



Webber & Quentin TMO Garden & Social Committee FINAL Version

Minutes of SPECIAL Meeting on Friday 21st August 2020. 10.00am – 11.30 am

Venue: Zoom Meeting

Members Garden & Social Committee

Present: Sophie Thorpe (ST Chair), Jill Goddard (JG Vice-Chair Minutes) Julie Lewis (JL).

Invited: Sirajul Islam, TMO Staff Manager.

No	Item	Action
1	Welcome, introductions, apologies for absence & minute taking	
	ST welcomed everyone and JG agreed to take the Minutes. This is a special extra meeting about the gardening contract only. Minutes of the last committee mtg will be agreed at the next committee meeting as usual.	
2	Declarations of interest	
	None	
3	Review of Current Just Ask Gardening Contract	
	<p><i>Last mtg action point minuted for ref</i> <i>The meeting discussed again the lack of gardening skills with Just Ask in pruning and weeding. This has been raised by other residents too.</i></p> <p><i>ACTION: It was agreed that ST would raise this at the Board.</i></p> <p><i>Just Ask- matching the skills to the tasks.</i></p> <p>Original agreement of Gardening Contract JG/SI</p> <p>Revised spec discussed. Agreed to be the one agreed at the quote stage in the interview.</p> <p>Aims and Objectives in the spec:</p> <p>3.5 A pleasant, scenic, neat and tidy garden and grass areas our residents take pride in.</p> <p>3.6 Have regards for the environment and when undertaking cleaning and gardening works.</p>	

1st August 2019 contract date started. 2 year contract takes us to August 2021 with an option then to extend for 1 year at a time for a further 2 years.

Contract is currently half way through (1 year of 2 years).

4.10, 4.11 & 4.12 review period of 1 year is right time to review delivery service and discuss any queries on services in the contract.

- Review of last 12 months

How much time is given to gardeners (not Silva) each time they visit?

Specification review

28. Pavement weed treatment. As and when required - ***Needs to be a bit better.***

29. Litter removal ok in the flowerbeds as Silva to do this. 1 x per week.

30. Gardening:

- 2 visits per month from March to October, 1 x visit in February and 1 x visit in November to... – ***These scheduled visits are only happening for cutting grass and using a strimmer for weeding.***
- Cut grass is good.
- Weed beds (including small troughs in garden and courtyards) - ***Weeding not done correctly. Some flowers have been removed by accident. Strimming is done instead of proper weeding treatment.***
- Cut shrubs and prune Roses (to be done in the Autumn months) - ***This did not happen in the first year (2019) and it was organised for the site cleaner to do summer of 2020, which was poorly done as he did not have the skills nor equipment for this task. A number of residents have complained.***

31. Gardening.

- Create sharp edges between grass and flower beds to create a neat effect (1 x per month) - ***This is not happening.***
- Keep all trellis climbers on the community garden arches tied in and cut to maintain the shape (1 x per month) – ***This is not happening, although it was done once in summer 2020 upon request but done to a poor standard.***
- Weed the small planters and troughs in courtyards and gardens (as before) and water wherever possible in hot weather – ***Watering and weeding of these areas is not happening.***
- Spread mulch on beds once weeded by end of May each year to reduce water loss and weed re growth during summer months – ***This did not happen.***

****NOTE: Do not create a compost heap. Not required.****

	<p>Summer 2020 - JL noted we did ask them to cut the roses back, but annual leave meant that the planned staff could not do it. This would have been less if pruned well in autumn 2019 which was missed.</p> <p>JL noted we still need an autumn 2020 for proper gardening as not done pruning in winter 2019 and we have paid for this without service.</p> <p>SI noted ask Ranjan Who is doing this part of the contract?</p> <p>ACTION: SI to contact Just Ask with contract areas for improvement (See Above In 'BOLD & Italics' Under Specification Review) over the next 3 months.</p> <p><u>Potential Gardener and gardening club discussion</u></p> <p>JL was concerned about a new gardening club being successful. The past was just a few residents.</p> <p>ST Residents asking when is the garden club to be reinstated? See residents doing something together is important.</p> <p>If we start a gardener, a gardening club can be as flexible as we need depending on who turns up. The finesse and expertise is still provided by the gardener who is needed for the planning, advice and overseeing.</p> <p>Weeding and pruning – specific things – will need gardener quotes</p> <p>Agreed it needs to be the right personality to be inclusive.</p> <p>ACTION: ST and JG to look for suitable gardeners.</p>	
4	<p>AOB</p> <p>None</p>	
5	<p>Date/Time of next meeting</p>	
	<p>?? To be agreed via email</p>	
	<p><u>Mtg ended 11.30am.</u></p>	