

**Webber & Quentin TMO FINAL Version
Garden & Social Committee**



Minutes of Meeting on Friday 3rd July 2020, 9.30 - 11.00 am.

Venue: Zoom Meeting

Members Garden & Social Committee

Present: Sophie Thorpe (ST Chair), Jill Goddard (JG Vice-Chair Minutes) Julie Lewis (JL), Jesse Cudjoe(JC), Sirajul Islam (SI TMO Manager)

No	Item	Action
1	Welcome, introductions, apologies for absence & minute taking	JG
	ST welcomed everyone and JG agreed to take the Minutes.	
2	Declarations of interest	
	None	
3	Matters arising not on the Agenda	
	<p>Parents had taken responsibility for children's' activities with chalk in the courtyards. Use of a drawing board or the big garden concrete areas for chalk drawing and games was discussed as alternatives as they could be open to all in the garden, out of view and not close to ground floor flats.</p> <p>JC felt that avoiding drawing on walls would avoid later issues when children thought it was OK to draw elsewhere too.</p> <p>JL agreed with this advice.</p> <p>A proposal could be considered to clear the back areas well.</p> <p><i>ACTION: SI to ask resident to put forward a proposal so we can review it at the next GSC mtg.</i></p>	
4	Terms of Reference for committee	
	<p>It was agreed that the new joint committee needed a new Terms of reference.</p> <p><i>ACTION: ST and JG to draft this, based on the TMO committee templates.</i></p>	ST/JG
5	Update on Delarch/ Algar garden upkeep.	
	The Delarch/ Algar garden had not yet been cleared. The date for rubbish removal was booked to take place 26/06/20.	

	<i>ACTION: SI will ask for a new date asap.</i>	
5	Green Space Survey	
	<p>The Green Space Survey had closed on 30/06/20. A comprehensive summary of the survey results was discussed and will be posted on the website. 34 surveys were submitted. The overview of views respected ground floor flats concerns on security and controlled access being fair. Security gates for Webber Row blocks, more bike lockers, a communal outdoor gym, more seats were popular ideas, and Quentin may want some better use of their own open access areas.</p> <p>ST noted the good suggestions coming out of the survey will be empowering to share on the website for consultation for funding later. All agreed.</p> <p><i>ACTION: SI to update the survey results with notes from ST and JL and send to TMO Chair to add to the website.</i></p>	
6	Delarch/ Algar gated garden.	
	<p>In view of the findings of the Garden & Boke Locker survey the following was agreed:</p> <p>Delarch/ Algar garden to be opened to residents on a trial basis from July 11th to end of Sept. The delay in clearing the rubbish makes it unsafe to open on 4th as planned.</p> <p>JL noted that some residents no longer wished to volunteer, and Silva was temporarily off work. She would ask for any more volunteers. JC offered to help.</p> <p><i>ACTION: SI will put up posters and email all to alert residents the garden will be open.</i></p> <p><i>ACTION: JL will email out the Code of Conduct so all can agree to support it.</i></p> <p>Opening times: Monday closed Tuesday 2pm – 8pm (Estate Cleaner to unlock) (volunteer to lock up and it was agreed that two people are needed to close the garden in the evening due to personal safety issues) Wednesday closed Thursday 2pm – 8pm (Estate Cleaner to unlock) (volunteer to lock up) Friday closed Saturday 11am - 7pm (Volunteer to unlock and lockup) Sunday 11am - 7pm (Volunteer to unlock and lockup)</p> <p>The Code of Conduct was agreed as the following:</p> <ul style="list-style-type: none"> ● No Dogs ● No Litter ● No excessive noise 	JL

- No music
- No BBQs
- No food or drink
- W&Q residents Only
- No ball games (only table tennis)
- Residents may use the space at their own risk
- Children to be supervised at all times

Keep the gate shut at all times.

This is all subject to the Government Covid-19 rules on social distancing and no more than 30 people gathered at one time, 1 metre distance apart. Face Masks are optional but recommended. Hand sanitizer will be provided.

Phase 1 of Garden & Bike Lockers Survey has been implemented with the opening of the main Garden and interest in Bike Lockers has been established.

Phase 2 of the Garden & Green Spaces Survey will be led by BOST to provide independent survey/ analysis of Phase 1 Survey results and continue with Phase 2 Survey of the Garden/ Green Spaces Survey. The results will determine the next steps for the TMO.

Small Grants Application: Needs to mention TMO Insurance. Will only cover applicants if they have clearly explained their project and we have agreed it.

'DBS checks if applicable' and remove the 'signatures' section.

Add 'Small Grant Application' fund delegation to Terms of Reference. Ask Board for agreement. Discuss and agree funding amounts at next Board meeting.

Just Ask – Frequency of visits: Ground Maintenance – S/S cut grass 2 x per month or every 4 weeks depending on time of year. Pruning of shrubs 4 x per year. Mulch twice per year. General weeding done by the Estate Cleaner.

ST would like to see the reinstating of the garden club to help with garden maintenance in the future.

ST brought to the attention of the Committee the Community Project Spreadsheet she and JG created a few years ago which was designed to keep a running order of past, present and future projects to provide transparency of opportunities and ensure fair distribution of funds. It was agreed by the Committee to be a good idea and a fair way to assess individual applications for the future.

	<p>ACTION: JL to organise volunteer gatekeepers and send them the Gatekeepers Agreement. They can reply to the email as a way of agreement.</p> <p>ACTION: SI will add them to the Garden & Social Committee WhatsApp group and ST will be admin and act as the lead</p> <p>ACTION: SI to organise communication of this action to residents.</p> <p>ACTION: ST to liaise with Molly from BOST to move on to Phase 2.</p> <p>ACTION: ST to revise/ make amendments to the 'Small Grants Application' and email to Committee for final approval before taking final draft to the next Board meeting, 29th July.</p> <p>ACTION: ST to check with JG and the Council of past projects that received funding for the Community Project Spreadsheet.</p>	
7	Committee Members	
	JL noted she had no new names to join the Gardening & Social Committee at present.	
8	<p>Next meeting</p> <p>Review BOST Consultation:</p> <p>Discuss the ideas for funding in the Survey.</p> <p>Check Just Ask quote for removing the lavender beds.</p> <p>Raised beds and fruit and veg growing interest: How many are interested needs sorting out.</p> <p>All part of Stage 2 Consultation and funding of most supported ideas.</p> <p>Approve final Draft of Small Grants Application ready for Board review.</p> <p>Agree new GSC Terms of Reference</p> <p>Discuss options for Community Open Day.</p>	
	<p>Conclusion:</p> <p>Phase 1: Open the garden on trial period. Assess</p> <p>Phase 2: Garden ideas and funding most popular - possible use of website for voting online for them.</p>	
9	<p>AOB</p> <p>JL asked if there were any plans for a community open day. JL suggested we could ask residents to bring their own food/ drink/ plate etc. All agreed it would be a good idea to help community engagement.</p>	
	NEXT MEETING: 24th July at 10AM.	