

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



Minutes of Meeting on Wednesday 3rd Sept 2020, 18:00 – 19:00

Venue: Zoom Meeting

Members Garden & Social Committee

Present: Sophie Thorpe (ST Chair), Jill Goddard (JG Vice-Chair Minutes) Julie Lewis (JL), Jesse Cudjoe (JC), Saoussen Ouertani (SO), Molly Gadenz BOST (MG), Ian Hossack expert advisor to committee (IH), Siobhan Contreras (observer).

Apologies: None

No	Item	Action
1	Welcome, introductions, apologies for absence & minute taking	ST
	<p>ST welcomed everyone and JG agreed to take the Minutes</p> <p>21st August Special Meeting Minutes agreed. Nominated for approval by ST. Seconded by JL. Agreed.</p> <p>August 10th Mtg minutes Nominated for approval by JL seconded by JC. Agreed.</p> <p>Minutes to go to the Board and Tracy Stedman and into TMO Dropbox. SI to be asked to do this.</p>	
2	Declarations of interest	ST
	None	
3	Matters arising not on the Agenda	
	<p>GSC Terms of ref: to be reviewed once more and approved by the Board after the AGM.</p> <p>Online Forum:</p> <p>UM is working on the content and to have it on the website and up and running by the AGM.</p> <p>Worrals lock:</p> <p>JL has been in touch - JL to photograph the lock and will send to them to be able to send a quote to fix it.</p> <p>Review of Estate Grant Spending spreadsheet – Question over whether previously awarded Section 106 monies spent on the Quentin Car park in approximately 2014. Is it relevant for this spreadsheet?</p> <p>Agreed discuss under AOB.</p> <p>Just Ask Contract: The meeting discussed again the lack of gardening skills with Just Ask in pruning. This has been raised by other residents too. ACTION: It was agreed that ST would raise this at the</p>	ST/JL

	<p>Board and the possibility of hiring a skilled freelance gardener as well as Just Ask- matching the skills to the tasks.</p> <p><i>Update 3/09/20 - No Board meeting yet. Next one 9/09/20 and ST will report back on 17/09/20.</i></p>	
4	<p>Small grant application from Rachel Davis.</p>	
	<p>Decision letter sent. RD appealed but was ruled not appropriate under the TMO rules.</p>	
5	<p>Green Space Survey</p>	
	<p>Molly and BOST involvement in our consultation - ST noted our £4,700 budget for consultation to help survey all residents. Will BOST be involved?</p> <p>MG is funded by a grant called Mayor's Greener City Fund to support groups to set up and refurbish areas.</p> <p>W&Q group was named as one of the targeted groups to work with.</p> <p>BOST has a budget in that fund for us. However, not much can be spent towards capital costs for building or refurbishing the garden spaces. It can cover the consultation.</p> <p>MG discussed our project and all potential methods of consulting our residents with the BOST team. They have used a variety of methods as the best way to get input from residents.</p> <ul style="list-style-type: none"> ● A walking tour session or two is a good one. Point out issues - what do we want to fix, ● A traditional survey ● Email ● Knock on doors ● Paper and pencil <p>All this to gather resident comments.</p> <p>JL asked what time can MG devote to this project?</p> <p>Can we top it up/ what do we need to set aside?</p> <p>MG said yes - she can draw up a budget to show the cost and time she can provide us.</p> <p>ST said brilliant! as it helps us budget our own resources.</p> <p>Confirmed that MG can be involved on the ground. MG suggested that consultation and development of a plan is 5 day's work, lead on a walking tour is another 5 days, plus 2 days more towards fundraising work.</p>	

JL is keen that our original survey results will inform Molly's strategy going forward.

ST is keen to do that, but we only had 34 responses so keen that we really get the rest of residents involved for more in depth and fair feedback.

MG agreed and advised we would need to discuss key points to ask the residents what they want in Phase 2 Survey.

All agreed the need to prioritise our expectations and what is achievable and when. Possibility of doing the project in stages due to funding and time limitations.

Ian Hossack

Architect explained he looked at the garden spaces 4 years ago whilst proposing a possible location for the TMO office, including security/ amenities, etc.

Going forward he advised S106 could also be raised by him and he could possibly apply for security gates money to support us.

Amongst IH suggestions were the following:

Webber Row courtyards/ garden - gated entrances suggested by him so they could be usable space to enjoy.

He suggested for Webber open landscape/ some hard landscaping/ removing bin structures from the centre/ Concrete dividing walls between courtyards - he proposed removing those walls if gates were securing the front and made it much easier for residents to move around and to join up as communal areas.

Quentin Buildings - he looked at the change of level between street pavements and lower level pathway directly in front of buildings. Thought that hard landscaping might ease the difference. Bad environments attract bad behaviour. He will send past images provided of other sites.

Thanks to Ian for his input - he advised resident views and the sources of funds is the first job to do.

Action - he will forward his past emails with LBS and his presentation to JG so we can review what he said at the time.

Agreed.

Way forward

Phase 2 - MG and committee next step is to plan the consultation survey.

	<p>Estimating the costs of various options will also be a key part. IH could estimate how much a design could cost us. MG said would have to break it down to get at a total that is viable or to agree phases.</p> <p>Use our TMO office at Living Space for next mtg.</p> <p>DATE OF NEXT MEETING</p> <p>17th Sept Thursday next mtg 4.30pm at Living Space.</p> <p>ACTION: ST to check room availability with Living Space and confirm venue and date.</p>	
6	<p>Just Ask Garden Contract Special meeting minutes 21st August 2020.</p>	ST
	<p>No questions from committee members.</p> <p>ST noted that the manager monthly checks had not been done for the green spaces, although the cleaning has been monitored.</p> <p>Committee agreed it got forgotten by our manager but agreed that it is a contract, and the company should still have delivered the tasks.</p> <p>It needs a check form similar to the cleaning checklist.</p> <p>JL have we had any news on Just Ask response?</p> <p>ST advised SI could deal with their response on his return from leave this week. No feedback so far.</p> <p>ACTION: ST will ask him about a checklist going forward and ask the manager to present the committee with it in time for the next meeting on 17/09/20.</p>	
7	<p>AOB</p>	
	<p>ST had confirmation today that the S106 money of £56,000 (after LBS management fees have been taken) has been safeguarded. It can't be spent on portacabin or parking on the estate. But on greening.</p> <p>JL asked could we tap into funds for IH to draw up designs for the use of S106 money for Quentin? ST thought yes, we will ask.</p> <p>Afternoon tea 27th August</p> <p>ST, JC and JG met and no-one else attended.</p> <p>JL asked whether anyone was using the garden now it's open. Siobhan (observer) has been in but never seen anyone else as she overlooks the garden.</p> <p>Next Afternoon Tea is 22nd September at 3pm in the garden. If raining, mainly under two trees but discussed use of gazebo as a possible shelter.</p>	

	<p>Umran and ST will send out text messages to all on the list to help attendance.</p> <p>Report for AGM - ST needs dates for April 2019 onwards for any activities. JG and JL to help review report.</p> <p>ACTION Agreed by email.</p> <p>AGM Zoom attendance</p> <p>JG asked why we are being asked to confirm attendance at the AGM.</p> <p>ST and other members noted everyone should be invited. Will check with the Board Chair.</p>	
8	Date & Time of Next Meeting	ST
	Thursday 17 th September 4:30pm at Living Space, TMO Office	
	END OF MEETING: 19:10	