



GROSVENOR

Notes of a Meeting

Belgrave Square Garden Committee
5 October 2010 – 8.30am – 10.30am
Seaford House, 37 Belgrave Square, London, SW1X

Present:

Committee: Mary Regnier-Leigh (Chair) (MRL)
Amanda Bond-Elliott (ABE)
Lady Cleaver (JC)
Andrew Gordon-Lennox (AGL)
Helen Oratore (HO)
Julie Wetherell (JW)
Lawton Fage (LF)

Grosvenor: Nigel Hughes (NAH)
Stephen Smith (SS)
Kathryn Samuels (KS)

Apologies: Caroline Lister (CL)
Olga Kennedy (KE)

Notes copied to: All attendees and apologies
Belgrave Square Gardens website
Belgrave Square Garden noticeboard

Action

1.0 Notes of the previous meeting

- 1.1 The notes of the previous meeting were amended and agreed.
- 2.2 was changed from stating that party applications should be authorised by the Committee to say that the Committee and warden should be kept informed of the date and time of any parties
 - The wording “based on numbers” was added to 2.3 to clarify the criteria by which the Committee would approve membership
 - The proposal in 3.4 to ban children from the garden who are not the children of key holders was dismissed

It was agreed that future meeting notes should be kept brief.

2.0 Purpose and function of the committee

2.1 It was agreed that the Committee already has the power to change the constitution subject to paragraph 17 of the constitution. Paragraph 1 would need to be amended if exclusion is being sought.

2.2 The Committee asked to be more involved in decision making regarding the garden. SS to organise fortnightly garden walks. All committee members are invited to attend and those with a horticultural interest are especially welcome.

SS

(Post meeting note: Walks will take place on the following dates. Meet SS at 12.00 midday at the north gate;

Tuesday 9th November
 Thursday 25th November
 Thursday 9th December
 Thursday 23rd December (if required)
 Thursday 6th January
 Thursday 20th January
 Thursday 3rd February
 Thursday 17th February
 Thursday 3rd March
 Thursday 17th March
 Thursday 31st March).

- 2.3 Attendance at Committee meetings is required without a reasonable excuse
- 2.4 The vacancy on the Committee for a resident of Belgrave Square needs to be filled. AGL AGL
 offered to contact Canning House at 2 Belgrave Square
- 2.5 NAH to send the Committee a copy of the old garden rules NAH
- 3.0 Chairman's report**
- 3.1 Lord Ballyedmond has resigned with immediate effect
- 3.2 The garden is looking good and the outer holly hedge has been well maintained
- 4.0 Landscape Manager's report**
- 4.1 Bruce Watson has been awarded the tree work contract
- 4.2 The tennis court will reopen on the 11th October.
- 4.3 The compost bin has been emptied and will be rebuilt with old railway sleepers at a cost of £5000 + VAT
- 5.0 Drafting out of the new procedure for garden membership applications and finalisation of the form to be filled in by all new applicants**
- 5.1 KS has closed membership for this year and is operating a waiting list. (2.3 September minutes)
- 5.2 NAH to approach the Board of Trustees with the proposal to reduce the geographical area of the estate eligible to join the garden. (2.3 September minutes). The current catchment area is the Grosvenor Belgravia Estate (see Appendix A) NAH
- 5.3 NAH to approach the Board of Trustees with the proposal that no renewals or new members should be accepted from residents who have access to other gardens on the Belgravia Estate. (2.3 September minutes) NAH
- 5.4 If the Board of Trustees agree to either of these proposals, a constitutional change will need to be agreed at an AGM or EGM of the garden users
- 5.5 ABE proposed reducing membership by 50% to 300 (2.3 September minutes). This was agreed in principle but a time frame needs to be established.
- 5.6 The application form for garden membership was finalised (see Appendix B). KS
 • The form is to be sent to all new applicants joining the waiting list
 • An edited version is to be sent to all existing members at renewal time
 • Can it be available on line?
- 6.0 Drafting the new rules and acceptance procedures for parties**
- 6.1 Inside users will continue to be able to book parties as they have certain rights of usage of the garden
- 6.2 A temporary ban is now imposed on children's parties.
- 6.3 NAH proposed using a professional party planner to manage parties to ensure that they are run in the right way, from simple risk assessments for children's parties to provision of marquees, security and caterers for the largest parties and events. The cost to be borne by the party organiser. SS to contact Shining Wit with requirements and to obtain costings. SS
- 6.4 SS / NAH to prepare a proposal regarding the appointment of a warden at the next meeting. Specifically; SS / NAH

	<ul style="list-style-type: none"> • Cost • Hours (random recommended as being more effective) • Supervision 	
6.5	'No music' to be substituted for 'no loud music' in the party rules	KS
7.0	Frequency of meetings	
7.1	It was agreed that there was a need for more meetings. Meetings will now be; <ul style="list-style-type: none"> • Bimonthly in winter • Monthly in summer • Additional meetings to be scheduled around budget time 	
7.2	A budget sub-committee is to be set up	MRL
7.3	Next meeting: Wednesday 10 November at 4:30pm at Seaford House	
8.0	Communication strategy regarding changes to membership	
8.1	Some members felt that the article published in the October issue of the Belgravia Magazine regarding usage issues in the garden had been premature, especially given that the Minutes of the previous meeting were still in draft form. MRL to arrange a follow up article in the next edition with the full committee's views expressed.	MRL
8.2	Minutes of meetings to be posted in the garden as well as on the website	KS
8.3	SS to communicate the new policy within Grosvenor to; <ul style="list-style-type: none"> • Service Desk • Market Let • Support Staff 	SS
9.0	Protocol for dealing with complaints and incidents	
9.1	A draft form for reporting incidents was presented (see Appendix C)	
10.0	Garden party update	
10.1	ABE reported back on the very successful Garden Party <ul style="list-style-type: none"> • 360 tickets sold • Very positive response and comments • £3200 over budget due to the hiring of the tent. Suggests increasing the ticket price from £40 to £50 next year to break even • Mossman's were excellent • Suggested buying champagne from a wholesaler next year • Note that there was only just enough food and this should be addressed next year 	
11.0	Income from the tennis court	
11.1	NAH explained that this money historically came to Grosvenor to keep it separate from the garden budget. The money is now at the disposal of the committee for special projects, although first call must be maintenance of the tennis court. To be added as an agenda item to the budget meeting.	KS
12.0	AOB	
12.1	AGL thanked Lord Ballyedmond for his contribution to the Committee and for acting as a catalyst in moving the garden forward to ensure it is suitable for everyone.	
12.2	ABE suggested asking residents at the AGM whether they would like additional security	
12.3	The budget is to be printed on A3 paper for clarity	KS
12.4	LF asked about bald patches on the lawn. SS will ensure shade tolerant grass seed is planted early enough in the year to take. Martin Hutchinson will put bark around the benches.	SS

Appendix A

See map

Appendix B

APPLICATION FOR MEMBERSHIP OF BELGRAVE SQUARE GARDEN
Garden membership is closed until the next renewal date. Please complete this form to join the membership waiting list. The waiting list will be reviewed in June 2011 and we will write to you at this time inviting you to join the garden for the payment of an annual fee if you are successful, or advising when you are likely to get a key.
NAME
ADDRESS
HOW MANY PEOPLE AT THIS ADDRESS ARE LIKELY TO USE THE KEY?
HOW LONG HAVE YOU LIVED AT THIS ADDRESS?
IF RENTING, HOW MUCH LONGER DO YOU INTEND TO LIVE IN BELGRAVIA?
HAVE YOU HAD A KEY BEFORE? IF SO WHEN?
ANY CHILDREN? PLEASE LIST THEIR AGES
DO YOU HAVE ACCESS TO ANY OTHER LOCAL GARDEN SQUARES? IF SO WHICH ONES?
ANY DOGS? (see note 1)
WILL YOU BE INTERESTED IN FULL/WINTER TENNIS MEMBERSHIP? (see note 2)
FOR THE PURPOSES OF THE DATA PROTECTION ACT, ARE YOU HAPPY THAT THE DETAILS ON THIS FORM ARE DISCLOSED TO MEMBERS OF THE GARDENS COMMITTEE?
Note 1 - Dogs: A waiting list for dog tags is in operation. Once you gain membership to the garden you will be eligible to put your dog on the waiting list. Annual dog membership is currently £25.00 with an additional one off £25.00 registration fee and the wait is likely to be up to one year.
Note 2 - Tennis: A waiting list for tennis membership is in operation. Once you gain membership to the garden you will be eligible to join the tennis waiting list. Annual tennis membership is currently £200.00 and the wait is likely to be up to three years. This is referred to as 'full tennis membership' allowing you to play year round. Whilst on the waiting list, you will be offered winter membership. This is a membership to play during the off peak months of October to March at a reduced rate.
For Office Use only:
Date of acceptance
Date Keys issued
Entitlement - Garden/dogs/tennis court

Please note, keys are for personal use and should not be passed on to incoming tenants, owners, family or friends.

Appendix C

Belgrave Square Incident Report

Time and Date of Incident:

Reported by:

Time and Date of Report:

Witnesses:

Details:

Referred to:

Priority: Immediate (24hrs)

Medium (3-4 days)

Non Urgent (2-3 weeks)

Action Taken:

Reported to:

Date:

Committee sign off:

