.

Tithe Recipient	Description	Want to know more? Ask:
Good Companions, East Horsley	Provides a social opportunity for the elderly and infirm in East Horsley.	Bob Spackman
Methodist Church, West Horsley	Provides a social opportunity for the elderly and infirm in West Horsley.	Bob Spackman
St Martin's Court, East Horsley	Sheltered housing for the elderly. St Martin's Court extra care sheltered housing provides accommodation for older people who require higher levels of support. This enables individuals to remain independent in their own homes.	Lindy Elliot
Wheel of Care, West Horsley	Offers help, support, transport and activities which provide exercise, companionship and friendship. Although not able to implement an emergency service, the Wheel's local volunteers will collect prescriptions, do small DIY jobs, give lifts to the shops, surgery or hospital, read or help fill in forms and provide support for carers.	Nicki Douet
Cherry Trees, East Clandon	Provides home from home respite care for children and young people with severe learning and physical disabilities.	Su Johnston

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