



Present: Sophie Thorpe (ST Chair), Jill Goddard (JG Vice-Chair Minutes) Julie Lewis (JL), Jesse Cudjoe (JC), Saoussen Ouertani (SO), Siobhan Contreras (SC)

Apologies: None

No	Item	Action
1	Welcome, introductions, apologies for absence & minute taking	ST
	ST welcomed everyone and ST agreed to take the Minutes	
2	Declarations of interest	ST
	None	
3	Minutes & Matters Arising not on the Agenda	ST/ JG
3.1	<p>September 17th Mtg minutes Nominated for approval by JC seconded by JG. Agreed.</p> <p>Minutes to go to the Board and Tracy Stedman and into TMO Dropbox. Secretary to do this.</p>	
3.2	<p>GSC Terms of ref: to be reviewed once more and approved by the Board after the AGM.</p>	
3.3	<p>Worrals lock: JL had given the keys to LK and LK was going to find out how much Elkins would charge and if they have the skills to do it.</p> <p>ACTION: JL to follow up with Linda Knight for an update and report back to the GSC.</p>	
3.4	<p>Review of Estate Grant Spending spreadsheet – JL advised that she has gone through her emails looking for the cost and has emailed the council office originally overseeing the project and Angela Nelson to see if they remember what the cost was. No feedback yet.</p> <p>JL advised the GSC how the project was managed. LBS managed the money and project/ contractors and all the estate had to do was approve each stage of the designs/ project.</p> <p>ACTION: JL to chase and update when she has more information.</p>	
3.5	<p>Just Ask Contract: ST and JL have reviewed the monthly inspection checklist, cleaner’s schedule and contract and will meet with JL to discuss and agree next steps.</p> <p>ACTION: When ready, ST and JL will bring a proposal to the Board for discussion and final decision.</p>	

4	Green and Open Spaces	ST
4.1	<p>ACTION: ST & JG to revise original tools list and send to MG by 24th Sept. UPDATE 7th Oct - done.</p> <p>ACTION: Email plans of our estate gardens to Molly to speak to Hej/ BOST for design consultation. UPDATE 7th Oct - done.</p>	
4.2	<p>ST updated the GSC from a conversation with Nils Battye from S106. As the project is so big and will inevitably require a lot of digging around possible utility lines etc, the council will be solely responsible for designing and managing the project and contractors. Therefore, we will not be permitted to use BOST/ Molly or Hej for any landscaping or design consultation work. ST advised the GSC that we will be consulted at every stage of the design process and will be able to make amendments within reason. The GSC therefore reviewed Molly's budget of £3680, and discussed the possibility of combining the 'BOST Green Hub Coordinator' budget of £1680 and the 'Practical Greening and Landscaping Services' budget, which is now no longer required, together to bring the 'Coordinator' budget up to £3680.</p> <p>ACTION: ST to email Molly Gadenz and ask if this is possible.</p>	
4.3	<p>The GSC discussed the collaborated list of Phase 2 Questions for Quentin House Survey. Some items on the list were questioned whether it's the LBS council's responsibility to repair and maintain, or the TMO. Concerns were raised that the council does not maintain good standards around the estate. The GSC wants to know if the S106 funds can pay for these items, if there is enough funds in the budget, or must we leave it in the hands of the Council.</p> <p>The GSC agreed to add a final question to the Survey to help allocate funds to the most desired improvements: <i>"What are your Top 3 Priorities for improvements on this site?"</i></p> <p>ACTION: ST to discuss with Nils whether the S106 can pay for these specific items.</p>	
4.4	<p>The GSC also noted that straight after Quentin House has been surveyed, results reviewed and the S106 project begins, Molly can move straight over to survey Webber Row residents.</p> <p>ACTION: ST to email Molly the final survey questions along with a request for any further information/ documents that Molly requires for preparation before she begins the project.</p>	
5	Funding: Standing Item	
5.1	<p>Cleaner, Greener, Safer Fund</p> <p>ST advised the committee that herself and JG had submitted the CGS application on time. Final amendments were made as ST was advised by Nils Battye from the Council to lower the bid and apply for the cost of just one security gate this year and apply next year and</p>	

5.2	<p>the year after to fund the remaining gates.</p> <p>Therefore, instead of the full £61k bid to install security gates across the front of the Webber Row courtyards and greenspaces in one go, ST and JG reduced that amount to just over £12k for one security gate in the first year. ST and JG agreed to focus on the courtyards as the priority for the bid as the Garden Survey highlights many concerns over security specifically relating to the courtyards and this was the basis for the application.</p> <p>ST emailed Cllrs Maria Linforth-Hall and Graham Neale to alert them to our funding application.</p> <p><u>Special Thanks to Saoussen and Siobhan, our newest GSC members. for their hard work in sourcing quotes for the gates.</u></p> <p>It's possible that the TMO might be able to fund security gates over the greenspaces on Webber Row from surplus funds within the TMO pot in a few years time. This is to be discussed with the Board at a later date depending on if we are successful with the first bid.</p> <p>ACTION: Funding will be awarded in April 2021 and the TMO will be notified if we are successful.</p> <p>ST advised the GSC that herself and JG were applying for more funds as planned from the 'Neighbourhoods Fund' to fund a number of social activities in 2021/ 22.</p> <p>A number of items have been included in the bid including Winter Community Lunches, Gardening & Veg Growing Workshops, 2x Summer Events (1 x Webber Row, 1x Quentin House), Equipment/ Performers fees, and Publicity/ Volunteer Expenses.</p> <p>ACTION: ST and JG to submit the funding bid by Noon 12th October 2020.</p>	
6	Just Ask Contract	
	<p>ST advised the GSC that JG, JL and herself will meet to discuss the JA contract, cleaner's schedule and monthly inspection checklist and will report back to the Board with their recommendations.</p>	ST
7	Coffee Morning/ Afternoon Tea	
7.1	<p>Schedule:</p> <p>Depending on changing Covid-19 social distancing rules, we will move forward and book more. The aim is for 2 events per month, divided between 1 x Coffee Morning (which can be hosted at Living Space if needed) and 1 x Afternoon Tea at the Duke of Sussex.</p> <p>Was agreed that Monday's would be the best day to host as most GSC members are available on this day.</p> <p>December can have one of the dates (Afternoon Tea) doubling up as the Christmas Lunch event.</p> <p>Who can manage this project?</p>	

7.2	<p>Saoussen Ouertani agreed to take the responsibility for planning, organising and promoting this ongoing project, with Siobhan Contreras assisting.</p> <p>SO will liaise with ST on any info/ help needed regarding promotion - text messaging/ email service.</p> <p>ACTION: SO to submit a plan of dates via email to the GSC team for approval, for the remaining month of October, and November, December and January 2021 and contact the Duke of Sussex to agree dates/ times.</p>	
8	AOB	
8.1	<p>Update Garden Notice re Covid-19: LK has printed and laminated and posted the updated poster on the main Webber garden notice board.</p> <p>8.2 Garden Lock: A few volunteers reported issues with using the lock. ST tried it and was successful although did say it can be tricky sometimes. All other volunteers have confirmed they are now able to use it.</p> <p>8.3 Garden Opening Review: Agreed that opening times of the main Webber Row garden will continue as they are, and the GSC will conduct their review at the next GSC meeting, November 7th and report back to the Board at the next available meeting.</p> <p>8.4 Garden Opening schedule: ST proposed that the cleaner be replaced with another volunteer to open the gates at 2pm on Tuesdays and Thursday as this time is being taken away from his usual scheduled duties and we don't want this to conflict with the cleaning contract.</p> <p>ST asked the GSC team if they can ask around for another volunteer.</p> <p>8.5 Raffle Prizes: ST advised JL that Umran sent her an email regarding the logistics of the prizes. He said we can follow up at the weekend during the Board Training day.</p>	
8	Date/ Time/ Location of next meeting	
	Saturday 7th November 10:00am to 11:00am via ZOOM	
	END OF MEETING: Meeting finished at 21:00pm	