

ELL Meeting Minutes 14th October 2018

Present: Patrick Maher, Vicky Lewis, Jo Homan, Les Coupland, Vanessa Morris, Chris Speirs, Jane Howson, Mary McHugh, Carrie Anker

Apologies: Tasha

1. Actions from previous meeting

Who?	Action	Status
Jo	Confirm whether 2016/17 accounts have been submitted & submit them	Complete
Jo	Investigate slope on roadside as possible hedgelaying site	Complete
Sarah & Chris	Write up Skinners and Capital Growth activities (for reports)	Complete
Jo (& Sarah)	Research what accounts and reports need to be submitted as CIC, Jo to submit	Complete
Vanessa	Follow up with Groundwork regarding Bags of Help grant	Complete
Jo	Send photo of woodpecker painting to group, contact Mark Anthony	Complete
Chris	Follow up with Capital Growth regarding insurance and complete	Complete
Sarah	Restart email conversation regarding classroom build and choosing model	Complete
Jo	Look at funding grants for building from Nessa's links, discuss with Chris regarding any agreement with TOP/ shared usage. Apply for grants.	Complete
Vanessa	Contact Simon again if support letter needed for grant application	Complete
Les, Patrick, Vicky	Cover upcoming session dates at ELL (5 th and 12 th Aug)	Complete
Jo	Send out Doodle Poll for session cover	Complete
Vanessa & Vicky	Vanessa send link to group regarding present for Rich, Vicky to order present	Complete
Chris	Asset of Community Value – check when expires and how to renew with planning	Ongoing
Mary (was Jo)	Make automated messages for ELL meetings (so everyone is reminded with more notice ie one week, two weeks)	Ongoing
Vanessa/Chris	Connect with funding group regarding meeting	Ongoing
Carrie	Forward Finsbury Park Stakeholder s Group meeting dates to group	Ongoing
Vanessa & Chris	Connect with funding group regarding possible meeting	Ongoing
Vicky	Ecotherapy - send information from Kim Harrison regarding her proposal to group	Ongoing
Vicky & Vanessa	Resume website, Vanessa email Vicky, connect with Camila and Sarah for further help	Ongoing
All	Repaint arrow on entrance sandwich board so pointing opposite direction	Ongoing

2. Actions from meeting 14th October 2018

Les	Buy academic diary and visitors' book
Jo	Tell session leaders to note volunteers names and nos as well as note down actions done
Jo	Share xls of vol numbers with Vanessa so she can see details.
Jo	Let Kim know people are interested in helping
Vicky & Nessa	Discuss Santander application
Vanessa	Circulate project report
Jo	Ask for involvement to finalise design
Jo & Vanessa	Discuss benches with LBH
Jo	Set up spreadsheet for 2018-19
Jo	Submit 2017-18 accounts to companies house early
Chris	Apply for tree pack from The Woodland Trust

Jo	Put Les in touch with organiser of focus group at VCH
Jo/Vanessa	Chase up website problem with Paul
Jo/Chris/Vanessa	Attend meeting with LBH, whenever that is.
All	Decide on design by 29 th October
Jo	Re-circulate links found by Carrie and Jo.
Les & Patrick	Re-send photos of rooms at Queens Wood and Tottenham Hale

Monitoring and Evaluation

Carrie thought it would be good to collect more data as is useful evidence for funding. Chris suggested just counting number of people who volunteer – Session leader responsibility – rather than getting everyone to give email address/sign in. Jo suggested using the diary to record this, along with work done on day. We also thought it would be good to have a visitor book to get unstructured feedback from people. Currently, visitor numbers are recorded on a spreadsheet, with figures for each month.

Les	Buy academic diary and visitors' book
Jo	Tell session leaders to note volunteers names and nos as well as note down actions done
Jo	Share xls of vol numbers with Vanessa so she can see details.

Ecotherapy

Sarah, Linda, Vanessa, Mirjam, Vicky and Tasha are interested in this project. Kim hasn't had time to submit a proposal, but intends to do it soon. Vanessa mentioned a funding bid to Santander which might be useful for this project.

Jo	Let Kim know people are interested in helping
Vicky & Nessa	Discuss Santander application

Project updates

Chris mentioned that the partnership with Capital Growth has brought us about £300 in revenue and about 60 attendees. Workshops have taken place on foraging, medicinal plants, pond creation, grafting and forest gardening.

Vanessa fed back on the Food Forest Project which was an outreach project at Mind in Haringey, Giuseppe Conlan House and Hanover Sheltered Housing. All three sites have a new forest garden and a couple of stakeholders trained up in basic forest gardening. There are additional potential sites at Stroud Green library, St Ann's Hospital and St Alban's Crescent (Wood Green).

Jo mentioned that the council is happy for us to come up with a design for the showcase bed in Finsbury Park. It will have four planting layers, year-round interest, a high percentage of evergreen plants and a white/purple/yellow theme. We'd also like to add some benches next to the bed and would be interested in exploring the possibility of making the benches part of the signage.

Vanessa	Circulate project report
Jo	Ask for involvement to finalise design

Jo & Vanessa	Discuss benches with LBH
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ELL finances

There is about £8,000 in the account at the moment. This is the left overs of a few different bits of funding.

We were fined £375 for submitting the accounts for 1 September 2016- 30 August 2017 late. We will therefore submit the 2017-18 accounts early. These were signed off during the meeting.

Jo	Set up spreadsheet for 2018-19
Jo	Submit 2017-18 accounts to companies house early

Edible hedgerow / screen

Chris proposed adding a layer of Woodland Trust hedging plants around the wildlife area and possibly around the forest garden end of the site. This would be to provide a noise and pollution screen for the site. Where there are existing trees, the hedge will be layed at a later stage to stop conflict between the hedging and cropping plants.

Chris	Apply for tree pack from The Woodland Trust
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Focus group

We were informed by volunteer centre hackney that they are running a focus group for organisations in the Manor House area. Les offered to represent ELL.

Jo	Put Les in touch with organiser of focus group at VCH
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Website

Some people have found pages blocked.

Jo/Vanessa	Chase up website problem with Paul
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Funding

Jo, Chris and Vanessa were all interested in being involved in the Environmental Impact grant with LBH

Jo/Chris/Vanessa	Attend meeting with LBH, whenever that is.
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Classroom

Chris reassured the group that the footprint marked out by the logs isn't the same size as the classroom. There were several more suggestions about possible designs. We agreed to open up the conversation about designs again, so that a decision can be made.

All	Decide on design by 29 th October
Jo	Re-circulate links found by Carrie and Jo.
Les & Patrick	Re-send photos of rooms at Queens Wood and Tottenham Hale

Date of next meeting

January 14th 2019, 6.30pm