

Minutes

Date September 7th 2009

Re: Meeting with South Hams and Rathbone Partnership at Follerton House

Attending:

Sue Holmes David Mitchell, Janet Mitchell, Wendy Reid, Ed Vidler, Robert Vint, Jeanette Willington
Mark Chapman, Charlotte Rathbone, Ross Kennerley, Alex Whish.

1. Apologies:

Jim Carfrae, Shirley Prendegast, Jackie Francis (Groundworks)

2. Last meeting's minutes / Matters arising - postponed

Agreed to postpone approval of last minutes to next Committee meeting in view of large agenda.

Letter from Community spaces (confirmation of receipt of request for funding) presented. Copies kept for record. Letter received 02/09/09 – 1st stage review could take up to 8 weeks.

At this point in meeting discussion around open day and PR – will report / document this at Point 7 in Matters arising below (logical sequence in Agenda)

3. Matters arising from previous Minutes for SHDC.

a) Documents

- a) Explained the formal agreement as an appendix to the LGA constitution is still needed. We have a Groundwork Partnership definition that can be included, need SHDC to LGA 'ways of Working' statement. This will (should) be in the form of a 'Licence' It will define the different responsibilities, what each partner 'may' do/act upon and should also cover Health and Safety, Public Indemnity Insurance etc.

Action: Ross will draft this and pass to LGA and SHDC Legal team in next two weeks.

- b) Protocol / Licence agreement – same as point 1.a
- c) Draft Partner Policy Doc - SHDC and LGA agree this is not valid - not likely to cover the nature of the LGA - SHDC – Rathbone – Groundwork partnership
- d) WBS - This will be combined into 1(a) (under roles and responsibilities).

Action: Alex will review and suggest Bid Review process to include LGA in process.

b) Responsibilities

- a) LGA Roles – inc post completion: -
- b) Design Sign – off. This to be minuted in meeting at correct point in Agenda (4.0)
- c) SHDC responsibility for Leechwell Walls and Getway repairs: - Ross explained that there is an issue here with the treatment of this as an “Asset”, and whether this falls under Property Services in SHDC – **Action on Alex** to resolve this and to establish what plans to ‘stabilise’ these walls and what maintenance program exists for these?

Agree that the WALLS should be SHDC responsibility; SHDC argue that the GATEWAY is seen as an ‘upgrade’ and this therefore to come out of S106 funding.

- d) SHDC responsible for Insurance – Agreed and confirmed – any exceptions to this will be defined in the License (Volunteer work, one-off events etc)

Point here: **Action: Alex** to arrange any necessary tree felling etc before the groundwork commences,

- e) Immersion Pool clearing – this to be arranged by SHDC (**Action on Alex**). Keeping ‘eye out’ for Japanese knotweed.
- f) Security of Site: now and during site work. Confirmed that at the moment the site is secure: All of the gates via the Heathway West houses are now powered (locked) and secure fencing locked at night by the Gardens / works entrance.
- g) MIDAS restoration works – this will be resolved as part of the S106 funds release. The SHDC – MIDAS license sign-off is the check point for this. Note that Rathbone Partnership do NOT agree that the levels are currently correct.
- h) Highways use of the compound: the Highways work on Heath Way, The Lamb has been delayed for the moment, but even when it does commence it is not expected to impact our work in the Garden 0 accommodation will be obtained for joint access.
- i) Property Services agreement re Entrance / Car park finishing around primary entrance: final drawings of this area are now complete. Impact on number of parking spaces ‘OK’.

c) Process

- a) Communication and clarity – felt that Groundwork should be able to provide a Project Manager who would take ownership of Stakeholder communications once in place (subject to Groundwork getting the funding)

- b) DIG not felt to be correct approach – again see 2.3 (a) meeting this need
- c) Alex's workload: - again the Groundwork PM should take some of the more immediate load off of Alex.
- d) LGA role in tendering process – SHDC will address / describe this in covering letter - part of action for 2.1 (a)
- e) List of companies approached for Tender DOES include Tilhill (Cullompton). Other company approached is 'South West Highways'.

Both of these companies are already covered under a framework agreement in SHDC, so avoids having to go through a European-wide tendering process.

- f) QS checks not required – already executed previously in the estimation process.

d) Funds

- a) S106 funds from MIDAS – have been sought (formally) by letter. Issues blocking resolution and transfer of funds to SHDC are:
 - b) Uplift from baseline to be agreed (Licence between MIDAS and SHDC contained an uplift clause related to re-valuation of amount wrt to retail price index / inflation.
 - c) Clarification of position wrt to land drain work carried out by MIDAS and deduction from S106 fund in respect of this work.
 - d) Charlotte's costs to date are £11,000 (approx) though most of this has been covered by South Hams utilising other funds.
 - e) Public Art S106 question – seems to be as agreed – no query from MIDAS in respect of this request?
 - f) Community Funds to be held by TDT – SHDC are comfortable with this arrangement
 - g) Plan B if funds still insufficient – agreed to defer for the moment

e) Details

- a) Devon Banks – 'quality' will be controlled by specification and reference to an example so the vendor is measured against this. We will be using one of the two tendered suppliers, they may use a local stonemason.
- b) No notes captured with respect to this point.
- c) Not discussed – this is reported as 'fact'.

4. Revised Drawing

- a. SHDC to undertake Risk assessment 1st against the final options presented
- b. Some minor restatements pending (Path behind #11-19 Heathway)
- c. Minuted approval of Final Drawing for LGA – Hereby stated.

(note Janet requests Charlotte to make final checks with SHDC to see if the access and path to the entrance from the car park could be made more aesthetically pleasing without compromise to parking facilities.)

5. Tender Process

Covered already – see 3.3 (d)

6. Funding

Covered already in Section 2.0, 3.4

7. PR and Open Day

- a) 'Open Day' - need to set up joint meeting / communication with Anthony Harrison and Charles Fox to propose joint open day with the Heath Gardens Project
- b) After meeting sub-group (Mark, Sue, Shirley, David) to formulate publicity article re: Leechwell Gardens

8. AOB

None raised

9. Next Meeting

LGA Committee Meeting – 24th September at Leechwell Cottage – 10.00 am

LGA – Heath Garden Meeting – 29th September (was at 5 Heath Way) at 09.30 am.

(Sue – may need to re-arrange this)