

MINUTES FOR LEECHWELL GARDEN ASSOCIATION MEETING
Tuesday 2nd December 2009 2.30 Leechwell Cottage

PRESENT: Sue Holmes (Chair) Ed Vidler, Jeannette Craig Willington, David Mitchell, Janet Mitchell, Robert Vint, Jim Carfrae, Shirley Prendergast (Sec)

1. APOLOGIES: Mark Chapman, Wendy Reid

2a. MINUTES of LGA MEETING Nov 9th 2009: agreed
MATTERS ARISING:

2d Car park entrance to garden- now disabled parking will be located directly in front of entrance with subsequent advantages re access and visibility. Meters will be repositioned nearby. Thanks to Janet for raising this issue.

3(4b) Jowanna Lewis will be able to make one more visit to LGA in Totnes as part of her time allowance on the project.

3(5b) The final cost of Noni's assistance over the Open Day was £110. The LGA are very appreciative of her help and recognised that she had put in additional time.

7. Clarity needed on role of project manager in Stage 2 : *JF will clarify with JL*

10. Noted Devon Hedge info received from JF

2b MINUTES of PARTNERSHIP MEETING Nov 10th 2009
MATTERS ARISING:

MoA is now with SHDC solicitors. Noted that Pool is not included in MoA. Some discussion about whether it needed to be included - given that it entailed statutory obligations- and if so how. *SH JF to follow up with Alex*

Noted that SHDC normal procurement process will apply to garden project.

2c MINUTES of FACILITATORS VISIT November 17th 2009; agreed
MATTERS ARISING: will be taken up in Agenda 5 below. Sue noted that JL, JF and others attending had thought it a very successful meeting.

4. OPEN DAY, QUESTIONNAIRE, VOLUNTEERS SHEET

4a The Open Day had gone very well. There were about 150 visitors overall in the day and half that it had been open, with many staying some time and asking lots of questions.

4b Shirley reported back on Questionnaire. Forty seven had been filled in on the open days, one on-line and many more had been taken away. Dr G Dunne had done an analysis of responses so far. Key points: The vast majority were *very satisfied* with the way in which most of the features of the garden had been interpreted; almost all expected to visit the garden, most of these on regular basis; most wished to relax or walk in the garden; almost quarter expressed a wish to be involved in maintenance of the garden. Overall GD notes *'Expressions of delight with the plans and the prospect of a garden in central Totnes dominated written feedback... process described as wonderful example of community involvement'*

4c The Volunteers sheet brought in offers of immediate involvement with most major aspects of the garden as well as help with delivering leaflets and fundraising. Volunteers will be contacted by team leaders, see 5b below. Offers of future involvement were numerous and creative and details will be entered into the data base. Everybody who leaves contact details will be sent information about the progress of the garden. *SP will sent out volunteer details.*

4d ADDITIONAL QUESTIONNAIRE NUMBERS up to 500 distributed as JL requested. Jowanna's comments will be incorporated. Questionnaires will be distributed in January 2010 as follows:

4d1. Display in **Totnes Library** of garden plans and questionnaires from January for one month (agreed by Librarian). Also collection point.

4d2. Display of plans on **Midas notice board** in January. *Sue to check with Alex*

4d3. Contact **LGA email list** with on-line Q. Plans made available on **Garden Website** plus on-line Q?? *Jeannette/Dave?*

4d4. **SHDC Newsletter/Totnes Matters**: brief article or insert slip giving details of garden plans, car park, website and Totnes Library display and requesting people to fill in a questionnaire if relevant. *Sue to check with Alex when next Newsletter goes out and deadline.. Shirley to check with TTC*

4d6. We will need to get garden plans updated and copied (ie. side access under dispute/revised water course ??? other) *Sue to check with Alex*

4d7. Gill Dunne has offered to do Questionnaire analysis and feedback, gratefully accepted.

5. STAGE 2 APPLICATION

5a Sue has asked LGA members to let her know which Stage 2 questions they will take on. We will be drawing on Jackie to cover some of the questions and for additional support. Jackie will be doing a timetable to cover application period until deadline date ??? end March. *Action JF*

5b Procurement method: Teams leaders (see list below) have been appointed to lead the design/ procurement process, drawing on volunteers and with assistance of Charlotte. *(See EV notes by email 21st July re Rathbone visit).*

5c Janet will be taking on both **commissioned functional art** (pergola, gates, benches, bins, signs) and **public art**- with budget of 10K- 5K that we will apply for from CS and the 5K that Midas have already contributed (although we have not yet got it!)

5c SHDC will cover contingency costs of 5% on this Stage 2 application. But this could soon get used up- for example Charlotte's fees and legal costs must be covered so we need to keep within budget. However money can be moved between cost heads- scrimp on one splurge on another!

5d Jackie recommended that all documentation should go together at the end, not be sent piecemeal.

6 AOB

SHDC have allocated 5k of S106 funding towards future repairs to the pool as the LGA requested. Thanks to Alex and Ross for facilitating this.

7. NEXT MEETING. Sue will make contact in the new year to arrange meeting in 2nd week of January 2010.

ITEM	LGA
Storage Facilities	JC
Drystone walling	JC
Trees x 5	WR
Herb garden	JW
Play structure (s)	SH

Pergola	JM
Gates/entrances	JM
Benches x 4	JM
Bins	JM
Signs	JM
Public art	JM
Fees	?