

MINUTES OF LGA MEETING
2.00pm 8 July at 5 Heath Way

PRESENT: Mark Chapman (chair), Ed Vidler, Jim Carfrae, Jeannette Willington, Sue Holmes and Charlotte Rathbone

1. APOLOGIES: Janet Mitchell, Dave Mitchell, Shirley Prendergast

2. MINUTES

Minutes of 1 July meeting approved

3. MEETING WITH GROUNDWORK

Postponed until Jackie Francis returns from holiday. AW to give information re: SHDC's agreement and work to date with Groundwork, and how 3-way relationship will work. Groundwork to provide information on services they can provide prior to meeting (tba) **ACTION: SH to contact AW + JF**

4. LGA/SHDC PARTNERSHIP

MC to draw up work breakdown schedule with responsibilities, actions, roles and timetable, with input from Groundwork. Agreed schedule to be attached to Constitution **ACTION: MC**

Constitution also requires SHDC protocol/licence agreement (needed when people on site or when open to public?) **ACTION: EV**

5. LGA SUB-GROUPS

It was proposed to create two sub-groups, linked through MC and SH:

- a. Funding: EV, RV, SP, DM
- b. Design: JW, WR, JC, SH

6. DESIGN CHANGES

CR given design changes agreed in Notes from LGA meeting (attached) plus

3 d. Pipe to lowered top stream area

3 e. Wall to be rendered, with capwork to match housing

3 f. and 4 d. Storage facility and drystone walling on community's action list

4 a. hurdle fence on first bank for safety

4 b. York stone (ethically sourced) for centre of herb garden, hoggin on paths

CR to incorporate CAD survey into design solution; revised drawings to be sent to LGA in approx 10 days **ACTION: CR**

7. AOB

- a. CR recommended QS checks costs before final contract stage
- b. BTCV to be involved in ground clearance? 3 yr mowing programme
- c. SHDC responsible for Leechwell walls/gateway repairs and insurance
- d. EV to see Ross with attached list for action/clarification
- e. Need a specific meeting on partnership methodology
- f. Press release when a. money transferred to SHDC b. design approved and put out for re-tendering c. had prior meeting to agree stages
- g. SHDC to agree car park entrance with Property Services: new path?

8. NEXT MEETING To be arranged

POINTS FOR EV TO RAISE WITH ROSS KENNERLEY

1. What is SHDC agreement with Groundwork for 5 days' work?
2. How will 3 way relationship between SGDC, Groundwork and LGA work?
3. Partnership and project management roles for SHDC and LGA, including decision-making?
4. SHDC prototcol/licence agreement
5. Charlotte recommends QS checks costs before final contract stage
6. SHDC responsible for public liability insurance
7. SHDC responsible for Leechwell walls and gateway repair to come out of SHDC funds
8. CAD levels survey results?
9. Car park entrance plans agreed with Property Services: SHDC funds?
Possibility of path from Heath Way alongside new build to entrance?
10. Draft letter on Healthy Futures

SH/10.7.09