

Southsea Green Management Meeting Minutes 4th March 2019

Present: Sue, Nige, Vik, Graham, Jean, Carla, Chris, Peta, Helen

Apologies: Charles, Sarah

Helen raised an item omitted from previous minutes

...I recall that Sue made an excellent suggestion in the meeting, she proposed producing a plan every 3 months showing the activities planned for the garden, or to be held in the garden for that quarter. A few of us agreed this would be a great idea and would support the objective to improve communication between the IMG and gardeners and volunteers and everyone else.

It was agreed that this would be good to take forward for discussion during this meeting.

The minutes for 1st November 2018 were agreed

Section A: Matters arising

Thanks to Gemma and Tesco for the use of the community room for our meeting space

Finance

Gra took us through the figures to date and the meeting agreed to transfer funds raised by Peta and Sue to Southsea Greenhouse and the garden as follows

Greenfingers £35

Mapping £140

Skillshops 2 £769

Total transferred/raised for garden in 2018 £944

Gra reported that we have had a demand for insurance of £99 which he will pay tomorrow (5th March 2019) **Action Gra**

Stakeholders

Sue chased progress with Eamon Divine on 14th January on the lease renewal. As we are asking for a change of use for the cabin this needs to be referred to Chris Richards at asset management.

Sue and Charles to arrange an informal meeting with Steve Bailey to progress the lease agreement and check whether new usage has been agreed. **Action Sue/Charles**

Local Liaisons

Southsea Green is part of the Canoe Lake Park Group (CLPG) and as a not for profit organisation has benefitted from signage and security paid for by the businesses in this group.

The group has entered the Canoe Lake park into the SE in Bloom competition and are working towards this goal for the entire 14 acre site. Focus will be on sustainability, litter control, community involvement and facilities.

Portsmouth is at the heart of the D Day commemorations and CLPG are planning a "Dig for Victory" garden recreating a bed with war time produce, however, as yet have not been allocated an appropriate sized plot so the council need to allocate an appropriate space. The final date for this will be late June (so we need to plan for this deadline) and there will be other activities to support this including a band, Naafi tent and other activities, e.g potato stamping.

Goff will report back on progress.

Action: Goff to agree this and report back

Carla reported that she receives requests from local businesses keen to be involved with a community activity to spend time at the garden. This would be beneficial for the D Day garden in particular

Action: Carla

Carla reported that Portsmouth Together advert may need amending regarding the requirement for caretaker

Action: Sue and Carla

Funding Opportunities

There was a round table discussion to discuss ideas for fundraising to supplement requirements for day-to-day operating materials e.g seeds and small plants

Carla suggested a fundraising event styled as an old-fashioned country fete with stalls, tombola, and veg growing competition and a cake stall..

Lots of support for this idea and provisional date of 6th May suggested.

Idea to work with CLPG to deliver this and use their garden space. Gra to discuss with FOCH and CLPG

SG will lead the event but involve CLPG.

Action: Carla to own event with support from a working group she will appoint. Gra to liaise with FOCH and CLPG

Idea also for a Harvest festival later in the year (probably September)

The skillshops programme was deemed to be a success and further lottery funding could be applied for to finance a different project (we cannot apply for funding for the same type of project for the next 12 months)

Sue reminded everyone that a project cycle is two years, from planning to delivery and accounting and suggested we all reflect on our plans moving forward before we commit to major projects. member when we are applying for funding these 5 little steps to heaven:

We have to remember when we are applying for funding these 5 little steps to heaven:

- 1) what do we want the money for and does it add up? - our vision ?
- 2) why do we want it - social impact or who will it help? (evidence)
- 3) when do we want it - project timescales incl visioning / writing bid / milestones/ Project delivery / accounting / evaluation
- 4) Who will make it happen? Have we capacity to manage, contribute, promote, participate, evaluate and be accountable?
- 5) How do we keep going? Sustainability / using the project to address local issues/ encourage volunteers/work together

For further discussion: All

Peta reported on an idea that has been in discussion with partners and friends that may be something that could be developed into a funded project. In essence we could extend the workshop idea this time focussing on growing and cooking to promote health and wellbeing. The workshops would be developed into a hybrid gardening/recipe book that could then be sustainable through sales. Idea to be developed further and discussed again at the next IMG in 2 months.

It was suggested that we could continue the skillshops format as an unfunded project with workshops being delivered for free by willing volunteers sharing their expertise.

All are welcome to come forward with any ideas for funding and Carla reminded us that in addition to the Tesco Bags of help scheme the other supermarkets run similar funding opportunities, Asda, Waitrose.

AGM 2019

This will take place on Saturday 15th June from 12 noon at the garden. Invitation and poster to be made inviting interested parties to be elected into the required office positions. Notification of AGM should be 2 weeks. Carla suggested the nominations should be submitted by the garden meet up on 1st June.

Action: Sue to provide list of attendees. All further planning details to be discussed at the next meeting in May.

Section B Operations reviews

All stars/Cabin update.

Due to an economy in spending there was an underspend on this project and the funders have agreed we may use the balance to fund a makeover for our cabin space keeping the same principles of developing young people from the community. Vik will involve the young people she mentors in the project and the

event will be taking place on 28th March starting at 10:30. All are welcome to attend and be involved. Nige will have completed the repairs to the cabin so the decoration and upgrade can take place.

It's important that we keep the young people involved so we will need to draw up a list of tasks for the day that are at different levels and can engage all.

Action: Nige complete all agreed repairs before 28th March.

Action: Sue to draw up job list. Gra and Vik to shop for materials

Skillshops 2

Peta confirmed that this project is almost at an end. Chris will upload the final summary and report to the website.

Sue, on behalf of the group, thanked Peta and Gra for managing such a successful project.

Action: Chris will update website. Peta to share final report with the group.

SG Garden

Carla reported that the current poster in libraries inviting volunteers could be clearer and needs some amendments and she will lead on this.

It was acknowledged that Helen has been working very hard to support the garden and has made herself available to cover for Goff on Tuesdays, as necessary.

The meeting thanked Helen and suggested that together with Carla, they could work on the seasonal planner raised earlier in the meeting. This planner will cover events and regular meetings. Idea to open the garden more frequently in the summer on Saturdays to be explored as this would attract more volunteers. When garden open, simple chalkboard to be used to invite people to enjoy the space or the shutter at the front of the cabin with our welcome message designed by Ruthie could be opened to draw in the public. Sunshade umbrella to be returned for spring.

Action: Carla to update poster. Carla and Helen to implement planner. All, Volunteer management to be discussed further at next IMG.

AOB

Sue suggested we honour the arrival of baby Rose to Nick and Charlene and plant a rose in her name. Parents to choose the rose which SG will pay for and Sue will approach Jenny P about a sign.

Action: Sue to liaise with the new parents and Jenny

Sue reported that a bag of donated compost had been left near the gate when she visited the garden, she has relocated this to the compost area to be composted correctly as per agreed guidelines.

Sue raised the issue of signage and it was agreed that this should be added to the job list for the cabin crew on 28th March. It was also agreed that a sign asking people to place donated compost over the gate without lobbing it over and that Lis's sign be removed and returned to her for safety.

Gra reported that SG will donate the seeds for D Day garden and has committed £20 from our funds to CLPG..

Next meeting: Moved to 13th May (6-8) at Tesco to avoid the bank holiday