

**Minutes of Leechwell Garden Association Committee Meeting
Birdwood House, Thursday 30th September.**

Present: Sue, Ed, Jim, Shirley, Jeannette, Robert, Jill, Wendy

1) Apologies

Anna, Lorette, Alex, Janet, Dave

2) Minutes of 22nd September

Agreed

3) Matters Arising

- a) meeting with police now urgent. No time agreed as yet. Robert to chase. Jill to start discussions with police contact nominated by Helen R-S re launch event.
- b) asset register under discussion still.
- c) bowser agreement – we should seek to activate ourselves “by request” rather than rely on SHDC to initiate.
- d) Jim to purchase agreed First Aid kit.
- e) Sue has received a welcome £100 donation from Peter Ward. A record of donations needs to go on website, and any donors asked whether they would wish to be included on this.

4) Project Manager’s Report

- a) Jim has contacted Keith Rennells at SHDC to clarify the position on the sign board. Simple metal, fully waterproofed casing preferred to wood. Could possibly use redundant Heathway Garden’s signboard temporarily prior to determining the permanent one.
- b) Pruw’s heron is on site, but not yet sunk under turf.
- c) Kate Carfrae is fully qualified to be our first aider at the launch. Sign on information gazebo to say FA available will be sufficient.
- d) Installation of fencing around the immersion pool has started.
- e) The play installation has been adjusted in line with the Inspection comments. Sloping deck is now smaller and 300mm from the ground. SHDC still need to sign off – Jim to pursue Alex to ensure this happens.
- f) Ed to chase Alex to ensure car park is closed as agreed.
- g) A possible spring in the Herb Garden has waterlogged area. Contractors need to dig bed before launch and provide topsoil in line with contractual requirements.
- h) The community Spaces plaque should go on the wall just inside the gate, to be clearly visible for those leaving.
- i) The telegraph pole is due for removal shortly, possibly today.
- j) The thorn apple is about to seed and should be urgently removed.

5) Licence

Ed advised the group of progress on schedules. A meeting with the residents to determine opening hours still needs to be arranged (schedule 2); the Volunteers schedule (schedule 3) has been developed; activities and events (schedule 4) will follow the SHDC protocol. We will need an events coordinator, possibly a volunteer. Schedule 5 covers other works and basically just requires a statement that each partner will consult the other if any significant additional work is required. Schedule 6 will be scrapped.

6) Visits and Launch

Some TTC Councillors now coming to the 10th October Kingsbridge visit. Ed has been invited to speak to Kingsbridge Council. Sue to arrange press release and possible photo.

All is in hand for the Vols. event. Those committee members attending to be there at 9.45am for 10.00am start.

Launch

- a) Jill and Helen R-S met with Richard Davies. Shirley (now Dave) agreed to help with contacting other media to promote the launch.
- b) problems with getting power on site for tea/coffee. Alternative proposal of apple cakes and apple juice warmly received and agreed. Square baked cakes or individual cases preferred.
- c) need volunteers to help distribute flyers and poster. Check if anyone available at vols. event. Some could go out via Grove School. Wendy offered back up on her return.
- d) although it is not an appropriate time to plant an apple tree, a basket of apples could be offered. Sue to provide basket, Jeannette offered some apples.

7) Team Reports

- a) Wendy: the fig tree needs to have its roots confined if it is not to spread.
- b) Jeannette: Catherine Munro has volunteered to be coordinator with Healthy Futures. Still hope to get some plants and olive tree put in before launch – but not holding our breath!

8) Community Spaces

Sue: the next Community Spaces claim form due in tomorrow. We are being cited as an exemplar re the whole project.

9) Donations

See above.

10) AOB

Need to identify key jobs which must be done before opening. Sue will be away much of the coming week. She identified

- a) Notice board
- b) Play equipment
- c) Contingency plans
- d) Opening hours
- e) Letter
- f) Clear and tidy garden
- g) Safety issues for launch

Sue will circulate a list for comment and action.

Dave will act as chair in Sue's absence. Sue, Ed and Jim will continue to pursue Project Group management issues with Ross. Jill to coordinate project plans, and possible meeting, as proves necessary, and will continue to liaise with Helen. Rehearsal date Thursday 14th October – Jill to find out time and any requirements on us from Helen.

11) Next LGA meeting

Monday 11th October, 2.00pm. Shirley (now Jill) to confirm availability of room with Anthea.