

STARTER KIT

WASTE WORKS & LEAF BANK

NEIGHBOURHOOD WASTE PROJECT



ABOUT THE PROJECT

Waste Works brings neighbours together to set up a communal compost bin and leaf bank. Composting is an easy way to reduce food waste that would instead go to landfill.

The Waste Works compost bin can be kept in a garden or a secure area, where you and your neighbours can easily drop off the kitchen waste you have collected.

You can then take it in turns to manage the compost, share tips to enrich the mix and share the nutrient rich compost.

Leaf Banks require small accessible greenspace and some nearby trees.

The streets are usually lined with leaves, especially during Autumn, and all it takes is a simple structure to transform those leaves into nutritious compost.

Once the kitchen contributions and leaves are sufficiently decomposed, you will be ready to add the compost to your house plants, local allotment, nearby Blooming Street or community garden.



WHAT'S IN THE KIT



1

480LTR TIMBER
COMPOSTER
WITH LID



500

COMPOSTABLE
BIN LINERS FOR
THE STREET



1

CHICKEN WIRE
ROLL



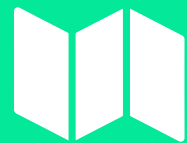
1

STAPLE
GUN



4

PLANTING
STAKES



PROMOTIONAL
MATERIALS



SUPPORT



WORKSHOP
& TRAINING



INSURANCE

WORKSHOPS & NETWORKS

To help with the planning and organising of your Tomorrow Today Street, a number of workshops have been designed and scheduled across a 5 week period. These workshops will be scheduled at different times and repeated each week so everybody has a chance to join in!

Workshops will be informative and informal, guiding you and your neighbours through the nitty gritty details of the projects work and how you can start them on your street.

Follow the link to keep updates: https://www.facebook.com/pg/weareeveryone.org/events/?ref=page_internal

HOW TO ORGANISE TOMORROW TODAY STREET

How to plan and organise a Tomorrow Today Street with your neighbours. Learn how to get others involved in your neighbourhood and start a team. We'll go through ways to asset map ideas to get you and your project started.

Some of the projects require online Health and Safety training which we will explain how to carry out and complete.



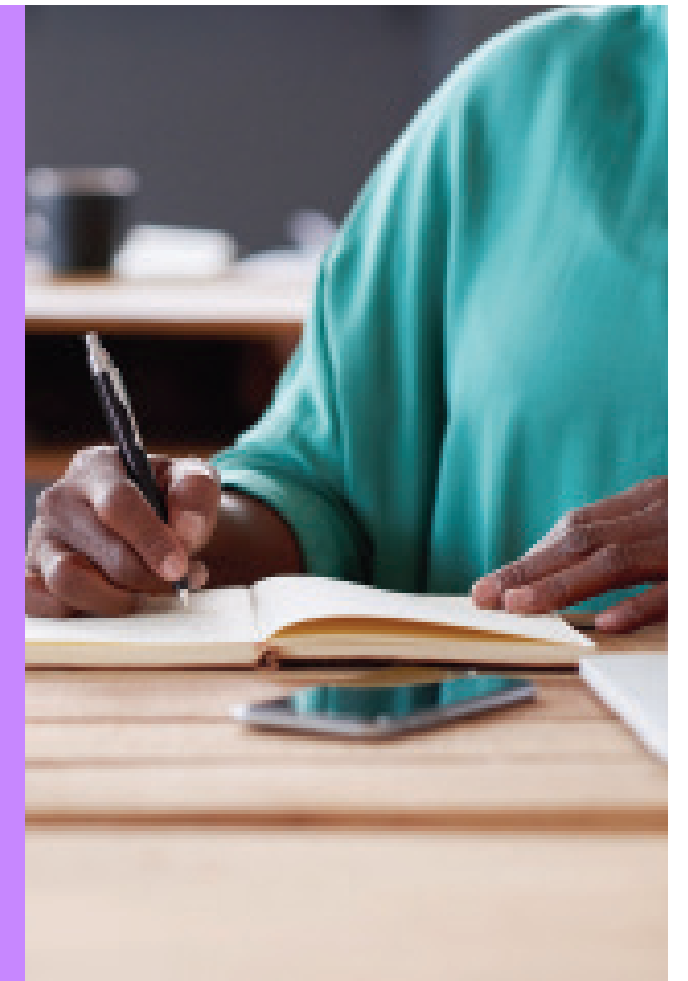
HOW WE WORK

Learn about our principles and how they can help you to make your project inclusive and welcoming to all of your neighbours as the project grows.



DIGITAL BRIEFINGS

Introduction to the digital tools you can use to support the Tomorrow Today Street projects. We'll go through the uses of different social media platforms and softwares, and follow easy steps.



HOW TO COMPOST

Join this workshop to learn some of the fundamentals of making good compost. This workshop is suitable for people who are brand new to the process, as well as a space for those with more knowledge to share their tips. We'll learn about maintaining a good (smell-free) kitchen compost, how to add food-waste to your bin, how often to turn your compost heap and so on. We'll also share some troubleshooting tips for frequent compost problems. Let's make that black gold!



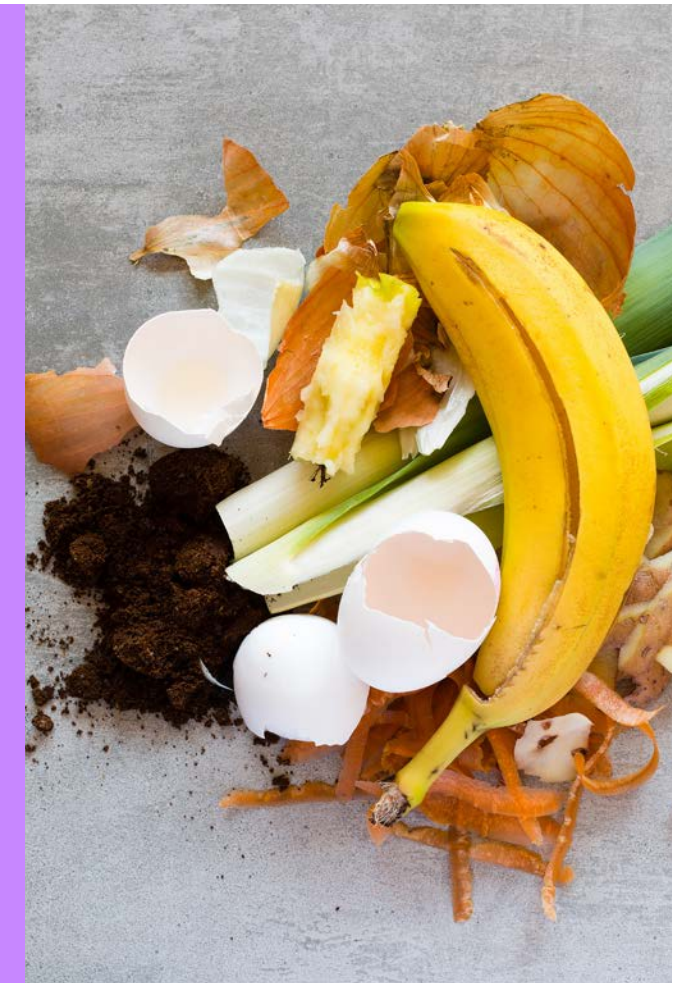
COMMUNITY COMPOSTING: HOW TO COLLABORATE

Everyone has their own slightly different approach to composting. Join this session with your neighbours to consider how you would like to do it as a group, agreeing an initial list of any food/ green waste items you don't want to add to the heap. You might also like to think about different ways you could use your first batch of compost- presenting neighbours with a little pouch of soil and a sunflower seed for example!

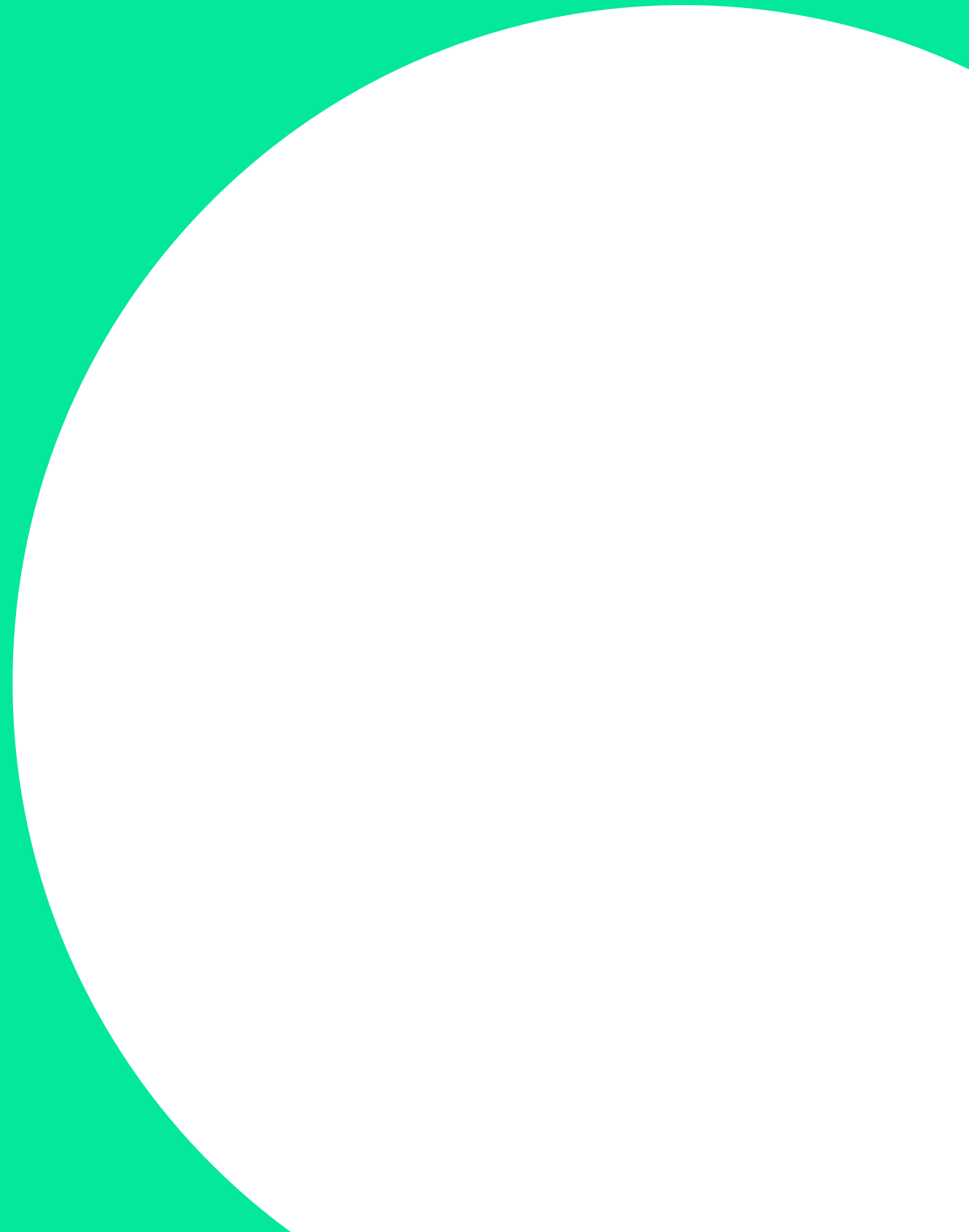


SETTING UP YOUR COMPOST BINS

In each Waste Works kit you will receive the materials to make a leaf bank and a compost bin which you can assemble. In this workshop, we'll talk through the kind of tools, space and approach you will need to build this safely with others. This is also a space where we can think big about how you can involve lots of people from your street in building the bins. You might plan some Trade Schools to share what you learned in the first training, plant a few seeds or make something with compostable materials. Let your imagination run free.



THE BIGGER PICTURE



ABOUT EVERY ONE EVERY DAY

For the past two years Every One Every Day has been working with people across the borough, joining together to share skills, start projects and make friends. Residents have been pouring their creativity and energy into these projects, ranging from cooking, making, sewing, playing, growing, sharing, composting, film and writing.

WHAT IS EVERY ONE EVERY DAY ABOUT?

There are five high street shops around the borough and one large public makerspace called The Warehouse in Thames.

People pop in to have a cup of tea and share their project or collaborative business idea and then work with the design team.

Over the last two years the project has grown a large enthusiastic network of over 6000 local people, who are doing practical things together to make everyday life better for everyone.

So far more than 150 neighbourhood projects have started with lots of local people participating, with as much or as little support as needed, including cooking, beekeeping, growing, making, repairing and much more.

Many small things done by many people really add up, and really do make friendly, healthy and happy neighbourhoods.

Lots of wonderful things are being achieved by local people, families, friends and neighbours!

HOW DOES EVERY ONE EVERY DAY WORK?

Practical hands on ideas – not lots of meetings Every One Every Day builds on the ‘hands on’ projects that people have been creating over the last few years in their own neighbourhoods. These types of projects welcome people from all walks of life.

These projects include:

- Sharing skills, spaces and resources.
- Families working and playing together.
- Batch cooking and community meals.
- Food growing and tree planting.
- Trading, making and repairing.



HOW IT WORKS



1
APPLY TO BECOME A TOMORROW TODAY STREET WITH A SIMPLE FORM

2
TALK TO THE TEAM ABOUT HOW THE PROJECT WORKS

3
YOU'LL GET 3 STARTER KITS SENT TO YOU WHEN YOU CONFIRM

4
CREATE CONTACT LISTS THROUGH FLYERS AND POSTERS

5
START WORKING ON 3 PROJECTS WHEN THEY ARRIVE



6
ONLINE ACCREDITED TRAINING FOR YOUR TEAMS

7
LAUNCH STREET PARTY

8
HOLD WORKSHOPS WITH NEIGHBOURS TO SURFACE SKILLS AND IDEAS

9
CHOOSE FROM 21 OTHER PROJECTS WITH YOUR 20 POINTS

10
LEARN WITH OTHER TOMORROW TODAY STREETS

INCLUSIVE PRINCIPLES

HOW THE TOMORROW TODAY STREETS WILL WORK WITH NEIGHBOURS AND THE EVERY ONE EVERY DAY TEAM

1

**OPEN TO EVERYONE
- NOT EXCLUSIVE GROUPS OR CLUBS**

Anyone can start a Tomorrow Today Street, as long as you live in the borough you're ready to go! If you need help connecting with your neighbours to get started the Neighbourhood Shop Teams are ready to help.

2

EVERYONE IS VALUED, ON AN EQUAL FOOTING

The whole street matters! Starting a Tomorrow Today Street means creating space for everyone to have a say in picking projects, planning and taking part.

3

**PROJECTS THAT BENEFIT THE WHOLE STREET
- NOT JUST INDIVIDUAL HOUSEHOLDS**

The projects are designed to work together and benefit everyone in your street. The Starter Kits are full of great bits for everyone on your street to use, it's important to make sure that material and equipment are accessible and are easy to borrow and keep safe.

4

PRACTICAL SPEEDY WAYS OF WORKING IN PROJECT TEAMS - NOT COMMITTEES

It's important that when planning the projects to start on your street, you and your neighbours share responsibility and make decisions together so you can get started quickly. Different people will form small teams around each project, and those who are actively involved will have the most influence over the decisions.

5

**CHILDREN ENCOURAGED TO BE INVOLVED IN PRACTICAL PROJECTS AS MINI-MAKERS
- NOT JUST SPECTATORS**

There's always something for the kids! Across the 24 projects you'll find lots of activities that children and young people can host, take part in, learn from and enjoy! At Every One Every Day children are mini-makers, creating, learning and sharing their skills.

6

SUPPORT FROM EVERY ONE EVERY DAY

The Every One Every Day team will help you every step of the way. They will support your street with lots of tools, ideas and plans to kick off your Tomorrow Today Street the right way. We're learning and researching together to make everyday life better in your street.

BIG TEAMING ON YOUR STREET

Every person on your street has something amazing they can contribute to making your Tomorrow Today Street wonderful! Big teaming is a different way of working, the aim is to get as many people in your street benefiting and contributing from these practical projects as soon you can.

Often with neighbourhood projects committees are established to control and direct activity. This is mostly done because small groups may be managing money and some kind of governance is required. Working through committees often leaves people working on them exhausted, it can slow things down, and make it hard to move things from talking to action and cause people to lose interest.

The Tomorrow Today Street project is set up so that people can get things done and done quickly, not wasting any precious enthusiasm.

The Starter Kits come complete with equipment, materials, insurance and support so there is no need for governance around money in the usual way.

The aim of big teaming is to allow smaller groups of people to collaborate together on individual projects that engage their skills and ideas and fit within their daily life. For example 4 people may come together to start a bread making project like Loaf — that bakes regularly and shares this bread with neighbours. Another set of neighbours may come together to plant and look after an orchard, share the harvest or arrange jam making. A group of parents may collaborate to start a walking bus.

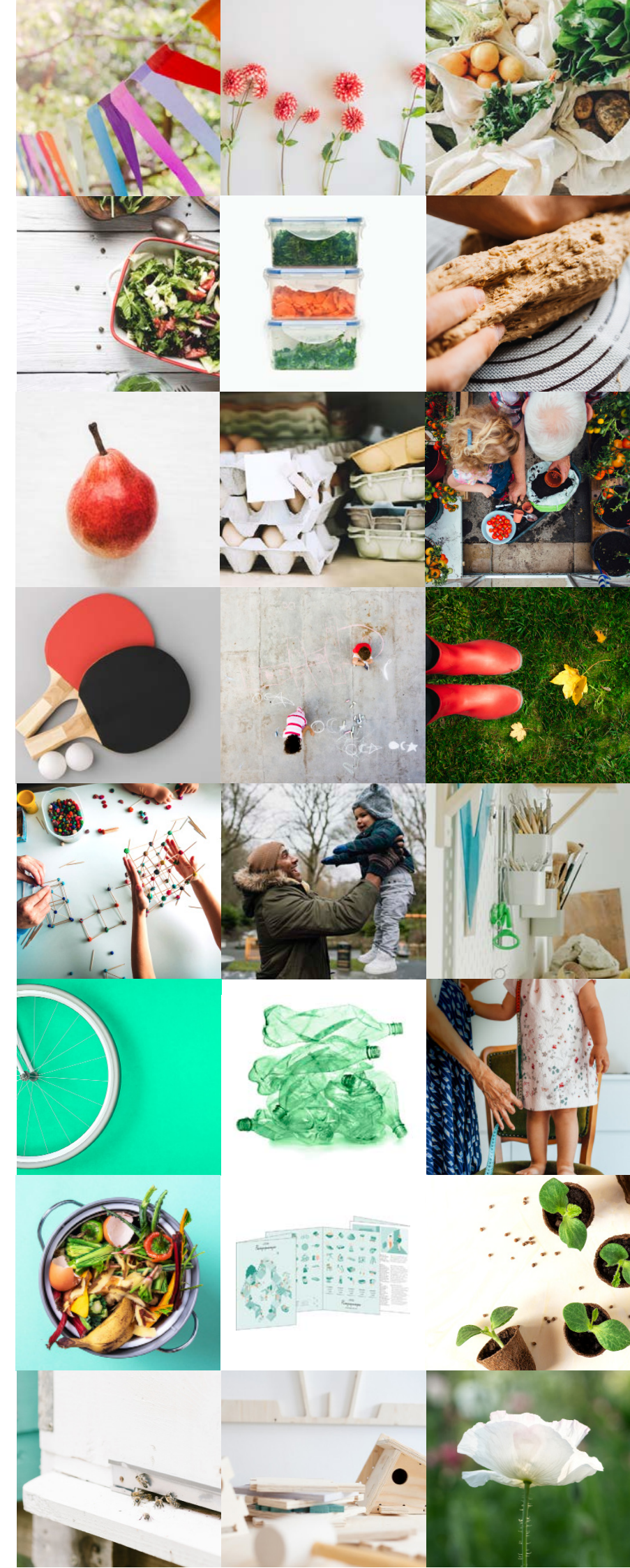
As the teams and projects grow - many people will participate and be involved, get to know their neighbours and share ideas, food, skills and friendships.

Every Tomorrow Today Street has automatic projects which will help neighbours get to know one another better. Decisions will

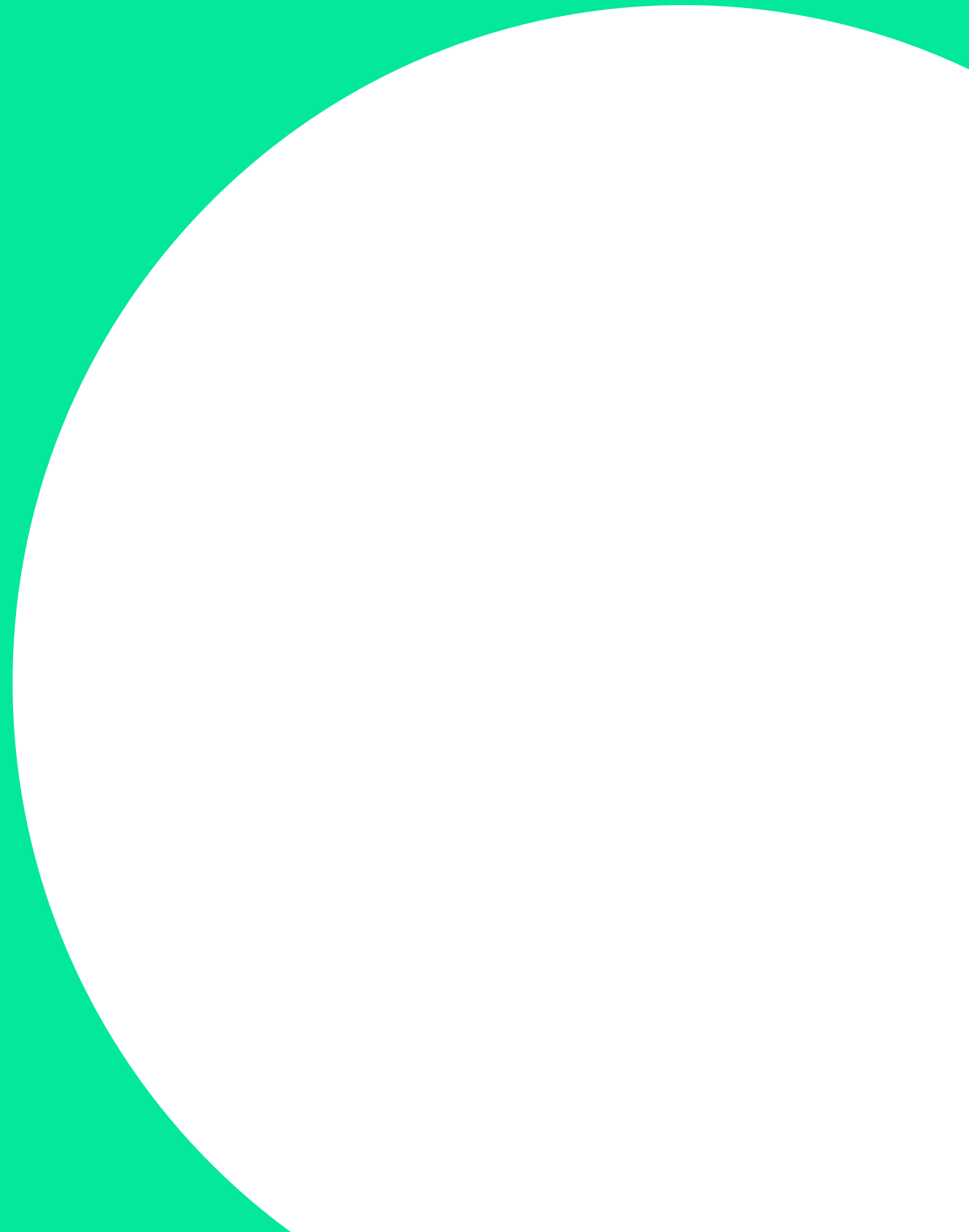
need to be made about which other projects will be chosen for your street.

A Every One Every Day team will arrange a workshop for your street where this can be discussed and projects chosen. Importantly, skills and enthusiasms will need to be gathered from people who attend the workshop and those who couldn't make it.

If three people come forward during this process and want to start one of the projects together, all efforts should be made to make this happen as quickly as possible.



TOOLS TO ACT

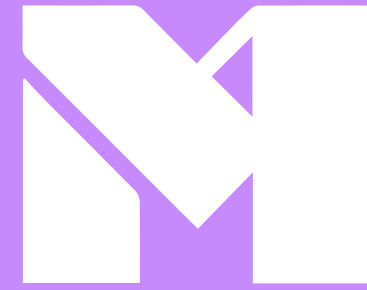


DIGITAL TOOLS

There are many digital tools you can use to help you and your neighbours stay organised, plan together, share ideas and show your street to the world.

You will learn exactly how each digital tool could help you and which one is best for your street in the Digital Briefing Workshop (see workshop section).

The every one every day team will help you set up to organise your tomorrow today streets using some of these platforms.



MIGHTY NETWORK

A social platform where you can organise as a street, document your progress and find all information regarding workshops.



WHATSAPP

A great app for sending instant messages and pictures, Whatsapp is a great tool to chat and organise with your neighbours.



INSTAGRAM

You can use Instagram as a photodiary, sharing lovely pictures of your street with family, friends and the world!



MONDAY.COM

A great planning website which will help you create task lists with deadlines and assign roles to each person on your team. You can create a Monday's board with your Street Mentor so they can help you plan and stay on track.

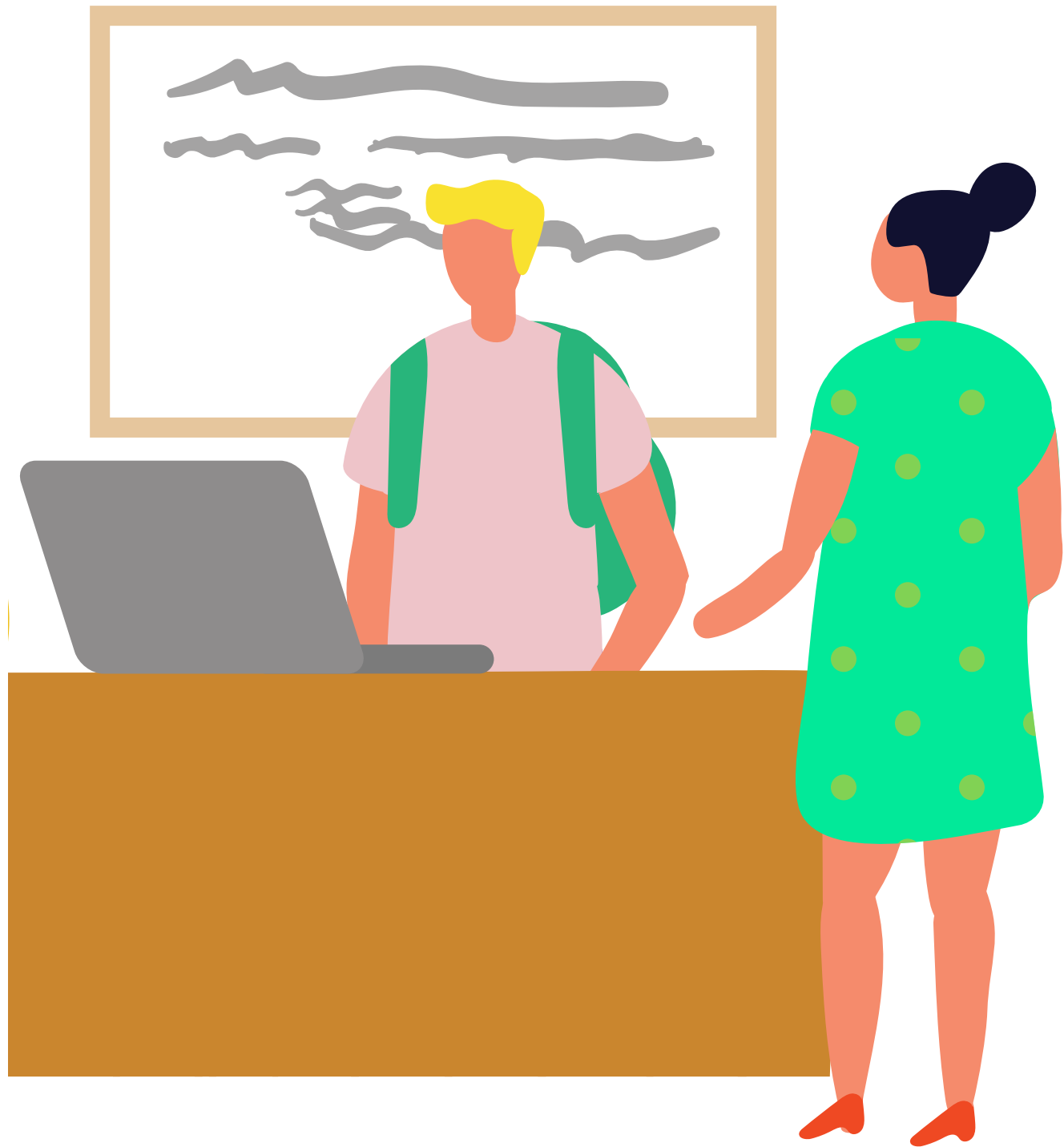


MURAL

A giant online notepad you can use to draw plans, create moodboards and workflows.

RESEARCH

SHARE THE STORY OF YOUR STREET



BECOMING A MEMBER OF EVERY ONE EVERY DAY

As your Tomorrow Today Street grows and more of your neighbours become involved, it's important that they become members of Every One Every Day so they are covered by the insurance policy and can take part in the programmes evaluation. A simple online digital sign up form has been created for you to share at sessions.

INTERESTING RESEARCH ROLES

Research isn't just about writing notes and recording numbers. You and your neighbours can take on different roles to keep track of your project and showcase all the amazing work you'll be doing together. The Photographer, The Counter, The Maker and The Writer are all roles for people to find creative ways to tell your streets story.

- Waste log book near the bin: How many people have taken part in the project.
- Weigh your first three bags of food waste & tally how often you deposit food waste in the compost bin - this will give us an average weight of the food diverted from landfill.
- Number of resident gatherings around compost ideas & skills.

EVERY ONE EVERY DAY PRIVACY POLICY

Download and share the privacy policy with neighbours taking part in sessions so they know exactly how their information will be used.

HEALTH & SAFETY

To ensure the safety of everyone, we ask that residents running Waste Works have certain training prior to the event. This is to align to our insurance policy - just incase!

Make sure to revisit manual handling guidance for when you're assembling your compost bin and when you're turning the heap.



HELPFUL TIPS & TRICKS

WASH YOUR HANDS AFTER HANDLING SOIL

There are a few things that live in soil that can make you ill if they get into your mouth or open cuts. Wearing gloves is the best way to make sure you don't get anything into open cuts. Make sure that everyone washes their hands after, even if they've been wearing gloves.

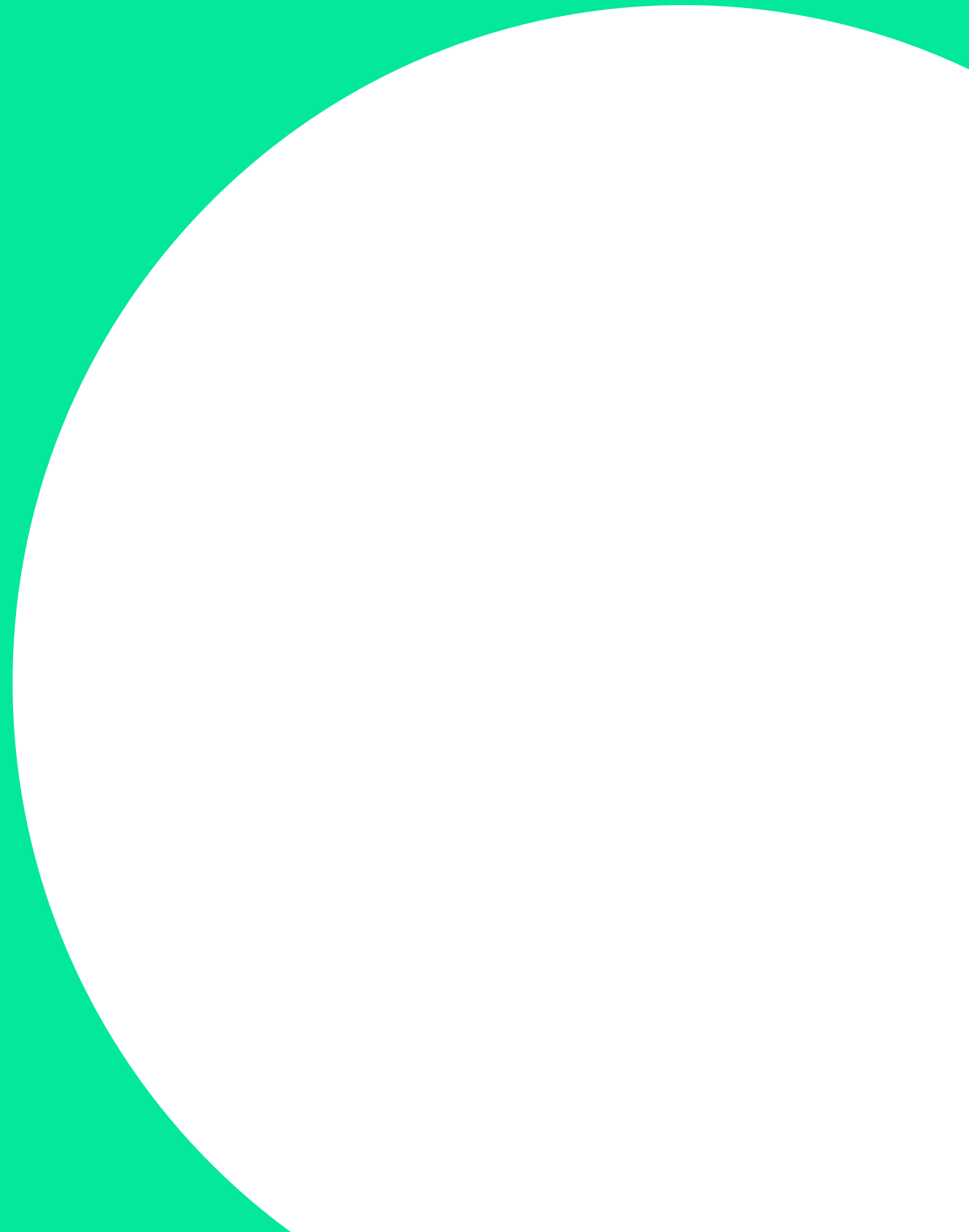
WATCH OUT FOR YOUR BACK AND KNEES

Even when you're not picking up anything heavy, it's best to make sure your back is straight and bend your knees to get down to ground level.

KEEP CONTAINERS OF NUTRIENTS OUT OF REACH OF CHILDREN

Keep any containers out of reach of little people, and make sure that you put the cap back on immediately after use.

GETTING NEIGHBOURS INVOLVED



ROLES IN YOUR STREET

Tomorrow Today Street projects include a variety of roles that allows different people on your street to get involved in ways that best match their individual interests, skills and abilities. Here are some examples of roles that you might need for your street.

TEA MAKER

You will have the very important role of spreading positivity and putting smiles on faces by making and sharing warm beverages as everyone joins in with activities, sessions and games.

MEETER & GREETER

Help your neighbours feel welcomed as they show interest and join in with your project.

PHOTOGRAPHER

As the photographer, your role will be to capture memories and moments that shows your street as you take part in projects together. Ideas: how neighbours make decisions, how ideas grow and how much fun you have and what you learn during projects.



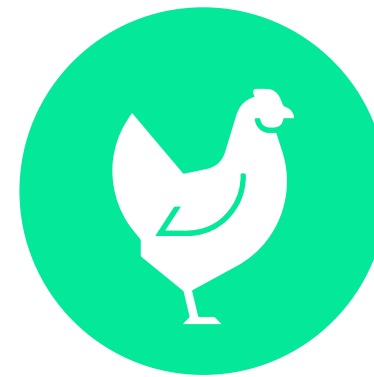
**GAMES MASTER
(HEAD OF GAMES)**



**BEE
BUDDY**



STORYTELLER



**CHICKEN
WHISPERER**



**FIRST
AIDER**



**PING PONG
PLAYER**



SHOPPER



**WASHER
UPPER**



COOK



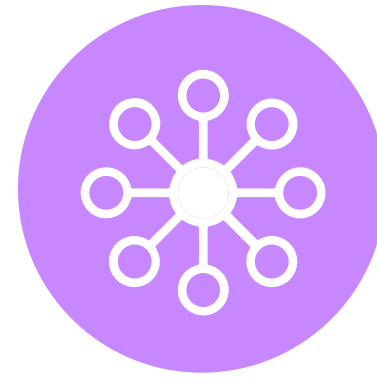
PHOTOGRAPHER



NATURE
LOVER



TEA
MAKER



CONNECTOR



RECYCLER



COMPOSTER



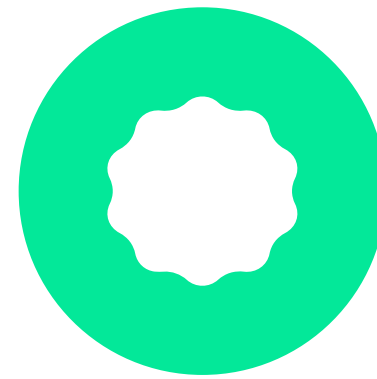
MEETER &
GREETER



CLOTHES
MENDER



FILM
MAKER



BADGE
MAKER



BAKER



KNITTER



WRITER



DIY
EXPERT



RESEARCHER



DOG
WALKER



LISTENER



MAKER

HOW TO COMMUNICATE

There are as many ways to communicate as there are ways to help each other out! For your group conversations, you can use a WhatsApp or Facebook group that everyone can join to stay up to date.

People over the world have different ways to talk to their neighbours, from putting up a note on their windows to writing nice messages on post-it notes... let your imagination fly!

A phone call to check in, a chat over the fence or on the street are also all good ways to share some neighbourliness.

For the less tech savvy amongst the group, these add a personal touch that all the other formats may not, so don't underestimate how far a text can go!

There are loads of ways to get neighbours involved, and a simple conversation is usually a good way to get things going. If there are neighbours you know that have children around a similar age, a knock on the door and a quick chat never goes a miss .

You can also put one or several posters up on your street to describe what the project is about and how your neighbours can get involved.

Check out neighbourhood groups active near you like:

- Community gardens, allotment associations in your area
- Friends of parks group
- Check in with park rangers



WHATSAPP

Whatsapp groups have become very popular because they allow people to send and receive messages, pictures, videos and voice notes.

Your Street Mentor can help you moderate your group if you need or give you advice on how to manage the group.

LEAFLETS, POSTERS & NEWSPAPERS

Posting leaflets through doors, and putting posters in the area helps inform those who you may not reach through door knocking.

You can leaflet to get people involved in your Tomorrow Today Street or inform them of an upcoming event.

FACEBOOK

You may want to create a private Facebook page, it's a popular way people can share videos, photos and plan! It's also a good way to create events and keep track of those coming along to sessions.

It's also a great way to save memory on your phones and computers by keeping it all online.

NEXT DOOR APP

The app is localised, so people living on nearby streets can recommend message each other, reach out for support or invite people to events.

GETTING OTHER PEOPLE INVOLVED

Don't forget that some of your neighbours might not be online so phone calls and chats over the fence or on the streets are also a good way to communicate and get people thinking about the future together.

It's really useful to have a way of staying in touch with everyone who's involved. Some people may want to be super involved, and others may want to help out for a little and take a pause, whatever the circumstance, you'll need to have an easy way to talk to each other.

BUDDY UP

There may be some people that aren't online, or have access to the internet that you've spoken to about the project. To keep them in the loop, buddy that person up with someone who preferably lives nearby who can hand deliver the message, or give them a ring about important changes, meetings and fun goings-on.



MEETINGS

It's very easy for meetings to become a bit tiresome! But residents have developed all sorts of ways of keeping meetings light and efficient. They remain a great way of checking in, supporting each other and making group decisions to get things done!

- Set a time and try to stick to it
- At the start of your meeting decide as a group what you want to discuss but leave space at the end for comments
- Take it in turns keeping notes
- If there is time prepare refreshments together
- Bring inspirational prompts, you can even use music

Remember this is a group project so we'll help to ensure no residents are left in a position whereby they're having to take on control of group decision-making and that opportunities are spread equally through the group.

MAKE MAGIC COMBINATIONS WITH NEIGHBOURS BY MIXING UP PROJECTS TOGETHER!



GREEN STREET

**WASTE
WORKS**

START MAKING
COMPOST

+

**LEAF
BANK**

COLLECT LEAVES ON
YOUR STREETS

+

**OPEN
CORNERS**

FERTILISE YOUR OPEN
CORNER!



CHICKEN COMPOST

WASTE WORKS

START MAKING COMPOST

+

COOP

CHICKENS POOP MAKES
GREAT COMPOST TOO

+

**OPEN
CORNERS**

FERTILISE YOUR OPEN
CORNER!

PROMOTIONAL MATERIALS

THESE BRIGHT AND COLOURFUL LEAFLETS AND POSTERS WILL HELP YOU GET YOUR NEIGHBOURS EXCITED AND LET THEM KNOW THEIR ROAD IS ABOUT TO BECOME A TOMORROW TODAY STREET!

INDOOR & OUTDOOR POSTERS

Waterproof and regular posters to catch your neighbours eye as they walk by. Pick a lamp post that gets a lot of traffic!

LEAFLETS

Pop these leaflets through your neighbours door.

NEWSPAPERS

Once you and two of your neighbours have started, you will be sent 30-50 newspapers to get even more people involved. The newspapers contain a breakdown of all 24 projects and all the introduction information.

CONTACT CARDS

A small card for you to write your name, email or phone number so your neighbours can get in touch to find out more.

OTHER MATERIALS

Posters, leaflets and social media are the best way to promote your event, you can place them on your street, at nearby cafes, communities spaces (such as libraries) and your front window.

It gives you the material to show people on your street the amazing things they can do and get involved in.

Our Every One Every Day shops will be more than happy to promote your event with posters and/or leaflets.

THIS KITS INCLUDES:

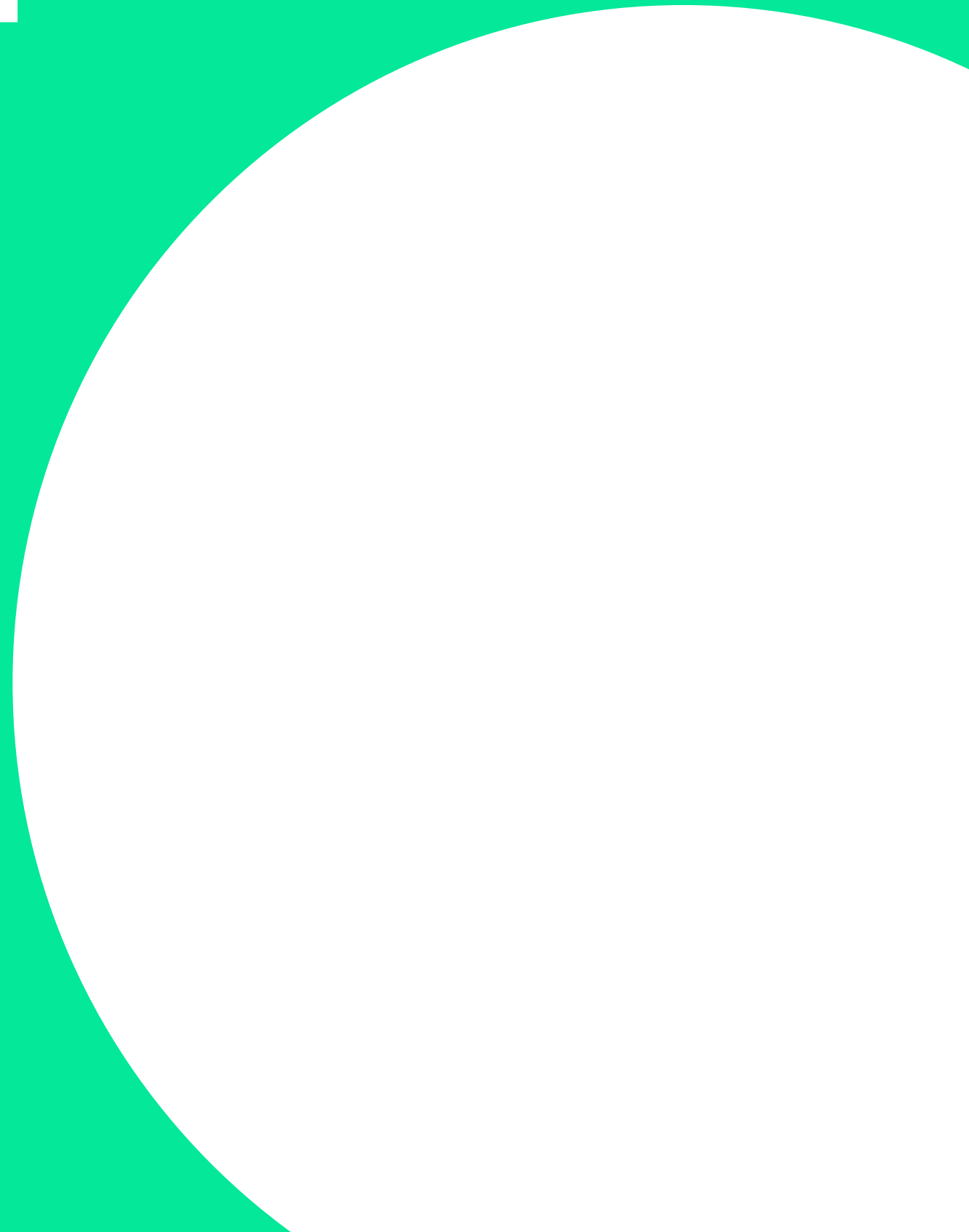
Poster 1: to find out who's interested in being part of the Waste Works project on your street.

Leaflet 1: to share with people interested in being part of the Waste Works project.

Leaflet 2: to promote your first community compost day to set up the bins.



HOW WILL THIS WORK ON STREET



THE SET UP

SETTING UP COMMUNAL LEAF BANK

Leaf Banks are a community compost heap for organic matter. It requires a small accessible greenspace and some nearby trees.

The streets are usually lined with leaves, especially during Autumn, and all it takes is a simple structure to transform those leaves into nutritious compost for a community garden, your house plants or the Blooming Street project.

If you know a place like that nearby, this project is for you! They're easy to build and the tools are simple to use. Ask around your street, you are likely to find someone who is good with tools and happy to share their skills.

All you need to do is grab 3 neighbours, the tools in this kit and decide where you'd like to start providing nutrition for plants and herbs first.

SETTING UP COMMUNAL COMPOST BIN

Each Waste Works street team will receive a 480 litre timber composter with lid. This bin can be assembled in a few hours and then will be ready to use.

To ensure that the compost has the best chance of success, each compost bin will be fitted with a combination lock to ensure only participants of the Waste Works team will be able to access the bin.

This helps ensure only the right materials are being put in the bins.



SEPARATING YOUR COMPOST AT HOME

Setting up a communal compost bin means each neighbour involved has to start composting kitchen scraps in their own homes first.

Here is some guidance about what to put in your kitchen compost:

WHAT TO AVOID

- Dairy products including butter, cheese, milk, sour cream, and yogurt.
- Condiments, dressings, or sauces.
- Cooked leftovers.
- Fat, grease, or oils of any kind.
- Grains of any kind, cooked or uncooked.
- Large, protein-rich seeds like those winter squash.
- Meat or meat waste products, including fish and poultry, bones, fat, gristle, or skin.
- Processed foods such as bread, sweets, crisps, crackers, or pasta.
- Takeaway and fast food.

Mixing the material as you fill your compost bin will create air pockets and help keep your compost healthy. It's important to keep your green waste and brown waste properly balanced.

If your compost is wet and smelly, add more brown waste; if your compost is too dry and isn't rotting, add some green waste.

WHICH BIN?	TYPE OF WASTE	CARBON - RICH BROWN OR NITROGEN RICH GREEN?	
		BROWN	GREEN
KITCHEN COMPOST COLLECTION (PUT IN COMMUNAL COMPOST BIN)	FRUIT AND VEGETABLE SCRAPS		GREEN
	COFFEE GROUNDS AND FILTERS		GREEN
	TEA LEAVES AND BAGS (OKAY TO LEAVE STAPLES IN)		GREEN
	EGGSHELLS		GREEN / NEUTRAL
	TABLE SCRAPS (NON-MEAT/DAIRY)		GREEN
	SHREDDED PAPER & CARDBOARD (NOTHING GLOSSY)	BROWN	
	LEAF BANK (PUT IN LEAF BANK)	GRASS CLIPPINGS AND GARDEN WEEDS	BROWN
DRY LEAVES		BROWN	
DEAD FLOWERS AND PLANTS		BROWN	
RUNINGS FROM SHRUBS OR SMALL TREES PRUNINGS FROM SHRUBS OR SMALL TREES		BROWN	

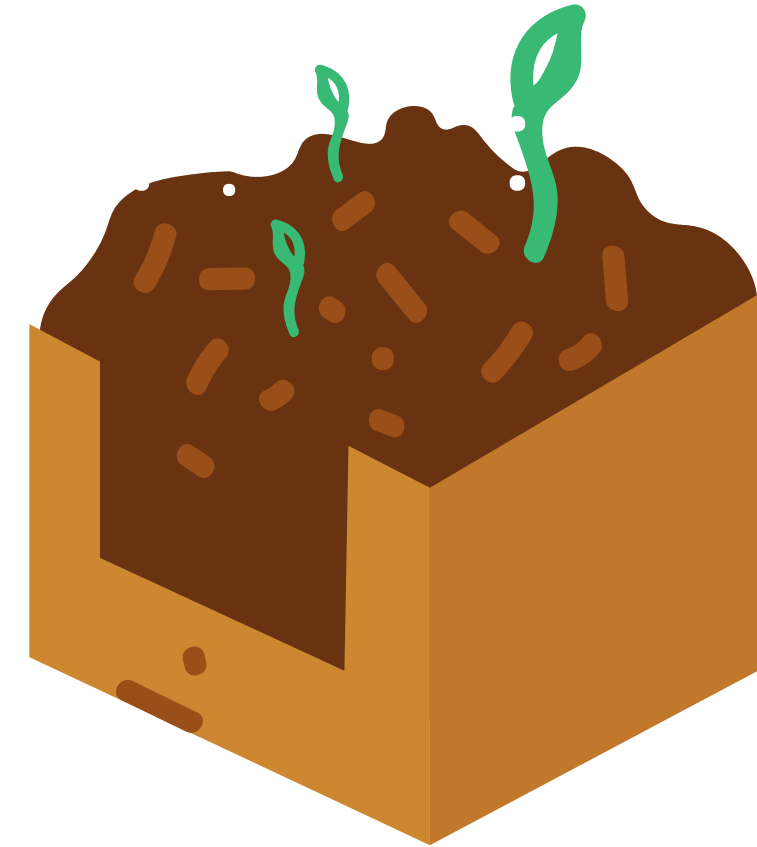
USING THE COMMUNAL COMPOST BIN

WHEN WILL YOUR COMPOST BE READY?

Depending on what you're adding to the pile and the ratio of green to brown stuff, it can take between three months to a year for your waste to become compost.

Once the minimum time has passed, start checking the bottom of your pile. When you find a crumbly, black, somewhat sweet-smelling substance, you've got compost.

You can start shovelling it out from the bottom to use on your garden or lawn while you continue to add scraps to the top of the pile to keep the cycle going.



STEP 1

Reach out to the people on your street to find out who would be interested in composting together.

STEP 2

Once people have signed up, you can agree on what's allowed in the bins and how you'll maintain the compost heap together

STEP 3

Build the compost bin and leaf bank using the tools and equipment within the starter kit.

A team member is happy to explain how to in a workshop.

STEP 4

Participants can begin bringing their kitchen waste to the compost bin and brown materials to the leaf bank

STEP 5

Have regular community compost days to turn the heap and connect over a cup of tea. You could use this opportunity to rewild the area in other ways, like plant wild flowers.

ENJOY THE PROJECT

IFYOUHAVEQUESTIONSORNEED
ANY HELP, PLEASE CONTACT ONE
THE TEAM OR VISIT THE WEBSITE.

[WWW.WEAREEVERYONE.ORG/
TOMORROWTODAY](http://WWW.WEAREEVERYONE.ORG/TOMORROWTODAY)