

# MINUTES FOR LEECHWELL GARDEN ASSOCIATION COMMITTEE MEETING

September 2nd 2010 2.30pm, Birdwood House, Totnes

**PRESENT:** Sue Holmes (Chair) Jim Carfrae (Phase 2 Project Manager), David Mitchell, Janet Mitchell, Wendy Reid, Jeannette Willington; Lorette Logie, Jill Tomalin, Robert Vint, Ross Kennerley, Alan Gorman; Shirley Prendergast (Sec).

Sue had requested feedback on the LGA application to Community Spaces. Jowanna (CS) reported that the LGA had been rated excellent/superb on all aspects of the application, communication skills, relations with local groups, website, crisis management skills, attention to tasks and detail, reporting back, working well as a group, teamwork and general management skills.

1. **APOLOGIES:** Ed Vidler, Anna Lunk, Alex Whish

2. **MINUTES** LGA COMMITTEE MEETING August 24th 2010: Agreed

### 3. MATTERS ARISING.

2b. Constitution updated and now ready to be signed.

### 4. REPORT FROM JIM CARFRAE PROJECT MANAGER

**a. Play area.** Nets for play equipment now fitted.

Only the willow screen remained to be completed, this will be done later and children will be involved in the planting of it.

The equipment will be checked by the SHDC Play Safety Officer on 6.9.2010.

The smaller tree trunk and large trunk sections are still available- there are possibilities for their use by younger children or as seating. No decisions made (but see e) below).

**b. Gates.** John Churchill is away so no progress to date. Funding the extra ironwork along the top of the side wall still to be decided with SHDC (see 4e previous Minutes)

**c. Stone walling.** The donated stone will be delivered next week and stored in the open bed adjacent to the herb garden until needed. We need to recognise all such donations on the website.

**DM**

**d. Pergola.** The carpenter has started work on this. The space between bays will be very slightly extended so as to avoid setting concrete posts into the hard surfacing of the paths.

**e. Seats.** Following site visit- the Wojka designs were agreed for the herb garden- 2 seats with backs and one without.

The Crowley design for the picnic table was agreed. This should be available for October 17<sup>th</sup>, the opening date. A location away from the play area was decided.

The decision to put a seat near the play area (4d previous minutes) was changed. Caretakers/parents will now be offered the smaller log/trunk sections to sit on instead.

The seat kindly donated by the Logie's will be placed on the far side of the path looking across the garden through the apple trees. A sum of about £500 will be needed to locate the Logie seat.

**f. Opening Launch Event** Sunday October 17<sup>th</sup> 3pm. Helen Sands has submitted her budget which includes a small tea tent and posters for the event. Helen will be invited to talk about her plans/what help she needs at the next LGA Committee meeting. Jim will meet with Helen beforehand. Possible visitor numbers were discussed and Ross suggested that a risk assessment needed to be done (info available on SHDC Website)

**JC**

Tea will be provided with volunteer help.

**JT**

The car park will be closed for the event.

**RK**

### 5. VOLUNTEERS.

Jill reported back on her new proposals. In response to a question from Robert, she agreed that disabled volunteers (who may not be able to access the Lamb) from the Totnes Healthy Futures project might be integrated into the LGA volunteers programme. It was agreed that the proposed pre-launch meeting for volunteers already signed up, should take place on a

Sunday morning in late September or early October, possibly at the Guildhall, followed by a site visit. Opportunities for new volunteers would be promoted through our press coverage and at the launch event. It was noted that the Advisory Committee (not yet set up) needs to work in concert with the Volunteers group.

Agreed that a meeting is needed between TDT and SHDC to finalise the Management Maintenance Responsibility Agreement (including the Licence). This must be completed before the opening of the garden. **EV, RK**

Ed has informed Community Spaces of the opening date but an official invitation will be sent to them. **SH**

**Public Art:** Janet amended Jill's suggestion for a public art evening event. She proposed instead that the short-listed entries be displayed at a one day Exhibition at Birdwood, and that the public be encouraged to record their views on the entries. She has suggested names (and it was unanimously agreed that Peter Randle-Paige also be approached) of people to sit on the Jury for the event.

**JM**

The sculpture kindly donated to the garden by Pruw Boswell Harper and Lionel Harper needs a suitable location, possibly near the water in the lower pond, and an inset concrete base to stop it from being removed. Jim may be able to do this as part of the making good programme. **JC**

Need to check with Jowanna about completion dates for public art awards as there will be a tight deadline to make payments by 31.1.2011. **JM, JC**

**Gardening Group:** It was agreed that Jeannette and Wendy will collaborate in running the volunteers group covering herbs, trees, other planting and maintenance.

**Garden Activities:** Sue, Robert, Karen Jarvis and Alex will lead this group, and will also involve others such as staff at KEVICCS and TTT in running courses in the garden.

**Launch:** Jill and Helen

**Communications:** Jill will liaise with Marianne Hendrix.

**JT**

## 6. TEAM FEEDBACK

**Herb garden:** the team are meeting tonight (2<sup>nd</sup> Sept) to share plans and possibilities. Alex will then be consulted on a site visit. Some herbs and bare rooted climbers for the pergola can be planted now while others will have to wait (but purchased and held by the supplier) until spring. Jeannette suggested that the fig tree donated by Susie Boyd be placed near the herb garden just inside the Lane entrance, with a plaque in recognition of her initiation of the SOS campaign and her huge contribution to the Southern Area consultation process. SHDC may help with moving the fig to the garden. **Unanimously agreed**

**Residents Association:** Lorette reported that this is now formed and awaiting formal action on part of MIDAS/SHDC to transfer the access land, at which point the RA will become the Heathway Management Company. Until transfer the access land remains the property of SHDC. Ross noted that there may have to be an interim arrangement agreement made to cover access until formal transfer. Out of courtesy to the residents it was felt that the two Heathway access points to the garden should NOT be used during the launch ceremony. Helen must be informed of this restriction ASAP. **JC**

## 7. SITE VISITS.

In order to improve communication between LGA and Residents Association, it was agreed that Lorette should be invited to all site visits regarding practical decisions about the garden (ie location of seats/art etc) **JC**

The Town Council would like a special pre-launch site visit to the garden. They will be joined by Kingsbridge town councillors who are very interested in the process and outcomes of the garden. **AG**

Noted that the launch is a local celebration, not a formal civic event.

## 8. AOB

**The Mitchell's fence/pool fence.** Ross said that the new higher fence around Dave and Janet Mitchell's boundary was in hand and would be completed before the garden launch, as would the protective fence around the pool. **RK**

**Pool.** Jill and Shirley are meeting next week to restart the pool process.

**Alcohol Free Zone extension.** Robert reported that the new AFZ should be in place by December. It will now include Heath's, Moorashes and Leechwell Gardens and the Lamb. The meeting felt strongly that the Leechwell itself should also be included in the zone, particularly as it is a Scheduled monument and is often vandalised. **RV**

**Locking the garden gates.** As the garden will be officially open to the public after the launch Lorette emphasised the need to sort out issues about opening times and who will lock/unlock the gates to the garden ASAP. **RK**

**Press releases** about the garden must be OK'd by the SHDC Press Officer first **RK**

**9. NEXT MEETING:** Friday 17<sup>th</sup> Sept, 2.30pm. Shirley to arrange venue.

A Project Management Meeting was held following the LGA meeting, attended by Ross, Jim Sue and Jill