

MINUTES FOR LEECHWELL GARDEN ASSOCIATION MEETING
Monday 9th November 2009 2.30 Glendale Terrace

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

1. APOLOGIES: Mark Chapman, Jim Carfrae

2. MINUTES of LGA meeting October 20th 2009, agreed

3. MATTERS ARISING

2d: Charlottes comments on the car park entrance will now be dealt with on Nov 12th meeting with SHDC

2e: Charles Fox has talked to Janet and said that he is happy with the car park design, but wishes to emphasise the Leechwell Lane link between the two gardens.

3a: Sue is new Chair of LGA. Shirley and Jeannette will share role of Secretary.

3b Need to recruit new members on the Open Day. *Shirley will include a recruitment/skills audit section on the feedback sheet available on the day.*

3d: Ed noted that when we receive the draft Mof A from SHDC we will be able to access free legal advice through TDT.

4b Sue said that the CS Facilitator Jowanna Lewis will not be able to attend LGA meetings (she lives in Oxford) but will be able to give additional advice via phone and email as needed.

5b Noni's fee for help with open day will be paid out of the DOS surplus. We need to agree her hourly rate, but it should be no more than £100 in total. *Sue to contact Noni.*

5c Noni is designing PR and a new poster for the open day in collaboration with Shirley and Charles Fox- early drafts are looking excellent and should be ready in a day or so. SHDC are going to print them for us. They will be circulated ASAP.

Shirley to liaise with Noni

4. OPEN DAY ON 27/8th NOVEMBER BIRDWOOD HOUSE. Items discussed as above plus discussion of arrangements for putting up displays and attendance on the open days. *Jeannette and small group have this covered.*

5. SHDC MEETING NOV 10th Sue noted a lot of items to be discussed at this meeting, including the Mof A and issues surrounding the pool.

Shirley pointed out that **any cash contribution towards repairing the pool must come out of 106 funding** (she suggests 5K). Lottery Fund rules do not allow money from one of their grants to be put towards securing another from them! It is urgent to agree this with SHDC ASAP before all 106 monies are allocated. *Agreed that we will need a specific meeting with SHDC about the pool. Richard Gage must be involved in these discussions.*

Jackie Francis's role with SHDC is not yet clear

6. FACILITATORS VISIT ON 17th NOVEMBER GUILDHALL. Sue described arrangements for the day. A series of very short presentations- a. SH will introduce, b. DM will present DOS, c. SP will outline Big Event and note pool situation, d. SH Feasibility Study e. JW Design f. Ed – funding and TDT g. SHDC – Alex h. TTC - Pruw

Janet and Wendy will organise food. Discussion and lunch followed by a site meeting and the Stage 11 fundraising group with Jowanna at Jim's house in the afternoon.

7. STAGE 11 APPLICATION. The meeting went through Q8 on the application form- a key Question which we need to tackle first. *Dave will attempt a first draft of Q8.*

Agreed the need to apply for funding for a paid project manager- up to 10% of total can go towards this. Crucial that it is someone who knows the project well and who LGA can work with.

8. QUOTES AND PROCUREMENT. We need some clarification as to this.

9. PLAY VISIT. Jeannette, Wendy and Sue visited the two school sites and were impressed by the play equipment except for the willow tunnels: see notes for full details. The two headmasters had no written guarantees for the equipment, we would need these. *We would need to issue a clear brief for the Garden requirements and possibly set a maximum budget.*

10. DEVON HEDGE GROUP. Jeannette would like to make sure of the possibility of separate funding for the stone walls and the Devon bank to ensure quality and specialist construction of same. *To discuss with SHDC.*

Next Meeting: Nov. 17th Facilitators visit at Guild Hall. 11 am onwards

Open Day: Nov. 27th 10 am - 4 pm, 28th 10 am - 2.30 pm.

NEXT LGA COMMITTEE MEETING Early Dec. Date TBA.

Review of Facilitators visit. Date TBA.

Review of Open Day. Date TBA.

SP and JM, 10th November 2009